



DISTRICT DISASTER MANAGEMENT PLAN - MADHUBANI

VOLUME - 4

**Specific Action Plans for Line Departments,
Gram Panchayat Committees and
Other Non - Govt. Stakeholders**



**DISTRICT DISASTER MANAGEMENT AUTHORITY
Madhubani Bihar**



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**DISTRICT DISASTER MANAGEMENT AUTHORITY
Madhubani Bihar**

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This plan is developed by the District Disaster Management Authority, Madhubani with active support from NDMA, BSDMA, Sphere India, Bihar-State Inter Agency Group, Madhubani District Inter Agency Group, EFICOR, Tearfund, and other key agencies in the year 2012.

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Member
National Disaster Management Authority
Government of India

FOREWORD

The formulation of various National guidelines is an important part of the mandate given to the National Disaster Management Authority (NDMA). The National Disaster Management Act, 2005 also mandates authorities at different level to develop a comprehensive disaster management plan at each level.

NDMA's guiding principles for the preparation of the Plan at state and district level has been to draft the Plan in a participatory approach with the preparatory process essentially strengthening the communities, elected local bodies and administration's response and preparedness. NDMA envisages an ideal Disaster Management Plan that ensures local ownership, addresses local needs, and promotes volunteerism and mutual help to prevent and minimize damage.

Therefore, I appreciate the efforts of Bihar State Disaster Management Authority and Madhubani District Disaster Management Authority in partnership with Sphere India, EFICOR and Tearfund for executing our envisioning and guiding principles and developing this model District Disaster Management Plan (DDMP) for Madhubani. I would also like to appreciate the guidance of members of National, State and District Advisory in this endeavor.

I am extremely pleased with the deep involvement, support and cooperation of various stakeholders from community, line departments and other important groups in the preparation of the DDMP Madhubani. I am hopeful that the Madhubani District Disaster Management Plan and its process guidelines would inspire other Districts to follow the multistakeholder participatory approach.

New Delhi
June 2012

T. Nanda Kumar
Member, NDMA



Vice Chairman
Bihar State Disaster Management Authority
Government of Bihar

PREFACE

National Disaster management Act, 2005 mandates for development of comprehensive and holistic District Disaster Management Plan (DDMP) to negate the impact of disasters on the communities, to facilitate timely and effective response to the disasters, and to facilitate holistic disaster management through integration of mitigation, preparedness and DRR measures into development.

India has different geographical characteristics and hazard scenarios in different regions which becomes more complex due to varied socio-economical settings. For each scenario, the Plan would be different to effectively deal with the complexities of the region. Therefore, Bihar State Disaster Management Authority always advocated that for different scenarios and contexts model DDMPs should be made which would serve as guidance for similarly vulnerable Districts.

BSDMA along with National Disaster Management Authority, Sphere India, Tear Fund, EFICOR and other like minded organizations came together to draft model DDMPs for varied hazard scenarios. As a first step, National Advisory Body was set to conceptualize our ideas and decide on Districts for piloting of model DDMPs.

The District of Madhubani was chosen for the first pilot to demonstrate a systematic, dynamic and practical DDMP due to its multi hazard profile of recurrence of floods, Drought, Earth Quake (Zone-V), Fire incidents, Heat waves, Cold waves and High Winds and the prevalence of socio-economic vulnerabilities. Once the district was finalized, a State level Advisory Body at Patna, Bihar and District Advisory Body at Madhubani, Bihar was set up to guide and take forward the process.

I am very pleased that the implementing partners Sphere India, EFICOR, Tearfund, Bihar Inter Agency Group and Inter Agency Group (IAG)-Madhubani have been very meticulous in their approach and have followed every step of the process guideline developed by the Advisory Bodies.

I am elated by this Madhubani District Disaster Management Plan as it has been developed in a consultative manner with constant inputs and feedbacks from all the stakeholders. This Plan has moved beyond the reactive relief based approach and has a concise plan of actions for 53 different stakeholders at District level for disaster risk reduction, emergency response and recovery. The Plan also lays out the coordination structures at varied levels along with defined level for response as per the impact of the incident.

I hope that this plan will be widely used by all the stakeholders in Madhubani encouraging us to make participatory multi-stakeholder plan for other districts of Bihar as well.

Patna

June 2012

Anil Sinha

Vice-Chairman, BSDMA

ACKNOWLEDGMENTS

At the outset, I must express my sincere thanks to all the Members of the National, State and District Advisory Bodies for their invaluable contribution and whole-hearted cooperation to guide the process of developing Model District Disaster Management Plan for Madhubani. But for conceptualization, active guidance as well as high standard of the technical inputs and feedbacks from them, it would have not been possible to bring out this much needed Plan for holistic management of disasters in Madhubani.

I would like to express my gratitude to Shri. T. Nanda Kumar, Honorable Member, NDMA for his guidance, critical review, inputs and motivating all those involved with the Plan. My gratitude and sincere thanks are also to Shri. Anil Sinha, Vice-Chairman, BSDMA for choosing Madhubani as the pilot for model DDMP and his constant guidance to the DDMA and the executing team.

I would like to appreciate the efforts of Sphere India, Tearfund, EFICOR, Inter agency Group Bihar and Inter Agency Group Madhubani for the execution of ideas and benchmarks set by the Advisory Bodies. I would like to place on record that I was extremely pleased by the sincerity of executing team for its effort to involve all the stakeholders and developing local capacities.

I would also like to thank the members of Inter Agency Group Madhubani for its enthusiasm in taking forward the development of Plan and establishing local coordination mechanisms. From District Disaster Management Authority, I would like to thank Mr. A.K. Gupta – ADM Revenue and In-Charge – Disaster Management, Mr. Raman Prasad Clerk Disaster Management and other staff of DDMA for all the effort and time that they have constantly extended for the development of this Plan.

Finally, I must place on record my gratitude and appreciation to all the individuals of various stakeholders group who have participated in various consultations and discussions and have given their inputs, comments and feedbacks as this Plan would not have been possible without your ideas and knowledge and experience sharing. I anticipate that this Plan developed through you would be widely implemented by you all.

I sincerely hope that the DDMP for Madhubani would be widely implemented and constantly revised by all the stakeholders collaboratively and contribute in achieving a disaster resilient Madhubani.

Madhubani

Lokesh Kumar

June 2013

District Magistrate cum Chairman-DDMA, Madhubani

Plan developed on : June 2013

Next review and updation due in : April 2014

Database updation schedule : Every April and October month
(every six month)

Mock drill schedule : May month of every year
(pre-monsoon)

HOW TO USE PLAN

ACTIONS	REVERENCES	REMARKS
1. Identify Yourself	Household GP Committee Line Department Other Stakeholder	
2. Know your Risk (Hazards, vulnerabilities & capacities)	Volume-1, Section 1 Context Analysis (HVCA)	Read this to understand the disaster context of district
3. Identify other stakeholders	Volume-1, Section 1 (Stakeholder Analysis)	Read this to understand who are the all stakeholders in the district
4. Act per your specific plan	DDMA Actions (Volume 1 and 2) GP Committee, Line Department, Other Stakeholders (Pocket books for each stakeholder)	DRR and Mitigation Plan (DDMA Green Book) Volume-1 (Section-2) District Response Plan (DDMA Red Book) Volume-2 Green Books (Stakeholders' action during non-disaster time) Red Books (Stakeholders' action during disaster time)
5. Know institutional mechanism & good practices for implementation of plan	Volume-1, Section 3	Read this to know about various institutions at district level and understand good practices like ESF, IRS, URS, DMP/QRT etc.
6. Know linkages with state, national and international resources	Volume-1, Section 3	Read this to know about linkage at various levels as per the level of disaster
7. Know legal & financial provisions for implementation of plan	Volume-1, Section 3	Read this to get details on implementation of plan and the follow-up actions
8. Find checklists, assessment formats, resource database	Volume-3, "Checklist, formats & resource database"	Read this volume to get assessment formats, checklists and database resources available in the district

Madhubani DDMP is divided into the following main volumes:

1. **Volume-1: DRR AND MITIGATION PLAN:** This volume (also referred as Green Book) enlists the specific actions to be taken during non-disaster time for DRR and mitigation measures. This includes mainstreaming of DRR into development; capacity building; Functional continuity actions; and Emergency Preparedness. This also enlists various structural and non-structural as well as hazard specific mitigation measures and strategies.

This volume also gives details of context of Madhubani which includes general situation; Hazard, Vulnerability & Capacity Analysis; Problem Analysis; Micro analysis of villages' vulnerability; DDMP development Strategy; and Stakeholders analysis. This particular section is specifically useful to you if you are new to the district and like to understand the general situation, history, and broader context of the district.

It also covers details of the various institutions at district level & their roles / responsibilities in disaster management. This also gives information on good practices like ESF, IRS, URS, DMT and QRT etc. for coordination and integration among different stakeholders. This volume also describes the linkages with other districts, divisions, state and national level as per the level of disaster and the emerging needs. Implementation of plan; the responsibility and accountability; financial provisions; and follow-up actions at different levels are also described in this volume.

2. **Volume-2: DISTRICT RESPONSE PLAN:** This volume (also referred as Red Book) enlists the specific actions to be performed at district level in case of any disaster situation. The key response actions are divided into various phases including Actions on Receipt of Early Warning; Response Activation; Relief and Response; Deactivation of Response; and Recovery Actions alongwith enlisting disaster specific contingency actions. This also covers setting up of Field EOC.
3. **Volume-3: CHECKLISTS, FORMATS AND RESOURCE DATABASE:** There is a separate compilation of useful checklists, assessment formats and database of resources available in the district alongwith the contact lists etc. This can be referred as and when required.
4. **Volume-4: SPECIFIC ACTION PLANS FOR DIFFERENT STAKEHOLDERS:** Apart from the above main volumes, there are specific action plans prepared for different stakeholders at various levels. There are specific action plans for 27 line departments, 13 Gram Panchayat level committees, and 13 other key non-govt. stakeholders at district level. These action plans are compiled in two separate booklets for each stakeholder groups. These booklets are, (1) Red Book – for response actions during emergencies, and (2) Green Book – for DRR and mitigation actions during non-emergency period.

ABBREVIATIONS

BRGF	:	Backward Regions Grant Fund
BSNL	:	Bharat Sanchar Nigam Limited
CBO	:	Community Based Organizations
CE	:	Chief Engineer
CEO	:	Chief Executive Officer
CMO	:	Chief Medical Officer
CMRF	:	Chief Minister Relief Fund
CSO	:	Civil Society Organization
DDMA	:	District Disaster Management Plan
DDMP	:	District Disaster Management Plan
DDRF	:	District Disaster Response Force
DM	:	District Magistrate
DMT	:	Disaster Management Team
DRR	:	Disaster Risk Reduction
EOC	:	Emergency Operation Center
ESF	:	Essential Service Functions
EWS	:	Early Warning System
FRT	:	First Response Team
GIS	:	Geographic Information System
GP	:	Gram Panchayat
GPS	:	Global Position System
HFA	:	Hyogo Framework for Action
HRVCA	:	Hazard Risk Vulnerability Capacity Analysis
HVCA	:	Hazard Vulnerability Capacity Analysis
IAF	:	Indian Armed Force
IAG	:	Inter-Agency Group
IAP	:	Immediate Action Plan
ICDS	:	Integrated Child Development Services
IMT	:	Incident Management Teams
IRS	:	Incident Response System
IRT	:	Incident Response Team
IYA	:	Indira Awas Yojna

LSG	:	Lower Selection Grade
MGNREGS	:	Mahatma Gandhi National Rural Employment Guarantee Scheme
MLA	:	Member of Legislative Assembly
MNREGA	:	Mahatma Gandhi National Rural and Education Guarantee Action
MP	:	Member of Parliament
MPLADS	:	Member of Parliament Local Area Development Schemes
NABARD	:	National Bank for Agriculture and Rural Development
NCC	:	National Cadet Corps
NDMA	:	National Disaster Management Plan
NDRF	:	National Disaster Response Force/Relief Fund
NGOs	:	Non- Government Organizations
NREGA	:	National Rural Employment Guarantee Act
NREGS	:	National Rural Employment Guarantee Scheme
NRHM	:	National Rural Health Mission
NSV	:	National Service Volunteer
NYK	:	Nehru Yuva Kendra
OEOC	:	Onsite Emergency Operational Center
PDS	:	Public Distribution Shop
PHC	:	Primary Health Center
PHED	:	Public Health Engineering Department
PMRF	:	Prime Minister Relief Fund
Q&A	:	Quality and Accountability
QRT	:	Quick Response Team
SDMA	:	State Disaster Management Plan
SDRF	:	State Disaster Response Force/Relief Fund
SHG	:	Self Help Group SME Small and Medium Enterprise
SOP	:	Standard Operating Procedure
SP	:	Superintendent of Police
SSA	:	Sarva Shiksha Abhiyan
UN	:	United Nations
URS	:	Unified Response Strategy
VKC	:	Village Knowledge Center
WASH	:	Water Sanitation and Hygiene

INTRODUCTION

Disaster management has been an evolving discipline particularly in India over last one decade. With increasing frequency and intensity of disasters and large number of people coming in their way, the subject needs a more systematic attention and a planned approach.

National disaster management Act, 2005 provides mandate for development of comprehensive disaster management plan at national, state and district level. In particular, there is a need to have a comprehensive plan at district level which is the cutting edge level for implementation of all policy guidelines and strategies.

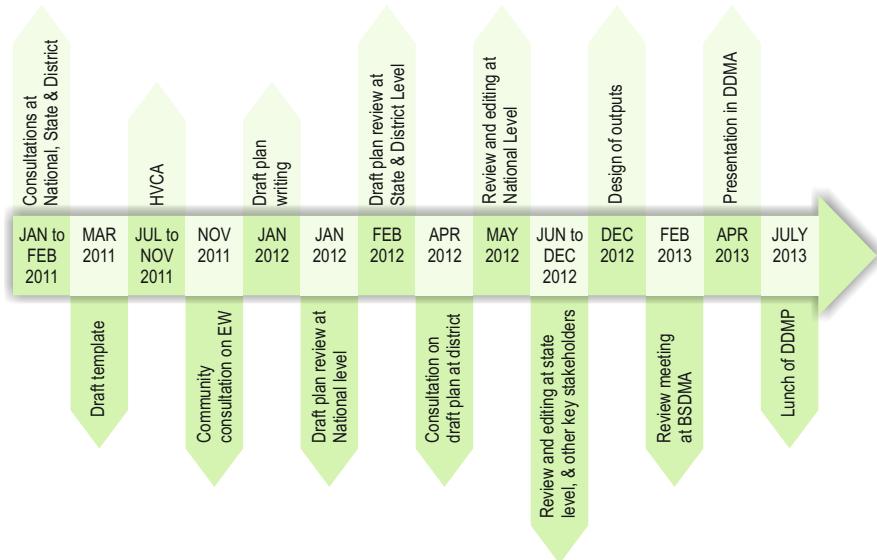
A lot of efforts have been going on for development of plans at different levels by different agencies. In the absence of standard framework and process guidelines, the early experiments with development of district disaster management plan have been very useful to build experience and validate it from the direct application during disasters. There is a lot of variation in the existing plans and the analysis of existing plans shows different plans has different strengths. They act as good source of information about the district collected in one place and is a rich source of knowledge on aspects of disaster management in the country. However, these documents largely remain limited to knowledge and information manuals rather than practical action plans for the stakeholders. Further, since there have been little involvement of stakeholders in development of these plans, there has been little awareness about them and it remained as an administrative document, rarely used in pre disaster or post disaster situation.

There has also been a significant change in our understanding of disaster management from Global to grassroots levels in last few years. Hyogo Framework for Action and later National Disaster Management Act in 2005 brought a paradigm shift in disaster management from a reactive relief based approach to a more proactive disaster risk reduction approach.

The evolving understanding of the subject of disaster management, lessons learnt from the existing plans and the mandate provided by National Disaster Management Act, 2005 to DDMA's to develop comprehensive disaster management plan provides an excellent opportunity to develop some modal plans and a standard process for development of district disaster management plans for replication in different parts of the country.

Sphere India, National Coalition of Humanitarian Agencies in the country, in collaboration with NDMA, SDMA, DDMA and its member agencies like Tearfund, EFICOR initiated the process to develop some modal plans and Madhubani district of Bihar was selected as a first pilot. The figure below illustrates the timeline and process followed for the same.

Process Timeline:



Objectives of the Plan:

Vision: The vision of this plan is to enable disaster resilient development in Madhubani district and continuity of services essential for life and dignity of citizens during disaster and non disaster situations.

The key objectives of developing this plan are:

1. To analyse the geography, social, political and economic context of Madhubani district from disaster management lens.
2. To analyse current development problems and its linkage with past disasters and hazards in the district.

PRINCIPLES OF PLANNING

As planning being a continuous process, the planners and authorities shall consider following principles in implementation and future revision of the plan:

1. **Comprehensiveness:** Take into account all hazards, all phases, all stakeholders and all impact relevant to disasters.
2. **Progressive:** Anticipate future disasters and take preventive and preparatory measures to build disaster resilient communities.
3. **Risk-driven:** Use sound risk management principles (hazard identification, risk analysis and impact analysis) in assigning priorities and resources.
4. **Integrated:** Ensure utility of efforts among all levels of government and other stakeholders.
5. **Collaborative:** Create and sustain effective relationships among individuals and agencies to develop a common platform for convergence of all stakeholders and common processes for unity of efforts by all stakeholders.
6. **Flexible:** Use creative and innovative approaches in solving disaster challenges.
7. **Professional:** Value a science and knowledge based approach based on education, training, experience, ethical practice, public stewardship, accountability and continuous improvement.

3. To identify areas vulnerable to different natural and manmade hazards
4. To know underlying risks and develop action plans for different stakeholders for risk reduction.
5. To build awareness among different stakeholders by their direct engagement with development of disaster management plan and establishing a process for regular up gradation of it in future.
6. To introduce innovation and good practice in institutional mechanism at district level to make it an integrated and coordinated plan at all levels.
7. To develop action plans for different stakeholders (Communities, Govt. Line departments and other stakeholder groups) for disaster risk reduction, emergency response and recovery actions.
8. To suggest mitigation measures to be adopted by different stakeholders for the risks identified in the district.

Who is this plan for?

The authority and responsibility for developing, implementing and regular up gradation of this plan lies with District Disaster Management Authority, Madhubani. However, the process is collectively owned by all stakeholder groups represented in Inter Agency Group, Madhubani. The roles and responsibilities of these stakeholder groups are illustrated in separate volumes linked with this plan.

This plan is to be used by the key authorities and departments at district level such as DDMA, EOC, DDMC, the Line departments etc. Further, the plan as specific action plans for other stakeholders as well which include the Gram Panchayat committees and the key non-govt. stakeholders.

LINE DEPARTMENTS

Emergency Response & Recovery Actions

DRR & Mitigation Actions

Agriculture Department

About Agriculture department:

Under the department of Agriculture there are three directorates namely the Agriculture, horticulture and soil conservation. The department looks after certain tasks such as agriculture growth, plant breeding and genetic engineering, strategies for prevention of soil being eroded from the earth's surface or becoming chemically altered by overuse, salinization, acidification, or other chemical soil contamination.

Composition (Structure and Capacity):

Agriculture:

1. District agriculture officer at district level.
2. Block Agriculture Officer at block level.
3. VLW (village level worker) at Panchayat level.
4. Kisan sewak at Panchayat level.

Horticulture:

1. District horticulture officer at district level.
2. Horticulture officer at block level.
3. Horticulture Sewak at Panchayat level.

Soil Conservation:

1. District soil conservation officer at district level.
2. Soil conservation officer.
3. Assistant soil conservation officer at block level.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- ▶ To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ▶ To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- ▶ To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- ▶ To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ▶ Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- ▶ Support in dissemination of Early Warning information once approved by DDMA.
- ▶ Establish coordination with flood information centre at district level before the seasonal floods.
- ▶ Establish coordination with flood information sub centre at local level before seasonal floods.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- ▶ To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ▶ The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ▶ Develop periodic situation report and share with EOC and DDMA.
- ▶ If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ▶ Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ▶ Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ▶ Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ▶ In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- ▶ To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ▶ Coordinate with respective GP disaster management committee and food and nutrition and search and rescue committee to shift the agriculture equipments, seeds, fertilizers etc. to the safe places during floods.
- ▶ Storage of seeds and other agriculture resources at safe and comfortable places so that the damaged storage could be easily rehabilitated.
- ▶ Assessment of the damaged crops, dams, drainage system, water resource etc. and arrangement of the resources to make them functional. By doing this, the irrigation and cropping mechanism will start again.
- ▶ Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- ▶ Ensuring adequate facility of efficient and monitoring force in the affected areas.
- ▶ Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- ▶ To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ▶ Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of animal and fisheries department. Give status report to EOC and ESF nodal agencies.
- ▶ Ensure the maintenance of seeds, food, grains, manure needs etc. have been owned by community level committees and adequate monitoring mechanisms are in place.
- ▶ Evaluate Emergency response in consultation with community, health committee, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ▶ In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ▶ Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ▶ Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ▶ Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipments, seeds, food, fertilizer, agriculture resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks. life, property and environment due to infrastructure and responsibilities of animal and fisheries department. Give status report to EOC and ESF nodal agencies.
- Ensure the maintenance of seeds, food, grains, manure needs etc. have been owned by community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, health committee, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

2. DRR and Mitigation Actions:

The action plan for this department is divided into following sections:

2.1 Mainstreaming Disaster Risk Reduction into Development

2.2 Disaster Risk Reduction Priority Actions

2.3 Capacity Building Actions

2.4 Functional Continuity Actions

2.5 Emergency Preparedness Actions

2.1 Mainstreaming DRR into Development:

Objective:

- ▶ To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
The agriculture department looks after the agriculture growth and promotes new technologies, seeds, cropping pattern.	<ul style="list-style-type: none"> ▶ Ensure all construction is earthquake resilient. ▶ Agriculture extension centres must be flood and earthquake resistant. ▶ Ensure the seeds storage is disaster resistant. ▶ Identification of land which is resistant to floods and other disasters.
The horticulture department conducts research in the fields of plant propagation and cultivation, crop production, plant breeding and genetic engineering, plant biochemistry, and plant physiology. The work particularly involves fruits, berries, nuts, vegetables, flowers, trees, shrubs, and turf. Horticulturalists work to improve crop yield, quality, nutritional value, and resistance to insects, diseases, and environmental stresses.	<ul style="list-style-type: none"> ▶ Boring of tube wells at strategic places. ▶ Take measures to reduce erosion risks. ▶ Assess disaster risks due to any new construction or maintenance activity.
The soil conservation department strategies for prevention of soil being eroded from the earth's surface or becoming chemically altered by overuse, salinization, acidification, or other chemical soil contamination. The principal	<ul style="list-style-type: none"> ▶ Installation of plants must be disaster resistant. ▶ Protection of embankments of the ponds and rivers.
approaches these strategies take are: choice of vegetative cover, erosion prevention, salinity management, acidity control, encouraging health of beneficial soil organisms prevention and remediation of soil contamination mineralization and other ways are : no till farming, contour plowing, wind rows, crop rotation, the use of natural and man-made fertilizer, resting the land	<ul style="list-style-type: none"> ▶ Ensure that the enough measures have been taken to prevent the soil erosion.

2.2 DRR Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Seed and fertilizers storage at safe places, the block agriculture office must provide the technical advisor to the farmers, Regular supply of pesticides and fertilizers from the district to the block and to the Panchayat level.
- The crop demonstration programme.
- Awareness on the fertilizer management, promoting the bio-fertilizer programme by the soil conservation department.
- Training in adopting new agriculture practices, farmer's exposure visit to centers of excellence, institutes, training in cropping practices and use of modern technology.
- Agriculture office must initiate for the Silt Detention Dams.
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.

- ▶ Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ▶ Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ▶ Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ▶ Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- ▶ To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ▶ Define Rules and regulations for functioning of the department especially during disaster time.
- ▶ All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ▶ Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ▶ Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ▶ Secure important files and information of the department. Create backups, wherever possible.
- ▶ Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- ▶ To identification potential emergency situations and be prepared for response.

Key Actions:

- ▶ Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ▶ Ensuring there is sufficient stock of seeds and other agriculture resources in disaster prone areas. Also there is availability of preventive measures.

- ▶ Functioning of Rainfall measurement centers to be checked and ensuring there is sufficient stock of equipments and tools for the repairing of non functional machines and equipments.
- ▶ There must be monitoring and research on the required rainfall for the crops every day, this will help in forecasting the situation of drought.
- ▶ Identifying the crops which are vulnerable to flood, drought, water logging, pests and developing the alternate cropping system to mitigate the risk of crop destruction.
- ▶ Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- ▶ Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ▶ Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Animal and Fisheries Department

About Animal and Fisheries department:

Under animal and fisheries department there are three directorates namely the animal husbandry, dairy and fisheries. The department looks after certain tasks such as Animal health care, Enhancement of milk productivity, developing Pond Aquaculture, Conservation of Water in Tanks & Ponds etc.

Composition (Structure and Capacity):

Under animal and fisheries department there are three directorates namely the animal husbandry, dairy and fisheries.

The DAHO (district animal husbandry officer), the manager cattle farm, the manager poultry farm, TVO (touring veterinary officer) and the VS (veterinary surgeon) controls the activities from the district level to the block level. The livestock assistant sits at the block level and assists the artificial insemination programme and other schemes. At block level the BAHO, TVO and the livestock assistant give their services at the Panchayat Level.

The programmes at the Panchayat Level are implemented through BAHO. The DDDO (district dairy development officer) controls its affair from the district, the other officers being Assistant dairy extension officers. At present DDDO is the only functional post in the district and block who controls and help the milk cooperative societies.

Under fisheries, the DFO (district fisheries officer) is the only post at district and block who looks after the production and distribution of seed to the farmers.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to insure the safety of buildings of department and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.

- ü To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü To ensure adequate supply of fodder, medicines etc for animals.
- ü Construction of shelter on safer places to evacuate the animals.
- ü Identification of water sources for animals in case of drought situation.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Unified Emergency Response Actions:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee and community level health and search and rescue committee for the Evacuation of livestock and fodder to the safer places.
- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.

- ü The search and rescue team under the guidance of TVO must provide vaccination and immediate medical facility to the evacuated livestock during flood or any other disaster.
- ü Find out the left or lost livestock and to provide shelter facility.
- ü To ensure adequate supply of fodder, medicines in the affected areas.
- ü Ensuring adequate facility of efficient and monitoring force in the affected areas.
- ü Ensuring community support in disposing the dead bodies of livestock and to take appropriate cleaning measures to control an epidemic hazard.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of animal and fisheries department. Give status report to EOC and ESF nodal agencies.
- ü Ensure the maintenance of livestock , fodder needs etc. have been owned by community level committees and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, health committee, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments (medicines, fodder etc), materials, finances etc used for emergency purpose are accounted and recouped as soon as possible.

- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2 DRR and Mitigation actions:

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction into Development
- 2.2 Disaster Risk Reduction Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming DRR into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Animal health care, Animal disease control and prevention, Assessment of major livestock products such as milk, meat, eggs and wool, Providing better Animals treatment facilities by disease diagnostic programmes.	<ul style="list-style-type: none"> ► Ensure all construction is earthquake resilient. ► Treatment centre must be flood and earthquake resistant. ► Ensure the medicine storage is disaster resistant. ► Ensure the construction of hospitals takes place at strategic and away from flood prone areas.
Generic developments of livestock by implementing the Animal Breeding Programmes, Promoting the people for better management and feeding practices for animals, Publicity and extension activities of Animal Husbandry Programme.	<ul style="list-style-type: none"> ► Artificial insemination centres must be strategically located and flood resistant.
Generic developments of livestock by implementing the Animal Breeding Programmes, Promoting the people for better management and feeding practices for animals, Publicity and extension activities of Animal Husbandry Programme.	<ul style="list-style-type: none"> ► Artificial insemination centres must be strategically located and flood resistant.

Key Activities of the Department	Mainstreaming DRR Actions
Welfare activities of animal by implementing the prevention of cruelty to animal Acts	<ul style="list-style-type: none"> ▶ Various DRR policies must be made for the animals to reduce their sufferings. ▶ Fodder storage at safe places, Supply of life saving vaccines in advance and safe storage for them, fodder banks must be established at safe places with earthquake resistant structures.
<p>Facilitation for organization of milk cooperative societies at village level, Milk Union at Dist. level for milk collection, processing and marketing of milk, Enhancement of milk productivity, Establishment of chilling plants, bulk cooler and others cold chain facilities for preservation and maintaining quality of milk for collection and marketing.</p> <p>Providing technical inputs to milk producer like milk and dairy cooperative societies testing equipment and accessories, green fodder seeds, Artificial Insemination equipments and accessories.</p>	<ul style="list-style-type: none"> ▶ Installation of plants must be disaster resistant. ▶ Assess disaster risks due to any new construction or maintenance activity.
To Develop Pond Aquaculture, Culture Based Fisheries, Enhancement In Ox-bow Lakes, Training of Fish Farmers to acquaint them with latest know-how of Fish Production, Conservation of Water in Tanks & Ponds, Development of Waterlogged Areas, Quality Seed throughout the Year	<ul style="list-style-type: none"> ▶ Ensure that the enough measures have been taken to prevent the soil erosion. ▶ Protection of embankments of the ponds and rivers.

2.2 Disaster Risk Reduction (DRR) Priority Actions

Objective:

- ▶ To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Renovation of the fish ponds and ox-bow lakes.

- ü Animal Breeding Programme and Vaccination must be done after doing the awareness programmes in the Panchayats since most of the people remain unaware of the schemes, Schemes such as control of FMD, control of liver fluke disease should be done after giving information to the GP's.
- ü Training and exposure to fish farmers in scientific aquaculture, Renovation of water bodies through Panchayats, Awareness on marketing for the fish farmers
- ü Setting up of model farms in the districts and the exposure visit of the Panchayats so that they gain knowledge
- ü Poultry farms and cattle farms should be clean and availability of water and fodder should be throughout the year
- ü Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

3.4 Functional Continuity Actions:

Objective:

- ▶ To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Vaccination before the seasonal disasters such as flood to be held regularly.
- ü Supply of life saving vaccines in advance and safe storage for them.
- ü Identification of the safe place in the Panchayat with the help of community and field staff of the department.
- ü Fodder storage at safe places.
- ü Ensuring that the protection has been provided to the fish ponds.
- ü Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan

Bharat Sanchar Nigam Limited

About BSNL:

Bharat Sanchar Nigam Limited (BSNL) was incorporated on 15th sept. 2000. It took over the business of providing of telecom services and network management from the erstwhile Central Government Departments of Telecom Services (DTS) and Telecom Operations (DTO), with effect from 1st October'2000 on going concern basis. It is one of the largest & leading public sector units providing comprehensive range of telecom services in India.

BSNL has installed Quality Telecom Network in the country & now focusing on improving it, expanding the network, introducing new telecom services with ICT applications in villages & winning customer's confidence.

BSNL serves its customers with a wide bouquet of telecom services namely Wireline, CDMA mobile, GSM mobile, Internet, Broadband, Carrier service, MPLS-VPN, VSAT, VoIP, IN Services, FTTH, Global Conferencing etc.

Composition (Structure and Capacity):

- Director, Madhubani.
- Assistant director, madhubani

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- ü To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.

- ü Informing the relevant offices and people about daily weather and also issuing the electronic message on this matter.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Issuance of early warning to the society through the means of telecommunications.
- ü Establish coordination with flood information centre at district level before the seasonal floods.
- ü Establish coordination with flood information sub centre at local level before seasonal floods.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with DDMA, respective GP disaster management committee and search and rescue committee to maintain the information and communication system.
- ü Provide the updates and information through telecommunication.

- ü Provide setup for the web-conferencing or audio conferencing for the district administration.
- ü Weather forecast on phones or through other means of telecommunication.
- ü Immediately restore the communication system in the affected area.
- ü Provide and maintain the telegraph services.
- ü Ensuring adequate facility of efficient and monitoring force in the affected areas.
- ü Ensuring that the affected communities are able to contact their relatives in distant places.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of BSNL office. Give status report to EOC and ESF nodal agencies.
- ü Ensure that the maintenance of communication system etc. has been owned by private companies, community level committees and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, DMTs, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.

- ü Ensure the departmental resources like equipments and resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction into Development
- 2.2 Disaster Risk Reduction Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming DRR into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
The company provides telecom services namely Wire line, CDMA mobile, GSM mobile, Internet, Broadband, Carrier service, MPLS-VPN, VSAT, VoIP, IN Services.	<ul style="list-style-type: none"> ▶ Ensure all the BSNL offices or any establishment is earthquake resilient. ▶ Earthquake and flood resistant technology in the construction of BSNL towers or setups. ▶ Fire resistant cables and instruments. ▶ Assess disaster risks due to any new construction, installation or maintenance of towers or any other setup. ▶ The flood specific designing of the towers and poles which are located in the flood prone areas or low lying areas.
Planning, installation, network integration & maintenance of switching & transmission networks. Telecom Training.	<ul style="list-style-type: none"> ▶ Installation of alternate sources of energy for the power back up. ▶ Fire resistant switches and network devices.

2.2 DRR Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

KeyActions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Training of departmental staff in DRR knowledge.
- ü Identification of safe areas before installing the BSNL towers or setting-up a unit.
- ü Ensuring that the power back up is there for the continuation of the work.
- ü Computerization of rural and remote extension offices.
- ü Insertion of DRR features in telecom training which is provided by the BSNL.
- ü Taking initiative in starting SMS services to update the society on weather forecast.
- ü Sending alert messages during emergencies.
- ü Location of equipments, wires at safe places to rectify the technical problems in time.
- ü The BSNL Company must ensure there is inclusion of DRR features in telecom instruments and services.
- ü Functioning of BSNL office from safe building in order to provide the unhindered telecom services to the people.
- ü Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

KeyActions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.

- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü To ensure the safety of own building and property.
- ü Regular monitoring of the line department's telecom infrastructure.
- ü The BSNL Company must ensure that the temporary construction work or retrofitting has been done to the vulnerable buildings.
- ü The BSNL department must have the arrangements (vehicles, cables, generator and equipments) to check and rectify the problem.
- ü Power backup for the continuation of the uninterrupted telecommunication signals.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Building Department

About Building Department:

Before the year 1982, Road Construction, Building Construction and Rural Engineering Organisation were all under the Public Works Dept. (PWD). In the administrative view, Public Works Dept. was split into three different departments named: Road Construction Dept., Building Construction Dept. and Rural Engineering Organisation.

The department constructs the govt. buildings, museums, house allotment work of Government Building etc. and provides the architectural support in the construction. The department provides all necessary services and facilities to the govt. buildings, site evaluation and assessment, structural assessment and renovation options.

Composition (Structure and Capacity)

- Executive engineer at district level.
- Assistant Engineer at district level.
- Technical advisor at district level.

1. Emergency Response and Recovery Action Plans:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of all govt. departments and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- ü To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Informing the relevant offices and people about dos and don'ts in case the disaster happens.
- ü Support in dissemination of Early Warning information once approved by DDMA.

- ü Establish coordination with flood information centre at district level before the seasonal floods.
- ü Establish coordination with flood information sub centre at local level before seasonal floods.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee, shelter and search and rescue committee to shift office equipments, documents and people to the safe structure.
- ü Alternate arrangements for govt. storages and buildings.
- ü Provide temporary shelters to the panchayat and the block.
- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- ü Ensuring adequate facility of efficient and monitoring force in the affected areas.

- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of building department. Give status report to EOC and ESF nodal agencies.
- ü Ensure the maintenance of buildings has been owned by govt. departments and community level committees and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, health committee, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments, construction material, building resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation Actions:

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction(DRR) into Development
- 2.2 Disaster Risk Reduction (DRR)Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming DRR into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
The department constructs the govt. buildings, museums, house allotment work of Government Building etc. and provides the architectural support in the construction	<ul style="list-style-type: none"> ▶ Ensure all construction is earthquake resilient. ▶ Museums and govt. buildings must be flood and earthquake resistant.
The department provides all necessary services and facilities to the govt. buildings, site evaluation and assessment, structural assessment and renovation options	<ul style="list-style-type: none"> ▶ Adoption of Modern technology suitable to the climate of the area.
Planning and designing building network to provide optimized connectivity to residential and non-residential govt. buildings of different departments	<ul style="list-style-type: none"> ▶ Constructing new buildings on high plinth in the flood prone areas or flood resistant structures.
Construction, renovation, upgradation and maintenance of residential and non-residential govt. buildings of different departments	<ul style="list-style-type: none"> ▶ Retrofitting to the govt. buildings at block level, panchayat level and district level

2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and

support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.

- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Identification and assessment of all departments's building at the Panchayat level, block level and district level.
- ü The demonstration of the earthquake and flood resistant structures at the block, district and panchayat level.
- ü Availability of construction material at block, panchayat and district level.
- ü Training to govt. employees at block and panchayat level in DRR knowledge.
- ü Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure departments' performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Ensuring there is sufficient stock of construction material in disaster prone areas. Also there is availability of preventive measures.
- ü Identification of the safe building (govt.) in the panchayat and block. The safe places must be identified as per the disasters (flood, earthquake).
- ü The executive engineer must ensure the temporary construction work has taken place before the disaster forecast (flood, storm etc.).
- ü Identifying the buildings which are vulnerable to flood, earthquake, water logging and developing the plan to avoid any damage to the building.
- ü Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Education Department

About Education Department:

The department of education is concerned with providing education and setting up related frames and infrastructure. It aims to create facilitative environment in which youth, women and others would explore their knowledge and skills by pursuing primary, secondary, higher and mass education.

With the implementation of The Right of Children to Free and Compulsory Education Act or Right To Education Act (RTE), the Department of Education aims to ensure free and quality primary education to all children in the age group of 6-14 years.

Composition (Structure and Capacity):

- District Education Officer (DEO)
- District primary education officer
- Deputy primary education officer
- Block Education Officer (BEO)
- Anganwadi Workers

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü Monitor the situation and Collect information from different sources, community based EW system, TV/Radio, internet, Block/district/state authorities on the situation.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Ensure that all schools, colleges, academic institutions, relevant offices have received and understood the early warning information.

- ü Disseminate precautions related to school safety and education in emergencies to be taken at the schools, colleges, institutes etc. and also at household level.
- ü If required (based on the type of EW), ensure evacuation of schools, colleges at the earliest.
- ü In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- ü Direct the officers of all levels in the department for high level preparedness for any required response in schools, colleges etc. for safety of the students & teachers.
- ü Direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Ensure that important contacts numbers, transport means, first aid box in each school are available and ready to use.
- ü Appointing a departmental person as a nodal person to coordinate with the EOC.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officers to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level education committee and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organize initial assessment for impact on education systems and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response in terms of education systems and services as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Ensure availability of required funds for repair and retrofitting of all the school and college buildings after proper assessment of damage.
- ü If DDMA is conducting multi-sectoral assessment, ensure that education is part of it.
- ü As required, handover the schools and colleges to the local administration to be used as relief and rehabilitation centers.
- ü Support the local administration in search and rescue and recovery efforts by sending pre-trained teachers/children and volunteers.
- ü If schools building/premises are damaged or being used as relief/rehabilitation centers, ensure that alternative measures are taken for continuity and quality of education activities in all phases of the emergency.
- ü Ensure the continuity of mid-day meal to all children studying in grade 1 to 8 in SSA supported schools and centers including the Madarsas.
- ü Coordinate with respective GP disaster management committee and community level education committee for monitoring the status of education services in the affected communities and ensure community participation and ownership of monitoring and maintenance activities.
- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- ü Keep track of all the changing situation, keep the GPDMC, panchayat and BDMA and the concerned ESF team updated.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate measures of education in emergencies are in place.
- ü Ensure the emergency Education services & facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, education committee, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.

- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster losses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources are accounted and recouped as soon as possible.
- ü Ensure early restoration of normal educational activities in the district.
- ü Ensure to organize appropriate psychosocial support for children (and teachers if required).
- ü Put efforts for quick sanction and release of required financial support for repair, reconstruction works in the schools, colleges etc.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation Actions:

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> ▶ Provide educational infrastructure; sufficient number of schools. ▶ Promote the quality of higher education by investing in infrastructure and faculty, promoting academic reforms, improving governance and institutional restructuring towards the inclusion of the yet deprived communities; 	<ul style="list-style-type: none"> ▶ Ensure that new school constructions in are done after taking risk and vulnerability analysis of the area. ▶ Ensure that all new constructions are disaster resilient and old constructions are retrofitted for disaster resilience through structural mitigation activities (following national building codes/laws). ▶ Assess disaster risks due to any new construction or maintenance activity. ▶ Improve inter-departmental coordination to reduce risk of negative impacts of development activities by the department.
<ul style="list-style-type: none"> ▶ Provide greater opportunities of access to higher education with equity to all the eligible persons and in particular to the vulnerable sections. ▶ To remove the present imbalances, extend access by supporting existing institutions, establishing new institutions, supporting government and non-government organizations, civil society to supplement public efforts. ▶ Initiate policies and programs for strengthening research and innovations and encourage institutions – public or private - to engage in extending the boundaries of knowledge. 	<ul style="list-style-type: none"> ▶ Ensure multi-stakeholder coordination to improve safe & non-discriminatory access of all eligible persons and in particular the vulnerable groups. ▶ Ensure that policies and program include measures of DRR.

2.2 Disaster Risk Reduction (DRR) Priority Actions:**Objective:**

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.

- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Ensure disaster management be part of curriculum in all schools, colleges.
- ü Ensure that school buildings are constructed with appropriate standards and guidelines and provide safety during school time and safe exit in case of emergencies.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Organize trainings on disaster management for students and teachers (Especially from disaster prone areas).
- ü Organize annual mock-drill exercises and disaster preparedness activities in the schools, colleges in disaster prone areas.
- ü Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Ensure that all furniture of the schools, colleges are strong enough and can be used as hiding places in case of earthquake.
- ü Ensure that all classrooms have 2 big doors (entry and exit).
- ü Ensure that all staircases are sufficiently big to provide escape routes.
- ü Place sign boards, marks indicating nearest exit routes, safe places, first aid, and other necessary services.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Energy Department

About Energy Department:

The department through its Electric Works Department carries out and maintains the internal electricity system in the government buildings of the State. The department has established the Electrical Inspectorate to carry out inspection of electrical installations and oversee public safety with regard to electricity & settle disputes regarding electricity supply system. The energy department through its various schemes is generating electricity through hydroelectric power projects, thermal power, non conventional sources of energy like bio gas, wind mills etc.

Composition (Structure and Capacity):

- Executive engineer at district level.
- Assistant Engineer at district level.
- Junior engineer

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of all govt. departments and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- ü To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Informing the relevant offices and people about dos and don'ts in case the disaster happens.
- ü Support in dissemination of Early Warning information once approved by DDMA.

- ü Establish coordination with flood information centre at district level before the seasonal floods.
- ü Establish coordination with flood information sub centre at local level before seasonal floods.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee, search and rescue committee to shift the office equipments, documents and people to the safe structure.
- ü Availability of electrical and power generation equipments and resources at safe and comfortable places so that the damaged parts could be easily replaced.
- ü Presence of engineers in the affected areas.
- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.

- ü Ensuring adequate facility of efficient and monitoring force in the affected areas.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of energy department. Give status report to EOC and ESF nodal agencies.
- ü Evaluate Emergency response in consultation with community, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments, construction material, energy/ electricity resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming DRR into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Electricity generation, transmission & distribution.	<ul style="list-style-type: none"> ▶ Ensure all construction is earthquake resilient. ▶ Repairing and retrofitting of the old power generation units and adopting disaster resilient technology in the process.
Implement various sources of energy.	<ul style="list-style-type: none"> ▶ Adoption of Modern technology suitable to the climate of the area. ▶ Measures to protect the water logging, soil erosion etc. due to the construction of the power units.
Generate electricity from non conventional sources like bio gas, wind mill etc.	<ul style="list-style-type: none"> ▶ Earthquake resistant structures. ▶ Strategic planning while constructing such units to avoid water logging and soil erosion.

2.2 DRR Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.

- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Identification and assessment of power generating units at the panchayat level block level and district level.
- ü To promote the schemes on non- conventional energy sources.
- ü Location of such units away from the water logging areas.
- ü Installation of bio gas units or wind mill at safe places in the villages.
- ü Taking measures to check the soil erosion and water logging when laying canal for the purpose of electricity generation.
- ü The department must identify the power units which are located in disaster prone areas and arrange proper route connectivity for relief, emergency logistic and also provide alternate connectivity to reduce damage.
- ü Based on latest or previous emergency or crisis experience the department should frame an outline of future action plan including disaster risk reduction preventive measurements.
- ü Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.

- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Ensuring there is sufficient stock of construction material in disaster prone areas. Also there is availability of preventive measures.
- ü Availability of vehicle to transport the electric equipments.
- ü The executive engineer must ensure the temporary construction work has taken place before the disaster forecast (flood, storm etc).
- ü Ensuring the availability of equipments like cables, wire, transformers, generators etc. at key locations.

- ü Identifying the power units which are vulnerable to flood, earthquake, water logging and developing the plan to avoid any damage to the building.
- ü Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Fire Service Department

About Fire Service Department:

The fire service department of Bihar is established to protect and maintain an efficient and effective operational fire service. The fire fighters not only rescue the life and property during fire breaks but they also offer help during any other disaster such as floods, earthquake etc.

Composition (Structure and Capacity):

- District Fire Officer
- Fire Officer
- Firemen

Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü Monitor the level of disaster to built information on early warning, Share the information with DDMA for approval.
- ü As soon as the warning comes, every groups of the fire fighting services should be alert.
- ü Informing the relevant offices and people about daily update.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish coordination with flood information center.
- ü Establish coordination with flood information sub center.
- ü Appointing a departmental person as a nodal person to coordinate with the EOC.

3.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee and community level fire service committee for monitoring and ensure community participation and ownership of monitoring and maintenance activities.
- ü Support with search and rescue, relief programs , transportation of injured and pumping out the water from the food stores and other important departments etc.
- ü Support the local administration in evacuating the people from damaged buildings, vehicles, trains, factories etc.
- ü Provide resources and technical support to control the dangerous situations arising from petroleum, gas and other hazardous substances.
- ü Keep a vigil also on the areas not affected by disaster.

3.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of fire department. Give status report to EOC and ESF nodal agencies.
- ü Ensure the protection and maintenance of buildings etc and have been owned by community level committees and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, fire safety committees, ESF nodal agencies, EOC and other stakeholders. Document response activities and learning.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to demolish the damaged and vulnerable buildings.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like fire fighting equipments, materials, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation Actions:

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Protect the life and property from fire break and other disasters like flood.	<ul style="list-style-type: none"> ▶ Ensure to install fire safety measures like fire alarm, hydraulic pump, sprinkler etc. ▶ Ensure that the fire fighters are equipped with effective and modernized weapons, safety measures like fire proof gloves and suits etc. ▶ Train the fire fighters to tackle during CBRN and other disaster specifically. ▶ Identify the vulnerable areas, buildings etc and make an action plan to reduce its risk.
Promotion of fire safety standards	<ul style="list-style-type: none"> ▶ Assess the risk vulnerability of the areas and promote fire safety measures according to the need.
Organising awareness and training	<ul style="list-style-type: none"> ▶ conduct regular mock drill, training and awareness camp on fire safety measures and DRR to the fire fighters and among the masses.

3.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a fire warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Assess the vulnerable points in the infrastructure, especially hazardous industries and take measures like timely repairs etc.
- ü Maintenance of fire fighting equipments etc and installation of fire alarm and water pumps like hydraulic, sprinkler etc.
- ü Scope the budget for the maintenance of fire fighting equipments and structural measures etc under different categories.

- ü Define standards to measure departments' performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure to keep the force alert and sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of

his/her buddy, in case of any eventuality and/or absence of the member.

- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Identify the most vulnerable areas to fire and other disasters and create awareness and training among the people on fire safety measures, prepare the force for emergency search and rescue operation.
- ü Implementation of fire safety measures in the private, government and own buildings and establishments.
- ü Provide regular training in primary health care and in evacuation, search and rescue to the fire brigades to make them alert.
- ü Periodically inspect the vulnerable areas like hazardous chemical and other industries.
- ü Stockpile and preposition sufficient number of fire fighting equipments and vehicles to combat any emergency.
- ü Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.
- ü To involve in disaster management activity, identify the voluntary workers from NGOs, Educational institutions and provide them training.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He

shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Food Corporation Department

Food Corporation Department:

The Food Corporation Department discharges the important responsibilities to ensure food security of the District and in managing the Public Distribution of, and trade and commerce in essential commodities with a view to maintain or increase supplies thereof and secure their equitable distribution in coordination with the Supply Department and ensure availability at fair prices by enforcing the Essential Commodities act, 1955 and various Control Orders made there under.

Composition (Structure and Capacity):

- District Manager
- District Distribution Officer
- Assistant District Distribution Officer
- Block Distribution Officer
- Marketing Officer
- Block Distribution Inspector

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü Monitor the situation and Collect information from different sources, community based EW system, TV/Radio, internet, Block/district/state authorities on the situation.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Ensure that all godowns, offices, PDS shops etc. have received and understood the early warning information.
- ü Disseminate precautions related to the safety of the godowns, PDS shops, other storage locations etc. to be taken in case of emergency.

- ü In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- ü Coordinate with the Supply Department to prepare and update the list of vulnerable groups who need additional food and nutrition support and release the same.
- ü Direct the officers of all levels in the department for high level preparedness for any required response in godowns, PDS shops etc.
- ü Direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Ensure that important contacts numbers, transport means, labours, loader, unloaders etc. are available at the time of need.
- ü Appointing a departmental person as a nodal person to coordinate with the EOC.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, godowns, PDS shops, key stakeholders etc.
- ü Call for a coordination meeting of key officers to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level Food & Nutrition committee and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organize initial assessment for impact on the PDS systems, godowns and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response for food and required supplies through PDS (if possible) as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key actions:

- ü Ensure availability of required funds for repair and retrofitting of all godowns, infrastructures etc. after proper assessment of damage.
- ü If DDMA is conducting multi-sectoral assessment, ensure that food, nutrition and consumer protection are part of it.
- ü Coordinate with the Supply Department to ensure availability and transportation of food supplies to relief / rehabilitation centers.
- ü Coordinate with Supply Department to provide food material to the identified groups which require specific nutritional support such as sick people, pregnant and breast feeding women, old aged persons, disabled etc.
- ü Coordinate with the nodal agencies to ensure that the community kitchen is in safe and clean area,
- ü Ensure that the people are preparing the food in safe and appropriate manner.
- ü Ensure that safe and appropriate infant and young child feeding is being provided and are meeting appropriate standards.
- ü Make arrangements for special rationing and for sale of food materials from open market to ensure availability of required food materials to the affected communities.
- ü Take adequate steps to prevent illegal stocking and black marketing of food materials by businessmen and ensure availability of supplies at normal prices.
- ü Coordinate with respective GP disaster management committee and community level food and nutrition committee for monitoring the status of food supplies and services in the affected communities and ensure community participation and ownership of monitoring and maintenance activities.
- ü Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- ü Keep track of all the changing situation, keep the GPDMC, panchayat and BDMA and the concerned ESF team updated.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate measures of uninterrupted supply of food and required services are in place.

- ü Ensure the emergency food supply and services & facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, food & nutrition committee, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources are accounted and recouped as soon as possible.
- ü Coordinate with Supply Department to strengthen supplies and distribution of required food and materials through PDS.
- ü Coordinate with the nodal agencies in making a long term planning to restore the livelihood of the affected community.
- ü Ensure that there is regular monitoring and assessment of the food storages, natural environment, source of livelihood etc.
- ü Promote disaster resilient cropping system, alternate source of earning, and mainstreaming DRR in the livelihood schemes.
- ü Put efforts for quick sanction and release of required financial support for repair, reconstruction works in the godowns, offices etc.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation Actions:

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming DRR into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> ▶ Storage of food and other commodities and provide food grains and other items at subsidized rate to the Above Poverty Line (APL), Below Poverty Line (BPL) and Antyodaya families to ensure food security to poor people. ▶ Provide free food grains to old destitute under Annapurna scheme. ▶ To control price, black marketing and hoarding of essential commodities. ▶ To control adulteration of Petrol and Diesel. ▶ To ensure proper distribution of Liquid Petroleum Gas (LPG). ▶ To provide Minimum Support Price of grains to the farmers through procurement. ▶ subsidized Kerosene Oil to the consumers 	<ul style="list-style-type: none"> ▶ Ensure that all godowns, constructions are earthquake resilient and safe from flood water (constructed at high platforms) and fire etc. ▶ Ensure that old godowns and constructions are retrofitted to make them disaster resilient through structural mitigation activities (following national building codes/laws). ▶ Ensure that petrol, diesel, kerosene, LPG distribution centres are safe from any possible disasters and have adequate measures in place to prevent any kind of man-made or accidental disasters. ▶ Assess disaster risks due to any new construction or maintenance activity. ▶ Improve inter-departmental coordination to reduce risk of negative impacts of development activities by the department.

2.2 DRR Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Coordinate with the Supply Department in establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination
- ü Ensure that food supplies are safe from any adulteration and any sort of intended poisoning or damage.
- ü Ensure that the expired gas cylinders are replaced from the system.
- ü Coordinate with Supply Department to ensure that all safety measures are in place for proper storage, transportation and distribution of supplies.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.

- ü Create mechanism for regular inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Coordinate with the Supply Department to ensure enough food and other necessary supplies are available in disaster prone areas.
- ü Ensure availability of at-least one spacious godown in each block to keep enough food and necessary supplies.
- ü Ensure that enough food stock is available in the PDS shops in each Panchayat, and that the stock can be used in emergency situations also.
- ü Coordinate with Supply Department and Transport Department to ensure enough vehicles are available during the disaster time for transport of food materials. This

arrangement can be done in advance.

- ü In Coordination with Supply Department prepare action plan for emergency transportation and distribution of food supplies.
- ü Prepare action plan for adequate safety (and relocation if required) of food materials stored in the godowns in case of flood or other disasters.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Food Supplies and Consumer Protection Department

Food Supplies and Consumer Protection Department:

The Food Supplies and Consumer Protection Department discharges the important responsibilities of managing the Public Distribution of, and trade and commerce in essential commodities with a view to maintain or increase supplies thereof and secure their equitable distribution and availability at fair prices by enforcing the Essential Commodities act, 1955 and various Control Orders made there under.

The consumer Affairs Wing of the department provides for better protection of interest of consumers by redresses of consumers disputes, as provided under the consumer Protection Act, 1986.

Composition (Structure and Capacity):

- District Manager
- District Supply Officer
- Assistant District Supply Officer
- Block Supply Officer
- Marketing Officer
- Block Supply Inspector

Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü Monitor the situation and Collect information from different sources, community based EW system, TV/Radio, internet, Block/district/state authorities on the situation.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Ensure that all godowns, offices, PDS shops etc. have received and understood the early warning information.
- ü Disseminate precautions related to the safety of the godowns, PDS shops, other storage

locations etc. to be taken in case of emergency.

- ü In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- ü Prepare and update the list of vulnerable groups who need additional food and nutrition support.
- ü Direct the officers of all levels in the department for high level preparedness for any required response in godowns, PDS shops etc.
- ü Direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Ensure that important contacts numbers, transport means, labours, loader, unloaders etc. are available at the time of need.
- ü Appointing a departmental person as a nodal person to coordinate with the EOC.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, godowns, PDS shops, key stakeholders etc.
- ü Call for a coordination meeting of key officers to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level Food & Nutrition committee and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organize initial assessment for impact on the PDS systems, godowns and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response for food and required supplies through PDS (if possible) as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key actions:

- ü Ensure availability of required funds for repair and retrofitting of all godowns, infrastructures etc. after proper assessment of damage.
- ü If DDMA is conducting multi-sectoral assessment, ensure that food, nutrition and consumer protection are part of it.
- ü Ensure availability and transportation of food supplies to relief / rehabilitation centers.
- ü Provide food material to the identified groups which require specific nutritional support such as sick people, pregnant and breast feeding women, old aged persons, disabled etc.
- ü Ensure that the community kitchen is in safe and clean area.
- ü Ensure that the people are preparing the food in safe and appropriate manner.
- ü Ensure that safe and appropriate infant and young child feeding is being provided and are meeting appropriate standards.
- ü Make arrangements for special rationing and for sale of food materials from open market to ensure availability of required food materials to the affected communities.
- ü Take adequate steps to prevent illegal stocking and black marketing of food materials by businessmen and ensure availability of supplies at normal prices.
- ü Coordinate with respective GP disaster management committee and community level food and nutrition committee for monitoring the status of food supplies and services in the affected communities and ensure community participation and ownership of monitoring and maintenance activities.
- ü Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- ü Keep track of all the changing situation, keep the GPDMC, panchayat and BDMA and the concerned ESF team updated.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate measures of uninterrupted supply of food and required services are in place.
- ü Ensure the emergency food supply and services & facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.

- ü Evaluate Emergency response in consultation with community, food & nutrition committee, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster losses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources are accounted and recouped as soon as possible.
- ü Ensure that the damage assessment has been done and reported for adequate compensation to the affected families.
- ü Ensure that the affected community gets the benefits or any grant/compensation from the state.
- ü Establish a coordinated, efficient supply chain management (SCM) using local capacity where feasible.
- ü Strengthen supplies and distribution of required food and materials through PDS.
- ü Make a long term planning to restore the livelihood of the affected community.
- ü Ensure that there is regular monitoring and assessment of the food storages, natural environment, source of livelihood etc.
- ü Promote disaster resilient cropping system, alternate source of earning, and mainstreaming DRR in the livelihood schemes.
- ü Put efforts for quick sanction and release of required financial support for repair, reconstruction works in the godowns, offices etc.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> ▶ Supply of food grains and other items at subsidized rate to the Above Poverty Line (APL), Below Poverty Line (BPL) and Antyodaya families to ensure food security to poor people. ▶ Supply of free food grains to old destitute under Annapurna scheme. ▶ To control price, black marketing and hoarding of essential commodities. ▶ To control adulteration of Petrol and Diesel. ▶ To ensure proper distribution of Liquid Petroleum Gas (LPG). ▶ Protection of consumer's rights and their welfare. ▶ To provide Minimum Support Price of grains to the farmers through procurement. ▶ Supply of subsidized Kerosene Oil to the consumers. 	<ul style="list-style-type: none"> ▶ Ensure that all godowns, constructions are earthquake resilient and safe from flood water (constructed at high platforms) and fire etc. ▶ Ensure that old godowns and constructions are retrofitted to make them disaster resilient through structural mitigation activities (following national building codes/laws). ▶ Ensure that petrol, diesel, kerosene, LPG distribution centres are safe from any possible disasters and have adequate measures in place to prevent any kind of man-made or accidental disasters. ▶ Assess disaster risks due to any new construction or maintenance activity. ▶ Improve inter-departmental coordination to reduce risk of negative impacts of development activities by the department.

2.2 DRR Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Ensure that food supplies are safe from any adulteration and any sort of intended poisoning or damage.
- ü Ensure that the expired gas cylinders are replaced from the system.
- ü Ensure that all safety measures are in place for proper storage, transportation and distribution of supplies.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Ensure enough food and other necessary supplies are available in disaster prone areas.
- ü Ensure availability of at-least one spacious godown in each block to keep enough food and necessary supplies.
- ü Ensure that enough food stock is available in the PDS shops in each Panchayat, and that the stock can be used in emergency situations also.
- ü Ensure enough vehicles are available during the disaster time for transport of food materials. This arrangement can be done in advance.
- ü Prepare action plan for emergency transportation and distribution of food supplies.
- ü Prepare action plan for adequate safety (and relocation if required) of food materials stored in the godowns in case of flood or other disasters.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan

Health Department

About Health Department:

The Health Department is working towards providing health care “to the last household and to the last person of the state”, and is totally committed in building healthy people, not only by making available quality Medicare facilities at the door step of every citizen in the remotest corner of the state, but also by providing medical facilities of the highest order, keeping pace with rapid technological developments in the field of medicine.

Composition (Structure and Capacity):

- Chief Medical Officer – CMO (Regional Head Quarter District)
- Deputy CMO
- Chief Medical Superintendent – CMS (Male Hospital)
- Chief Medical Superintendent – CMS (Female Hospital)
- Project Officer
- Medical Officers
- CHC Incharge
- PHC Incharge

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections :

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

3.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü Direct the officers of all levels in the department for high level preparedness for any required health response.
- ü Direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Ensure that important contacts numbers, transport means, first aid box, essential drug kits, delivery kits and medical equipment and supplies, stretcher etc are available in

- ü sufficient quantity.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Appointing a departmental person as a nodal person to coordinate with the EOC.
- ü Ensure that all families including the families of under five children, pregnant and lactating women, and sick have received and understood the early warning information.
- ü Instruct the community to be ready with their family level health kits.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level health committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organize initial assessment for impact on health and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions for essential health services as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key actions:

- ü Coordinate with respective GP disaster management committee and community level health committee for monitoring health situation in the affected communities and ensure community participation and ownership of monitoring and disease surveillance activities.
- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.

- ü Organize health camps, mass vaccination campaigns etc. in the affected populations to meet the health needs in emergency.
- ü Educate and mobilize the community for communicable diseases (like tuberculosis, diarrheal diseases, malaria and fever etc) prevention and control measures (Creating awareness about the Do's and Don'ts of diseases among the community).
- ü Implement disease specific prevention measures.
- ü Establish a disease EWARN (early warning) surveillance and response system.
- ü Ensure to implement the outbreak investigation and control response plan.
- ü Ensure to deploy trained health care staff and community health workers to detect and report potential outbreaks.
- ü Provide essential newborn care to all newborns according to Integrated Management of Pregnancy and Childbirth guidelines.
- ü Integrated with primary healthcare, implement preventive, responsive and remedial measures to reduce the risk of sexual violence, in coordination with other relevant sectors and committees.
- ü Ensure implementation of MISP, services for clinical management of sexual violence, including mental and psychosocial support and legal assistance, availability of clean delivery kits to the women in their third trimester, availability of common contraceptive methods etc.
- ü Ensure to provide psychological first aid to people in acute distress.
- ü Keep track of the entire changing situation, keep the GPDMC, Panchayat and BDMA and the concerned ESF team updated.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures are in place and there is no further risk to health and life due to immediate disaster situation. Give status report to EOC and ESF nodal agencies.
- ü Ensure that monitoring of health issues and disease surveillance activities have been owned by community level committees and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, health committees, ESF nodal agencies, EOC and other stakeholders. Document response activities and learnings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency

response actions.

- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like medicines, vaccines, equipments, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- ü Take steps for the early restoration of health and nutritional service deliveries to the community.
- ü Support the government in quick dissemination of compensation, gratuitous, monitor all affected get the right compensations and address the grievances if any.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections:

- 1.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 1.2 Disaster Risk Reduction (DRR) Priority Actions
- 1.3 Capacity Building Actions
- 1.4 Functional Continuity Actions
- 1.5 Emergency Preparedness Actions

1.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

KeyActions:

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> ▶ To improve the availability of and access to quality health care by people, especially for those residing in rural areas, the poor, women and children. 	<ul style="list-style-type: none"> ▶ Ensure efficient and resilient systems for public health management and service delivery are in place. ▶ Ensure all constructions and infrastructures are disaster resilient.

2.2 Disaster Risk Reduction (DRR) Priority Actions:**Objective:**

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

KeyActions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Ensure effective integration of health concerns with determinants of health like sanitation & hygiene, nutrition, and safe drinking water through the district health plan.
- ü Prepare and Implement inter-sectoral District Health Plan including drinking water, sanitation & hygiene and nutrition.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:**Objective:**

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

KeyActions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.

- ü Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key actions:

- ü Identify potential emergency situations. Make references to contingency specific action

plans for the same.

- ü Ensure that vaccination of all children, pregnant women etc. is done before the seasonal disasters such as flood.
- ü Ensure that life saving vaccines is available in enough quantity in advance and are stored safely.
- ü Ensure stockpiling and preposition of medicines, vaccines, equipments etc. before the flood season.
- ü Ensure that no doctors, staffs are on leave during emergency situation.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He/she shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer incharge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexes of DRR action plan and Emergency action plan.

Industries Department

Industries Department:

The industries department is the nodal agency to plan, promote and develop industries in the district. Important functions of the department include - Formulation of Industrial policy; Industries; Research and Co-ordination relating to Industries; Liaison with all kinds of Industrial and Commercial Institutions; Industrial premises, Industrial Area and District Industries Centres; Management, Supply and Distribution of raw materials; Iron and Steel, Industrial Liaison Office outside the State; Industrial Sales Centre within the State and outside the State; etc.

Composition (Structure and Capacity):

- District Industries Officer

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü Monitor the situation and Collect information from different sources, community based EW system, TV/Radio, internet, Block/district/state authorities on the situation.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Ensure that all industries, development projects etc. have received and understood the early warning information.
- ü Disseminate precautions related to the safety and security at industrial locations to be taken in case of emergency.
- ü If evacuation is required, ensure quick action on the same and safety of all staff, workers, etc. in all industrial locations.
- ü Ensure that all measures are in place for safety of the hazardous chemicals, raw materials etc.

- ü In case of industrial/chemical disaster, ensure that the specialized self-protection warning is disseminated to all communities in least possible time.
- ü In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- ü Prepare and update the list of vulnerable groups who need additional support.
- ü Direct the officers of all levels in the department for high level preparedness for any required response
- ü Direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Ensure that important contacts numbers, transport means, doctors, etc. are available at the time of need.
- ü Appointing a departmental person as a nodal person to coordinate with the EOC.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, institutions, ICDS centers, shelter homes etc.
- ü Call for a coordination meeting of key officers to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level social protection committee and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organize initial assessment for impact on the institutions, ICDS, shelter homes, special schools etc. and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key actions:

- ü If DDMA is conducting multi-sectoral assessment, ensure that safety of industrial areas, chemicals, storage etc. are part of it and analyzed.
- ü Coordinate with the DDMA and respective GP disaster management committee for monitoring the safety issues of industries, chemicals etc. in the affected areas and ensure community participation and ownership of monitoring and maintenance activities.
- ü Activate the emergency plan for safety of staff, workers, industrial equipments, storage places etc.
- ü Support the government and local authorities in all kind of recovery and rehabilitation activities and keep it continued till the normal situation.
- ü Ensure availability of required funds for repair and retrofitting of the industrial buildings, storage units etc. after proper assessment of damage.
- ü Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- ü Keep track of the entire changing situation, keep the GPDMC, panchayat and BDMA and the concerned ESF team updated.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate measures of safety of industrial installations are in place.
- ü Ensure that community is involved in industrial safety measures and activities and that, adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, social protection committee, ESF nodal agencies, EOC and other stakeholders. Document response activities and learnings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster losses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources are accounted and recouped as soon as possible.
- ü Ensure that the damage assessment has been done and reported for adequate compensation to the affected families.
- ü Ensure that the affected community gets the benefits or any grant/compensation from the state.
- ü Establishment of properly documented procedures for economic, social and medical rehabilitation.
- ü Reconstruction and restoration of industrial infrastructure shall be achieved at the earliest.
- ü Ensure that the accident victims (in case of chemical/industrial disasters) receive support from the Environment Relief Fund (ERF).
- ü Ensure the provision of counseling by psychologists and psychiatrists for those suffering from mental trauma out of chemical/industrial disaster.
- ü Ensure audits for compliance, measurement of performance, implementation of corrective actions; investigation, reporting and follow up of each incident (in case of chemical/industrial disasters, or in case of damage to industrial infrastructures).
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Share learning on industrial disaster management and use the documentation, lessons learnt, follow up and research programmes as feedback for future improvement.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> Development of international level of basic infrastructure to attract more and more domestic and foreign investment. Ensuring availability of land for establishment of industries and for other development projects. Creation of marketing potential for sales of the products of Small, Micro, Rural units, Handicrafts, Handloom, Khadi, Sericulture etc in order to ensure their development. In order to prevent industrial sickness, timely identification of the reasons for sickness and appropriate actions are to be undertaken. In order to prevent such sickness as far as possible, District level monitoring system needs to be developed and strengthened. Setting up of effective single window system, availability of project along with creation of necessary basic infrastructure such as roads, water and un-interrupted power supply. Simplification and transparency in all kinds of allotments, grants and entrepreneurs related procedures and provision of online services as much as possible. Provision of Common Effluent Treatment in industrial areas/Estates. Establishment of industrial parks by BIADA for setting up of new medium and large industries in rural and urban areas. 	<ul style="list-style-type: none"> Ensure that all new projects, industries are established only after assessment of disaster risk arising out of the new developments, and that, measures are taken to minimize these risks. Ensure that all new projects & industries are disaster resilient and are safe from any accidental, man-made mis-happenings. Ensure that provision of land for development projects and industries is done only after through assessment of environmental, social, economic impacts on the local community.

2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination
- ü Ensure that department staff, officers are aware of potential risks to industries during disasters; and are taking preparedness actions at their level.
- ü Ensure that department staff, officers are aware of potential risks that might arise out of any accidental or man-made disaster in the industries; and are taking preparedness actions at their level.
- ü Ensure that all the workers employed in an industry have a sufficient induction period for training prior to the actual job and they are aware of safety and precaution measures in case of any emergency.
- ü New industries should be established in such a manner that clustering of similar chemical- based units are evolved together in the same geographical area.
- ü Process safety code of management practises based on principles of safety in design according to sound engineering practises; built, operated and maintained properly and periodically reviewed for conformity.
- ü Ensure that all Major Accidental Hazard installations have taken third-party insurance policies for providing relief to accident victims due to a chemical accident On-Site (Public Liability Insurance Act, 1991)
- ü Formulate guidelines on transportation, storages and in all other identified areas for instituting self-regulation models in industries.
- ü An incident command and technical coordination system for industrial/chemical disastrous situations should be identified, made available, tested and incorporated in the district DM Plan.
- ü Ensure that an effective and simplified communication network is available as a dedicated fail-safe communication system to the important stakeholders.
- ü Ensure that district representatives of Indian industry associations and federations namely, CII, ASSOCHAM, FICCI, ICC, AMAI etc., shall volunteer for R&D work and also for further transcending information to industries in augmenting safety measures.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Ensuring formation of emergency response plans in all the agencies working under the department
- ü Train community level volunteers in emergency management and prepare them to support the department led response during the emergency. Provide emergency stock and equipments to them.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Ensure that all people/staff in the department, and in the industries, development projects are well aware of national guidelines on management of chemical and industrial disasters and are able to use them in preparedness and emergency time.
- ü Organize educational programmes in the form of symposia & exhibitions to aware all stakeholders on chemical and industrial disaster management.
- ü Use electronic and print media to increase further awareness on safety and precautions in case of chemical and industrial disasters.
- ü Train / aware communities on the do's and don'ts (how to react on receipt of specialized self-protection warning from industries, department) in case of industrial/chemical disaster.
- ü The civil defence and home guards can be effectively utilised in chemical/industrial emergency management after some basic training.
- ü Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identify potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Coordinate with DDMA, state and national level and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ü Create mechanisms for quick dissemination of EW information to all people.
- ü Provision of adequate quantity of foam and any other suppressant for control of vaporization of spill or leak of compressed gas.
- ü Ensure availability of a sufficient quantity of fire extinguishers at various locations
- ü Availability of well-equipped emergency medical rooms with requisite number of ambulance van(s) sufficient to shift On-Site casualties.
- ü Include local welfare associations and Panchayati Raj institutions in the emergency preparedness programme.
- ü A kit containing antidotes to various toxicants and resuscitation drugs need to be prepared.

- ü Ensure that list of most vulnerable groups and communities are updated.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He/she shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexes of DRR action plan and Emergency action plan

Information and Public Relations Department

About Information and Public Relations Department:

It is the nodal agency of the Government of Bihar for disseminating information on various activities of the Government to the people through the media and providing feedback to the Government on important matters reflected in the media. Information and Public Relation Department plays a vital role in building courage and capacity of general public to face any emergency situation. It helps in generating the feeling of responsibility among public to support the affected people. The department is expected to play following roles in managing any emergency.

Composition (Structure and Capacity):

- Zila Sampark Padadhikari Madhubani.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- ü To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish coordination with flood information centre at district level before the seasonal floods.
- ü Establish coordination with flood information sub centre at local level before seasonal floods.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee and search and rescue committee to shift the equipments, people, resource material etc. to the safe places during floods.
- ü To ensure the disseminating news should show the actual situation of the affected areas and does not aggregate the community unnecessarily.
- ü To disseminate the information and orders available from the disaster management department.
- ü To arrange field trip of the media persons to identify the news paper and other means to disseminate the information effectively.
- ü To give reliable information of the needs of relief materials in the affected areas and motivating the general public for their support.

- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- ü Ensuring adequate facility of efficient and monitoring force in the affected areas.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of Information and PR department. Give status report to EOC and ESF nodal agencies.
- ü Ensure the maintenance of rural infrastructure has been owned by community level committees and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, DMTs, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments and resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize

future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction(DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

3.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Liaison with the press, Issue of press notes, bulletins to the press, review of the tone and temper of Hindi, English and Urdu news papers published in the newspapers, Submission of fortnightly confidential report of government about the policy of Hindi, English and Urdu newspapers published in the state.	<ul style="list-style-type: none"> } Ensure the extension offices are earthquake and flood resilient. } Ensuring there is power back up for the printing, recording and communications.
Visit of press representatives to different areas, arrangement of press conference, publication and display of classified advertisements in newspapers and centralised payment of bills thereof.	<ul style="list-style-type: none"> } Hi tech/ disaster resilient instruments for communication
Publication of public literature, i.e. pamphlet, poster, hoarding brochure etc. In different languages regarding the achievements and development programmes of the state govt, Publicity of the achievements of the state govt. within and outside the state through cultural programme, Publicity of the cultural and economic development of Bihar in different languages through magazines like Bihar information/ Bihar Samachar- Bihar ki-Khabrein published from Patna in English/ Hindi/ Urdu or Sambad published in santhale from Deoghar and weekly Adinpassi published from Ranchi in Hindi.	<ul style="list-style-type: none"> } Ensuring Hoardings, pamphlet etc. are water proof and can withstand harsh climate

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Disseminating the early warning to the villages through the media and telecommunication systems. For this the department must have Liaisoning with the private and govt. media, private telecommunication companies, film industries etc.
- ü Training of district staff in DRR knowledge, maintenance of websites regularly.
- ü The department must ensure the right information is being exchanged between the community and govt.
- ü The department must ensure the information on public schemes is being shared with the public through the websites and other means, disseminating the information on preparedness and DRR to the villages/community through the media and telecommunication systems. For this the department must have liaisoning with the private and govt. media, private telecommunication companies, film industries etc. The documentary or any research on hazard and vulnerability must be shared with other departments.
- ü Office plan for its operation during emergency times, the department must ensure the media goes to the interior to gather any information, while doing any research the media and other PR agencies must involve the panchayats.
- ü Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü To ensure the safety of own building and property.
- ü To disseminate the information regarding the do's and don'ts of disaster among the general public.
- ü The Zila Sampark Adhikari must highlight the vulnerable areas in their documentary.
- ü To collect the information from the Metrological department and disseminate the signs of any alertness and warning.
- ü To collect the weather bulletins and disseminate the same to keep the general public aware of the actual situation during flood.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Labour Resource Department

About Water Resource Department:

The Labour Resource Department of Bihar Government was established to protect the interest of the workers, in both the sectors i.e. organized and unorganized sectors and to implement laws related to the subject.

Composition (Structure and Capacity):

- Dy. Secretary
- Section Officer
- Assistants

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for Deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- ü To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish coordination with flood information centre at district level.
- ü Establish coordination with flood information sub centre at local.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee and search and rescue committee to shift the labours to the safe places during floods, chemical and industrial disaster etc.
- ü Storage of resources at safe and comfortable places so that the damaged storage could be easily rehabilitated.
- ü Assessment of the damages to the labours and addressing their grievances.
- ü Protect the vulnerable groups like women, children from any kind of exploitation and sexual harassment
- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- ü Ensuring adequate facility of efficient and monitoring force (labour associations) in the affected areas.

- ü Identify disaster resilient livelihood options for the affected labours.
- ü Provide disaster resilient evacuation shelter to the labours.
- ü Ensure that the labours are getting minimum wages and adequate time to rest.
- ü Provide free medical care to the labours under ESI Corporation.
- ü Ensuring adequate facility of efficient and monitoring force in the affected areas.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of labour resource department. Give status report to EOC and ESF nodal agencies.
- ü Ensure the safety of vulnerable groups, and must be reunited with their families.
- ü Ensure the implementation of law and order and adequate monitoring mechanism are in place to check any exploitation of labours.
- ü Evaluate Emergency response in consultation with community, DMT, ESF nodal agencies, EOC and other stakeholders. Document response activities and learning.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments, and resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster

impact and in build back better.

- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Implementation of Labour Laws.	<ul style="list-style-type: none"> ♦ Implement the law on use of hazardous chemicals and materials and permissible standard of work place to reduce the risk of exposure to harmful chemical.
Social Security measures	<ul style="list-style-type: none"> ♦ Provide financial security to the vulnerable groups like widowed, orphan, aged. ♦ Provide disaster resistance to the vulnerable labours .
Interventions in matters of labour exploitation, like bonded labour and migrant and child labour	<ul style="list-style-type: none"> ♦ Find out the most vulnerable groups at work place and take preventive measures to protect them from any exploitation.
Creation of skilled labour force by imparting training through I.T.I.s.	<ul style="list-style-type: none"> ♦ Provide training and awareness on fire safety, First Aid and other preventive measures to the labours.
Maintaining database and providing employment to unemployed person through Employment Exchanges.	<ul style="list-style-type: none"> ♦ Finding and promoting alternative disaster resilient livelihood options to the people.
Medical care of workers insured on the ESI Corporation	<ul style="list-style-type: none"> ♦ Cover the health problems which may cause due to any emergency under the ESI Corporation.

2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish an emergency warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Ensure to keep the hazardous materials in safe places to ensure the safety of the labours, the block officer must provide technical and legal advise to the labours,
- ü Provide training and awareness among the labours on safety measures.
- ü Awareness on the management of hazardous substances, promoting the rules and regulations on minimum standard at work place.
- ü Training in adopting modern and disaster resilient technology.
- ü Find out the vulnerable groups at work places and take measures to protect them from any exploitation.
- ü Ensure effective implementation of law on abolition of child labour to reduce the risk of exploitation of children during any emergency.
- ü Risk and vulnerability analysis of the work places and allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in

the specialist trainings being organized from time to time by different agencies.

- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action

plans for the same.

- ü Ensure to check the fire fighting safety measures and other safety measures are being followed by the factories, industries etc.
- ü Ensure that there is a safe evacuation site or shelter at the work place so that the workers can take shelter in case of any emergency.
- ü Ensuring there is sufficient stock of resources to support the labours in case of any need.
- ü Identifying the vulnerable groups which are more vulnerable to exploitation, harassment and make an action plan to protect them.
- ü Find out the risk and vulnerability of the work places and suggest preventive measures accordingly
- ü Make an arrangement to address the grievance of the labours.
- ü Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan

Panchayati Raj Department

About rural development department:

The department of Panchayati Raj envisages to strengthen the three-tier system in the state with elected bodies at the Village, Block and District levels. It ensures greater participation of people and more effective implementation of rural development programmes. There will be a Gram Panchayat at village level, a Panchayat Samiti at block level and the Zilla Panchayat at the district level.

Composition (Structure and Capacity):

- District Panchayati Raj officer.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- ü To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish coordination with flood information centre at district level before the seasonal floods.
- ü Establish coordination with flood information sub centre at local level before seasonal floods.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee and search and rescue committee to shift the equipments, people, resource material etc. to the safe places during floods.
- ü The district panchayati raj officer must make the contact nos. of the representatives of panchayat available to the nodal officers of other department.
- ü The district panchayati raj officer must apprise the responsible officer or incident commander of the demographic data and the type of resources present in the panchayat.
- ü Generating employment opportunities for the displaced people or people who have lost their means of livelihood.
- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- ü Ensuring adequate facility of efficient and monitoring force in the affected areas.

- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of panchayati raj department. Give status report to EOC and ESF nodal agencies.
- ü Ensure the maintenance of rural infrastructure has been owned by community level committees and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, DMTs, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments and resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The DRR Actions are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
To strengthen the Panchayat Raj Institutions as units of self governance, capable of planning and implementing developmental schemes, promoting community life, generating employment opportunities and providing justice.	<ul style="list-style-type: none">▶ Ensure all construction is earthquake resilient.▶ All weathered roads.▶ Earthquake and flood resistant technology in the construction of houses.▶ The panchayati raj department must take all the DRR measures before drawing the Resettlement policy framework, where the land is acquired for the welfare of panchayat.

2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Training of departmental staff in DRR knowledge.
- ü The Panchayati raj department must ensure there is inclusion of DRR in the various projects and schemes such as BPSP – Bihar Panchayat Strengthening Project-- Panchayat Sarkar Bhavans, Gram Panchayat Capacity Building, Institutional Strengthening, and Strengthening Development Capacity of Panchayats.

- ü The Panchayati Raj office besides doing capacity building in various areas must strive for strengthening the panchayats in DRR.
- ü The panchayati raj department must train or arrange training for the elected representatives in relevant subjects including DRR so that it becomes easy for them to adopt new agriculture practices or any other technology which is implemented by various departments.
- ü Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and

remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü The district panchayati raj officer must ensure that he has the demographic data, resources and geographic profile of the panchayat in detail.
- ü The panchayati raj department must ensure the elected representatives of the panchayats, panchayat samitis and zila parishad get their individual funds and other official funds regularly and on time.
- ü The district panchayati raj officer must help the panchayats for arranging any technical guidance or for any other purpose.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in

affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan

PHED Department

About PHED department:

The PHED department aims at improving the public health and sanitation in the district. The department adopts specific engineering practices while implementing various activities such as safe drinking water, solid waste management, sanitation etc.

Composition (Structure and Capacity)

- Executive Engineer (EE) at District level.
- Sub Divisional Engineer (SDO/SDE) at Sub-division level.
- Junior engineer

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 2.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- ü To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish coordination with flood information centre at district level before the seasonal floods.
- ü Establish coordination with flood information sub centre at local level before seasonal

floods.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee and water and sanitation committee to analyse the information as immediate, short term and long term needs for each of the WASH areas: Water, Sanitation, Hygiene promotion, Solid Waste Management.
- ü Identify the appropriate water sources like Hand pumps, bore wells, Wells, Water bodies etc. considering the quantity of water required and the time for which dependency is going to be high on this water point.
- ü Establish the mechanism to deliver the minimum requirements such as 15 Liters per person per day average consumption of water, two containers of 10-20 liters capacity for each family.
- ü Supply of family hygiene kits.

- ü Send technical teams in disaster affected areas to repair and maintain hand pumps and other drinking water sources.
- ü Ensure provision of pure drinking water by tankers and other means if the general water supply system in the disaster affected areas has been collapsed/ damaged.
- ü Ensure cleaning and disinfecting all the water sources in the disaster affected areas.
- ü Supply safe drinking water to the hospitals and other life line buildings/places.
- ü Ensure distributing sufficient quantity of bleaching powder in the relief camps/shelters.
- ü Ensure early restoration of all the hand pumps and other drinking water supply systems in the disaster affected areas.
- ü Measures for vector control like use of chemical spray, clearing and/or modifying vector breeding/resting sites, fly control measures etc.
- ü Steps for the immunization against tetanus, hepatitis B and other diseases.
- ü Establish a system for the collection and disposal of solid waste.
- ü Measures for the dignified disposal of the dead bodies and animal carcass.
- ü Ensuring adequate facility of efficient and monitoring force in the affected areas.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of animal and fisheries department. Give status report to EOC and ESF nodal agencies.
- ü Ensure the maintenance of water and sanitation infrastructure has been owned by community level committees and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, health committee, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments, bleaching powder, other chemicals and PHED resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

1.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Drinking water supply.	<ul style="list-style-type: none"> ▶ Ensure all water structures are earthquake resilient.
Repairing of non-functional and damage water resource.	<ul style="list-style-type: none"> ▶ PHED extension centres must be flood and earthquake resistant.
Supply of bleaching powder, Chlorine and Halogen tablets.	<ul style="list-style-type: none"> ▶ Identification of safe areas for laying pipelines or boring wells, hand pumps or establishing tap system.

<p>Sanitation facility.</p> <p>Design and implementation of solid waste disposal program.</p>	<ul style="list-style-type: none"> ▶ Construction of flood and earthquake resistant toilets and sewage system. ▶ Identification of safe solid waste management sites. ▶ Take measures to reduce erosion risks. ▶ Assess disaster risks due to any new construction or maintenance activity. ▶ Protection of embankments of the ponds and rivers.
<p>Construction of toilets and installing hand pumps or other water resource structure</p>	<ul style="list-style-type: none"> ▶ The hand pumps should be installed on raised platforms. ▶ The toilet should be constructed on elevated grounds or raised platform.

2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish the flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Establish mechanisms for the delivery of safe drinking water, halogen tablets, and bleaching powder in the relief camps/shelters in disaster probable areas.
- ü Establish a contingency fund in the department.
- ü The Department must try to construct hazard specific sanitation so that the available services can be utilized in a proper manner.
- ü Identification of suitable land for solid waste management and awareness in the community on this subject.
- ü Most of the diseases during the emergency are water born vector diseases, keeping community healthy and hygiene could only be possible through safe drinking water supply and eco-friendly sanitation facility.
- ü The department must also stress for the provision for management of issues like disposal of solid/liquid waste.
- ü Raise prior awareness amongst the community about how to treat water sources, using chlorine tablets, store safe water etc.

- ü While construction of sanitary facility or hand pumps the PHED should also keep genders and disabled community in their technical operation.
- ü Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.

- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Identify disaster affected areas in the district and install/repair sufficient number of hand pumps to ensure regular supply of pure drinking water among the community.
- ü Measures to protect the solid waste management sites.
- ü Review the stock of hand pump repair tool kits and bleaching powder at every quarter and ensure pre positioning of sufficient stock in the department.
- ü Promote usage of low cost sanitary toilets in the disaster affected areas in the district.
- ü Preposition sufficient stock of hand pump and low cost sanitary toilet models to be distributed and used in the relief camps and shelters.
- ü Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this, placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Planning and Development Department

About the Planning and Development Department:

The Planning and Development Department of Bihar Government was established to formulate, scrutiny and adjustment of State 5-Year Plan and to coordinate with five year plan and Annual plan.

The operation of department is to assess the allocation of resources for the plan and evaluate the general progress of plan projects and formulation of plan to develop the backward areas.

Composition (Structure and Capacity):

- Deputy Director cum Planning Officer
- Assistance Director cum assistance planning officer

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 2.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning

Objective:

To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- ü To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish coordination with flood information centre at district level before the seasonal floods.

- ü Establish coordination with flood information sub centre at local level before seasonal floods.

1.2 Actions on activation of Unified Response to emergency

Objective:

To activate the Unified Emergency Response and take necessary actions for immediate response

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee and planning and development committee to identify the safer evacuation sites and formulate plan to evacuate the affected people, livestock to the safer sites.
- ü Storage of material resources at safe and comfortable places so that the damaged storage could be easily rehabilitated
- ü Assessment of the number of affected people and execute a plan to arrange food, shelter and other basic necessity.
- ü Assessment of the damaged dams, drainage system, water channels, government buildings etc. and implement plan to arrange the resources to make them functional.

- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- ü Ensuring adequate facility of efficient and monitoring force in the affected areas
- ü Developing the plan for reconstruction of the damaged structures and establishments.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response

Objective:

To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of animal planning and development department. Give status report to EOC and ESF nodal agencies.
- ü Ensure the maintenance of seeds, food, grains, manure needs etc. have been owned by community level committees and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, DMT, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions

Objective:

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments, seeds, food, fertilizer, agriculture resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster

impact and in build back better.

- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming DRR into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Formulation of state five year plan, coordination with five 5 year plan and annual plan	<ul style="list-style-type: none"> • Formulate risk reduction measures like installation of early warning systems at all levels, disaster resistance buildings five year etc in the state plan. • Assess the vulnerability of the district and coordinate with the committees working on five year plan and annual plan in introducing risk reduction measures in the plans e.g. find out the risk of existing embankments and incorporate the reparation, retrofitting and construction of disaster resilient embankments in the plans.
Carry out developmental projects	<ul style="list-style-type: none"> • Construction of disasters resilient infrastructure etc in the developmental projects like housing. • Ensure that the developmental work carrying out doesn't aggravate any hazard.

Assessment and allocation of resources for the Plan	◆ Assess the hazard vulnerability of the areas and allocate resources for the formulation of plan to carry out risk reduction measures.
Regional development and District Plans	◆ Inclusion of disaster risk reduction measures like construction of disaster resilient buildings, bridges etc in the regional development and district plans.
Empowered Committee and Externally Aided Projects.	◆ Assist the committees and externally aided projects working on DRR.

2.2 DRR Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish an emergency warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop early warning information.
- ü Incorporate the risk reduction measures in the entire plan.
- ü Inclusion of risk reduction measures in the on going developmental projects.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Store the material resources at safe places.
- ü Awareness on the inclusion of risk reduction measures so that all concerned departments can incorporate the risk reduction measures in all the developmental works.
- ü Training in adopting modern and disaster resilient technology to the departmental staffs, community people etc.
- ü Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever

possible.

- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

25 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Ensuring there is sufficient stock of material resources and infrastructure in the disaster prone areas.
- ü Ensuring there is sufficient equipments and tools for the repairing of non functional machines and equipments.
- ü Identifying the on going projects which are vulnerable to any disaster and take structural mitigation measures to reduce the risk.
- ü Identify the sites which are safe to evacuate the people in case of any emergency.
- ü Identify the less vulnerable areas and formulate plan to relocate the people living in vulnerable areas.
- ü Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places

4. Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

5. Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Police Department

About police department:

Police Department, in Bihar is one of the major establishments of Government of Bihar. It protects the rights of the citizen .

The field of Operations of police Department is maintaining law and order in the state.

Composition (Organization Structure)

- Superintendent of Police
- Dy. SP
- Concerned SHO
- Sub. Inspector
- Constables

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt o Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Informing the relevant offices and people about law and order and also issuing the press bulletin on this matter.
- ü Establish emergency operating centre at district level on receipt of any warning.
- ü Establish sub centre at local level and involve the community in maintaining law and order.
- ü Appointing a departmental person as a nodal person to coordinate with the EOC.
- ü Keep regular contact with Sub- Divisional Commissioner, District Magistrate, Sub-Divisional Officer and to provide support to the local government and disaster management committee.

- ü Activate the wireless facilities to transmit the information related to disaster.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees on law and order and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Participate in search and rescue, evacuation operation in close coordination with local administrative.
- ü Provide extra force to maintain law and order, safety of relief materials, people and damaged important buildings and vulnerable areas in the disaster affected areas.
- ü Make arrangement for emergency transportation facility and help the local administration in rescuing the injured people and to dispose the dead bodies.
- ü Keep an eye on the anti national elements and support the local administration in operations against profit makers, black marketing and protecting the interest of the poor.
- ü Regularly monitor the security of the vulnerable groups against exploitation and violation of human rights.

- ü Ensure to make arrangement to reunite the families.
- ü Maintain law and order during distribution of relief materials and ensure safety of people in the relief camps
- ü Take measures to combat the rumors during disaster situation.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment under the responsibilities of police department. Give status report to EOC and ESF nodal agencies.
- ü Ensure that the law and order is maintained at a community level and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, ESF nodal agencies, EOC and other stakeholders. Document response activities and learnings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

3.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement actions to maintain law and order during recovery period.
- ü Ensure that there is no discrimination while distributing recovery packages.
- ü Ensure the departmental resources like equipments (weapons etc), materials, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.

- ü Mainstream DRR into departmental functions and programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Key Activities of the Department	<ul style="list-style-type: none"> ▶ Assess the risk to law and order for any emergency situation. ▶ Ensure effective and adequate force is available to maintain the law and order in case of any emergency
Maintaining law and order	<ul style="list-style-type: none"> ▶ Train the force to tackle the possible human right violation that can emerge during any emergency situation.
Protecting human rights of the citizen	<ul style="list-style-type: none"> ▶ Assess the vulnerable groups (children, women, aged) and make an action plan to protect them.
Prevention and detection of crime Combating extremist and anti national activities	<ul style="list-style-type: none"> ▶ Detect the extremist and anti national activities that can take advantage during disaster and take preventive measures to combat such elements. ▶ Assess the vulnerable areas and people (e.g. children are vulnerable to recruit in armed groups by anti national elements) and make a action plan to safeguard them.

Creating work environment and work ethic	▶ Organise mass campaign to promote humanism, work ethics to reduce the risk of exploitation of poor and other vulnerable groups.
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Key Actions:

- ü Establish an emergency warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies to develop early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Assess the vulnerable areas, people to safeguard their interest.
- ü Maintenance of law and order to protect the rights of the citizen.
- ü Scope the budget for the maintenance of law and order.
- ü Define standards/ benchmarks to measure departments' performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Conduct regular mock drill and ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.

- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identify potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Identify the most vulnerable areas to fire and other disasters and prepare the police force for emergency search and rescue operation.
- ü Provide regular training in primary health care and in evacuation, search and rescue to the police force to make them alert.
- ü Ensure adequate number and trained forces are available with adequate and modernized weapons and equipments.
- ü Stockpile and preposition other necessary repairing material at safe place for the

immediate repairs.

- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials on the safety of life, human rights violation, material, equipments and for this placement of the items at safe places.
- ü Establish Special Disaster Response Force/ Battalion and deploy them at right place for search and rescue work under the District Police Force.
- ü Identify the important establishment of police force in the vulnerable areas and take necessary steps to protect them.
- ü Identify the vehicles for road and water transportation and prepare to send them in affected areas during any emergency time.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan

Post and Telegraph Department

About post and telegraph department:

The department of Posts comes under the Ministry of Communications and Information Technology. For providing postal services, the whole country has been divided into twenty two postal circles. Besides these twenty two Circles, there is another Circle, called Base Circle, to cater to the postal communication needs of the Armed Forces. Each Circle is further divided into Regions comprising field units, called Divisions (Postal / RMS Divisions). In the Circles and Regions there are other functional units like Circle Stamp Depots, Postal Stores Depots and Mail Motor Service. The department provides following services:

Speed Post, Business Post, Direct Post, Bill Mail Service, Express Parcel Post, etc.

Money Transfer – Money Order, Instant money order, MO Videsh, Indian Postal Order, etc.

Post Office Savings Bank- Small Savings Schemes and Savings Certificates.

Postal Life Insurance and Rural Postal Life Insurance.

Composition (Structure and Capacity):

- Superintendent, Madhubani.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- ü To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.

- ü Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish coordination with flood information centre at district level before the seasonal floods.
- ü Establish coordination with flood information sub centre at local level before seasonal floods.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with DDMA, respective GP disaster management committee and search and rescue committee to shift the equipments, people, resource material etc. to the safe places during floods.
- ü Provide the banking and insurance services to the affected people.

- ü Provide the services of e-posts, electronic transfer of money, other electronic or telegraphic services to the affected people.
- ü Ensuring adequate facility of efficient and monitoring force in the affected areas.
- ü Ensuring that the affected communities are able to contact their relatives in distant places.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of post and telegraph department. Give status report to EOC and ESF nodal agencies.
- ü Ensure that the department of post and telegraph is functioning normally.
- ü Evaluate Emergency response in consultation with community, DMTs, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments and resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.

- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions

Key Activities of the Department	Mainstreaming DRR Actions
Mails Services - Letters, postcards, Inland letter cards, book packets, value payable post, parcels, Flat Rate Box, Logistics Post, ePost, Speed Post, Business Post, Direct Post, Bill Mail Service, Express Parcel Post, Sale of postage stamps and postal stationery etc	<ul style="list-style-type: none"> ▶ Ensure all the post offices or any establishment is earthquake resilient. ▶ Earthquake and flood resistant technology in the construction of rural post offices. ▶ Assess disaster risks due to any new construction or maintenance activity. ▶ The flood specific designing of the post offices which are located in the flood prone areas or low lying areas.
Money Transfer – Money Order, Instant money order, MO Videsh, Indian Postal Order Small Savings Schemes and Savings Certificates Postal Life Insurance and Rural Postal Life Insurance	<ul style="list-style-type: none"> ▶ Installation of alternate sources of energy for the power back up.

2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Training of departmental staff in DRR knowledge.
- ü Ensuring that the power back up is there for the continuation of the work.
- ü Computerization of rural and remote post offices.
- ü Sending the e- message to the govt. department in emergencies.
- ü Location of public documents such as insurance papers, postal orders, important parcels at safe places.
- ü The post and telegraph department must ensure there is inclusion of DRR features in rural post offices.
- ü Functioning of post office from safe building in order to provide the unhindered banking services to the people.
- ü Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in

- the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü To ensure the safety of own building and property.
- ü The post and telegraph department must ensure that the temporary construction work or retrofitting has been done to the vulnerable buildings.
- ü The post and telegraph department must have the arrangements (vehicles, boats, generator and equipments) to move parcels, packets or sending e-posts.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Rural Development Department

About rural development department:

District Rural Development Agency (DRDA) has traditionally been the principal organ at the District level to oversee the implementation of the anti-poverty programmes of the Ministry of Rural Development. Created originally for implementation of Integrated Rural Development Programme (IRDP), the DRDAs were subsequently entrusted with a number of programmes, both of the Central and State Governments. Since inception, the administrative costs of the DRDA (District Rural Development Agency) were met by setting aside a part of the allocations for each programme. Of late, the number of programmes had increased and several programmes have been restructured with a view to making them more effective. While an indicative staffing structure was provided to the DRDAs, experience showed that there was no uniformity in the staffing structure. It is in this context that a new centrally sponsored scheme - DRDA Administration - has been introduced from 1st April, 1999 based on the recommendations of an inter-ministerial committee known as Shankar Committee. The new scheme replaces the earlier practice of allocating percentage of programme funds to the administrative costs.

Composition (Structure and Capacity):

- Project director
- Project officer

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.

- ü To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish coordination with flood information centre at district level before the seasonal floods.
- ü Establish coordination with flood information sub centre at local level before seasonal floods.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee and search and rescue

committee to shift the equipments, people, resource material etc. to the safe places during floods.

- ü Identifying alternate sources of water during drought.
- ü Regular monitoring of the embankments and other key points and immediate repairing through various programmes of the department.
- ü Generating employment opportunities for the displaced people or people who have lost their means of livelihood.
- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- ü Ensuring adequate facility of efficient and monitoring force in the affected areas.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of rural department. Give status report to EOC and ESF nodal agencies.
- ü Ensure the maintenance of rural infrastructure has been owned by community level committees and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, DMT's, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

3.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.

- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments and resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

3.1.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Construction of the rural community buildings, village roads and other Infrastructural works under the MNREGA and Indira Awas Yojna.	<ul style="list-style-type: none"> ▶ Ensure all construction is earthquake resilient. ▶ All weathered roads. ▶ Earthquake and flood resistant technology in the construction of houses.
Management of BPL Families under the Swarnajayanti Gram Swarojgar Yojna (SGSY)	<ul style="list-style-type: none"> ▶ Identification of safe land. ▶ Take measures to reduce erosion risks. ▶ Assess disaster risks due to any new construction or maintenance activity.

<p>generate employment in rural areas, enhancing people's participation in wasteland development, afforestation and pasture development leading to equitable sharing of benefits and sustainable development</p>	<ul style="list-style-type: none"> ▶ Any construction regarding Water channels, ponds must be disaster resilient. ▶ Plantation of specific trees which help in protection from disasters.
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2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü The DoRD should prioritize area of development with the area of interest. Under the MNREGA work, embankment must be reinforced, sustainable and resistive plantation and periodically siltation dug out and settlement.
- ü The use of flood and earthquake resistant techniques/ structures in the construction of roads, community centre, rural building etc.
- ü Maintenance of water channels and water drainage system.
- ü Initiation for the Silt Detention Dams under different programmes.
- ü Guidance and helping the DM committees in developing the disaster management plan.
- ü Capacity building of community in the rural areas regarding DRR.
- ü Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency

response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Ensuring there is sufficient stock of construction material is available in disaster prone areas. Also there is availability of preventive measures.
- ü Temporary construction work or retrofitting to the vulnerable buildings.
- ü Plantation, repairing of drainage system, small canals, embankments etc.
- ü Protection of the ponds and water bodies.
- ü Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan

Science and Technology Department

About Science and Technology Department:

The department of science and Technology of Bihar Government was established to develop science and technology and to make policy on the subject concerned. The department takes survey, research and design in subject related to science and technology and also provides technical training and education.

Composition (Structure and Capacity):

Assistance Director (Administration)

Assistance Director (Technical)

Assistance Director (Science)

Section Officer

Account Section

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü Monitor the emerging emergency situation with the help of remote sensing and Aerial photography and build information on early warning, Share the information with DDMA for approval.
- ü Informing the relevant offices and people about daily update and also issuing the press bulletin on this matter.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish coordination with the flood information center at the district level and sub divisional level share information with them.
- ü Appointing a departmental person as a nodal person to coordinate with the EOC.

3.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level embankment protection committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:**Objective:**

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee and community level protection committee for monitoring and ensure community participation and ownership of embankment monitoring and maintenance activities.
- ü Assess the damage by using remote sensing and aerial photography and provide map to estimate the damages and plan out response accordingly.
- ü Suggest and if possible then provide latest and efficient technology like GPS system for search and rescue.
- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- ü The scientists, researchers and researchers shall contribute their technical abilities to other services as required.
- ü Regularly monitor the security of the embankments, irrigation channels, bridges, culvert, etc. during the emergency time with the help of technology.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of science and technology department. Give status report to EOC and ESF nodal agencies.
- ü Ensure that adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, protection committees, ESF nodal agencies, EOC and other stakeholders. Document response activities and learnings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments and resource materials, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections:

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development

2.2 Disaster Risk Reduction (DRR) Priority Actions

- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions

Key Activities of the Department	Mainstreaming DRR Actions
Survey, research and design in subject related to Science & Technology.	<ul style="list-style-type: none"> ▶ Assess the disaster vulnerable areas, undertake extensive research in scientific technology to reduce the Disaster risk like use of satellite technology for land survey and forecasting of flood and designing of early warning system, flood monitoring system etc. ▶ Design of microzonation and risk assessment in disaster prone areas.
Interdepartmental coordination in the subjects related to Science & Technology.	<ul style="list-style-type: none"> ▶ Establish coordination to reduce the disaster risk, like Geology, metrology to assess, monitor the flood risk and to disseminate early warning
Provides Grants and support	<ul style="list-style-type: none"> ▶ Provide grants to the persons and institution involved in survey, research and designing of scientific technology to reduce the Disaster Risk and support the universities and other institutions carrying DRR programmes.

Technical Education and Training.	► Provide technical education and training to the stakeholders on the use of scientific and technology in DRR.
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1.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish an emergency warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Design technology to detect the probability of disasters and to disseminate information, disaster resilient technology and equipments to be use in search and rescue.
- ü Initiation of microzonation and risk assessment in disaster prone areas and generate information and data for the development of mitigation and response plan by using Remote sensing and GIS applications.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Training in adopting and use of modern and disaster resilient technology among the community.
- ü Carry out extensive research on the intensity and frequency of the disasters in the past and prepare a strong database to find out the probability of an occurrence of any disaster if possible and find out the risk and hazard vulnerability of an area.
- ü Make best use of Arial photography to identify the resources and analyze it to identify the risk to important resources like forest.
- ü Provide scholarships and assistance to the young researchers to promote the risk reduction research.
- ü Assess the vulnerable points in the infrastructure, and take measures like timely repairs etc.
- ü Scope the budget for the maintenance of infrastructure etc under different categories.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.

- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Develop the capacity to produce the strong data base and develop the scientific technology for damage assessment.
- ü Identify the most vulnerable areas to flood and other disasters and prepare for emergency response.
- ü Prepare necessary data in coordination with national organizations, geological survey,, ISRO, NRSA etc. and analyzing it and develop an action plan for response.
- ü Stockpile and preposition sufficient number of resources to repair the equipments and infrastructure.
- ü Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The nodal officer shall submit periodic reports to EOC.

Social Security Department

About social security department:

The department of Social Security and Disability steers welfare and development programmes and schemes focusing on three categories of people: persons with disabilities, older persons, and destitute. The Directorate of Social Security and Disability earlier known as the Directorate of Social Security, was established in 1981 under the Department of Labour Resources. Focusing on the non-formal or 'unorganised' sector of economic activities in small manufacturing units, workshops, household-based work and commercial establishments, the main objective of the Directorate then was to help the poor and destitute in the sector. In the year 2007-08, the Directorate was brought under the purview of the Department of Social Welfare. Subsequently in 2009, its mandate was expanded to undertake disability-related welfare efforts and it was renamed the Directorate of Social Security and Disability.

Composition (Structure and Capacity):

- Director, Madhubani
- Assistant Director, Madhubani.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections;

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- ü To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Informing the relevant offices and people about daily weather and also issuing the press

bulletin on this matter.

- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish coordination with flood information centre at district level before the seasonal floods.
- ü Establish coordination with flood information sub centre at local level before seasonal floods.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with DDMA, respective GP disaster management committee and search and rescue committee to shift the equipments, people, resource material etc. to the safe places during floods.
- ü Identifying the safe place and shifting the persons with disabilities, older persons, and destitute to alternate safe places.

- ü Arrangement of WASH, food and shelter for the persons with disabilities, older persons, and destitute.
- ü The physical, social, economic and psychological rehabilitation of Persons with disabilities.
- ü Generating employment opportunities for the displaced people or people who have lost their means of livelihood.
- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- ü Ensuring adequate facility of efficient and monitoring force in the affected areas.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of social security department. Give status report to EOC and ESF nodal agencies.
- ü Ensure the maintenance of social security infrastructure has been owned by trusts, private bodies and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, DMTs, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster losses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

3.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments and resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.

- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
The Directorate of Social Security and Disability (DSS&D) is specifically concerned with Distribution of pensions, including social security pensions and pensions for older persons, all activities and schemes related to the welfare of older persons, Implementation and co-ordination of all schemes concerning the welfare and empowerment of PWDs, programmes related to prevention, treatment and rehabilitation of all substance abusers, Rehabilitation of beggars and other people who are destitute, Programmes concerning rehabilitation of scheduled tribes and communities with a history of taking up criminal activities.	<ul style="list-style-type: none"> ▶ Ensure all construction is earthquake resilient. ▶ Earthquake and flood resistant technology in the construction of old age homes, day care centres and induction of disaster resistant mobile Medicare units. ▶ Assess disaster risks due to any new construction or maintenance activity. ▶ Earthquake resistant structures must be promoted in the housing schemes to rehabilitate the poor people and beggars.

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Training of departmental staff in DRR knowledge.
- ü Ensuring that the monetary assistance and pension is given to the weaker section regularly.
- ü Regular follow-up of the old age homes, day care centers etc.
- ü Location of old age homes, day care centers at safe places.
- ü The social security department must ensure there is inclusion of DRR features in old age homes, day care centers and mobile Medicare units.
- ü Under various schemes the state government must propose for trainings in DRR to the persons with disabilities, older persons, and destitute.
- ü The social security department must train or arrange trainings for the dos and don'ts.
- ü Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.

- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü The director of the district must ensure that he has the resources and geographic profile of

the district in detail.

- ü The social security department must ensure that the temporary construction work or retrofitting has been done to the vulnerable buildings.
- ü The social security department must have the arrangement (specific vehicles and equipments) to move the persons with disabilities, older persons, and destitute during emergencies.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Statistics Department

About Department of Statistics:

The Directorate has to play a vital role in compiling macro parameters for monitoring of the State Economy as envisaged under the System of National Account propounded by the United Nation Statistical Commission under operational guidelines of the Central Statistical Office, Government of India. It has also to create data-base for this purpose as well as existing and emerging data requirement of the State Government and that of the Central Government in Bihar. The Directorate of Economics and Statistics, Bihar has the special significance being the Office of the Chief Registrar of Birth and Death for Bihar. For all these purposes the major activities of the DSE, Bihar are as follow:-

Agriculture and Allied Statistics

Economic & Miscellaneous Statistics

Civil Registration System

Ad-hoc Survey and Census

Publication & Training

Composition (Structure and Capacity):

- District Statistical Officer, Madhubani.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- ü To direct the officers of all level in the department to provide support and regular help to

- the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish coordination with flood information centre at district level before the seasonal floods.
- ü Establish coordination with flood information sub centre at local level before seasonal floods.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with DDMA, respective GP disaster management committee and delivery of official statistics for decision making and research both within government and by the

community.

- ü Provide the statistics of resources available in that area to the govt. dept. and relief agencies.
- ü Ensuring the availability of relevant, timely, easily comprehensible and accessible good quality official statistics.
- ü Providing the agriculture and allied statistics and the economic data of the affected area to the govt. departments and other humanitarian organizations.
- ü Make available "labour and employment statistics, Crop area and production statistics".
- ü Keep a vigil also on the areas not affected by disaster.

3.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of statistical department. Give status report to EOC and ESF nodal agencies.
- ü Ensure that the department of statistical is functioning normally.
- ü Evaluate Emergency response in consultation with community, DMTs, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments and resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster

impact and in build back better.

- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

KeyActions:

Key Activities of the Department	Mainstreaming DRR Actions
<p>Creating Statistical data of the rural and urban establishments.</p> <p>Agriculture and allied statistics (data of organisations working in the rural sector, allotment of funds to them etc.).</p> <p>Economic and miscellaneous statistics</p> <p>Civil registration system.</p> <p>Ad -hoc survey and census.</p> <p>Publication and training.</p>	<ul style="list-style-type: none"> ▶ Ensure the statistical department's building is earthquake resilient. ▶ Flood resistant technology in the construction of office building which are located in the flood prone areas. ▶ Assess disaster risks due to any new construction or maintenance activity. ▶ Installation of alternate sources of energy for the power back up. ▶ Water resistant and fire resistant infrastructure in the office.

2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Training of departmental staff in DRR knowledge.
- ü Ensuring that the power back up is there for the continuation of the work.
- ü For accurate and up to date statistics, improved technology in computer section and data collection must be inducted as they are essential for obtaining an objective picture of a country's/state's/ district's economic and social condition.
- ü The statistical department must ensure there is inclusion of DRR features in the infrastructure of the office.
- ü Functioning of statistical office from safe building in order to provide the unhindered statistical services to the line departments, private organisations and the NGOs.
- ü Identifying the vulnerable geographical locations and its demographic data and producing the statistical information for the same.
- ü Allocation of separate fund for disaster management so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.

- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü To ensure the safety of own building and property.

- ü Producing the statistics in various fields (agriculture and allied statistics, economic and miscellaneous statistics, civil registration system, Ad -hoc survey and census etc.) for planning, monitoring and evaluation.
- ü The statistical department must ensure that the temporary construction work or retrofitting has been done to the vulnerable buildings.
- ü Collection of Rainfall data and sharing with the other departments.
- ü Creating the statistical data regarding Area and Production of Horticulture Crops, Irrigation Statistics in flood and drought prone areas.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Sthaniya Kshetra Abhiyantran Sangathan

About Sthaniya kshetra Abhiyantran Sangathan:

The Sthaniya Kshetra Abhiyantran Sangathan looks after the engineering work in the district like building construction, road construction and their maintenance. The sangathan provides all necessary services and facilities to the govt. buildings, site evaluation and assessment, structural assessment and renovation options. The Sangathan aims to provide the safety and security to the public through its engineering services.

Composition (Structure and Capacity):

- Executive Engineer
- Assistant engineer

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- ü To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- ü To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- ü Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish coordination with flood information centre at district level before the seasonal floods.

- ü Establish coordination with flood information sub centre at local level before seasonal floods.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee and search and rescue committee to shift the equipments, people, resource material etc. to the safe places during emergencies.
- ü Identifying alternate sources of water during drought.
- ü Provide basic facilities in the buildings.
- ü Regular monitoring and immediate repairing of the public utility setups, infrastructures and other key points.
- ü Maintaining connectivity through streets, service lane etc.
- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.

- ü Ensuring adequate facility of efficient and monitoring force in the affected areas.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of abhiyantran sangathan. Give status report to EOC and ESF nodal agencies.
- ü Ensure the maintenance of road and building infrastructure has been owned by community level committees and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, DMT's, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments and resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Activities of the Department	Mainstreaming DRR Actions
Construction of the community buildings, roads and other engineering works. Maintenance of the govt. buildings, service roads.	<ul style="list-style-type: none"> ▶ Ensure all construction is earthquake resilient. ▶ All weathered roads. ▶ Earthquake and flood resistant technology in the construction of buildings.
Site evaluation and assessment, structural assessment.	<ul style="list-style-type: none"> ▶ Identification of safe land. ▶ Take measures to reduce erosion risks. ▶ Assess disaster risks due to any new construction or maintenance activity.

2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national

- agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü The Sangathan should prioritize area of development with the area of interest, the embankment must be reinforced, sustainable and resistive plantation and periodically siltation dug out and settlement.
- ü Actions for the pre-monsoon season to avoid flooding and water logging in the town.
- ü The use of flood and earthquake resistant techniques/ structures in the construction of roads, community centre, urban and rural building etc.
- ü Maintenance of water channels and water drainage system.
- ü Guidance and helping the DM committees in developing the disaster management plan.
- ü Capacity building of community in the rural areas regarding DRR.
- ü Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.

- ü Create mechanism for regular inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Ensuring there is sufficient stock of construction material is available in disaster prone areas. Also there is availability of preventive measures.
- ü Temporary construction work or retrofitting to the vulnerable buildings.
- ü Plantation, repairing of drainage system, small canals, roads, embankments etc.
- ü Protection of the ponds and water bodies in the town.
- ü Stockpile and preposition other necessary repairing material at safe place for the immediate repairing.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.

- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

Transport Department

Industries Department:

The Transport Department deals with various transport related matters like driving licenses, registration of motor vehicles, grant and renewal of permits, collection of taxes / fees, and all the other regulatory and enforcement functions assigned to it under provisions of the Motor Vehicles Act, 1988. The department acts as the apex regulatory body that controls the entire gamut of activities that go into the operation of passenger & goods transport motor vehicles - both private & commercial. Through these regulatory activities, the department of Transport is one of the major revenue earners.

Composition (Structure and Capacity):

- District Transport Officer
- Motor Vehicle Inspector

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü Monitor the situation and Collect information from different sources, community based EW system, TV/Radio, internet, Block/district/state authorities on the situation.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- ü Direct the officers of all levels in the department for high level preparedness for any required response.
- ü Direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local

administration.

- ü Ensure that important contacts numbers, transport means, drivers, conductors, etc. are available at the time of need.
- ü Appointing a departmental person as a nodal person to coordinate with the EOC.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, and people concerned.
- ü Call for a coordination meeting of key officers to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organize initial assessment for impact on the department functions, vehicles, human resource etc. and plan immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key actions:

- ü If DDMA is conducting multi-sectoral assessment, ensure that transportation and logistics is part of it and analyzed.
- ü Coordinate with the DDMA and respective GP disaster management committee for monitoring the safety issues of transport in affected areas, and ensure community participation and ownership of monitoring and maintenance activities.
- ü Activate the emergency plan for safety of staff, vehicles, drivers, conductors etc.

- ü Make available sufficiently required number of vehicles to the administration for relief, rescue, and transportation of relief materials and goods etc.
- ü Support the government and local authorities in all kind of recovery and rehabilitation activities and keep it continued till the normal situation.
- ü Ensure availability of required funds for repair and retrofitting of the vehicles, motors etc. after proper assessment of damage.
- ü Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- ü Keep track of all the changing situation, keep the GPDMC, Panchayat and BDMA and the concerned ESF team updated.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if the requirement of vehicles, drivers etc. by district administration for providing relief and rescue services in the affected communities are met and are being continued.
- ü Check if all the measures of safety of vehicles, drivers are in place.
- ü Ensure that community is involved in the transport, vehicle management activities and that, adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, GP level committees, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster losses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.

- ü Ensure the departmental resources are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Share learning of emergency transport management and use the documentation, lessons learnt, follow up and research programmes as feedback for future improvement.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections

- 1.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 1.2 Disaster Risk Reduction (DRR) Priority Actions
- 1.3 Capacity Building Actions
- 1.4 Functional Continuity Actions
- 1.5 Emergency Preparedness Actions

1.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> ▶ Registration of Motor Vehicles ▶ Fitness Certification of the Vehicles ▶ Collection of Motor Vehicle Tax ▶ Grant and Renewal of Permit for Passenger/Carrier Vehicles ▶ Grant and Renewal of Motor Vehicle Driving Licences, and Conductor's Licences ▶ To educate the general people and to inculcate awareness among them regarding road safety ▶ To Provide Cheap Traffic Facilities to the communities 	<ul style="list-style-type: none"> ▶ Ensure that all vehicles are in good working condition before coming on the road. ▶ Ensure that there is disaster risks arising out of motor vehicles are assessed and measures are taken to minimize those risks. ▶ Ensure that measures are taken to minimize pollution from motor and vehicles

<ul style="list-style-type: none">▶ To control the pollution out of motor vehicles.▶ Taking over the vehicles during Elections, Natural Calamities and other Emergencies to provide proper assistance to the General Public regarding security of their lives and properties	
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1.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination
- ü Ensure that department staff, officers are aware of potential risks of non-functioning of vehicles and motors during disasters; and are taking preparedness actions at their level.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

1.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Ensuring formation of emergency response plans in all the agencies working under the department.
- ü Train community level volunteers in emergency management and prepare them to

support the department led response during the emergency. Provide emergency stock and equipments to them.

- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

1.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

1.5 Emergency Preparedness Actions:

Objective:

- To identify potential emergency situations and be prepared for response.

Key actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Coordinate with DDMA, state and national level and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ü Create mechanisms for quick dissemination of EW information to all people.
- ü Ensure that sufficient numbers of vehicles are available to be deployed in emergency response if required.
- ü Keep the list of drivers, conductors, vehicles etc. updated for use in emergency.
- ü Identify the safe routes for transportation of goods and materials.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He/she shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer incharge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexes of DRR action plan and Emergency action plan.

Urban Development Department

About Urban Department:

The department of Urban Development is one of the major establishments of Government of Bihar to make urban Bihar modern, vibrant, efficient urban area, which will be physically, socially, economically and environmentally sustainable and would protect its rich heritage simultaneously.

Composition (Structure and Capacity):

- Chief town planner
- Municipal Commissioner
- Executive Officer (Nagar Parishad/Panchayats)

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü Monitor the situation to build information on flood and other disaster early warning, Share the information with DDMA for approval.
- ü Informing the relevant offices and people about daily updates and also issuing the press bulletin on this matter.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish emergency information center.
- ü Establish emergency information sub centre at local level.
- ü Appointing a departmental person as a nodal person to coordinate with the EOC.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response

Key Actions:

- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level embankment protection committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- ü Organise initial assessment for damages and immediate, short term and long term needs as share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee and community level developmental committee for monitoring development and ensure community participation and ownership, monitoring and maintenance activities.
- ü Support with search and rescue, evacuation programs etc by connecting with nodal agencies for different essential support functions.
- ü Assess the damaged and vulnerable buildings and destroy them to safe guard from further harm and provide safe shelter to the affected people.
- ü Ensure to coordinate with the water resource department to provide sufficient supply of drinking water
- ü Regularly monitor the security of the vulnerable infrastructure during the emergency time.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish coordination with flood information centre at district level before the seasonal floods.

- ü Establish coordination with flood information sub centre at local level before seasonal floods.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of urban development department.
- ü Nominate one communication officer in the department to coordinate and give status report to EOC and ESF nodal agencies.
- ü Ensure the protection and maintenance of infrastructure and have been owned by community level committees and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, developmental committees, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments and resource materials, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

3.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Town and Country Planning.	<ul style="list-style-type: none"> ▶ Include the DRR measures in planning like construction of sewerage and drainage system to mitigate the impact of urban flooding, development of rules and regulations for earthquake resistance buildings, risk and vulnerability analysis of the buildings and retrofitting the weak buildings according to building by laws etc. ▶ Ensure that any new planning has
Construction and survey	<ul style="list-style-type: none"> ▶ Ensure that the new constructions are disaster resilient and assess the hazard vulnerability of the buildings.
Environmental planning and co-ordination	<ul style="list-style-type: none"> ▶ Assessment of the adverse impact of the projects on environment and inclusion of prevention and mitigation measures to reduce the risks which may cause, like installation of chemical leak detector.

Slum Development	<ul style="list-style-type: none"> ▶ Relocation of the slums to less vulnerable areas ▶ Construction of earthquake and flood resistance houses and on high plinth in the flood prone areas and construction of low cost flood proof sanitation facility. ▶ Ensure slum development measures like relocation of slums to less vulnerable areas does not aggravate further risk like communal riots with the native people etc.
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2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish an emergency warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop urban flooding early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Vulnerability and risk analysis of the buildings and identifying the weak buildings and doing the retrofitting to such buildings. Also identifying such buildings which are needed to be destroyed.
- ü Protection of Life line buildings and important structures like roads and bridges, water supply systems and ensuring they are disaster resistant.
- ü Construction of sewage and drainage system to reduce the risk of urban flooding in the vulnerable areas.
- ü Poverty alleviation measures like generation of employment opportunity to reduce the risk to vulnerable groups.
- ü Ensure to construction of disaster resistance schools, community hall, panchayat ghar etc under various schemes like BRGF
- ü Scope the budget for the maintenance of life line buildings etc under different categories.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.

- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Induction of earthquake and other disaster resistant technology in different projects at different levels.
- ü Encourage and assist the local government in implementing disaster risk reduction measures in developmental works.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.

- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identify potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Identify the most vulnerable areas to flood, earthquake and other disasters and prepare for emergency search and rescue operation.
- ü Periodically inspect the life line buildings and ensure they are earthquake resistance, repair the needed one and destroy them when needed.
- ü Ensure the drainage, sewerage and other sanitation measures are working effectively.
- ü Ensure adequate stock of basic needs like drinking water.
- ü Ensure that the people in the vulnerable areas are relocated to safer sites.
- ü Stockpile and preposition sufficient resources to repair the buildings.
- ü Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- ü Arrange the equipments for search and rescue in urban area.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The nodal officer shall submit periodic reports to EOC as listed in DRR action plan and Emergency action plan.

Water Resource Department

About Water Resource Department:

Water Resources Department, formerly known as Irrigation Department is one of the major establishments of Government of Bihar. It protects the right of State in sharing Water of Inter State Rivers/ Basins.

The field of Operations of Water Resources Department is construction, maintenance and regulation of Major and Medium irrigation projects, Flood Control and Drainage works.

Composition (Structure and Capacity):

- S.E., Western Kosi Canal Circle, Madhubani.
- a. E.E., Western Kosi Canal Division-1, Madhubani.
- b. E.E., Western Kosi Canal Division-1, Rajnagar
- c. E.E., Western Kosi Canal Division, Benipatti

- S.E., Western Kosi Canal Circle, Nirmali, Camp-Madhubani.
- a) E.E., Western Kosi Canal Division-2, Sakari.
- b) E.E., Western Kosi Canal Division-2, Rajnagar
- c) E.E., Western Kosi Canal Division-2, Madhubani

- S.E., Western Kosi Canal Circle-1, Jhanjharpur
- a) E.E., Western Kosi Canal Division, Kunauli
- b) E.E., Western Kosi Canal Division, Khutauna
- c) E.E., Western Kosi Canal Division, Andhrathari
- d) E.E., Western Kosi Canal Division, Jhanjharpur

- S.E., Western Kosi Canal Circle, Jainagar.
- a) E.E., Western Kosi Canal Division-1, Jainagar
- b) E.E., Western Kosi Canal Division-2, Jainagar
- c) E.E., Western Kosi Canal Division, Khajauli
- d) E.E., Munhara Barrage Division, Jainagar
- e) E.E., Kamla Canal Division, Jainagar.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- ü Monitor the flows and levels of important rivers and channels to build information on flood and drought early warning, Share the information with DDMA for approval.
- ü Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- ü Support in dissemination of Early Warning information once approved by DDMA.
- ü Establish flood information centre at district level before the seasonal floods.
- ü Establish flood information sub centre at local level before seasonal floods.
- ü Appointing a departmental person as a nodal person to coordinate with the EOC.

1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

Key Actions:

- ü Keep flood information and control centre functional for 24 hrs.
- ü The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- ü Develop periodic situation report and share with EOC and DDMA.
- ü If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- ü Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level embankment protection committees and other key stakeholders.
- ü Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.

- ü Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- ü In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

Key Actions:

- ü Coordinate with respective GP disaster management committee and community level embankment protection committee for monitoring embankments and ensure community participation and ownership of embankment monitoring and maintenance activities.
- ü Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- ü The engineers of the department namely chief engineer, additional engineer, executive engineer, assistant engineer shall contribute their technical abilities to other services as required.
- ü Regularly monitor the security of the embankments, irrigation channels, bridges, culvert, control centre etc. during the emergency time.
- ü Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ü Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of water resources department. Give status report to EOC and ESF nodal agencies.
- ü Ensure the protection and maintenance of embankments, channels etc have been owned by community level committees and adequate monitoring mechanisms are in place.
- ü Evaluate Emergency response in consultation with community, embankment protection committees, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- ü In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- ü Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- ü Initiate planning to recover the disaster loses to the department, immediate recouping the

resources (materials and finances) used during the emergencies.

- ü Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

Key Actions:

- ü Analyze the damage assessment and recovery package announced by the government.
- ü Implement recovery plans.
- ü Ensure the departmental resources like equipments (sandbags etc), materials, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- ü Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- ü Incorporate lessons learnt into future planning and preparedness actions.
- ü Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department are divided into following sections:

- 3.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 3.2 Disaster Risk Reduction (DRR) Priority Actions
- 3.3 Capacity Building Actions
- 3.4 Functional Continuity Actions
- 3.5 Emergency Preparedness Actions

3.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Construction, maintenance and regulation of major and medium irrigation projects, flood control and drainage works and waterways below	<ul style="list-style-type: none">▶ Ensure all construction is earthquake resilient.▶ Assess disaster risks due to any new construction or maintenance activity.

	► Ensure natural drainage is not blocked by development activity of other departments/ Projects.
Development of drainage systems, field channels.	► Take measures to reduce erosion risks and blockage of these channels by new roads and other construction.

2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

- To ensure disaster risk reduction priority actions are carried out during non disaster times.

Key Actions:

- ü Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- ü Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- ü Establish and practice protocols for Early Warning approval and dissemination.
- ü Assess the vulnerable points in the infrastructure, especially embankments and take measures like timely repairs etc.
- ü Maintenance of sluice gates etc and construction of channels for distributing river waters to ponds.
- ü Scope the budget for the maintenance of embankments, sluice gates, lock gates etc under different categories.
- ü Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- ü Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- ü Ensure sufficient preparedness is there for emergency response.

2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ü Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- ü Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- ü Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- ü Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ü Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- ü Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- ü Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

2.4 Functional Continuity Actions:

Objective:

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ü Define Rules and regulations for functioning of the department especially during disaster time.
- ü All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- ü Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- ü Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- ü Secure important files and information of the department. Create backups, wherever possible.
- ü Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

Key Actions:

- ü Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ü Periodically inspect the embankments for cracks, holes and other potential wear and tear.
- ü Stockpile and preposition sufficient number of sandbags to repair the cracks in the embankments.
- ü Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- ü Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ü Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

Accountability:

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

GRAM PANCHAYAT COMMITTEES

Emergency Response & Recovery Actions

DRR & Mitigation Actions

GP Children Committee

About the Children Committee:

Children are a highly vulnerable segment of the population during the times of disaster, exposing them to highly risk of violence and mental trauma. Often an entire community is impacted by disaster, further undermining a child's sense of security and normalcy.

The Children committee DMT supports the children to have their voices heard and active participation in planning for and implementing the disaster risk reduction priorities in the schools/GP. During any emergency, it acts as a key responder team and facilitates disaster affected children's access to food, shelter, safe drinking water and sanitation facilities. It also works towards reducing environmental health and social risk and ensures to reduce the risk of morbidity and mortality among children.

Composition: 12-16 people

- Team Leader (experienced person on child safety, basic needs and education /selected by the DMT and represents the team in GPDMC).
- The members shall include men and women with knowledge and skills in child protection and are aware of laws, Acts, Programs related to child safety/protection/edutions etc.
- The team shall also have active representation of children who will take part in planning, advising, decision making and implementation in the team.
- The member shall include from the Village Education committees, school education committees, school head masters, representative from the committee including SC, ST, children, minority, differently able children (boys and girls), representative from NGOs/CBOs having experience in child protection and education.
- The village representatives shall organize similar teams in their respective villages / Wards.

1. Emergency Response and Recovery Actions:

Emergency Response and Recovery Action Plan : The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of Early Warning
- 1.2 Actions for activation of Unified Emergency Response
- 1.3 Unified Emergency Response Actions
- 1.4 Actions for Deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Action Receipt on Early Warning:

Objective:

- To monitor situation and disseminate Early Warning information.

Key Actions:

- ✓ Monitor the situation.
- ✓ Collect information from different sources, community based Early Warning system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on early warning to all people in such a manner that everyone receives the information and understand it.
- ✓ Disseminate precautions related to child safety and protection, to be taken at household, community institutions, and village/ward and GP levels to all concerned.
- ✓ Provide guidance to the children about the probable situation and do's and don't.
- ✓ Refer to hazard specific contingency action plans.
- ✓ In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Action Plan.
- ✓ In case of disasters like Droughts which are slow onset, monitor drought specific indicators as mentioned in Drought specific contingency actions.

1.2 Actions for Activation of Unified Emergency Response:

Objective:

- To ensure effective assessment and Emergency Response.

Key Actions:

- ✓ Fill situation report format for the child safety/protection situation in affected areas (on standard format).
- ✓ Share situation report with GP disaster management committee, Child safety ESF nodal agency at block level to take decision if there is an emergency situation.
- ✓ In case GP DMC decides, it is an emergency situation and a Response is required, disseminate response activation information to all concerned, especially children committee teams at Village/WARD level and community institutions.
- ✓ Organize the first coordination meeting as soon as possible, with representation from affected areas to plan initial assessment.

1.3 Actions for Unified Emergency Response:

The actions for Unified Emergency Response for Children Committee are divided into following sections:

1.3.1 Initial Assessment Actions

1.3.2 Unified Response and Coordination actions

- 1.3.3 Avoid exposing children to further harm
- 1.3.4 Impartial assistance
- 1.3.5 Protect children from physical and psychological harm due to violence or coercion

1.3.1 Initial Assessment:

Objectives:

- To assess the needs of the affected children to plan immediate, short term and long term response actions.
- To assess the damages for compensation to the affected children and recovery/ reconstruction efforts of household, community and state infrastructure.

Key Actions:

- ✓ Under the leadership of GP disaster management committee and in coordination with other committees, plan and conduct initial assessment as per the assessment format and questionnaires.
- ✓ Undertake a comprehensive assessment of children needs, their safety, and nutritional, psychological requirements.
- ✓ Develop specific information on most urgent needs of most vulnerable especially disabled, children, girls, children living with HIV/AIDS, SC/ST and other minority groups and suffering from diseases etc.
- ✓ Ensure participation and consultation with representatives of all vulnerable groups and social groups of the community including SC/ST and minorities.

1.3.2 Unified Response and coordination Action:

Objectives:

- Life saving needs of the affected children is met.
- Children are involved in planning, design, management and maintenance of the facilities.
- Coordination with other committees to ensure supply of food, shelter, health etc specific for children.
- Assist the authorities in planning for recovery and reconstruction efforts.

Key Actions:

- ✓ Analyze the information as immediate, short term and long term needs for children.
- ✓ Develop a time based comprehensive plan for the priority interventions.
- ✓ Analyze immediate risk (malnutrition, exploitation, abduction and recruitment into armed groups and fighting forces, sexual violence and lack of opportunity to participate in decision making) to the children and plan action.
- ✓ Ensure that children are provided with access to safe shelter, food and other

basic requirements.

- ✓ Consult representatives of all vulnerable children and children under social groups including SC/ST and minorities on the design and acceptability of the relief items and facilities being planned.
- ✓ Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan).
- ✓ Coordinate with GP DMC, Children ESF nodal and support agencies and other non government agencies for mobilization of above resources and implementation of the plans.
- ✓ Analyze the damage information for compensation and recovery/reconstruction efforts.

1.3.3 **Avoid exposing children to further harm:**

Objectives:

- To avoid exposing children to further harm.

Key Actions:

- ✓ Ensure that the response actions should not expose the children to further harm as a result of the actions of DMTs and other players.
- ✓ In case of evacuation from the schools; ensure that children including the vulnerable have been shifted to safe and pre identified relief sites. Try to integrate them with their family members as soon as possible.
- ✓ Ensure that children are not exposed to abuse, abduction, recruitment in armed groups and exploitation.
- ✓ Take all preventive actions to ensure that no child, especially girl child, is trafficked, harassed, sexually abused. Engage children into monitoring and vigil of these issues in the community.
- ✓ Encourage the self protection capacity of the children and their families and encourage them to report in case of any abuse.
- ✓ Manage the sensitive information in a way that does not jeopardize the security of the informants or those who may be identifiable from information.

1.3.4 **Impartial Assessment:**

Objective:

- To ensure all possible assistance without any discrimination to all the affected children.

Key Actions:

- ✓ Address the special needs of the differently abled children and adolescents girls without any discrimination.
- ✓ Ensure them to all possible relief assistance available like first aid, health, food and nutrition, WASH, and social security etc without any discrimination.
- ✓ Ensure special measures to facilitate the access of vulnerable children.

- ✓ Facilitate provision of education classes and recreational activities for children in the relief camps/GP.

1.3.5 Protect children from physical and psychological harm due to violence or coercion:

Objective:

- To protect the children from physical and psychological harm due to violence or coercion.

Key Actions:

- ✓ In case of child abuse, rape or violence, prepare cases and share with GPDMC. Further it can be shared to Gram Kachharis and Police as the case may be.
- ✓ Engage children in monitoring, reporting of such cases and taking preventive actions. They may also play vital role in raising awareness among their neighboring children, classmates etc.
- ✓ Keep monitoring the situation.
- ✓ Take all the reasonable steps to ensure that the affected children are not subjected to any violent attack and coercion.
- ✓ Encourage family, community based social support and self help to protect the children
- ✓ Support the GPDMC, Panchayat in maintaining the law and order in the relief camps/community.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ✓ Check if all the immediate life saving measures are in place and there are no further risks of increase in mortality and morbidity of children and. ensure adequate coordination with other committees and report to GPDMC.
- ✓ Ensure that each child is reunited with his/her own community and adequate monitoring mechanisms are in place.
- ✓ Evaluate Emergency response in consultation with community, other committees and other stakeholders and document response and learning.
- ✓ In consultation with GP DMC and other committees deactivate emergency response and prepare for shifting the focus to recovery issues.

1.5 Recovery Actions:

Objective:

- To ensure affected children recover from the disaster impact and move out from mental and psychological problems and get back to normal and healthy life.

Key Actions

- ✓ Analyze the damage assessment and compensations announce by the government.
- ✓ Raise awareness on compensation and entitlement among affected people.
- ✓ Ensure that the rights of the children are respected and fulfilled by the government and other relevant authorities.
- ✓ Liaise with children development programs and NGOs working on recovery issues to repair and rebuild, advice them on child safety and protection.
- ✓ Help to organize appropriate psychosocial support for children.
- ✓ Share learning on children protection with development planning agencies for better planning in future.
- ✓ Mainstream DRR into new development programs and refer to DRR actions.

2. DRR and Mitigation actions:

The action plan for this committee is divided into following sections:

- 2.1 Disaster Risk Reduction Actions
- 2.2 Capacity Building Actions
- 2.3 Functional Continuity Actions
- 2.4 Emergency Preparedness Actions

2.1 Disaster Risk Reduction Actions:

Objectives:

- To ensure disaster risk reduction is mainstreamed in the child related developmental plans at Gram Panchayat. Disaster Risk Reduction priorities related to children are being implemented and documented.

Key Actions:

- ✓ Ensure that the children committee is constituted in each village and are effective during non disaster time.
- ✓ Mainstreaming Disaster risk reduction priorities in children related developmental works. This may include:
 - Ensuring children specific Hazard Capacity Vulnerability Analysis and plan for risk reduction and emergency response for all wards and villages is in place and known to all concerned.
 - Ensuring the design adopted by programs like Mid Day Meal/Sarv Shiksha Abhiyan is disaster resilient for the hazard profile of Madhubani.

- Ensure that the schools in the GP shall have adequate facilities as per the rules and regulation set by the SSA, MSA and other centrally and state sponsored programs and schemes and for which coordinate the advocate with like bodies.
- Ensure that the school buildings are disaster resilient and ensure to follow building by laws while constructing a new one.
- ✓ Nominate subgroups for child safety, assistance and psychological support.
- ✓ Develop village/Ward level committees and sub groups as above.
- ✓ Ensure that all people in the GP are aware of potential child related risks and are taking household level preparedness actions.
- ✓ Ensure that the professionals and people dealing with child related issues are aware of children related risks, good practices on designs and interventions and have access to expert advice from nodal agency at block level as required.
- ✓ Ensure that children's views and experiences are not only elicited during emergency assessments and planning but that they also influence humanitarian service delivery and its monitoring and evaluation.
- ✓ Organize periodic drills and awareness building discussions on children related disaster risk reduction at GP level.
- ✓ Educate the children about do's and don'ts of disasters, good and bad touch.
- ✓ Ensure sufficient preparedness is in place for immediate response and recovery in case of emergencies.

2.2 Capacity Building Actions:

Objectives:

- To build sufficient capacities within the children committee team and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ✓ Develop and support similar committees and subgroups at Village/WARD and institutional (like Anganwari centers, schools etc) levels.
- ✓ Maintain the resources (Human, Programs, Finances and Materials) at GP level.
- ✓ Coordinate with GPDMC, DDMA, IAGs and other agencies for nomination of the committee representatives in the specialist trainings on above subjects being organized from time to time by different agencies.
- ✓ Organize periodic mock drills for the specific children i.e. school going and non school going and for disabled children for different contingency situations.
- ✓ Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ✓ Familiarize, make necessary liaisons and network with other committees, support agencies and other stakeholders.

- ✓ Analyze past experiences of the children committee to know what went well and what could have been done better and document it as lessons learnt annually and after every disaster.
- ✓ Develop a minimum inventory list required for achieving minimum standards and develop a plan to acquire it over next few years.
- ✓ Create mechanism for regular Inspection and maintenance of equipments and Acquisition of new equipment as per your minimum inventory list.

2.3 Functional Continuity Actions:

Objective:

- To ensure that the Children committee is able to recover quickly from the impact of disaster and remains functional during disaster time.

Key Actions:

- ✓ Define Rules and regulations for functioning of committee especially during disaster time.
- ✓ All committee members nominate his/her replacement in case of any eventuality and/or absence of the member.
- ✓ Define protocol on convening the meetings in the absence of convener.
- ✓ Identify safe building/location for operational work and meetings of the committee.
- ✓ Secure important files and information of the committee. Create backups if possible.
- ✓ Develop mechanism to coordinate with other committees i.e. food and nutrition, WASH, health, shelter etc.
- ✓ Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.

2.4 Emergency Preparedness Actions:

Objective:

- To ensure all stakeholder groups are prepared for Unified Response to any emergency situation.

Key Actions:

- ✓ Organize periodic meeting of the committee followed by the meeting of teams at Village/Ward level and institutional level.
- ✓ Coordinate with block level nodal and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ✓ Social Inclusion and map the non school going children and assess their vulnerabilities and ensure their safety.
- ✓ Nominate a subgroup for regular monitoring of information on Early Warning from different sources.

- ✓ Create mechanisms for quick dissemination of Early Warning information to all people especially to children, teachers and school management.
- ✓ Ensure the list of students (enrolled in schools) and other children who are not regular to schools is updated with contact details of their parents/guardians.
- ✓ Check the preparedness level to ensure safety/protection of children of all section.
- ✓ Coordinate with other committees like food and nutrition, WASH, health, shelter etc to ensure adequate stock and minimum standard specified for children.
- ✓ Build the capacity and awareness among the children, teachers, associated community members on child safety and protection during the emergency and do's and don'ts of disaster.
- ✓ Ensure to check the implementation of effective law and order to secure the safety of children.
- ✓ Identify the vulnerable children and take necessary actions to protect them.
- ✓ Ensure that the quantity and quality of mid day meal is acceptable to prevent malnutrition and health disasters among the children as it can create health problems among the children.
- ✓ Network with children committee of other GPs, nodal agencies and other support agencies, children specialist agencies at state and national level for seeking their support and legal advice as required.

Coordination and Integration:

The committee shall appoint a nodal person for coordination with other GP Committees. He shall essentially coordinate and consult with VKC, GP DMC, Inter agency group, EOC, ESF nodal and support agencies, officer in charge of IRS sections and community level committees and other important stakeholders of the department especially in affected areas.

Accountability:

The head of the committee, members and the nodal persons appointed for the disaster management by the committee shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The committee shall submit periodic reports to GP DMC.

GP Disaster Management Committee

About the GP Disaster Management Committee:

The GP Disaster Management Committee (DMC) is a permanent standing committee that integrates and coordinates the work of all other committees and stakeholder groups at GP level before, during and after the disaster. This committee monitor, consolidate and share reports of the work of other committees.

Composition of committee: 10-12 people

- Mookhiya: Convenor
- Ex-Mookhiya
- Ward members: 2-3
- Team leaders of other GP level committees (SAR, WASH, Shelter, Health, Food)
- Team leaders of other stakeholder groups at GP level. (Women SHG, School etc)
- Designated secretary of the committee.

1. Emergency Response and Recovery Actions:

Emergency Response and Recovery Action Plan: The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on Receipt of Early Warning
- 1.2 Actions for Activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for Deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Action on Receipt of Early Warning:

Objective:

- To monitor situation and disseminate Early Warning information.

Key Actions:

- ✓ Monitor the situation.
- ✓ Collect information from different sources, community based Early Warning system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on Early Warning to all people in a manner that ensures everyone receives the information and understand it.
- ✓ Disseminate precautions that are related to food and shelter at household, community

institutions, village/ward and GP levels to all concerned.

- ✓ Refer to hazard specific contingency action plans.
- ✓ In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- ✓ In case of disasters like Droughts which are slow onset, monitor drought specific indicators as mentioned in Drought specific contingency actions.

1.2 Actions for Activation of Unified Emergency Response

Objective:

- To activate the Unified Emergency Response .

Key Actions: .

- ✓ Share the situation report with other GP committees and Essential Support Function (ESF) nodal agency at block level to decide whether there is an emergency situation or not.
- ✓ In case of emergency situation, the GP DMC must disseminate activation information to all concerned committees and ward members at Village/Ward.
- ✓ Organize the first coordination meeting, ensuring that there is a representation from affected areas.
- ✓ Ensuring that the affected communities participate in the assessment.

1.3 Actions for Unified Emergency Response for GP Disaster Management Committee:

The actions for Unified Emergency Response for ward members have been divided into following sections:

01.3.1 Initial Assessment Actions

1.3.2 Unified Response Planning and Coordination Actions

1.3.3 Monitoring the Response Actions

1.3.4 Law and Order

1.3.1 Initial Assessment:

Objectives:

- To assess the needs of the affected people to plan immediate, short term and long term response actions.
- To assess the damages for compensation to the affected people and recovery/ reconstruction efforts of household, community and state infrastructure.

Key actions:

- ✓ Take the leadership and in coordination in coordination with other committees, plan and

- conduct initial assessment as per the assessment format and questionnaires.
- ✓ Ensuring that the assessment is done through standard format in affected areas
- ✓ Develop specific information on most urgent needs of most vulnerable people especially aged, disabled, children, pregnant and lactating mothers, sick, people living with HIV/AIDS, SC/ST and minority groups.
- ✓ Ensure participation and consultation with representatives of all vulnerable groups and social groups of the community including SC/ST and minorities.

1.3.2 Response Planning:

Objectives:

- Life saving needs of the affected population is met.
- Precise planning, design, management and maintenance of the facilities.
- There is optimal use of resources.

Key Actions:

- ✓ Analyse the information as per the immediate, short term and long term needs.
- ✓ Analyse immediate public health risks and plan actions.
- ✓ Analyse the damage information for compensation and recovery/reconstruction efforts.
- ✓ Activate Search and Rescue (SAR) efforts in consultation with GP, assess if external help is needed, inform ESF agencies, block and district authorities accordingly.
- ✓ Revaluation of the work of the Disaster Management Teams (DMTs).
- ✓ Take the update from ward members.
- ✓ Consult representatives of all vulnerable groups and social groups including SC/ST and minorities on the design and acceptability of the relief items and facilities being planned.
- ✓ Develop a time based comprehensive plan for the priority interventions.
- ✓ Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan.
- ✓ Coordinate with GP DMC, ESF nodal and support agencies and other non government agencies for mobilization of above resources and implementation of the plans.

1.3.3 Monitoring the response action:

Objectives:

To ensure

- The response actions are moving in right direction.
- Each section of the society is being focused upon.
- There is optimal use of resources.

Key Actions:

- ✓ To set accountability of the ward members.
- ✓ Monitor the work of Search and Rescue and other Disaster Management Committees (DMCs).
- ✓ Ensuring the transportation of resource material to the safe sites.
- ✓ Assess and monitor the changing situation and coordinate response efforts as per the situation in consultation with affected people, stakeholder groups doing the response, block and district authorities.
- ✓ Identify vulnerable groups (women, pregnant women, mothers with infants, old age, people with disabilities, People living with HIV/AIDs etc), ensure their safety and see their most urgent needs are met first.
- ✓ Ensure the marginalised groups, minorities, dalits and excluded groups are consulted, represented and included in response efforts.
- ✓ Ensuring the Disaster Management Teams is in functional.

1.3.4 Law and order:

Objectives: To ensure

- There is a peace during response action.
- There is no loss of life and personal property.

Key Actions:

- ✓ The DMC must ensure that no untoward incident takes place.
- ✓ Ensuring there is enough protection to the people and properties.
- ✓ Ensuring that the antisocial elements have been kept away from the key locations.
- ✓ Ensuring that there is presence of force to control riots.

1.4 Actions for Deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ✓ Check if all the immediate life saving measures is in place and there are no further risks of increase in mortality and morbidity. If not adequate, coordinate with other committees and report to Panchayat.
- ✓ Ensure the emergency facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- ✓ Evaluate Emergency response in consultation with community, other committees and other stakeholders and document response and learning.
- ✓ In consultation with other committees deactivate emergency response and prepare for shifting the focus to recovery issues.

1.5 Recovery Actions:

Objective:

- To ensure affected people recover from the disaster impact and move from emergency facilities to their original habitat conditions or reconstructed shelter and settlement.

Key Actions:

- ✓ The GP DMC must ensure that the damage assessment has been done and reported to the local administration.
- ✓ The DMC must ensure that the affected community gets the benefits or any grant from the state.
- ✓ Establish a coordinated, efficient supply chain management (SCM) using local capacity where feasible.
- ✓ The DMC must advise the GP for a long term planning to restore the livelihood of the community.
- ✓ The DMC must make a proposal which include long term intervention for the disaster affected community and they must mention in the annual plan of the Gram Panchayat.
- ✓ The DMC must advise the GP for the promotion of disaster resistant technology.

2. DRR and Mitigation actions:

The action plan for the ward member is divided into following sections:

- 1.1 Disaster Risk Reduction Actions
- 1.2 Capacity Building Actions
- 1.3 Functional Continuity Actions
- 1.4 Emergency Preparedness Actions

2.1 Disaster Risk Reduction actions:

Objective:

- To ensure disaster risk reduction is mainstreamed in the activities.
- The disaster risk reduction priorities of the Disaster Management Committee (DMC) are being implemented and documented.

Key Actions:

- ✓ Ensure all village level committees and working groups are functional during non disaster times.
- ✓ The GP DMC must advise the members of the Panchayat for the induction of disaster resilient technology.
- ✓ The DMC is a disaster specific body in the Gram Panchayat therefore it must emphasize on the mainstreaming of disaster risk reduction in plans and policies of the Panchayat.
- ✓ The DMC must initiate the risk and vulnerability assessment in the whole Panchayat.

- ✓ The DMC must coordinate with other committees, stakeholders and other agencies for conducting the DRR awareness programme.
- ✓ Define Minimum Standards for all sectors in consultation with Essential Support Function (ESF) Nodal and support agencies and in reference to national and state level standards.
- ✓ The DMC must ensure that there is no adverse impact on the local natural environment in his ward and Panchayat while implementing any plan.

2.2 Capacity Building Actions:

Objective:

- To build sufficient capacities in the Panchayat and other stakeholder to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ✓ Develop a calendar for mock drills, trainings and awareness building exercises as per seasons and needs of the stakeholders for the ward and Panchayat.
- ✓ Organize awareness exercises to ensure that all people in the Gram Panchayat are aware of probable disasters and the minimum things they need to know and do at household level to prevent sufferings and loss due to disasters.
- ✓ Ensure that the people of different wards are trained in the specific functions they need to perform in addition to basic awareness training.
- ✓ Ensure there are sufficient numbers of people in the Gram Panchayat who have received intermediate/ advance level of training on disaster management.
- ✓ Coordinate with block, districts, state and national authorities and other institutions to keep track of the training and capacity building events and ensure participation of representatives from the GP in it.
- ✓ Organize at least two exercises in the year. (One before the flood season as a mock drill to test the plan and one after the disaster event to record learning from the disaster and response).

2.3 Functional Continuity Actions:

Objective:

- To ensure that the office of the DMC recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ✓ Define Rules and regulations for functioning of office especially during disaster time.
- ✓ All GP members nominate his/her replacement in case of any eventuality and/or absence of the ward member.
- ✓ Define protocol on convening the meetings in the absence of convener.

- ✓ Identify safe building/location for operational work and meetings of the office.
- ✓ Secure important files and information of the office. Create backups if possible.
- ✓ Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.

2.4 Emergency Preparedness Actions:

Objective:

- To ensure all stakeholder groups are prepared for Unified Response to any emergency situation.

Key Actions:

- ✓ Organising meetings with the stakeholders at Village level and Ward level.
- ✓ Coordinate with block level ESF nodal and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ✓ Nominate a subgroup for regular monitoring of information on Early Warning from different sources.
- ✓ Create mechanisms for quick dissemination of Early Warning information to all people.
- ✓ Monitor the preparedness of various Disaster Management Teams (DMTs).
- ✓ The DMC must ensure that the Disaster Management Team are well equipped.
- ✓ The DMC must organize the data of the local resource persons, NGOs and other agencies.
- ✓ The DMC must ensure that the supply chain management (SCM) is functional in the Panchayat.
- ✓ Ensure that the DMC is in touch with the Block and ESF agencies.

Coordination and Integration:

The committee shall appoint a nodal person for coordination with other GP Committees. He shall essentially coordinate and consult with Village Knowledge Center (VKC), Inter Agency Groups (IAGs), Emergency Operation Center (EOC), Essential Support Function (ESF) nodal and support agencies, officer in charge of Incidence Response System (IRS) sections and community level committees and other important stakeholders of the department especially in affected areas.

Accountability:

The head of the committee, members and the nodal persons appointed for the disaster management by the committee shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The committee shall submit periodic reports to GP DMC

GP Education Committee

About the Education Committee:

The Education Disaster Management Committee supports the community in planning, implementation and supervision of disaster resilient education interventions in the GP. During the emergency, it acts as a key responder team and facilitates interventions to ensure that all children, including disadvantaged or previously excluded learners, who have been affected by emergencies, are visible in and enjoying a quality and participatory education.

Composition: 12-16 people

- Team Leader (Experienced person on Education work, elected/selected by the team members. He / She shall represent the team in GPDMC).
- The members shall include men and women with good understanding of inclusive education principles. They should ideally be able to negotiate and influence the education program in the GP.
- The team shall be inclusive to have representatives from different villages and different sections of societies including SC/ST, minority and excluded groups.
- The village representatives shall organize similar teams in their respective villages / Wards.

1. Emergency Response and Recovery Actions:

Emergency Response and Recovery Action Plan: The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Action on Receipt of Early Warning:

Objective:

- To monitor situation and disseminate EW information.

Key Actions:

- ✓ Monitor the situation.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.

- ✓ Disseminate information on EW to all people in a manner that ensures everyone receives the information and understand it.
- ✓ Disseminate precautions related to school safety and education in emergencies to be taken at household, community institutions, village/ward and GP levels to all concerned.
- ✓ Refer to hazard specific contingency action plans.
- ✓ In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- ✓ In case of disasters like Droughts which are slow onset, monitor drought specific indicators as mentioned in Drought specific contingency actions.

1.2 Actions for Activation of Unified Emergency Response:

Objective:

- To activate the Unifies Emergency Response

Key Actions:

- ✓ Ensuring that the assessment is done through standard format in affected areas.
- ✓ Share situation report with GP disaster management committee and Education ESF nodal agency at block level to take decision if there is an emergency situation or not.
- ✓ In case GP DMC decides, it is a emergency situation and an Education Response is required, disseminate Education response activation information to all concerned, especially the Education teams at Village/WARD level and community institutions.
- ✓ Organize the first coordination meeting as soon as possible, with representation from affected areas to plan initial assessment.
- ✓ Ensure the participation of the affected communities in the assessment.

1.3 Actions for Unified Emergency Response for Education:

The actions for Unified Emergency Response for Education are divided into following sections:

1.3.1Initial Assessment Actions

1.3.2Unified Response Planning and Coordination actions

1.3.3Access and Learning Environment in Schools

1.3.4Teaching and Learning

1.3.5Teachers and Other Education Personnel

1.3.1 Initial Assessment:

Objectives:

- To assess the needs of the affected people to plan immediate, short term and long term response actions.

- To conduct an education assessment of the emergency situation in a holistic and participatory manner.

Key actions:

- ✓ Under the leadership of GP disaster management committee and in coordination with other committees, plan and conduct initial assessment as per the assessment format and questionnaires.
- ✓ Undertake a comprehensive assessment of education needs and resources for the different levels and types of education, and for all emergency-affected locations.
- ✓ If an inter-sectoral assessment is being planned, ensure that Education is part of that assessment.
- ✓ Ensure participation and consultation with representatives of all vulnerable groups and social groups of the community including SC/ST and minorities in the development, interpretation and refinement of indicators; and in information management and dissemination.

1.3.2 Response Planning:

Objectives:

- A framework for an education response is developed, including a clear description of the problem and a documented strategy for action.
- People are involved in planning, design, management and maintenance of the facilities.
- Assist the authorities in planning for recovery and reconstruction efforts.

Key Actions:

- ✓ Analyze the information as immediate, short term and long term needs for the education response.
- ✓ Analyze the damage information to schools, if any, for required repair and recovery/reconstruction efforts.
- ✓ Consult representatives of all vulnerable groups and social groups including SC/ST and minorities on the design and acceptability of the relief items and facilities being planned.
- ✓ Develop a time based comprehensive plan for the priority interventions.
- ✓ Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan.
- ✓ Involve NCC, NSS Scouts & guides, trained cadets for search, rescue and evacuation in collaboration with other agencies and committees.
- ✓ Trained cadets in schools should take immediate steps for life saving in case of emergencies viz.
 - In case of Fire, use the fire extinguisher to put off fire.
 - In case of flood, the Cadets team who are expert in technical swimming should save peoples from the flood.

- In case of earthquake, trained cadets can help in getting out peoples from trapped in buildings or in between slabs.
- ✓ Coordinate with GP DMC, Education ESF nodal and support agencies and other non government agencies for mobilization of above resources and implementation of the plans.

1.3.3 Access and Learning Environment in Schools:

Objectives:

- To ensure all individuals have access to quality and relevant education opportunities.
- To ensure learning environments are secure, and promote the protection and mental and emotional well-being of learners.
- To ensure education facilities are conducive to the physical well-being of learners.

Key Actions:

- ✓ Ensure that no individual is denied access to education and learning opportunities because of discrimination on the basis of poverty, gender, age, nationality, race, ethnicity, religion, language, culture, political affiliation, sexual orientation, socio-economic background, geographic location or special education needs.
- ✓ Ensure that documents or other requirements (like certificates of citizenship, birth or age certificates, identity papers, school reports, etc.) are not a barrier to enrolment, since emergency-affected populations may not have these documents.
- ✓ Ensure that age limits are not enforced for emergency-affected children and youth. Second chance enrolment for drop-outs should be permitted.
- ✓ Ensure that sufficient resources are available for continuity and quality of education activities in all phases of the emergency.
- ✓ All children should have the opportunity to safely enter or re-enter the formal education system as soon as possible after any disruption caused by the emergency.
- ✓ Ensure that emergency schools are located at safe and accessible places.
- ✓ Teachers and other education personnel should be trained with the skills to give psychosocial support to promote learners' emotional well-being.
- ✓ Teachers should receive training in methods of positive classroom management to ensure intimidation does not occur. Corporal punishment should not be used or promoted.
- ✓ The nutritional and short-term hunger needs of students should be addressed through school feeding programmes.
- ✓ Ensure that emergency schools have water and safe sanitation facilities accessible to all.

1.3.4 Teaching and Learning:

Objectives:

- To ensure relevant and Govt. approved curriculum is used to provide formal and non formal education.
- To ensure teachers and other education personnel receive periodic, relevant and structured training according to need and circumstances.
- To ensure that teaching is learner-centered, participatory and inclusive.

Key Actions:

- ✓ Ensure that curriculum in the emergency schools are taken from the DEO, BEO and are approved in advance.
- ✓ Appropriate instructional methodologies should be developed and tailored to suit the context, needs, age and capacities of learners.
- ✓ Teachers and other education personnel should be trained on prioritized needs, objectives of education activities and learning content. The training should be recognized and approved by DEO/BEO.
- ✓ Ensure that the students are provided with opportunities to be actively engaged in their own learning.
- ✓ Teachers should use participatory methods to facilitate learner involvement in their own learning and to improve the learning environment.

1.3.5 Teachers and Other Education Personnel:

Objectives:

- To ensure that sufficient number of qualified teachers and other education personnel is recruited based on transparent selection criteria.
- To ensure that teachers and other education personnel have clearly defined conditions of work, follow a code of conduct and are appropriately compensated.
- To ensure that supervision and support mechanisms are established for teachers and other education personnel, and are used on a regular basis.

Key Actions:

- ✓ If there is need of more teachers to run emergency schools, their recruitment should be done with proper, transparent process for the duration required. The number of teachers recruited and deployed should be sufficient to prevent over-sized classes.
- ✓ The compensation and conditions of work for the teachers should be specified in a job contract, and compensation (can be monetary or non-monetary) should be provided on a regular basis, related to the level of professionalism and efficiency of work.
- ✓ Ensure that the teachers and other education personnel are regularly assessed, monitored and supported.
- ✓ Appropriate and accessible psychosocial support and counseling are provided to teachers and other education personnel, as needed.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ✓ Check if all the immediate measures of education in emergencies are in place.
- ✓ Ensure the emergency Education services & facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- ✓ Evaluate Emergency response in consultation with community, other committees and other stakeholders and document response and leanings.
- ✓ In consultation with GP DMC and other committees deactivate emergency response and prepare for shifting the focus to recovery issues.

1.5 Recovery Actions:

Objective:

- To ensure that all individuals have access to quality and relevant education opportunities in safe, accessible learning environments promoting the physical and mental well-being of learners.

Key Actions:

- ✓ Analyze the damage assessment and compensations announce by the government.
- ✓ Raise awareness on compensation and entitlement among concerned stakeholders.
- ✓ Liaise with Education development programs and NGOs working on recovery issues for repair and reconstruction of damaged school buildings, facilities etc. Advise them on disaster resilient designs and build back better.
- ✓ Share learning on Education response with development planning agencies for better planning in future.
- ✓ Mainstream DRR into new development programs and refer to DRR actions.
- ✓ Ensure the development and use of an Education Management Information System (EMIS) database, to be used as a tool for analyzing and reacting to changes in educational access and completion.

2. DRR and Mitigation actions:

The action plan for this committee is divided into following sections:

- 2.1 Disaster Risk Reduction Actions
- 2.2 Capacity Building Actions
- 2.3 Functional Continuity Actions
- 2.4 Emergency Preparedness Actions

2.1 Disaster Risk Reduction Actions:

Objective:

- To ensure disaster risk reduction is mainstreamed in education programs in the Gram Panchayat.
- Education related disaster risk reduction priorities are being implemented and documented.

Key Actions:

- ✓ Ensure all village level committees and working groups are functional during non disaster times.
- ✓ The committees are mainstreaming disaster risk reduction priorities in the education related development work in the GP. These may include:
 - Ensuring Hazard Capacity Vulnerability Analysis specific to school and education.
 - Ensuring that plan for school safety measures and emergency education response for all wards and villages is in place and known to all concerned.
 - Ensuring the designs adopted by school education programs (construction of school buildings) are disaster resilient for the hazard profile of Madhubani.
- ✓ Build community support so that community members help identify excluded learners, suggest solutions and give support to specific learners.
- ✓ Improve the physical environment of the schools so that it is safer and more accessible.
- ✓ Coordinate with other committees to address factors beyond education – related to poverty, poor health, etc. – that may prevent children from going to school and learning.
- ✓ Advocate for changes to exclusionary education policies, upholding of related laws and changes to teacher education – or encourage those who are in a position to do this.
- ✓ Regularly monitor progress on who is participating and learning. Involve the community in data collection.
- ✓ Ensure that all people in the GP are aware of potential risks to school safety and children education.
- ✓ Ensure that Education professionals (teachers, Anganwadi workers, school management) are aware of school safety related risks, proper building codes for school buildings, good practices on education in emergencies and have access to expert advice from Education nodal agency at block level as required.
- ✓ Define Minimum Standards for education in emergencies in consultation with Education ESF Nodal and support agencies and in reference to national and state level standards.
- ✓ Ensure sufficient preparedness is in place for immediate education response and recovery in case of emergencies.
- ✓ Ensure that emergency education programmes are integrated into longer-term development of the education sector.
- ✓ Education authorities and other key actors develop local education plans for current and future emergencies, and create a system for their regular revision.

1.2 Capacity Building Actions:

Objective:

- To build sufficient capacities within the Education team and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ✓ Support teachers to develop understanding and confidence for working with a diverse range of children by building on what they already know and do.
- ✓ Encourage peer support: teachers supporting each other with identifying learners' problems and finding solutions; children helping each other inside and outside school.
- ✓ Support teachers, children and parents to make low-cost teaching and learning materials suitable for a range of learners.
- ✓ Nurture links with other schools, colleges (in other areas, districts) to share ideas and experiences.
- ✓ Develop and support similar committees at Village/Ward and institutional (like schools etc) levels.
- ✓ Organize periodic mock-drills and awareness building discussions in schools. Organize inter-school competitions, rallies, and other such activities to make teachers, children and other stakeholders aware of school safety related risks and also of measures for education in emergencies.
- ✓ Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ✓ Coordinate with Gram Panchayat Disaster Management Committee (GPDMC), District Disaster Management Authority (DDMA), Inter Agency Groups (IAGs) and other agencies for nomination of the committee representatives in the specialist trainings on above subjects being organized from time to time by different agencies.
- ✓ Familiarize, make necessary liaisons and network with other committees, Education Essential Support Function (ESF) support agencies and other stakeholders.
- ✓ Analyze past experiences of the Education committee to know what went well and what could have been done better and document it as lessons learnt annually and after every disaster.
- ✓ Develop a minimum inventory list required for achieving minimum standards in education in emergencies and develop a plan to acquire it over next few years.

2.3 Functional Continuity Actions:

Objective:

- To ensure that the Education committee is able to quickly recover from the impact of disaster on the committee and remains functional during disaster time.

Key Actions:

- ✓ Define Rules and regulations for functioning of committee especially during disaster time.
- ✓ All committee members nominate his/her replacement in case of any eventuality and/or absence of the member.
- ✓ Define protocol on convening the meetings in the absence of convener.
- ✓ Identify safe building/location for operational work and meetings of the committee.
- ✓ Secure important files and information of the committee. Create backups if possible.
- ✓ Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.

2.4 Emergency Preparedness Actions:

Objective:

- To ensure all stakeholder groups are prepared for Unified Response to any emergency situation.

Key Actions:

- ✓ Organise periodic meeting of the committee followed by the meeting of teams at Village/Ward level.
- ✓ Coordinate with block level Education ESF nodal and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ✓ Nominate a subgroup for regular monitoring of information on EW from different sources.
- ✓ Create mechanisms for quick dissemination of EW information to all people especially to children, teachers, school management.
- ✓ Ensure the list of students (enrolled in schools) and other children who are not regular to schools is updated.
- ✓ Identify and train locally available teachers who can be deployed for education during emergency.
- ✓ Map out, what resources are available locally to support the inclusion of traditionally excluded people in education.
- What people are available? What skills and interests do they have? How much time do they have to contribute in the education response activities if asked for?
- What sources of materials are there?
- Who has money to help?
- What can older and younger children do?
- Are there any special schools in the area that could provide support and advice?
- How much flexibility do teachers have – what do they have permission to do; how much are they allowed to change their practice and the way they manage their time?
- Record the barriers to inclusion, but mainly try to focus people's attention on the spaces, resources and opportunities that already exist.

- ✓ Network with Education committees of other GPs, ESF nodal agency and other support agencies, Education specialist agencies at state and National level for seeking their support and technical advice as required.

Coordination and Integration:

The committee shall appoint a nodal person for coordination with other GP Committees. He shall essentially coordinate and consult with VKC, GP DMC, Inter agency group, EOC, ESF nodal and support agencies, officer in charge of IRS sections and community level committees and other important stakeholders of the department especially in affected areas.

Accountability:

The head of the committee, members and the nodal persons appointed for the disaster management by the committee shall be responsible for all plans and implementation

GP Food and Nutrition Team

About the Food and Nutrition Team:

The Food and Nutrition team as a part of strong institution supports the community in planning, implementation and supervising the food and nutrition activities in the Gram Panchayat. The DMT food and nutrition sensitizes the community on the importance of making disaster management plan for food security, nutrition and livelihood. During emergencies, the team supports the food and nutrition Essential Support Function (ESF) agencies in the disaster affected areas.

Composition: 12-16 people

- Team Leader (Experienced person in the field of food and nutrition, selected by Gram Panchayat Disaster Management Committee (GPDMC) and appointed in consultation with Nodal officer of food and nutrition ESF at Block level).
- The members shall include men and women having knowledge or who have worked in food and nutrition sector.
- The team shall be inclusive to have representatives from different villages and different sections of societies including SC/ST, minority and excluded groups.
- The village representatives shall organize similar teams in their respective villages / wards.

1. Emergency Response and Recovery Actions:

Emergency Response and Recovery Action Plan: The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on Receipt of Early Warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for Deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Action on Receipt of Early Warning:

Objective:

- To monitor situation and disseminate Early Warning information

Key Actions:

- ✓ Monitor the situation.

- ✓ Collect information from different sources, community based Early Warning system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on Early Warning to all people in a manner that ensures everyone receives the information and understand it.
- ✓ Disseminate precautions that are related to food and nutrition at household, community institutions, village/ward and GP levels to all concerned.
- ✓ Refer to hazard specific contingency action plans.
- ✓ In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions
- ✓ In case of disasters like Droughts which are slow onset, monitor drought specific indicators as mentioned in Drought specific contingency actions.

1.2 Actions for Activation of Unified Emergency Response:

Objective:

- To activate the Unified Emergency Response.

Key Actions:

- ✓ Share the situation report with GP disaster management committee and Food and Nutrition ESF nodal agency at block level to decide whether there is an emergency situation or not.
- ✓ In case of emergency situation, the GP DMC must disseminate Food and Nutrition response activation information to all concerned committees, especially Food and Nutrition teams at Village/WARD level and community level.
- ✓ Organize the first coordination meeting, ensuring that there is a representation from affected areas.
- ✓ Ensuring that the affected communities participate in the assessment.
- ✓ Ensuring that the assessment is done through standard format in affected areas.

1.3 Actions for Unified Emergency Response for Food and Nutrition:

The actions for Unified Emergency Response for Food and Nutrition have been divided into following sections:

1.3.1 Initial Assessment Actions

1.3.2 Unified Response Planning and Coordination Actions

1.3.3 Food security and nutrition assessment

1.3.4 Infant and young child feeding

1.3.5 Management of acute malnutrition and micronutrient deficiencies.

1.3.6 Food security

1.3.1 Initial Assessment Actions:

Objectives:

- To assess the needs of the affected people to plan immediate, short term and long term response actions.
- To assess the damages for compensation to the affected people and recovery/reconstruction efforts of household, community and state infrastructure.

Key actions:

- ✓ Under the leadership of GP disaster management committee and in coordination with other committees, plan and conduct initial assessment as per the assessment format and questionnaires.
- ✓ Develop specific information on most urgent needs of most vulnerable people especially aged, disabled, children, pregnant and lactating mothers, sick, people living with HIV/AIDS, SC/ST and minority groups.
- ✓ Ensure participation and consultation with representatives of all vulnerable groups and social groups of the community including SC/ST and minorities.

1.3.2 Response Planning:

Objectives:

- Life saving needs of the affected population is met.
- People are involved in planning, design, management and maintenance of the facilities.
- Assist the authorities in planning for recovery and reconstruction efforts.

Key Actions:

- ✓ Analyse the information as immediate, short term and long term needs for each of the WASH areas: Food security and nutrition assessment, Infant and young child feeding, Management of acute malnutrition and micronutrient deficiencies, Food security.
- ✓ Analyse immediate public health risks and plan actions.
- ✓ Analyse the damage information for compensation and recovery/reconstruction efforts.
- ✓ Consult representatives of all vulnerable groups and social groups including SC/ST and minorities on the design and acceptability of the relief items and facilities being planned.
- ✓ Develop a time based comprehensive plan for the priority interventions.
- ✓ Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan.
- ✓ Coordinate with GP DMC, Food and Nutrition ESF nodal and support agencies and other non government agencies for mobilization of above resources and implementation of the plans.

1.3.3 Food and security assessment:

Objectives: To ensure

- Identification of people who are at increased risk of food insecurity.
- Identification of people who are at increased risk of under nutrition.

Key Actions:

- ✓ Transportation of food to the relief shelters.
- ✓ Assessment of local capacities including formal and informal institutions in the area.
- ✓ Compile existing information from pre- disaster and initial assessments to highlight the nature and severity of the nutrition situation.
- ✓ Identify groups with the greatest nutritional support needs and the underlying factors that potentially affect nutritional status.
- ✓ Consider the opinions of the local community and other local stakeholders on the potential determinants of under nutrition.

1.3.4 Infant and young child feeding:

Objectives: To ensure

- Safe and appropriate infant and young child feeding.
- Mothers and caregivers of infants and young children have access to timely and appropriate feeding support that minimizes risks and optimizes nutrition, health and survival outcomes.

Key Actions:

- ✓ Providing food material to the identified groups which require specific nutritional support such as sick people, pregnant and breast feeding women, old aged persons, disabled etc.
- ✓ Provisions of the operational guidance on infant feeding in emergencies.
- ✓ Undertake integrated multi sector interventions to protect and support safe and appropriate infant and young child feeding.
- ✓ Give priority to pregnant and breastfeeding women to access food, cash and / or voucher transfers and other supportive interventions.
- ✓ Enable access for mothers and caregivers whose infants require artificial feeding to an adequate amount of an appropriate breast milk substitutes.
- ✓ Ensure that the safe and appropriate infant and young child feeding standards are being maintained.

1.3.5 Management of acute malnutrition and micronutrient deficiencies:

Objectives: To ensure

- Moderate acute malnutrition is addressed.
- Severe acute malnutrition is addressed.
- Micronutrient interventions to reduce common diseases associated with emergencies

and address micronutrient deficiencies.

Key Actions:

- ✓ Provide dry or suitable ready-to- use supplementary food rations unless there is clear rationale for on -site feeding.
- ✓ Provide nutritional and medical care according to nationally and internationally recognized guidelines for the management of severe acute malnutrition.
- ✓ Identify and treat micronutrient deficiencies.
- ✓ Establish procedures to respond effectively to the types of micronutrient deficiencies from which the population may be at risk.
- ✓ The DMT must ensure that the food which is being prepared or distributed meets the micro nutrient deficiencies standard.

1.3.6 Food security:

Objectives: To ensure

- To ensure people have right to humanitarian food assistance and as far as possible prevents the erosion of their assets and builds resilience.
- Ensure the nutritional needs of the disaster affected population, including those at risk are met.
- The food items provided are appropriate and acceptable to recipients so that they can be used efficiently and effectively at the household level.
- Food distributed is fit for human consumption and of appropriate quality.
- Women and men have equal access to appropriate income- earning opportunities.
- Safe Access for everyone to markets.

Key Actions:

- ✓ Design initial responses to meet immediate needs.
- ✓ The DMT must ensure that the community kitchen is in safe and clean area.
- ✓ Protect and preserve the natural environment from further degradation in all responses.
- ✓ Design food transfers on the basis of the standard initial planning requirements for energy, protein, fat and micro nutrients adjusted as necessary to the local situation.
- ✓ Before distribution assess people's ability to store food, their access to water and fuel, and cooking times and requirements for soaking when selecting food types.
- ✓ Distribution of acceptable food, preparation instruction for unfamiliar food.
- ✓ Select foods that conform to the national standards or other internationally accepted standards.
- ✓ Aware the people on preparing the food in safe and appropriate manner.
- ✓ Ensure that the stored food or the food which is being acquired is of quality, acceptable in the community, follows nutrition standards and is safe to consume.
- ✓ Establish the supply chain management (SCM) using local capacity where feasible.

- ✓ Base the decisions on income- generation activities on a market assessment and on an adequate participatory analysis of the capabilities of households to engage in the activities.
- ✓ Protect and reinforce access to affordable operating markets for producers, consumers and traders.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ✓ Check if all the immediate life saving food and nutrition measures are in place and there are no further risks of increase in mortality and morbidity. If adequate coordinate with other committees and report to GPDMC.
- ✓ Ensure the emergency food and nutrition facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- ✓ Evaluate Emergency response in consultation with community, other committees and other stakeholders and document response and leanings.
- ✓ In consultation with GP DMC and other committees deactivate emergency response and prepare for shifting the focus to recovery issues.

1.5 Recovery Actions:

Objective:

- To ensure affected people recover from the disaster impact and move from emergency facilities to their original habitat conditions or reconstructed shelter and settlement.

Key Actions:

- ✓ The DMT must ensure that the damage assessment has been done and reported to the local administration.
- ✓ The DMT must ensure that the affected community gets the benefits or any grant from the state.
- ✓ Establish a coordinated, efficient supply chain management (SCM) using local capacity where feasible.
- ✓ The DMT must make a long term planning to restore the livelihood of the community.
- ✓ The DMT must make a proposal which include long term intervention for the disaster affected community and they must mention in the annual plan of the Gram Panchayat.
- ✓ The DMT must make a proposal for the GP projects which promotes livelihood and food security.

2. DRR and Mitigation actions:

The action plan for this committee is divided into following sections:

- 1.1 Disaster Risk Reduction Actions
- 1.2 Capacity Building Actions
- 1.3 Functional Continuity Actions
- 1.4 Emergency Preparedness Actions

2.1 Disaster Risk Reduction Actions:

Objective:

- To ensure disaster risk reduction is mainstreamed in the Food and Nutrition development programs in the Gram Panchayat.
- Disaster risk reduction priorities linked to food and nutrition are being implemented and documented.

Key Actions:

- ✓ Ensure all village level committees and working groups are functional during non disaster times.
- ✓ The disaster management team food and nutrition must play a significant role in making policies at GP level such as by proposing a plan for the food security, seed security etc. in the annual plan.
- ✓ The Food and Nutrition Team must initiate the risk and vulnerability assessment in food and nutrition sector in context to the geographic profile of the area.
- ✓ The DMT food and nutrition must encourage and project the disaster resilient traditional techniques of food storage.
- ✓ The DMT food and nutrition must identify the people who are living near the rivers, embankments, vulnerable buildings, contaminated water bodies or near any hazardous site. The DMT must make proposal to the Gram Panchayat to shift such groups and raise awareness on this issue.
- ✓ The DMT food and nutrition must aware the farmers to keep the food grains in safe place. The village dairy, ration shop must be located in the safe areas.
- ✓ Define Minimum Standards for food and nutrition in consultation with Food and Nutrition ESF Nodal and support agencies and in reference to national and state level standards.
- ✓ The DMT food and nutrition must initiate awareness programme based on food, nutrition, safe and qualitative food, hygiene, govt. schemes on food and livelihood, dos and don'ts.
- ✓ The DMT food and nutrition must advise the people to store extra food grains or ration for emergency times.
- ✓ The DMT food and nutrition must identify the source of livelihood in the Panchayat, vulnerable population and the presence of supply chain management and make a plan accordingly.

- ✓ The DMT must advise Panchayat for adopting disaster resilient cropping system, alternate source of earning, and mainstreaming DRR in the livelihood schemes of the Gram Panchayat.

2.2 Capacity Building Actions:

Objective:

- To build sufficient capacities within the food and nutrition team and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ✓ The DMT Food and Nutrition must ensure that they have liaison with the nearby whole sale dealer in grains, dairy owners and other resource institutions.
- ✓ The DMT Food and Nutrition must coordinate with the Women and Children department, Food Cooperation of India (FCI), Health department for their advice in planning and awareness programme.
- ✓ Coordinate with GPDMC, DDMA, IAGs and other agencies for nomination of the committee representatives in the specialized trainings in food and nutrition subject which is organized from time to time by different agencies.
- ✓ Organise periodic mock drills of the committee members and community for different contingency situations.
- ✓ Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ✓ Familiarise, make necessary liaisons and network with other committees, Food and Nutrition ESF support agencies and other stakeholders.
- ✓ Develop a minimum inventory list required for achieving minimum standards in Food and Nutrition and develop a plan to acquire it over next few years.
- ✓ Create mechanism for regular Inspection and maintenance of food and nutrition items and resources as per the minimum inventory list.

2.3 Functional Continuity Actions:

Objective:

- To ensure that the Food and Nutrition committee is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ✓ Define Rules and regulations for functioning of committee especially during disaster time.
- ✓ All committee members nominate his/her replacement in case of any eventuality and/or absence of the member.
- ✓ Define protocol on convening the meetings in the absence of convener.

- ✓ Identify safe building/location for operational work and meetings of the committee.
- ✓ Secure important files and information of the committee. Create backups if possible.
- ✓ Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.

2.4 Emergency Preparedness Actions:

Objective:

- To ensure all stakeholder groups are prepared for Unified Response to any emergency situation.

Key Actions:

- ✓ Organise periodic meeting of the committee followed by the meeting of teams at Village/Ward level.
- ✓ Coordinate with block level Food and Nutrition ESF nodal and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ✓ Nominate a subgroup for regular monitoring of information on Early Warning from different sources.
- ✓ Create mechanisms for quick dissemination of Early Warning information to all people.
- ✓ Ensure that the food storages are located at safe places.
- ✓ The DMT food and nutrition must ensure that the sufficient quantity of food material is available.
- ✓ The DMT must remain in contact with health department, women and child development to ensure that the infant and young child feeding standards could be maintained.
- ✓ The DMT food and nutrition must ensure that the stored food or the food which is being acquired is of quality, acceptable in the community, follows nutrition standards and is safe to consume.
- ✓ The DMT must ensure that the supply chain management (SCM) is functional.
- ✓ Network with food and nutrition committees of other GPs, ESF node agency and other support agencies Food and Nutrition specialised agencies at state and National level for seeking their support and technical advice as required.

Coordination and Integration:

The committee shall appoint a nodal person for coordination with other GP Committees. He shall essentially coordinate and consult with VKC, GP DMC, Inter agency group, EOC, ESF nodal and support agencies, officer in charge of IRS sections and community level committees and other important stakeholders of the department especially in affected areas.

Accountability:

The head of the committee, members and the nodal persons appointed for the disaster management by the committee shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The committee shall submit periodic reports to GP DMC.

GP Livestock Management Committee

About Livestock Committee:

The livestock committee supports the community and gram panchayat in designing, implementation and assessment of livestock interventions to assist community, local administration. The DMT livestock sensitizes the community on the importance of making a disaster management plan for livestock. During emergencies, it acts as a key responder team and facilitates disaster affected communities to ensure safety of livestock and health facility.

Composition:

12-16 people

- Team Leader (selected by GPDMLC and appointed in consultation with Nodal officer of Livestock ESF at Block level)
- 12-15 other members (including men and women)
- The team members should be strong built, preferably minimum basic skills and knowledge of livestock handling and First Aid, may be Para veterinarian/ Animal Health Worker in the age group of 18 to 35, has capacities in dealing with livestock and their health care.
- Wherever possible, the team shall essentially include people who have understanding of the risk related to livestock. In the absence of the qualified person, a trained person engaged in livestock activities in the community shall be included in the team.
- The village representatives shall organize similar teams in their respective villages / Wards.

1. Emergency Response and Recovery Actions:

Emergency Response and Recovery Disaster Risk Reduction Action Plan: The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on Receipt of Early Warning
- 1.2 Actions for Activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for Deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Action Receipt on Early Warning

Objective:

- To monitor situation and disseminate Early Warning information

Key Actions:

- ✓ Coordinate with Gram Panchayat Disaster Management Committee (GPDMC), Disaster Management Team Essential Support Function (DMT ESF) Nodal officer and administration for detailed information.
- ✓ Collect information from different sources, community based Early Warning system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on Early Warning to all people in a manner that ensures everyone receives the information and understand it.
- ✓ Assess and analyse the situation and decide on the role (Active livestock or supporting specialist agencies) to be taken by the team.
- ✓ Identify the vulnerable areas in which support is required and develop information and the action plan as per the decisions taken in point number 3.
- ✓ Share your action plan with ESF node, other specialist livestock agencies and other teams and finalise your action plan as advised by them.
- ✓ Gather the equipments required and get them ready
- ✓ Disseminate Health related precautions to be taken at household, community institutions, village/ward and GP levels to all concerned.
- ✓ In case of disasters like Earthquake where sufficient Early Warning is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions
- ✓ In case of disasters like Droughts which are slow onset, monitor drought specific indicators as mentioned in Drought specific contingency actions.

1.2 Actions for Activation of Unified Emergency Response

Objective:

- To activate the Unified Emergency Response

Key Actions:

- ✓ Fill situation report format for the Livestock situation in affected areas.
- ✓ Share situation report with GP disaster management committee and DMT ESF nodal agency at block level to take decision if there is an emergency situation or not.
- ✓ In case GP DMC decides, it is an emergency situation and a Livestock Response is required, disseminate response activation information to all concerned, especially livestock teams at village/ward level and community institutions.
- ✓ Organize the first coordination meeting as soon as possible, with representation from affected areas to plan initial assessment.

1.3 Actions for Unified Emergency Response

The actions for Unified Emergency Response for livestock are divided into following sections:

1.3.1 Initial Assessment Actions

1.3.2 Unified Response Planning and Coordination Actions

1.3.3 Search and Rescue

1.3.4 Evacuation/Transportation

1.3.5 Veterinary Care

1.3.6 Fodder, Water and other essential needs

1.3.1 Initial Assessment:

Objectives:

- To assess the approx number of affected livestock to plan immediate, short term and long term response actions.
- To assess the damages for compensation and recovery/ reconstruction efforts of household, community and state

Key actions:

- ✓ Under the leadership of GP disaster management committee and in coordination with other committees, plan and conduct initial assessment as per the assessment format and questionnaires.
- ✓ Develop specific information on most disaster affected area and prepare a list of most vulnerable livestock especially old, expected, sick, disabled, to evacuate and to provide immediate health care.
- ✓ Ensure participation and consultation with representatives of all the community including SC/ST and minorities and involve them in plan when need arises.

1.3.2 Unified Response Planning and Coordination Actions:

Objectives: To ensure

- Effective response to save the life of the livestock and the life saving health needs of the affected livestock is met.

Key Actions:

- ✓ Analyse the information as immediate, short term and long term needs
- ✓ Analyse immediate livestock health risks and plan actions
- ✓ Analyse the damage information for compensation and recovery/reconstruction efforts.
- ✓ Consult representatives of all community members on the design and acceptability of the relief items like fodder etc and facilities being planned.
- ✓ Develop a time based comprehensive plan for the priority interventions as decided
- ✓ Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan
- ✓ Coordinate with GP DMC, Livestock ESF nodal and support agencies and other non government agencies for mobilization of above resources and implementation of the plans.

1.3.3 Search and Rescue:

Objective:

Ensure to save the life of livestock

Key Activity:

- ✓ . Implement your action plan as decided.
- ✓ Make a quick head count and maintain a list of missing livestock.
- ✓ Clear debris and fallen trees in order to reach trapped livestock.
- ✓ Communicate, share and seek information with the DMT ESF node and other specialist agencies about:
 - The continuous assessment of Situation
 - Assessment of Action plan and support required by team from them.
 - Assessment of their plans and support desired by them from your team.
- ✓ Plan and scope for rescue of livestock and animal life wherever possible.
- ✓ Please avoid rush or run towards animals to untie.
- ✓ Protect the livestock from slaughter threat

1.3.4 Evacuation/ Transportation:

Objective:

ensure to provide safe transportation and shelter to the affected livestock

Key Actions:

- ✓ Identify safe evacuation site, safe route and alternate source of water, feed and shelter for the animals in and around the evacuation area.
- ✓ Identify isolation block to separate the sick or disease animals.
- ✓ Coordinate with the evacuation and camp management team to shift rescued livestock to safe place and relief camps.
- ✓ Earmark unsafe areas and immediately share this information with all concerned.
- ✓ Ensure safety of livestock while transporting to the evacuation site through vehicles.
- ✓ Ensure to carry proper rope to bring and tie the animals at safe evacuation point.
- ✓ Ensure to keep the distance between the herds as new or strange herd may get involved in the fights.
- ✓ Once reach to the safe evacuation point please follow the instructions of appointed staff at safe evacuation zone
- ✓ Ensure safety from theft and predators of the livestock in the relief shelter

1.3.5 Veterinary care:

Objective:

To provide timely primary health care to ensure to reduce further causality due to injuries and diseases

Key Actions:

- ✓ Coordinate closely with the veterinary first aid team for primary health care to rescue livestock and shifting the serious cases to veterinary hospital.
- ✓ Identify any threat of diseases to the livestock and take appropriate actions
- ✓ Conduct mass treatment and vaccination to cover diseases like anthrax, clostridial, pasteurellosis etc
- ✓ Support the local or national government disease surveillance system and facilitate timely investigation of and response to disease outbreaks.
- ✓ Ensure that the livestock keepers are able to select the type of preventive or curative service they require for all diseases other than those covered by the officials
- ✓ Support the public sector veterinary functions to prevent or control of animal diseases that are transmissible to humans either through food or by contact like tuberculosis, anthrax, rabies etc.
- ✓ Ensure that security and practices in place and followed during the provision of Veterinary Service and care.
- ✓ Sick or injured animals requiring euthanasia are euthanized humanely and safely, and dispose of to ensure hygiene

1.3.6 Fodder, water and other essential needs

Objectives: to ensure

- Adequate level of nutrition and other needs of the livestock throughout the period of emergency

Key Actions:

- ✓ Where possible relocation of livestock to the areas where resources are more abundant which will also benefit in protecting animals from infection, predation or theft while taking preventive measures to reduce the risk to livestock and livestock keeper
- ✓ Provide emergency feeding to the animals and identify externally managed emergency feeding programmes and agencies
- ✓ Where feeds are imported into the affected area, proper attention is given to sanitary, phytosanitary and other aspects of feed safety.
- ✓ Ensure the supply of drinking water for livestock that can meet the needs throughout the period of emergency and beyond.
- ✓ Ensure the livestock shelter needs are met and are disaster resilient to avoid exposing animals to extreme weather conditions.

1.4 Actions for deactivation of Unified Emergency Response

Objective:

To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ✓ Check if all the immediate livestock life saving measures are in place and there are no further risks and ensure adequate coordinate with other committees and report to GPDNC.
- ✓ Ensure the emergency facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- ✓ Continuously, monitor the situation and coordinate with all concerned. Share all relevant information with information and decision support team for analysis and learning documentation.
- ✓ Deactivate the team in consultation with GP DMT and other committees once the search and rescue phase is called off. However, have regular communications with the team for any eventuality.

1.5 Recovery Actions

Objective:

To ensure rebuilding of livestock assets of the disaster affected communities and move from emergency facilities to their original habitat conditions or reconstructed shelter and settlement.

Key Actions:

- ✓ Analyze the damage assessment and compensations announce by the government.
- ✓ Raise awareness on compensation and entitlement among affected livestock owners.
- ✓ Liaise with livestock development programs and NGOs working on recovery issues to repair and rebuild community livestock facilities. Advise them on disaster resilient designs and build back better.
- ✓ Ensure that the type and quantity of livestock provided are appropriate to support livelihoods and are productive, healthy and adapted to local condition.
- ✓ Share learning on livestock with development planning agencies for better planning in future.
- ✓ Mainstream DRR into new development programs and refer to DRR actions

2. DRR and Mitigation actions:

The action plan for this committee is divided into following sections:

2.1 Disaster Risk Reduction Actions

2.2 Capacity Building Actions

2.3 Functional Continuity Actions

2.4 Emergency Preparedness Actions

2.1 Disaster Risk Reduction Actions:

Objective: To ensure:

- Disaster risk reduction is mainstreamed in the development programs in the Gram Panchayat and Livestock related disaster risk reduction priorities are being implemented and documented.

Key Actions:

- ✓ Ensure all village level livestock committees and working groups are effective during non disaster times.
- ✓ The disaster management livestock team must play a significant role in making policies at GP level such as by proposing a plan for the livestock health services, health security etc. in the annual plan.
- ✓ Identify the livestock in vulnerable areas like living near the river, embankment, vulnerable shelter, and contaminated water bodies or near any hazardous site. The DMT must make a proposal to the Gram Panchayat to shift such livestock and raise awareness on such issues at community level.
- ✓ Nominate subgroups for Search and rescue, Evacuation/ transportation and health ,
- ✓ Develop Village/WARD level committees and subgroups as above.
- ✓ Identify the diseases which are more likely in livestock and organize mass vaccination involving relevant stakeholders.
- ✓ Identify potential risk and ensure that all people in the GP are aware of potential risks, taking household level preparedness actions exclusively for livestock.
- ✓ Ensure that livestock professionals and people dealing with livestock related issues like search and rescue, evacuation, arranging fodder and health care services etc are aware of livestock related risks, good practices and have access to expert advice from Livestock ESF nodal agency at block level as required.
- ✓ Define Minimum Standards for livestock in consultation with livestock ESF Nodal and support agencies and in reference to national and state level standards.
- ✓ Organize the groups and clearly define the role and responsibility and conduct periodic Simulation and Evacuation exercises, drills and awareness building discussions on risk reduction and livestock operation at GP level.
- ✓ Conduct training, awareness and periodic mock drill for the community to involve them in livestock rescue operations when need arises
- ✓ Ensure that the veterinary infrastructure is protected from disasters, ensure that Veterinary Inventory is in place, accessible and updated biannually.
- ✓ Ensure sufficient stock of fodder, vaccines and other necessary Livestock equipments, services and are resilient to remain operational during disaster time.
- ✓ Ensure that Village has Village Veterinary Disaster Management Plan in Place.

2.2 Capacity Building Actions:

Objective:

To build sufficient capacities within the livestock team and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ✓ Prepare the team in buddy system to build specific capacities for actions related to livestock in different contingency situations in Madhubani: like for Earthquake, Flood, Fire, Storm, Road Accident and CBRN disasters.
- ✓ Coordinate with GPDMC, DDMA, IAGs and other agencies for nominations of team representatives in the specialist trainings and workshops on above subjects being organized from time to time by different agencies.
- ✓ Organise periodic mock drills of the team and community for different contingency actions.
- ✓ Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ✓ Familiarise, make necessary liaisons and network with other committees, DMT ESF support agencies and other stakeholders.
- ✓ Analyse past experiences of the team to know what went well and what could have been done better and document it as lessons learnt.
- ✓ Create mechanism for regular maintenance of equipments and acquisition of new equipment as per minimum inventory list.

2.3 Functional Continuity Actions:

Objective:

- To ensure that the livestock committee is able to quickly recover from the impact of disaster on the committee and remains functional during disaster time.

Key Actions:

- ✓ Define Rules and regulations for functioning of committee especially during disaster time.
- ✓ All committee members nominate his/her replacement in case of any eventuality and/or absence of the member.
- ✓ Define protocol on convening the meetings in the absence of convener.
- ✓ Identify safe building/location for operational work and meetings of the committee.
- ✓ Secure important files and information of the committee. Create backups if possible.
- ✓ Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.
- ✓ Create a resource inventory of essential equipments required for search and rescue operation at community level

- ✓ Periodically, check the equipments for their readiness and serviceability.

2.4 Emergency Preparedness Actions:

Objective:

- To ensure all stakeholder groups are prepared for Unified Response to any emergency situation

Key Actions:

- ✓ Organise periodic meeting of the committee followed by the meeting of teams at Village/Ward level.
- ✓ Coordinate with block level Livestock ESF nodal and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ✓ Nominate a subgroup for regular monitoring of information on Early Warning from different sources.
- ✓ Create mechanisms for quick dissemination of Early Warning information to all people.
- ✓ Ensure the arrangements and identify alternate source of feed, water and shelter for livestock..
- ✓ Calculate the need of first aid and emergency health supplies as per the GP livestock population and ensure stock of first aid boxes with vaccines, antiseptics, medicines, bandages, supplements, scissors, blades, ointments, antidotes to snake and scorpion bites, etc at least for the first 10 days
- ✓ Ensure that enough supply of drug kit containing for common ailments is available with the DMT
- ✓ Support the veterinary/ general animal resource and allied departments/NGOs in conducting pre disaster health camps for vaccinations, supplementation, medicine distribution and general health checkups
- ✓ Ensure the community have sufficient medicines, aid and supplies for the livestock including new born and sick at least for a week or more
- ✓ Ensure sufficient supplies of chlorine tablets etc. for disinfecting drinking water for livestock
- ✓ Raise prior awareness amongst the community about how to treat livestock and storage of safe water, fodder, and health facility etc.
- ✓ Ensure to identify safe area and disaster resilient building to store the fodder and to provide shelter in case of any need.
- ✓ Monitoring and evaluation of checklist for destocking
- ✓ Water sources rehabilitation and establishment programmes are carefully located to ensure equitable access to water for the livestock.
- ✓ Ensure that all emergency intervention plans are accompanied by an exit strategy that links with post disaster recovery and long term support to livelihoods.
- ✓ Network with GP ESF nodal agency, other support agencies and livestock specialist agencies at state and National level for seeking their support and technical advice as required.

Coordination and Integration:

The committee shall appoint a nodal person for coordination with other GP Committees. He shall essentially coordinate and consult with VKC, GP DMC, Inter agency group, EOC, ESF nodal and support agencies, officer in charge of IRS sections and community level committees and other important stakeholders of the department especially in affected areas.

Accountability:

The head of the committee, members and the nodal persons appointed for the disaster management by the committee shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The committee shall submit periodic reports to GP DMC.

GP Shelter Team

About the shelter Team:

The Shelter Disaster Management Team as a part of strong institution at Gram Panchayat supports the community in planning, implementation and supervising the shelter activities in the Gram Panchayat. It also emphasizes on the mainstreaming of Disaster Risk Reduction in shelter and settlement plan. During emergencies, the team supports the shelter Essential Support Function (ESF) agencies in the disaster affected areas.

Composition: 12-16 people

- Team Leader (Experienced person in the field of construction, selected by Gram Panchayat Disaster Management Committee (GPDMC) and appointed in consultation with Nodal officer of shelter ESF at Block level).
- The members shall include men and women having worked as masons, contractors, engineers, teachers etc.
- The team shall be inclusive to have representatives from different villages and different sections of societies including SC/ST, minority and excluded groups.
- The village representatives shall organize similar teams in their respective villages / Wards.

1. Emergency Response and Recovery Actions:

Emergency Response and Recovery Action Plan: The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on Receipt of Early Warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for Deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Action on Receipt of Early Warning:

Objective:

- To monitor situation and disseminate Early Warning information.

Key Actions:

- ✓ Monitor the situation.
- ✓ Collect information from different sources, community based Early Warning system,

TV/Radio, internet, Block/district authorities on the situation.

- ✓ Disseminate information on Early Warning to all people in a manner that ensures everyone receives the information and understand it.
- ✓ Disseminate precautions that are related to shelter at household, community institutions, village/ward and GP levels to all concerned.
- ✓ Refer to hazard specific contingency action plans.
- ✓ In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions
- ✓ In case of disasters like Droughts which are slow onset, monitor drought specific indicators as mentioned in Drought specific contingency actions.

1.2 Actions for Activation of Unified Emergency Response:

Objective:

- To activate the Unifies Emergency Response.

Key Actions:

- ✓ Share the situation report with GP disaster management committee and shelter ESF nodal agency at block level to decide whether there is an emergency situation or not.
- ✓ In case of emergency situation, the GP disaster management committee must disseminate shelter response activation information to all concerned committees, especially Food and Nutrition teams at village/ward level and community level.
- ✓ Organize the first coordination meeting, ensuring that there is a representation from affected areas.
- ✓ Ensuring that the affected communities participate in the assessment.

1.3 Actions for Unified Emergency Response for shelter:

The actions for Unified Emergency Response for shelter have been divided into following sections:

1.3.1 Initial Assessment Actions

1.3.2 Unified Response Planning and Coordination Actions

1.3.3 Shelter and Settlement

1.3.4 Non food items: clothing, bedding and household items.

1.3.1 Initial Assessment:

Objectives:

- To assess the needs of the affected people to plan immediate, short term and long term response actions.
- To assess the damages for compensation to the affected people and recovery/

reconstruction efforts of household, community and state infrastructure.

Key actions:

- ✓ Under the leadership of GP disaster management committee and in coordination with other committees, plan and conduct initial assessment as per the assessment format and questionnaires.
- ✓ Ensure that the assessment is done through standard format in affected areas.
- ✓ Develop specific information on urgent needs of most vulnerable people especially aged, disabled, children, pregnant and lactating mothers, sick, people living with HIV/AIDS, SC/ST and minority groups.
- ✓ Ensure participation and consultation with representatives of all vulnerable groups and social groups of the community including SC/ST and minorities.

1.3.2 Response Planning:

Objectives:

- Life saving needs of the affected population is met.
- People are involved in planning, designing, management and maintenance of the facilities.
- Assist the authorities in planning for recovery and reconstruction efforts

Key Actions:

- ✓ Analyse the information as immediate, short term and long term needs for each of the shelter areas: Shelter and settlement, Non food items: clothing, bedding and household items.
- ✓ Analyse immediate public health risks and plan actions.
- ✓ Analyse the damage information for compensation and recovery/reconstruction efforts.
- ✓ Consult representatives of all vulnerable groups and social groups including SC/ST and minorities on the design and acceptability of the relief items and facilities being planned.
- ✓ Develop a time based comprehensive plan for the priority interventions.
- ✓ Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan.
- ✓ Coordinate with GP DMC, shelter ESF nodal and support agencies and other non government agencies for mobilization of above resources and implementation of the plans.

1.3.3 Shelter and settlement:

Objectives: To ensure

- Strategic planning for the security, health and well being of both displaced and non displaced affected populations and promote recovery and reconstruction.
- People have sufficient covered living space.

- Adoption of certain construction techniques which minimize adverse impact on the local natural environment.

Key Actions:

- ✓ Transportation of resource material to the safe sites for erecting the tents.
- ✓ Erecting tents at safe places and making sure that there is sufficient drainage and sanitation
- ✓ The Disaster Management Team must also shift the cattle to safe places.
- ✓ The Disaster Management Team must take advice from the building department when erecting any structure or shifting the people to any place.
- ✓ Ensure dwellings or settlements are located at a safe distance from any actual or potential threats and the risks from the existing hazards.
- ✓ Ensure the debris resulting from the disaster has been removed from the key locations.
- ✓ Safe access to water and sanitation services, health services, schools, markets or services used for the continuation of livelihood support.
- ✓ Ensure that each affected household has adequate covered living space.
- ✓ Retain trees and other vegetation, minimize soil erosion.

1.3.4 Non food items : clothing, bedding and household items:

Objectives: To ensure

- The Disaster Management Team must ensure that the displaced population has access to the non food items.
- Disaster affected population has sufficient clothing, blankets and bedding.
- Access to stove fuel, lighting, utensils.

Key Actions:

- ✓ Providing separate clothing for women, girls, men and boys including infants which are appropriate to the culture.
- ✓ Providing blankets, bedding with sleeping arrangements.
- ✓ Ensuring the community has access to safe, fuel efficient stove, fuel or domestic energy, cooking and eating utensils.

1.4 Actions for Deactivation of Unified Emergency Response

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ✓ Check if all the immediate life saving shelter measures are in place and there are no further risks of increase in mortality and morbidity. If adequate coordinate with other committees and report to GPDMC.

- ✓ Ensure the emergency shelter facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- ✓ Evaluate Emergency response in consultation with community, other committees and other stakeholders and document response and leanings.
- ✓ In consultation with GP DMC and other committees deactivate emergency response and prepare for shifting the focus to recovery issues.

1.5 Recovery Actions:

Objective:

- To ensure affected people recover from the disaster impact and move from emergency facilities to their original habitat conditions or reconstructed shelter and settlement.

Key Actions:

- ✓ The DMT must ensure that the damage assessment has been done and reported to the local administration.
- ✓ The DMT must ensure that the affected community gets the benefits or any grant from the state.
- ✓ Establish a coordinated, efficient supply chain management (SCM) using local capacity where feasible.
- ✓ The DMT must make a long term planning to restore the livelihood of the community.
- ✓ The DMT must make a proposal which include long term intervention for the disaster affected community and they must mention in the annual plan of the Gram Panchayat.
- ✓ The DMT must make a proposal to the GP for the promotion of disaster resistant technology.

2. DRR and Mitigation actions:

The action plan for this committee is divided into following sections:

- 2.1 Disaster Risk Reduction Actions
- 2.2 Capacity Building Actions
- 2.3 Functional Continuity Actions
- 2.4 Emergency Preparedness Actions

2.1 Disaster Risk Reduction Actions:

Objective:

- To ensure disaster risk reduction is mainstreamed in the shelter development programs in the Gram Panchayat.
- The disaster risk reduction priorities linked to shelter are being implemented and documented.

KeyActions:

- ✓ Ensure all village level committees and working groups are functional during non disaster times.
- ✓ The disaster management team shelter must play an important role in making policies at GP level such as proposing disaster resilient technology in the annual plan.
- ✓ The GP shelter team is a part of strong institution at a Gram Panchayat level therefore it must emphasize on the mainstreaming of DRR in shelter and settlement plan.
- ✓ The GP shelter team must initiate the risk and vulnerability assessment in shelter, settlement and non food items sector in context to the geographic profile of the area.
- ✓ Must encourage and project the traditional techniques of house construction since they are flood resistant or hazard resistant.
- ✓ Must initiate awareness program based on safe site for the construction of houses, inclusion of disaster resistant technology in the construction work and dos and don'ts during disasters.
- ✓ Must identify the people who are living near the rivers, embankments, vulnerable buildings, contaminated water bodies or near any hazardous site. The GP shelter team must make proposal to the Gram Panchayat to shift such groups and raise awareness on this issue.
- ✓ Must aware the farmers to keep the food grains in safe place. The construction of houses must take place in the safe area and the disaster resistant technology must be used in the construction.
- ✓ Must coordinate with the Gram Panchayat and water resource department for the construction and repairing of embankments, since these places are used for the shelter.
- ✓ Define Minimum Standards for shelter in consultation with shelter ESF Nodal and support agencies and in reference to national and state level standards.
- ✓ Must make a proposal to the Gram Panchayat that the disaster resilient technology be inducted in their annual plan.
- ✓ Must ensure that there is no adverse impact on the local natural environment while implementing its plan. The team must follow such construction techniques which minimize the adverse impact on the environment.
- ✓ The settlement planning must include site selection for the temporary settlement, proper drainage, fire safety standards, minimum space standards, clothing, bedding, stoves, fuel and other shelter support items.

2.2 Capacity Building Actions:**Objective:**

- To build sufficient capacities with in the shelter team and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

KeyActions:

- ✓ Must have linkages with the nearby whole sale dealer in shelter items, non food items etc.
- ✓ Coordinate with the building department for their advice in planning and awareness programme.
- ✓ Initiate awareness programme based on safe site for the construction of houses, inclusion of disaster resistant technology in the construction work and dos and don'ts during disasters.
- ✓ Coordinate with Gram Panchayat Disaster Management Committee (GPDMC), District Disaster Management Authority (DDMA), Inter Agency Groups (IAGs) and other agencies for nomination of the committee representatives in the specialised trainings in shelter subject which is organized from time to time by different agencies.
- ✓ Organise periodic mock drills for the committee members and community on different contingency situations.
- ✓ Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ✓ Familiarise, make necessary liaisons and network with other committees, shelter ESF support agencies and other stakeholders.
- ✓ Develop a minimum inventory list required for achieving minimum standards in shelter and develop a plan to acquire it over next few years.
- ✓ Create mechanism for regular Inspection and maintenance of shelter items and resources as per the minimum inventory list.

2.3 Functional Continuity Actions:

Objective:

- To ensure that the shelter committee is able to quickly recover from the impact of disaster and remains functional during disaster time.

Key Actions:

- ✓ Define Rules and regulations for functioning of committee especially during disaster time.
- ✓ All committee members nominate his/her replacement in case of any eventuality and/or absence of the member.
- ✓ Define protocol on convening the meetings in the absence of convener.
- ✓ Identify safe building/location for operational work and meetings of the committee.
- ✓ Secure important files and information of the committee. Create backups if possible.
- ✓ Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.

2.4 Emergency Preparedness Actions:

Objective:

- To ensure all stakeholder groups are prepared for Unified Response to any emergency situation.

Key Actions:

- ✓ Organise periodic meeting of the committee followed by the meeting of teams at Village/Ward level.
- ✓ Coordinate with block level shelter ESF nodal and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ✓ Nominate a subgroup for regular monitoring of information on Early Warning from different sources.
- ✓ Create mechanisms for quick dissemination of Early Warning information to all people.
- ✓ Identification of the safe buildings and safe sites for the temporary shelters.
- ✓ The team must ensure that there is sufficient construction material and make shift tents are available in the Panchayat.
- ✓ Coordinate with the building department for the tents and resources of shelters.
- ✓ Must remain in contact with the building department which could provide an expert/advisor for the site selection for the temporary settlement, proper drainage, fire safety standards, minimum space, standards, clothing, bedding, stoves, fuel and other shelter support items.
- ✓ Organize the data of the local resource persons/ businessmen dealing in tents, clothing, bedding, fuel, cooking utensils etc.
- ✓ Ensure that the supply chain management (SCM) is functional.

Coordination and Integration:

The committee shall appoint a nodal person for coordination with other GP Committees. He shall essentially coordinate and consult with Village Knowledge Center (VKC), GP DMC, Inter agency group, EOC, ESF nodal and support agencies, officer in charge of IRS sections and community level committees and other important stakeholders of the department especially in affected areas.

Accountability:

The head of the committee, members and the nodal persons appointed for the disaster management by the committee shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The committee shall submit periodic reports to GP DMC.

GP Social Protection Committee

About the Social Protection Committee:

The Social Protection Disaster Management Team supports the community in planning, implementation and supervision of social protection interventions in the GP. During the emergency, it acts as a key responder team and facilitates disaster affected communities are free from violence and from coercion of various kinds and freedom from deliberate deprivation of the means of survival with dignity access to social protection measures.

Composition: 12-16 people

- The Team Leader should be having knowledge of legal rights and entitlements and experience of advocacy work, which can encourage and persuade the authorities to ensure the affected population's security through action or restraint, and to assist people in dealing with the consequences when the authorities fail in their responsibility.
- Team Leader should be elected/ selected by the team members. He / She shall represent the team in GPDSC.
- The members shall include men and women with good understanding of inclusive education principles. They should ideally be able to negotiate and influence the education program in the GP.
- The team shall be inclusive to have representatives from different villages and different sections of societies including SC/ST, minority and excluded groups.
- The village representatives shall organize similar teams in their respective villages / Wards.

1. Emergency Response and Recovery Actions:

Emergency Response and Recovery Action Plan: The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Action on Receipt of Early Warning:

Objective:

- To monitor situation and disseminate EW information:

Key Actions:

- ✓ Monitor the situation.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on EW to all people in a manner that ensures everyone receives the information and understand it.
- ✓ Disseminate precautions related to safety of necessary documents like birth certificate, marriage certificate, land title, education certificates, bank passbooks, saving certificates, passport etc. to be taken at household, community institutions, village/ward and GP levels to all concerned.
- ✓ Refer to hazard specific contingency action plans.
- ✓ In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- ✓ In case of disasters like Droughts which are slow onset, monitor drought specific indicators as mentioned in Drought specific contingency actions.

1.2 Actions for Activation of Unified Emergency Response:

Objective:

- To activate the Unifies Emergency Response.

Key Actions:

- ✓ Ensuring that the assessment is done through standard format in affected areas.
- ✓ Share situation report with GP disaster management committee and Education ESF nodal agency at block level to take decision if there is an emergency situation or not.
- ✓ In case GP DMC decides, it is a emergency situation and social protection measures are required, disseminate social protection response activation information to all concerned, especially the vulnerable groups at Village/WARD level and community institutions.
- ✓ Organize the first coordination meeting as soon as possible, with representation from affected areas to plan initial assessment.
- ✓ Ensure the participation of the affected communities in the assessment.

1.3 Actions for Unified Emergency Response for Social Protection:

The actions for Unified Emergency Response for Education are divided into following sections:

1.3.1 Initial Assessment Actions

1.3.2 Unified Response Planning and Coordination actions

1.3.3 Do No Harm Actions

1.3.4 Access to Impartial Assistance Actions

1.3.5 Protection from Physical and Psychological Harm Actions

1.3.6 Claiming Rights and Entitlements Actions

1.3.1 Initial Assessment:

Objectives:

- To assess the needs of the affected people to plan immediate, short term and long term response actions.
- To conduct assessment of social protection issues in the community in a holistic and participatory manner.

Key actions:

- ✓ Under the leadership of GP disaster management committee and in coordination with other committees, plan and conduct initial assessment as per the assessment format and questionnaires.
- ✓ Undertake a comprehensive assessment of cases of exclusion, violence, coercion etc. in the community and the needs and resources, and for all emergency-affected locations.
- ✓ Include in your assessment whether the response actions are exposing the communities to further harm.
- ✓ If an inter-sectoral assessment is being planned, ensure that Social Protection is part of that assessment.
- ✓ Ensure participation and consultation with representatives of all vulnerable groups and social groups of the community including SC/ST and minorities in the development, interpretation and refinement of indicators; and in information management and dissemination.

1.3.2 Response Planning:

Objectives:

- To ensure that affected population is safe from exclusion, violence, coercion and any negative impact of response actions.
- People are involved in planning, design, and management of the response actions.
- Assist the authorities in planning for recovery and reconstruction efforts.

Key Actions:

- ✓ Analyze the information as immediate, short term and long term needs for response in social protection issues.
- ✓ Analyze the cases of exclusion, violence, coercion, deprivation from relief efforts etc. and plan for response and remedial measures.
- ✓ Consult representatives of all vulnerable groups and social groups including SC/ST and minorities on the design and acceptability of the relief items and facilities being planned.
- ✓ Develop a time based comprehensive plan for the priority interventions.

- ✓ Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan.
- ✓ Coordinate with GP DMC, Education ESF nodal and support agencies and other non government agencies for mobilization of above resources and implementation of the plans.

1.3.3 Do No Harm:

Objectives:

- To avoid or minimize any adverse effects of response intervention, in particular the risk of exposing people to increased danger or abuse of their rights

Key Actions:

- ✓ Ensure that humanitarian assistance and the environment in which it is provided do not further expose people to physical hazards, violence or other rights abuse.
- ✓ Ensure that response activities do not discriminate against any group or community.
- ✓ Ensure that activities protect the rights of people who have historically been marginalized or discriminated against (like dalits, tribals, most marginalized etc.)
- ✓ Ensure that assistance and protection efforts do not undermine the affected population's capacity for self-protection.
- ✓ Ensure that any sensitive information is managed in a way that does not jeopardize the security of the informants or those who may be identifiable from the information.
- ✓ Ensure that relief distribution does not become trigger for any sort of violence or riot in the affected communities.
- ✓ Ensure that people in need should not be forced to travel to or through dangerous areas in order to access assistance. The relief camps or other settlements should be made as safe as possible for the inhabitants and should be located away from areas that are subject to attack or other hazards.
- ✓ Help people find safe options for meeting their subsistence needs, for example, the provision of goods such as water, firewood or other cooking fuel that helps people meet their daily needs without having to undertake hazardous and arduous journeys. This is likely to be a particular issue for older people, women, children and persons with disabilities.
- ✓ Have clear policies and procedures in place on how to respond if you become aware of, or witness, abuses and on the confidentiality of related information.

1.3.4 Access to Impartial Assistance:

Objectives:

- To ensure that people can access humanitarian assistance according to need and without adverse discrimination.

Key Actions:

- ✓ Ensure access for all parts of the affected population to humanitarian assistance.
- ✓ Ensure that affected people receive support on the basis of need and are not discriminated against on other grounds.
- ✓ Carefully monitor the access of the affected population to humanitarian assistance, especially of the most vulnerable people.
- ✓ Take special measures to ensure equality of access for affected people in remote or inaccessible regions.
- ✓ Ensure construction of safe spaces for people who have been the victims of abuses, such as rape or trafficking.
- ✓ Ensure that relief distribution centers facilitate access for persons with disabilities.
- ✓ Prioritize the relief for affected people on the basis of their need alone and provide assistance in proportion to need.

1.3.5 Protection from Physical and Psychological Harm:

Objectives:

- Ensure that people are protected from violence, from being forced or induced to act against their will and from fear of such abuse.

Key Actions:

- ✓ Take all reasonable steps to ensure that the affected population is not subjected to violent attack, either by dealing with the source of the threat or by helping people to avoid the threat.
- ✓ Take all reasonable steps to ensure that the affected population is not subject to coercion, i.e. forced or induced to act against their will in ways that may cause them harm or violate their rights (for example the freedom of movement).
- ✓ Support the affected population's own efforts to stay safe, find security and restore dignity, including community self-help mechanisms.
- ✓ Provide assistance in such a way as to make people more secure, facilitating people's own efforts to stay safe or taking steps (through advocacy or otherwise) to reduce people's exposure to risk.
- ✓ Advocate for the rights of affected populations with relevant authorities and actors by reminding them of their obligations (through diplomacy, lobbying and public advocacy etc.).
- ✓ Ensure that people are not forced to stay in, or go to, a place that is not of their choice (such as a camp) and there should not be any unreasonable restrictions on their movement. (Restrictions to freedom of movement and choice of residence should only be made if there are serious security or health reasons and should be proportional to the aim.).
- ✓ Ensure that no violence and coercion is done to women, children, people who have been forcibly displaced, older people, persons with disabilities and religious or ethnic minority

groups etc.

- ✓ Ensure access to safe environments for children.
- ✓ Take measures to reduce trafficking, forced prostitution, sexual exploitation, rape or domestic violence against women and girls.
- ✓ Promote family and community mechanisms of protection and psychosocial support by keeping families together, teaching people how to prevent children from becoming separated from their families, promoting appropriate care for separated children and organizing family tracing and reunification processes for separated children and other family members.
- ✓ Promote community self help activities like:
 - Women's groups addressing issues of gender-based violence,
 - Youth groups collaborating on livelihood supports,
 - Parenting groups supporting positive interactions with children and care for parents of young children and of children with special needs,
 - Community groups reaching out to women and men who have lost their partners, older people and persons with disabilities.

1.3.6 Claiming Rights and Entitlements:

Objectives:

- To help affected population to claim their rights through information, documentation and in seeking remedies.
- To support people appropriately in recovering from the physical, psychological and social effects of violence and other abuses.

Key Actions:

- ✓ Support affected people to assert their rights and to access remedies from government or other sources and provide them with information on their entitlements and available remedies.
- ✓ Inform affected people of their entitlements both within a given aid programme and by the Govt.
- ✓ Assist affected people in securing (or replacing lost documents) the documentation they need to demonstrate their entitlements, (like birth certificate, marriage certificate, land title, education certificates, bank passbooks, saving certificates, passport etc.).
- ✓ Assist families in getting death certificates of their lost ones to help them in receiving financial and legal compensations.
- ✓ Assist affected people to recover by providing community-based and other psychosocial support.
- ✓ Support people in accessing appropriate healthcare and other rehabilitation support following attacks, gender-based violence and related problems.
- ✓ Encourage Education committee (and communities) to organize structured, supportive

educational and protective activities for children through non-formal means such as child-friendly spaces.

- ✓ Promote agencies working on psychosocial support and mental health in various sector collaborate to build an integrated system of support for the population.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ✓ Check if all the immediate measures of social protection in emergencies are in place.
- ✓ Ensure that community owns and manages various social protection measures and activities and that, adequate monitoring mechanisms are in place.
- ✓ Evaluate Emergency response in consultation with community, other committees and other stakeholders and document response and leanings.
- ✓ In consultation with GP DMC and other committees deactivate emergency response and prepare for shifting the focus to recovery issues.

1.5 Recovery Actions:

Objective:

- To ensure that all individuals have access to impartial and safe assistance and relief services.

Key Actions:

- ✓ Analyze the damage assessment and compensations announced by the government.
- ✓ Raise awareness on compensation and entitlement among concerned stakeholders.
- ✓ Liaise with concerned development programs and NGOs working on recovery issues for actions on prevention of violence, exclusion and coercion.
- ✓ Share learning on social protection response (actions on prevention of exclusion, violence and coercion etc.) with development planning agencies for better planning in future.
- ✓ Mainstream DRR into new development programs and refer to DRR actions.

2. DRR and Mitigation actions:

The action plan for this committee is divided into following sections:

2.1 Disaster Risk Reduction Actions

2.2 Capacity Building Actions

2.3 Functional Continuity Actions

2.4 Emergency Preparedness Actions

2.1 Disaster Risk Reduction Actions:

Objective:

- To ensure that Disaster risk reduction is mainstreamed in the measures of social protection.

KeyActions:

- ✓ Ensure all village level committees and working groups are effective during non disaster times.
- ✓ The committees are mainstreaming disaster risk reduction priorities in the social protection issues and measures in the GP.
- ✓ Nominate sub-groups on child protection; gender; housing, land and property,dalits & tribals; disability; old-aged etc.
- ✓ Develop village/ward level committees and subgroups as above.
- ✓ Ensure that all people in the GP are aware of potential exclusion, violence, coercion etc. during disasters; and are taking household level preparedness actions.
- ✓ Build community support so that the communities member can help identify people and communities suffering from violence and coercion of various kinds and deliberate deprivation of the means of survival with dignity.
- ✓ Coordinate with other committees to address factors beyond exclusion, violence, coercion etc. which may help in improving the safety, security and protection issues of the communities.
- ✓ Take sincere efforts to foster an environment conducive to respect for the rights of women, men, girls and boys of all ages in accordance with laws and constitution.
- ✓ Attempt to (advocate for) change behaviours and policies which put threats to the affected population through deliberate decisions, actions or policies.
- ✓ Define Minimum Standards and guidelines for protection of communities from violence, exclusion and coercion during disasters.
- ✓ Ensure sufficient preparedness is in place for immediate response and recovery on protection measures in case of emergencies.
- ✓ Ensure that emergency longer-term development programs include the issues of protection and social security.

2.2 Capacity Building Actions:

Objective:

- To build sufficient capacities with in the Social Protection team and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

KeyActions:

- ✓ Develop and support similar committees and subgroups on different social protection areas (child protection; gender; housing, land and property; dalits & tribals; disability; old-aged etc.) at village/ward and institutional (like schools etc.) levels.
- ✓ Coordinate with Gram Panchayat Disaster Management Committee (GPDMC), District Disaster Management Authority (DDMA), Inter Agency Groups (IAGs) and other agencies for nomination of the committee representatives in the specialist trainings on above subjects being organized from time to time by different agencies.
- ✓ Familiarize, make necessary liaisons and network with other committees, Social Welfare and protection Essential Support Function (ESF) support agencies and other stakeholders.
- ✓ Analyze past experiences of the Social Protection committee to know what went well and what could have been done better and document it as lessons learnt annually and after every disaster.
- ✓ Build capacity of the committee members on rights, entitlements, various legal aspects of exclusion, violence, coercion etc. and transfer this knowledge to other relevant stakeholders.
- ✓ Build community capacity on the above to ensure they are capacitated enough to ask for their rights and entitlements.

2.3 Functional Continuity Actions:

Objective:

- To ensure that the Social Protection committee is able to quickly recover from the impact of disaster on the committee and remains functional during disaster time.

Key Actions:

- ✓ Define Rules and regulations for functioning of committee especially during disaster time.
- ✓ All committee members nominate his/her replacement in case of any eventuality and/or absence of the member.
- ✓ Define protocol on convening the meetings in the absence of convener.
- ✓ Identify safe building/location for operational work and meetings of the committee.
- ✓ Secure important files and information of the committee. Create backups if possible.
- ✓ Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.

2.4 Emergency Preparedness Actions:

Objective:

- To ensure all stakeholder groups are prepared for Unified Response to any emergency situation.

Key Actions:

- ✓ Organize periodic meeting of the committee followed by the meeting of teams at Village/Ward level.
- ✓ Coordinate with block level Social Protection ESF nodal and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ✓ Nominate a subgroup for regular monitoring of information on Early Warning from different sources.
- ✓ Create mechanisms for quick dissemination of Early Warning information to all people.
- ✓ Network with Social Protection committees of other GPs, ESF node agency and other support agencies, protection specialist agencies at state and National level for seeking their support and technical advice as required.
- ✓ Ensure that list of most vulnerable groups (dalits, tribals, children, women, widows, old-aged, disabled etc.) is updated.
- ✓ Ensure that all households have secured their necessary documents like birth certificate, marriage certificate, land title, education certificates, bank passbooks, saving certificates, passport etc.

Coordination and Integration:

The committee shall appoint a nodal person for coordination with other GP Committees. He shall essentially coordinate and consult with VKC, GP DMC, Inter agency group, EOC, ESF nodal and support agencies, officer in charge of IRS sections and community level committees and other important stakeholders of the department especially in affected areas.

Accountability:

The head of the committee, members and the nodal persons appointed for the disaster management by the committee shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The committee shall submit periodic reports to GP DMC.

GP WASH Committee

About the WASH Committee:

The WASH Disaster Management Team supports the community in planning, implementing and supervising disaster resilient WASH interventions in the Gram Panchayat. During the emergency, it acts as a key responder team and facilitates disaster affected communities access to safe drinking water and sanitation facilities. It also works toward the reduction of environmental health risks and promoting hygiene conditions that allow people to live with good health, dignity, comfort and security.

Composition: 12-16 people

- Team Leader (Experiences person on WASH work, elected/selected by the team members. He / She shall represent the team in Gram Panchayat Disaster Management Committee (GPDMC)).
- The members shall include men and women with knowledge and skills in plumbing /hand pump installation, masonry work, public health promotion, garbage disposal and solid waste management and drainage works.
- The team shall be inclusive to have representatives from different villages and different sections of societies including SC/ST, minority and excluded groups.
- The village representatives shall organize similar teams in their respective villages / wards.

1. Emergency Response and Recovery Actions:

Emergency Response and Recover Action Plan: The action plan for this committee is divided into following sections:

- 1.1 Actions on Receipt of Early Warning
- 1.2 Actions for Activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for Deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on Receipt of Early Warning:

Objective:

- To monitor situation and disseminate Early Warning information.

Key Actions:

- ✓ Monitor the situation.

- ✓ Collect information from different sources, community based Early Warning system, TV/Radio, internet, block/district authorities on the situation.
- ✓ Disseminate information on Early Warning to all people in a manner that ensures everyone receives the information and understand it.
- ✓ Disseminate WASH related precautions to be taken at household, community institutions, village/ward and GP levels to all concerned.
- ✓ Refer to hazard specific contingency action plans.
- ✓ In case of disasters like Earthquake where sufficient Early Warning is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- ✓ In case of disasters like Droughts which are slow onset, monitor drought specific indicators as mentioned in Drought specific contingency actions.

1.2 Actions for Activation of Unified Emergency Response:

Objective:

- To activate the Unifies Emergency Response.

Key Actions:

- ✓ Fill situation report format for the WASH situation in affected areas.
- ✓ Share situation report with GP disaster management committee and WASH Essential Support Function (ESF) nodal agency at block level to take decision if there is an emergency situation or not.
- ✓ In case GP DMC decides, it is an emergency situation and a WASH Response is required, disseminate WASH response activation information to all concerned, especially WASH teams at village/ward level and community institutions.
- ✓ Organize the first coordination meeting as soon as possible, with representation from affected areas to plan initial assessment.

1.3 Actions for Unified Emergency Response for WASH:

The actions for Unified Emergency Response for WASH are divided into following sections:

- 1.3.1Initial Assessment Actions
- 1.3.2Unified Response Planning and Coordination Actions
- 1.3.3Water Actions
- 1.3.4Sanitation Actions
- 1.3.5Hygiene Promotion Actions
- 1.3.6Drainage Actions
- 1.3.7Vector Control Actions
- 1.3.8Solid Waste Management Actions

1.3.1 Initial Assessment:

Objectives:

- To assess the needs of the affected people to plan immediate, short term and long term response actions.
- To assess the damages for compensation to the affected people and recovery/reconstruction efforts of household, community and state infrastructure.

Key actions:

- ✓ Under the leadership of GP disaster management committee and in coordination with other committees, plan and conduct initial assessment as per the assessment format and questionnaires.
- ✓ Develop specific information on most urgent needs of most vulnerable people especially aged, disabled, children, pregnant and lactating mothers, sick, people living with HIV/AIDS, SC/ST and minority groups.
- ✓ Ensure participation and consultation with representatives of all vulnerable groups and social groups of the community including SC/ST and minorities.

1.3.2 Response Planning:

Objectives:

- Life saving WASH needs of the affected population is met.
- People are involved in planning, designing, management and maintenance of the facilities.
- Assist the authorities in planning for recovery and reconstruction efforts.

Key Actions:

- ✓ Analyse the information as immediate, short term and long term needs for each of the WASH areas: Water, Sanitation, Hygiene promotion, Drainage, Solid Waste Management.
- ✓ Analyse immediate public health risks and plan actions.
- ✓ Analyse the damage information for compensation and recovery/reconstruction efforts.
- ✓ Consult representatives of all vulnerable groups and social groups including SC/ST and minorities on the design and acceptability of the relief items and facilities being planned.
- ✓ Develop a time based comprehensive plan for the priority interventions as decided in key action (1 and 2).
- ✓ Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan.
- ✓ Coordinate with GP DMC, WASH ESF nodal and support agencies and other non government agencies for mobilization of above resources and implementation of the plans.

1.3.3 Water Actions:

Objectives: To ensure

- Sufficient quantity of water for drinking, cooking, personal and domestic hygiene is available for all affected people.
- Public water points are accessible and sufficiently close to all groups.
- Water is palatable and of sufficient quality for human consumption.
- People have adequate facilities to store and use water.

Key Actions:

- ✓ Identify the appropriate water sources like Hand pumps, bore wells, Wells, Water bodies etc. considering the quantity of water required and the time for which dependency is going to be high on this water point.
- ✓ Plan for at-least 15 Liters per person per day average consumption of water.
- ✓ Ensure water quality checks are carried out by experts and periodic source fitness is ascertained.
- ✓ Ensure proper information and awareness is there if people are treating water at household level through chlorine tablets and other practices.
- ✓ Ensure each family have at least two containers of 10-20 liters capacity, one for storage and one for collection of sufficient quantity of water.

1.3.4 Sanitation Actions:

Objectives: To ensure

- The living environment, specifically the camp shelters, food production areas, public centers and surroundings are free from human excreta and fecal contamination.
- Adequate acceptable temporary toilets are available closer to camps or temporary shelters.
- The toilets are safe to access at all times by all groups, especially women.

Key Actions:

- ✓ Demarcate and cordon off defecation areas and ensure the spillage water from defecation areas don't contaminate other water sources.
- ✓ Raise public awareness on safe excreta disposal, construction and use of temporary toilet facilities.
- ✓ Consult all users, especially women and people with limited mobility on design and appropriateness of Toilet facilities.
- ✓ Provide for construction of adequate numbers of temporary toilets. At least one toilet for 20 people with 66% demarcated separately for women. Also scope for special design toilets for people with disability.
- ✓ Provide affected people with adequate tools and materials to construct maintain and clean their toilets.

- ✓ Provide adequate supply of water for hand washing and for cleaning toilets.

1.3.5 Hygiene Promotion Actions:

Objectives: To ensure

- All affected people, (men, women and children of all ages) are aware of key public health risks.
- People are adopting measures to prevent the deterioration in hygienic conditions and to use and maintain the facilities provided.
- Adequate Hygiene items for personal, household and community hygiene are available.

Key Actions:

- ✓ Disseminate IEC materials and Use other mass media for building awareness on hygiene related risks and preventive safe practices.
- ✓ Use interactive methods like community and focused group discussions to build understanding on prevalent risks and preventive safe practices.
- ✓ Regularly monitor and maintain data on key hygiene practices in the community and report to health team and health centers.
- ✓ In consultation with WASH ESF nodal agency and other support agencies, assess if there is a need to distribute hygiene items to the community. According acquire the family hygiene kits from government and non government agencies and distribute it timely. Also acquire for community hygiene equipments if needed.
- ✓ Prepare a family kit and timely distribute it.

1.3.6 Drainage Actions:

Objective: To ensure

- Health risks and other risks posed by standing water are minimized.

Key Actions:

- ✓ Consider appropriate gradient, water logging history and undisrupted natural drainage especially it is not blocked by development infrastructure like roads and other constructions, while deciding for camp sites.
- ✓ If populations living in their original habitats, consult them on how to deal with drainage problems.
- ✓ Acquire and provide sufficient number of tools for small drainage works and maintenance where necessary.
- ✓ Where natural drainage is blocked by roads and other infrastructure, liaise with GP DMC and the concerned agencies to provide for culverts and arrangements to maintain the natural drainage of water.
- ✓ Ensure all water points and hand washing facilities have adequate drainage.

1.3.7 Vector Control Actions:

Objectives: To ensure

- All disaster affected people have the knowledge and means to protect themselves from disease carrying vectors that are likely to cause health risk.
- Measures to reduce levels of vectors.

KeyActions:

- ✓ Raise awareness of all affected people on possible vector-borne diseases, methods of transmission and possible methods of prevention.
- ✓ Promote use of mosquito nets, mosquito repellents and other preventive safe practices by affected people, especially during peak biting hours.
- ✓ If there is increase in number of louse-borne typhus or relapsing fever, raise awareness and promote measures for control of human body lice.
- ✓ Raise awareness among affected people for proper airing and washing of bedding and clothes.
- ✓ Liaise with WASH ESF nodal agency and support agencies to undertake community level measures for vector control like use of chemical spray, clearing and/or modifying vector breeding/resting sites, fly control measures etc.

1.3.8 Solid Waste Management Actions:

Objectives: To ensure

- The affected people have an environment clear of solid waste including medical waste and have the means to dispose of domestic waste conveniently and effectively.

KeyAction:

- ✓ Involve the affected population in the design and implementation of solid waste disposal program.
- ✓ Organise periodic solid waste cleanup campaigns.
- ✓ Organise a system to ensure household waste is put in containers for regular collection to be burned or buried in specified refuse pits and that clinical and other hazardous wastes are kept separate throughout the disposal chain.
- ✓ Organise personnel or volunteers for collection and disposal of solid waste. Provide them with appropriate protective clothing and immunization against tetanus and hepatitis B.
- ✓ In the event of large number of dead bodies and animal carcass, coordinate with the ESF for arranging measures for their dignified disposal.

1.4 Actions for Deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ✓ Check if all the immediate life saving WASH measures are in place and there are no further risks of increase in mortality and morbidity due to WASH issues. If adequate coordinate with other committees and report to GPDMC.
- ✓ Ensure the emergency WASH facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- ✓ Evaluate Emergency response in consultation with community, other committees and other stakeholders and document response and leanings.
- ✓ In consultation with GP DMC and other committees deactivate emergency response and prepare for shifting the focus to recovery issues.

1.5 Recovery Actions:

Objective:

- To ensure affected people recover from the disaster impact and move from emergency facilities to their original habitat conditions or reconstructed shelter and settlement.

Key Actions:

- ✓ Analyze the damage assessment and compensations announced by the government.
- ✓ Raise awareness on compensation and entitlement among affected people.
- ✓ Advice people on repair and installation of WASH facilities at household level and ensure the repairs and new installations have higher disaster resilience.
- ✓ Liaise with WASH development programs and NGOs working on recovery issues to repair and rebuild community WASH facilities. Advise them on disaster resilient designs and build back better.
- ✓ Share learning on WASH with development planning agencies for better planning in future.
- ✓ Mainstream DRR into new development programs and refer to DRR actions.

2. DRR and Mitigation actions:

The action plan for this committee is divided into following sections:

- 2.1 Disaster Risk Reduction Actions
- 2.2 Capacity Building Actions
- 2.3 Functional Continuity Actions
- 2.4 Emergency Preparedness Actions

2.1 Disaster Risk Reduction actions:

Objective:

- To ensure that the disaster risk reduction is mainstreamed in the WASH development

programs in the Gram Panchayat.

- WASH related disaster risk reduction priorities are being implemented and documented.

Key Actions:

- ✓ Ensure all village level committees and working groups are effective during non disaster times.
- ✓ The committees are mainstreaming disaster risk reduction priorities in the WASH related development work in the GP. This may include:
 - Ensuring WASH specific Hazard Capacity Vulnerability Analysis and plan for WASH risk reduction and emergency response for all wards and villages is in place and known to all concerned.
 - Ensuring the designs adopted by programs like Total Sanitation Campaign are disaster resilient for the hazard profile of Madhubani.
 - Ensuring all water installations like hand pumps etc are resilient to remain operational and provide safe drinking water during disaster times.
 - Ensuring there are sufficient culverts and drainage channels in the roads and other infrastructure underdevelopment.
- ✓ Nominate subgroups for water, sanitation, Hygiene promotion, drainage, vector control and solid waste disposal.
- ✓ Develop Village/WARD level committees and subgroups as above.
- ✓ Ensure that all people in the GP are aware of potential WASH related risks and are taking household level preparedness actions.
- ✓ Ensure that WASH professionals and people dealing with WASH related issues like plumbers, hardware stores, masons, sanitary workers, public health promoters, etc are aware of WASH related risks, good practices on WASH designs and interventions and have access to expert advice from WASH ESF nodal agency at block level as required.
- ✓ Define Minimum Standards for WASH in consultation with WASH ESF Nodal and support agencies and in reference to national and state level standards.
- ✓ Organize periodic drills and awareness building discussions on WASH risk reduction at GP level.
- ✓ Ensure sufficient preparedness is in place for immediate WASH response and recovery in case of emergencies.

2.2 Capacity Building Actions:

Objective:

- To build sufficient capacities with in the WASH team and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ✓ Develop and support similar committees and subgroups on different WASH areas (Water,

Sanitation, Hygiene Promotion, Drainage, Vector Control, Solid Waste Management) at Village/WARD and institutional (like schools etc) levels.

- ✓ Maintain the roaster of all WASH related resources (Human, Programs, Finances and Materials) in the GP.
- ✓ Coordinate with GPDMC, DDMA, IAGs and other agencies for nomination of the committee representatives in the specialist trainings on above subjects being organized from time to time by different agencies.
- ✓ Organise periodic mock drills of the committee members and community for different contingency situations.
- ✓ Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- ✓ Familiarise, make necessary liaisons and network with other committees, WASH ESF support agencies and other stakeholders.
- ✓ Analyse past experiences of the WASH committee to know what went well and what could have been done better and document it as lessons learnt annually and after every disaster.
- ✓ Develop a minimum inventory list required for achieving minimum standards in WASH and develop a plan to acquire it over next few years.
- ✓ Create mechanism for regular Inspection and maintenance of WASH equipments and Acquisition of new equipment as per your minimum inventory list.

2.3 Functional Continuity Actions:

Objective:

- To ensure that the WASH committee is able to quickly recover from the impact of disaster on the committee and remains functional during disaster time.

Key Actions:

- ✓ Define Rules and regulations for functioning of committee especially during disaster time.
- ✓ All committee members nominate his/her replacement in case of any eventuality and/or absence of the member.
- ✓ Define protocol on convening the meetings in the absence of convener.
- ✓ Identify safe building/location for operational work and meetings of the committee.
- ✓ Secure important files and information of the committee. Create backups if possible.
- ✓ Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.

2.4 Emergency Preparedness Actions:

Objective:

- To ensure all stakeholder groups are prepared for Unified Response to any emergency situation.

Key Actions:

- ✓ Organise periodic meeting of the committee followed by the meeting of teams at Village/Ward level.
- ✓ Coordinate with block level WASH ESF nodal and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ✓ Nominate a subgroup for regular monitoring of information on EW from different sources.
- ✓ Create mechanisms for quick dissemination of EW information to all people.
- ✓ Ensure sufficient supplies of chlorine tablets etc. for disinfecting drinking water.
- ✓ Ensure sufficient stocks of lime powder for disinfecting large water bodies.
- ✓ Raise prior awareness amongst the community about how to treat water sources, using chlorine tablets, store safe water etc.
- ✓ Ensure sufficient number of raised platforms, deep tube wells etc constructed.
- ✓ Stock long steel rods, kerosene and fuel wood to dispose corpus and carcasses.
- ✓ Identify potential sites for temporary sanitary facilities.
- ✓ Identify tractors and human resources as required for WASH purposes.
- ✓ Network with WASH committees of other GPs, ESF node agency and other support agencies, WASH specialist agencies at state and National level for seeking their support and technical advice as required.
- ✓ Make reference to specific contingency actions for different disasters.
- ✓ Earmark (or create) budget for contingency fund to be utilized in emergencies for initial assessment and response actions. If there is no emergency, the unutilized contingency fund may be utilized in the preparedness actions.

Coordination and Integration:

The committee shall appoint a nodal person for coordination with other GP Committees. He shall essentially coordinate and consult with Village Knowledge Center (VKC), GP DMC, Inter agency group, Emergency Operation Center (EOC), ESF nodal and support agencies, officer in charge of Incidence Response System (IRS) sections and community level committees and other important stakeholders of the department especially in affected areas.

Accountability:

The head of the committee, members and the nodal persons appointed for the disaster management by the committee shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The committee shall submit periodic reports to GP DMC.

GP Health Committee

About the Health Committee:

The Health disaster management team supports the community and gram panchayat in planning and implementation of health programmes. The health disaster management team sensitizes the community on the importance of making a disaster management plan for health and health services. During emergencies, it acts as a key responder team and facilitates disaster affected communities access to health and essential health services.

Composition: 12-16 people

- Team Leader [Experienced person in the field of health and health services, elected/selected by the team members. He / She shall represent the team in Gram Panchayat Disaster Management Committee (GPDMC)].
- The members shall include men and women having knowledge or who have worked in health and health services.
- The team shall be inclusive to have representatives from different villages and different sections of societies including SC/ST, minority and excluded groups.
- The village representatives shall organize similar teams in their respective villages / wards.

1. Emergency Response and Recovery Actions:

Emergency Response and Recovery Action Plan: The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on Receipt of Early Warning
- 1.2 Actions for Activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for Deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Action on Receipt of Early Warning:

Objective:

- To monitor situation and disseminate Early Warning information.

Key Actions:

- ✓ Monitor the situation.
- ✓ Collect information from different sources, community based Early Warning system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on Early Warning to all people in a manner that ensures

everyone receives the information and understand it.

- ✓ Disseminate Health related precautions to be taken at household, community institutions, village/ward and GP levels to all concerned.
- ✓ Refer to hazard specific contingency action plans.
- ✓ In case of disasters like Earthquake where sufficient Early Warning is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- ✓ In case of disasters like Droughts which are slow onset, monitor drought specific indicators as mentioned in Drought specific contingency actions.

1.2 Actions for Activation of Unified Emergency Response:

Objective:

- To activate the Unified Emergency Response.

Key Actions:

- ✓ Ensuring that the assessment is done through standard format in affected areas.
- ✓ Share the situation report with GP disaster management committee and Health ESF nodal agency at block level to decide whether there is an emergency situation or not.
- ✓ In case of emergency situation, the team must disseminate Health response activation information to all concerned committees, especially health teams at village/ward level and community level.
- ✓ Organize the first coordination meeting, ensuring that there is a representation from affected areas.
- ✓ Ensuring that the affected communities participate in the assessment.

1.3 Actions for Unified Emergency Response for Health:

The actions for Unified Emergency Response for Health are divided into following sections:

1.3.1 Initial Assessment Actions

1.3.2 Unified Response Planning and Coordination Actions

1.3.3 Health System

1.3.4 Essential Health Services

1.3.4.1 Communicable Diseases

1.3.4.2 Child Health

1.3.4.3 Sexual and Reproductive Health

1.3.4.4 Injury and Mental Health

1.3.4.5 Non Communicable Diseases

1.3.1 Initial Assessment:

Objectives:

- To assess the needs of the affected people to plan immediate, short term and long term response actions.
- To assess the damages for compensation to the affected people and recovery/reconstruction efforts of household, community and state infrastructure.

Key actions:

- ✓ Under the leadership of GP disaster management committee and in coordination with other committees, plan and conduct initial assessment as per the standard assessment format and pre define questionnaires.
- ✓ Develop specific information on most urgent needs of most vulnerable people especially aged, disabled, children, pregnant and lactating mothers, sick, people living with HIV/AIDS, SC/ST and minority groups.
- ✓ Ensure participation and consultation with representatives of all vulnerable groups and social groups of the community including SC/ST and minorities.

1.3.2 Response Planning:

Objectives:

- Life saving health needs of the affected population is met.
- People are involved in planning, design, management and maintenance of the facilities.
- Assist the authorities in planning for recovery and reconstruction efforts.

Key Actions:

- ✓ Analyse the information as immediate, short term and long term needs.
- ✓ Analyse immediate public health risks and plan actions.
- ✓ Analyse the damage information for compensation and recovery/reconstruction efforts.
- ✓ Consult representatives of all vulnerable groups and social groups including SC/ST and minorities on the design and acceptability of the relief items and facilities being planned.
- ✓ Develop a time based comprehensive plan for the priority interventions as decided.
- ✓ Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan.
- ✓ Coordinate with Gram Panchayat Disaster Management Committee (GPDMC), Health Essential Support Function (ESF) nodal and support agencies and other non government agencies for mobilization of above resources and implementation of the plans.

1.3.3 Health System:

Objectives:

- To ensure People have equal access to effective, safe and quality health services by trained and

competent health workforces.

- To provide financial assistance for consistent supply of medicines and consumable and free primary health care services during disaster and standardized the management of health information.

Key Actions:

- ✓ Provide essential health services at all the levels including household, community and primary sub centers etc.
- ✓ Adapt and establish standardized case management for the most common diseases, triage and referral system.
- ✓ Ensure that the health workers are adequate and trained, have adequate mix of knowledge and skills to meet the health needs of the population.
- ✓ Establish and adapt a standardized essential medicines and medical equipments appropriate for the health needs and are available at GP level.
- ✓ Identify and mobilize financial resources for providing free healthcare services to the disaster affected population.
- ✓ Review existing health information management, conduct assessment and surveys to collect information that is not available from HIS and is critical and standardized case definition for all reportable diseases and health conditions.
- ✓ Ensure to take adequate precautions for the protection of data to guarantee the rights and safety of individuals and ensure that all health facilities and agencies report cases of diseases within a pre define time period.

1.3.4 Essential Health Services :

Objectives:

- To provide essential health services to reduce further risk.

Key Actions:

- ✓ Identify the vulnerable people (women, children, aged, person with disabilities etc) and implement essential health services to reduce further risk.
- ✓ Collect and analyse on health problems and risks and identify barriers that impede access to prioritized health services and establish practical solution to address them.
- ✓ Coordinate with all other sectors and cluster and cross cutting themes to implement priority health services.

1.3.4.1 Communicable Diseases:

Objectives: To ensure

- Prevention of communicable diseases and ensure people have access to effective diagnosis and treatment.
- Ensure to prepare for any outbreak to detect, investigate and control in a timely and

effective manner.

Key Actions:

- ✓ Implement appropriate vector control methods for vector borne diseases and disease specific prevention measures like mass vaccination against measles.
- ✓ Implement triage, diagnostic and case management protocols for early treatment of conditions such as malaria, measles, diarrhea etc and provide simple information about the symptoms of epidemic prone diseases to the population.
- ✓ Introduce tuberculosis control programmes only after recognized criteria are met.
- ✓ Establish a disease EWARN surveillance and response system based on a comprehensive risk assessment of communicable diseases and train the workers to detect and potential outbreaks.

1.3.4.2 Child Health:

Objectives: To ensure

- Prevention of vaccine preventable diseases among children and management of newborn and childhood illness.

Key Actions:

- ✓ Ensure to determine the risk of outbreaks and conduct mass measles vaccination campaign for children aged 6 months to 15 years,
- ✓ Ensure to repeat measles vaccination for children aged 6-9 months upon reaching 9 months, with at least one month between the two doses.
- ✓ Ensure to re-establish the EPI as soon as condition permit to routinely immunization and other vaccine preventable diseases.
- ✓ Provide essential newborn care to all newborns according to Integrated Management of Pregnancy and Childbirth guidelines.
- ✓ Ensure that children attending health services are screened for their nutritional status and referred to nutritional services when required.

1.3.4.3 Sexual and Reproductive Health:

Objectives:

- Ensure priority reproductive health of minimum initial service package and HIV prevention, treatment, care and support service during disasters

Key Actions:

- ✓ Integrated with primary healthcare, implement measures to reduce the risk of sexual violence, in coordination with other relevant sectors or clusters.
- ✓ Identify a lead RH agency within the health sector or cluster to facilitate the coordination and implementation of the MISP and ensure that an RH officer is in place and functioning within the health sector or cluster.
- ✓ Ensure services for clinical management of sexual violence, including mental and

psychosocial support, legal assistance, provide delivery kits and ensure that common contraceptive methods are available.

- ✓ Establish standard precautions and safe procedures for waste disposal within all healthcare settings.
- ✓ Ensure prevention of transmission and transfusion of HIV and create awareness about preventive measures.
- ✓ Ensure to provide post exposure prophylaxis services to the individuals at primary healthcare facility also provide treatment, care and support for infants born from mothers known to be HIV positives, including guidance and counseling on infant feeding.
- ✓ Ensure that the people who were previously on anti retroviral therapy continue to receive treatment.

1.3.4.4. Injury and Mental Health:

Objectives:

- To ensure that the people have access to effective injury care and health services that prevents or reduces mental health problems.

KeyActions:

- ✓ Ensure principles and skills for provision of first aid and basic resuscitation are widely understood by health workers.
- ✓ Ensure that services are established only by agencies with appropriate expertise and resources.
- ✓ Ensure to provide health facility, assistance, mobile aids to the injured and needed one.
- ✓ Ensure to provide psychological first aid to people in acute distress.
- ✓ Coordinate with NGOs/private hospitals/ local doctors to provide psycho social care to the distress people.
- ✓ Ensure to address the safety, basic needs and rights of people with mental health problems in institutions.

1.3.4.5. Non Communicable Diseases:

Objectives:

- To ensure essential therapies for acute complications.

KeyActions:

- ✓ Ensure to assess and document the prevalence of NCDs and share the data with agencies responding to the disaster.
- ✓ Ensure to provide treatment to the people.
- ✓ Ensure to implement a standard operating procedure for referral for all healthcare centers.
- ✓ Coordinate with the agencies to provide health facility to the needed and assistive

devices for people with mobility or communication difficulties.

1.4 Actions for Deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ✓ Check if all the immediate life saving health measures are in place and there are no further risks of increase in mortality and morbidity due to health issues. If adequate coordinate with other committees and report to GPDMC.
- ✓ Ensure the emergency health facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- ✓ Evaluate Emergency response in consultation with community, other committees and other stakeholders and document response and leanings.
- ✓ In consultation with GP DMC and other committees deactivate emergency response and prepare for shifting the focus to recovery issues.

1.5 Recovery Actions:

Objective:

- To ensure affected people recover from the diseases, injuries, mental health and get back to a healthy life.

Key Actions:

- ✓ Organise/attend periodic recovery coordination meetings, take stake of recovery situations, inform authorities and take appropriate decisions in consultation with all.
- ✓ Support the health and allied government departments/NGOs in assessing the post disaster needs assessment including the assessment of mortality and morbidity, damage to health infrastructure, equipment and supplies.
- ✓ Advocate for the early restoration of health and nutritional service deliveries to the community.
- ✓ Support the government in quick dissemination of compensation, gratuitous, monitor all affected get the right compensations and address the grievances if any.
- ✓ Encourage NGOs/CBOs to provide health and nutrition vouchers and support the community in maintaining its health.
- ✓ Initiate plans to develop a sustainable community mental health system.
- ✓ The DMT must make a proposal at GP level projects which promotes health and health facility at a grass root level.
- ✓ Liaise with Health development programs and NGOs working on recovery issues to repair and rebuild community Health facilities. Advise them on disaster resilient designs and build back better.

- ✓ Share learning on Health with development planning agencies for better planning in future.
- ✓ Mainstream Disaster Risk Reduction into new development programs and refer to DRR actions in green book.

2. DRR and Mitigation actions:

The action plan for this committee is divided into following sections:

- 2.1 Disaster Risk Reduction Actions
- 2.2 Capacity Building Actions
- 2.3 Functional Continuity Actions
- 2.4 Emergency Preparedness Actions

2.1 Disaster Risk Reduction Actions:

Objective:

- To ensure disaster risk reduction is mainstreamed in the health development programs in the Gram Panchayat.
- The disaster risk reduction priorities linked to health are being implemented and documented.

Key Actions:

- ✓ Ensure all village level committees and working groups are effective during non disaster times.
- ✓ The disaster management team health must play a significant role in making policies at GP level such as by proposing a plan for the health services, health security etc. in the annual plan.
- ✓ Identify the people who are living near the rivers, embankments, vulnerable buildings, contaminated water bodies or near any hazardous site. The team must make proposal to the gram panchayat to shift such groups and raise awareness on this issue.
- ✓ Initiate awareness campaign on the diseases. The diseases which are more likely to happen in the panchayat must be stressed upon.
- ✓ Define Minimum Standards for health and health services in consultation with Health Essential Support Function (ESF) Nodal and support agencies and in reference to national and state level standards.
- ✓ Initiate awareness programme based on health, health services, sanitation and hygiene, government schemes and dos and don'ts on health and essential health services.
- ✓ Organize periodic drills and awareness building discussions on Health risk reduction at GP level.
- ✓ Ensure sufficient preparedness is in place for immediate Health response and recovery in case of emergencies.

- ✓ Mainstreaming Disaster Risk Reduction priorities in the health related developmental work in the GP. This may include :
- Ensuring Health specific risk and vulnerability assessment in context to the geographic profile of the area and plan for health risk reduction and emergency response for all wards and villages is in place and known to all concerned.
- Identify the health risks and other factors which may lead to health deterioration and ensuring the designs adopted by programs like Total Sanitation Campaign are disaster resilient for the hazard profile of Madhubani.
- Ensuring all health and health services are resilient to remain operational during disaster times.

2.2 Capacity Building Actions:

Objective:

- To build sufficient capacities within the health team and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ✓ Develop and support similar committees and subgroups on different health services (Control of communicable diseases, Child health, Sexual and reproductive health, mental health and non communicable diseases) at village/ward and institutional (like schools etc) levels.
- ✓ Maintain the roaster of all Health related resources (Human, Programs, Finances and Materials) in the GP.
- ✓ Coordinate with Gram Panchayat Disaster Management Committee (GPDMC),District Disaster Management Authority (DDMA),Inter Agency Groups (IAGs) and other agencies for nomination of the committee representatives in the specialist trainings on above subjects being organized from time to time by different agencies.
- ✓ Organise periodic mock drills of the committee members and community for different contingency situations.
- ✓ Take part in block and district level mock drills and capacity building programs organized by district authorities from time to time.
- ✓ Familiarise, make necessary liaisons and network with other committees, Health Essential Support Function (ESF) support agencies and other stakeholders.
- ✓ Analyse past experiences of the Health committee to know what went well and what could have been done better and document it as lessons learnt annually and after every disaster.
- ✓ Develop a minimum inventory list required for achieving minimum standards in Health and develop a plan to acquire it over next few years.
- ✓ Create mechanism for regular Inspection and maintenance of Health essential services equipments and Acquisition of new equipment as per minimum inventory list.

2.3 Functional Continuity Actions:

Objective:

- To ensure that the Health committee is able to quickly recover from the impact of disaster on the committee and remains functional during disaster time.

Key Actions:

- ✓ Define Rules and regulations for functioning of committee especially during disaster time.
- ✓ All committee members nominate his/her replacement in case of any eventuality and/or absence of the member.
- ✓ Define protocol on convening the meetings in the absence of convener.
- ✓ Identify safe building/location for operational work and meetings of the committee.
- ✓ Secure important files and information of the committee. Create backups if possible.
- ✓ Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.

2.4 Emergency Preparedness Actions:

Objective:

- To ensure all stakeholder groups are prepared for Unified Response to any emergency situation

Key Actions:

- ✓ Organise periodic meeting of the committee followed by the meeting of teams at village/ward level.
- ✓ Coordinate with block level Health ESF nodal and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ✓ Nominate a subgroup for regular monitoring of information on early warning from different sources.
- ✓ Create mechanisms for quick dissemination of early warning information to all people.
- ✓ Identify vulnerable people (women, children, older people, persons with disabilities) who may be at particular risk
- ✓ Ensure the arrangements for medical stretchers, curtains, clothes and other supplies to be used during the emergency.
- ✓ Calculate the need of first aid and emergency health supplies as per the GP population and ensure stock of first aid boxes with disinfectants water purifying tablets, vaccines, antiseptics, medicines, bandages, splints, scissors, blades, iodine, ointments, antidotes to snake and scorpion bites, ORS sachets, clean cloth, bleaching powder and etc. At least for the first 10 days.
- ✓ Ensure that enough supply of drug kit containing generic AYUSH and allopathic formulations for common ailments is available with the DMT including the Accredited Female Health Activist (ASHA).

- ✓ Support the health and allied departments/NGOs in conducting pre disaster health camps for vaccinations, Vitamin A supplementation, medicine distribution and general health checkups.
- ✓ Support the Animal Resources Department/NGOs in conducting pre disaster vaccinations and general health checkup camps for the livestock.
- ✓ Request the community to check their emergency health kit (general medicines, ORS, water purifying tablets, first aid box, delivery kits in case of requirement, anti malarial measures, sanitary napkins/clothes) and request them to ensure they have sufficient medicines, aid and supplies for the family including infants and sick at least for a week or more.
- ✓ Ensure sufficient supplies of chlorine tablets etc. for disinfecting drinking water.
- ✓ Raise prior awareness amongst the community about how to treat water sources, using chlorine tablets, store safe water, health, sanitation and hygiene etc.
- ✓ Network with Health committees of other GPs, ESF node agency and other support agencies, Health specialist agencies at state and National level for seeking their support and technical advice as required.

Coordination and Integration:

The committee shall appoint a nodal person for coordination with other GP Committees. He shall essentially coordinate and consult with Village Knowledge Centre (VKC), GP DMC, Inter agency group, Emergency Operation Center (EOC), ESF nodal and support agencies, officer in charge of Incidence Response System (IRS) sections and community level committees and other important stakeholders of the department especially in affected areas.

Accountability:

The head of the committee, members and the nodal persons appointed for the disaster management by the committee shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The committee shall submit periodic reports to GP DMC.

Knowledge Centre committee

About the committee:

The Village Knowledge Disaster Management Team (VKDMT) supports the information and communication nodal agency in dissemination of information at a GP level. During any emergency, it acts as a key responder team and facilitates timely dissemination of information and ensures that the information reaches to all the concern stakeholders. The purpose of setting up of a VKC (VKDMT) is to bring access to a range of services, content and information to people living in remote villages or areas which do not provide such access otherwise.

Composition: 12-16 people:

- Team Leader (experienced person on information and broadcasting and represents the team in GPDNC).
- The members shall include men and women with knowledge and skills in collection and dissemination of information etc.
- The member shall include from the community information service, local radio, TV and representative from the committee having experience in information and communication.
- The village representatives shall organize similar teams in their respective villages / Wards.

1. Emergency Response and Recovery Actions:

Emergency Response and Recovery Action Plan : The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on Receipt of Early Warning
- 1.2 Actions for Activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for \Deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Action on Receipt of Early Warning:

Objective:

- To monitor situation and disseminate Early Warning information.

Key Actions:

- ✓ Monitor the situation.
- ✓ Collect information from different sources, community based Early Warning system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on Early warning to all people in a manner that ensures

everyone receives the information and understand it.

- ✓ Disseminate information on precautions, dos and don'ts of disaster, to be taken at household, community institutions, and village/ward and GP levels to all concerned.
- ✓ Refer to hazard specific contingency action plans.
- ✓ In case of disasters like Earthquake where sufficient Early Warning is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- ✓ In case of disasters like Droughts which are slow onset, monitor drought specific indicators as mentioned in Drought specific contingency actions.

1.2 Actions for Activation of Unified Emergency Response:

Objective:

- To activate the Unifies Emergency Response.

Key Actions:

- ✓ Fill situation report format for the damaged situation in affected areas.
- ✓ Share situation report with GP Disaster Management Committees (GPDMC), Essential Support Function (ESF) nodal agency at block level to take decision if there is an emergency situation or not.
- ✓ In case GP DMC decides, it is an emergency situation and a Response is required, disseminate response activation information to all concerned, especially information and communication committee teams at Village/WARD level and community institutions.
- ✓ Organize the first coordination meeting as soon as possible, with representation from affected areas to plan initial assessment.

1.3 Actions for Unified Emergency Response:

The actions for Unified Emergency Response for knowledge center are divided into following sections:

- 1.3.1 Initial Assessment Actions/ collection of information.
- 1.3.2 Unified Response Planning and Coordination actions.
- 1.3.3 Dissemination and Documentation of information.
- 1.3.4 Documentation of Information.

1.3.1 Initial Assessment Actions/ collection of information:

Objectives:

- To assess the needs of the affected community and disseminate the information to the nodal agencies to plan immediate, short term and long term response actions.
- Coordinate with other nodal agencies for collection and sharing of information.
- To assess the damages to ensure quick compensation to the affected community to

overcome from the distress.

Key actions:

- ✓ Under the leadership of GP disaster management committee and in coordination with other committees, plan and conduct initial assessment as per the assessment format and questionnaires.
- ✓ Develop specific information on most urgent needs of the affected community.
- ✓ Ensure participation and consultation with representatives including vulnerable groups and social groups of the community.

1.3.2 Unified Response Planning and Coordination Actions:

Objectives:

- Ensure continuous flow and exchange of information.
- Assist the authorities in planning for recovery and reconstruction efforts via providing timely and reliable information.

Key Actions:

- ✓ Analyse the information as immediate, short term and long term needs.
- ✓ Analyse immediate risks and plan actions.
- ✓ Analyse the damage information for compensation and recovery/reconstruction efforts.
- ✓ Develop a time based comprehensive plan for the priority interventions as decided.
- ✓ Plan resources (human resources, financial resources and logistic materials) required for the collection and dissemination of information.
- ✓ Coordinate with GP DMC, ESF nodal and support agencies and other non government agencies for mobilization of above resources and implementation of the plans.

1.3.3 Dissemination of Information:

Objectives:

- To provide timely and reliable information to all the stakeholders.
- Ensure continues flow and exchange of information.

Key Actions:

- ✓ Analyse the collected information and disseminate to the respective nodal agencies to ensure life saving needs of the people are met.
- ✓ Analyse immediate risk to the community and plan action to disseminate the information in such a way that it would not create chaos and havoc.
- ✓ Disseminate the information and orders available from the disaster management department and Information and communication DMT nodal agency.
- ✓ Provide reliable information to the nodal agencies to ensure the supply of relief materials in the affected areas and motivate the general public for their support.

- ✓ Coordinate with the professionals, experts and disseminate the advices or outcomes shared by them to minimize further risk.
- ✓ Ensure to curb any spread of rumors and to take timely actions in case of spread of any rumors.
- ✓ Manage and disseminate the sensitive information in a way that does not jeopardize the security of the affected people.

1.3.4. Documentation of Information:

Objectives:

- Ensure database documentation of the information for further references.

Key Actions:

- ✓ Prepare a report on the damage assessment.
- ✓ Keep video recording of the disaster and actions taken during the disaster.
- ✓ Evaluate Emergency response in consultation with community, other committees and other stakeholders and document response and learning.
- ✓ Keep the document and videos in a safe and disaster resilient locker.

1.4 Actions for Deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ✓ Check if all the immediate life saving measures are in place and there are no further risks and. ensure adequate coordination with other committees and report to GPDMC.
- ✓ Ensure adequate monitoring mechanisms are in place.
- ✓ In consultation with GP DMC and other committees deactivate emergency response and prepare for shifting the focus to recovery issues.

1.5 Recovery Actions:

Objective:

- To ensure affective recovery from the disaster impact and get back to normal and daily routine life.

Key Actions:

- ✓ Analyze the damage assessment and compensations announce by the government.
- ✓ Raise awareness on compensation and entitlement among affected people.
- ✓ Ensure that the rights of the affected people are respected and fulfilled by the government and other relevant authorities.

- ✓ Liaise with information and communication development programs and NGOs working in the sector.
- ✓ Share learning on collection and dissemination of information with development planning agencies for better planning in future.
- ✓ Mainstream DRR into new development programs and refer to DRR actions.

2 DRR and Mitigation actions:

The action plan for this committee is divided into following sections:

- 2.1 Disaster Risk Reduction Actions
- 2.2 Capacity Building Actions
- 2.3 Functional Continuity Actions
- 2.4 Emergency Preparedness Actions

2.1 Disaster Risk Reduction Actions:

Objectives:

- To ensure disaster risk reduction is mainstreamed in the developmental plan of Knowledge Centre at the Gram Panchayat.
- Ensure Disaster Risk Reduction priority activities are being implemented and documented.

Key Actions:

- ✓ Ensure that the committee is constituted in each village and are effective during non disaster time.
- ✓ Mainstreaming Disaster risk reduction priorities related to developmental works in the GP knowledge center. This may include:
 - Ensuring Hazard Capacity Vulnerability Analysis and plan for risk reduction and emergency response for all wards and villages is in place and known to all concerned.
 - Ensure that the Knowledge Centre committee in the GP should have adequate facilities and latest technology.
 - Ensure that the buildings and other infrastructure are disaster resilient and ensure to follow building by laws while constructing a new one.
 - Establish an emergency warning cell in the center.
- ✓ Nominate subgroups for information collection, dissemination and documentation.
- ✓ Develop village/Ward level committees and sub groups as above.
- ✓ Ensure that all people in the GP are aware of potential risks and are taking household level preparedness actions.
- ✓ Ensure that the professionals and people dealing with Knowledge Centre related issues are aware of potential risks, good practices on designs and interventions and have

- access to expert advice from nodal agency at block level as required.
- ✓ Organize periodic drills and awareness building discussions on disaster risk reduction at GP level.
- ✓ Promote single window delivery of need-based services relating to the life cycle needs of rural population, viz. rain water harvesting, nutritional information rural sanitation, preventive and curative aspects of, health and hygiene, skill development and linkage with market requirements and demands, capacity building among village based organisations and people or on any issue that the rural communities would desire to reduce the risk.
- ✓ Provide training and awareness among the community member for using the Knowledge center effectively.
- ✓ Organize experts meetings like agriculture's experts for sharing advices for adoption of risk reduction measure like disaster resilient food crops etc.
- ✓ Ensure dissemination of information on public schemes related to preparedness and DRR measures among the community.
- ✓ Ensure sufficient preparedness is in place for immediate response and recovery in case of emergencies.

2.2 Capacity Building Actions:

Objectives:

- To build sufficient capacities within the Knowledge Centre committee team and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ✓ Maintain the resources (Human, Programs, Finances and Materials) at GP level.
- ✓ Coordinate with GP Disaster Management Committee (GPDMC), District Disaster Management Authority (DDMA), Inter Agency Groups (IAGs) and other agencies for nomination of the committee representatives in the specialist trainings on above subjects being organized from time to time by different agencies.
- ✓ Organize periodic mock drills for different contingency situations.
- ✓ Take part in block and district level mock drills and capacity building programs organized by District Authorities from time to time.
- ✓ Familiarise, make necessary liaisons and network with other committees, support agencies and other stakeholders.
- ✓ Analyse past experiences of the Knowledge Centre to know what went well and what could have been done better and document it as lessons learnt annually and after every disaster.
- ✓ Develop a minimum inventory list required for achieving minimum standards and develop a plan to acquire it over next few years.
- ✓ Create mechanism for regular Inspection and maintenance of equipments and Acquisition

of new equipment as per your minimum inventory list.

2.3 Functional Continuity Actions:

Objective:

- To ensure that the Knowledge Centre committee is able to recover quickly from the impact of disaster and remains functional during disaster time.

Key Actions:

- ✓ Define Rules and regulations for functioning of committee especially during disaster time.
- ✓ All committee members nominate his/her replacement in case of any eventuality and/or absence of the member.
- ✓ Define protocol on convening the meetings in the absence of convener.
- ✓ Identify safe building/location for operational work and meetings of the committee.
- ✓ Secure important files and information of the committee. Create backups if possible.
- ✓ Develop mechanism to coordinate with other committees i.e. food and nutrition, wash, search and rescue, household, health, shelter etc.
- ✓ Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.

2.4 Emergency Preparedness Actions:

Objective:

- To ensure all stakeholder groups are prepared for Unified Response to any emergency situation.

Key Actions:

- ✓ Identify potential emergency situations. Make references to contingency specific action plans for the same.
- ✓ Coordinate with block level nodal and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ✓ Organize periodic meeting of the committee followed by the meeting of teams at Village/Ward level and institutional level.
- ✓ Ensure the safety of own building and property.
- ✓ Create mechanism for quick collection of information from the nodal agencies and disseminate the information on alertness and early warning.
- ✓ Ensure adequate preparedness for continuous collection of information and disseminate the same to keep the general public aware of the actual situation during any disaster.
- ✓ Disseminate the information regarding the dos and don'ts of disaster among the general public.
- ✓ Disseminate the information on vulnerable areas, safe evacuation sites etc.

- ✓ Keep the equipments, telephone, telex, wireless etc. functional and ready.
- ✓ Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

Coordination and Integration:

The committee shall appoint a nodal person for coordination with other GP Committees. He shall essentially coordinate and consult with Gram Panchayat Disaster Management Committee (GP DMC), Inter Agency Groups (IAGs), Emergency Operation Center (EOC), Essential Support Function (ESF) nodal and support agencies, officer in charge of Incidence Response System (IRS) sections and community level committees and other important stakeholders of the department especially in affected areas.

Accountability:

The head of the committee, members and the nodal persons appointed for the disaster management by the committee shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The committee shall submit periodic reports to GP DMC.

GP Search and Rescue Committee

About Search and Rescue Committee:

This Search and Rescue Disaster Management Team plays a key role in search and rescue operations at community level. It coordinates primarily with GP Disaster Management Committee (GP DMC) and Search and Rescue essential support function at block/district level. Depending on the severity of the situation, the level of emergency and capacity of the team, it plays the role of direct search and rescue or supporting specialized search and rescue agencies like NDRF/SDRF or any other specialist task force organized by the government.

Composition: 12-16 people

- Team Leader (selected by GPDMC and appointed in consultation with Nodal officer of SAR ESF at Block level).
- 12-15 other members (including men and women).
- The team members should be strong built, preferably in the age group of 18 to 35, has capacities in fire fighting, swimming and first aid.
- Wherever possible, the team shall essentially include people who have understanding of the building structures and physical layout of the community. In the absence of the qualified person, a trained mason engaged in construction activities in the community shall be included in the team.
- The team should be socially inclusive to represent all social groups especially minorities and excluded groups.

1. Emergency Response and Recovery Actions:

Emergency Response and Recovery Action Plan: The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on Receipt of Early Warning
- 1.2 Actions for Activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for Deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on Receipt of Early Warning:

Objective: To monitor situation and disseminate Early Warning information.

Key Actions:

- ✓ Coordinate with GPDMC, Search and Rescue Essential Support Function (SAR ESF)

Nodal officer and administration for detailed information.

- ✓ Organize a meeting of the Search and Rescue team members.
- ✓ Assess and analyse the situation and decide on the role to be taken by the team.
- ✓ Identify the vulnerable areas in which their help is required and develop information and the action plan as per the decisions taken in point number 3.
- ✓ Share your action plan with ESF nodal, other specialist Search and Rescue agencies (if being planned to be deployed) and other teams and finalise your action plan as advised by them.
- ✓ Gather the equipments required and get them ready.
- ✓ If specialist Search and Rescue agencies are going to be deployed, assist the specialist teams in sharing and developing local information.
- ✓ Co-ordinate with the First Aid team and other teams for their readiness and immediate actions.

1.2 Actions for Activation of Unified Emergency Response:

Objective:

To activate the Unifies Emergency Response.

Key Actions:

- ✓ Fill situation report format for the Search and Rescue situation in affected areas.
- ✓ Share situation report with GP disaster management committee and DMTs, ESF nodal agency at block level to take decision if there is an emergency situation or not.
- ✓ In case GP DMC decides, it is a emergency situation and a SAR Response is required, disseminate SAR response activation information to all concerned, especially SAR teams at Village/Ward level and community institutions.
- ✓ Organize the first coordination meeting as soon as possible, with representation from affected areas to plan initial assessment.

1.3 Actions for Unified Emergency Response:

The actions for Unified Emergency Response for Search and rescue are divided into following sections:

1.3.1Initial Assessment Actions.

1.3.2Unified Response Planning and Coordination Actions.

1.3.3Search and Rescue.

1.3.4Evacuation/Transportation.

1.3.5Medical Care.

1.3.1 Initial Assessment:

Objectives:

- To assess the approx number of affected people to plan immediate, short term and long term response actions.
- To assess the damages for compensation to the affected people and recovery/ reconstruction efforts of household, community and state infrastructure.

Key actions:

- ✓ Under the leadership of GP Disaster Management Committee and in coordination with other committees, plan and conduct initial assessment as per the assessment format and questionnaires.
- ✓ Develop specific information on most disaster affected area and prepare a list of most vulnerable people especially aged, disabled, children, pregnant and lactating mothers, sick, people living with HIV/AIDS, SC/ST and minority groups to evacuate and to provide immediate health care .
- ✓ Ensure participation and consultation with representatives of all vulnerable groups and social groups of the community including SC/ST and minorities and involve them in SAR when need arises.

1.3.2 Unified Response Planning and Coordination Actions:

Objectives:

- To save the life of the victims and find out the missing person.
- Assist the authorities in planning for search and rescue efforts

Key Actions:

- ✓ Analyse the information as immediate, short term and long term needs.
- ✓ Analyse immediate risks and plan actions.
- ✓ Analyse the damage information for Search and Rescue operation.
- ✓ Consult representatives of all vulnerable groups and social groups including SC/ST and minorities on preparing a list of missing people.
- ✓ Develop a time based comprehensive plan for the priority interventions as decided.
- ✓ Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan.
- ✓ Coordinate with GP DMC, SAR ESF nodal and support agencies and other non government agencies for mobilization of above resources and implementation of the plans.

1.3.3 Search and Rescue:

Objective:

- Ensure to save the life of human beings and livestock as well.

Key Activity:

- ✓ Implement your action plan as decided.
- ✓ Make a quick head count and maintain a list of missing persons.
- ✓ Clear debris and fallen trees in order to reach trapped victim.
- ✓ Communicate, share and seek information with the SAR ESF node and other specialist agencies about:
 - The continuous assessment of Situation
 - Your Action plan and support required by your team from them.
 - Their plans and support desired by them from your team.
 - ✓ Plan and scope for rescue of livestock and animal life wherever possible.

1.3.4 Evacuation:

Objective:

- Ensure to provide safe shelter to the affected people.

Key Actions:

- ✓ Identify safe evacuation site and safe route.
- ✓ Coordinate with other committee like shelter, food and nutrition, livestock team to shift rescued persons and livestock to safe place and relief camps.
- ✓ Earmark unsafe areas and immediately share this information with all concerned.

1.3.5 Medical care:

Objective:

- To provide timely primary health care to ensure to reduce further causality due to injuries and diseases.

Key Actions:

- ✓ Coordinate closely with the first aid team for primary health care to rescue victims and shifting the seriously injured persons to hospital/PHC or with the evacuation chain.
- ✓ Focus your attention on most vulnerable groups first. Coordinate with social protection team for this purpose.
- ✓ Further referral/ transport the injured/ sick people to the hospital with primary health report of individuals.

1.4 Actions for Deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery

issues.

Key Actions:

- ✓ Check if all the immediate life saving Search and Rescue measures are in place and there are no further risks and ensure adequate coordinate with other committees and report to GPDMC.
- ✓ Ensure the emergency Search and Rescue facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- ✓ Continuously, monitor the situation and coordinate with all concerned. Share all relevant information with information and decision support team for analysis and learning documentation.
- ✓ Deactivate the team in consultation with GP DMT and other committees once the search and rescue phase is called off. However, have regular communications with the team for any eventuality.

1.5 Recovery Actions:

Objective:

- To ensure affected people recover from the disaster impact and move from emergency facilities to their original habitat conditions or reconstructed shelter and settlement.

Key Actions:

- ✓ Analyze the damage assessment and compensations announce by the government.
- ✓ Raise awareness on compensation and entitlement among affected people.
- ✓ Advice people on repair and installation of Search and Rescue facilities at household level and ensure the repairs and new installations have higher disaster resilience.
- ✓ Share learning on Search and Rescue with development planning agencies for better planning in future.
- ✓ Mainstream DRR into new development programs and refer to DRR actions.

2. DRR and Mitigation actions:

The action plan for this committee is divided into following sections:

- 2.1 Disaster Risk Reduction Actions
- 2.2 Capacity Building Actions
- 2.3 Functional Continuity Actions
- 2.4 Emergency Preparedness Actions

2.1 Disaster Risk Reduction Actions:

Objective:

- To ensure disaster risk reduction is mainstreamed in the development programs in the

Gram Panchayat and search and rescue related disaster risk reduction priorities are being implemented and documented.

Key Actions:

- ✓ Ensure all village level search and rescue committees and working groups are functional and effective during non disaster times.
- ✓ Nominate subgroups for Search and Rescue, Evacuation/ transportation and Medical,
- ✓ Develop Village/Ward level committees and subgroups as above.
- ✓ Identify potential risk and ensure that all people in the GP are aware of potential risks, taking household level preparedness actions.
- ✓ Ensure that Search and Rescue professionals and people dealing with Search and Rescue related issues like removal of debris, evacuation etc are aware of Search and Rescue related risks, good practices on search and rescue designs and interventions and have access to expert advice from Search and Rescue essential support function (SAR ESF) nodal agency at block level as required.
- ✓ Define Minimum Standards for Search and Rescue in consultation with SAR ESF Nodal and support agencies and in reference to national and state level standards.
- ✓ Organize the groups and clearly define the role and responsibility and conduct periodic mock drills and awareness building discussions on risk reduction and Search and Rescue operation at GP level.
- ✓ Conduct training, awareness and periodic mock drill for the community to involve them in Search and Rescue operation when need arises.
- ✓ Identify weak buildings and other vulnerable infrastructure and take reparation, reconstruction and damage the weak building.
- ✓ Ensure sufficient stock of disaster resilient and modern Search and Rescue technology.

3.1 Capacity Building Actions:

Objective:

- To build sufficient capacities with in the Search and Rescue team and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key Actions:

- ✓ Prepare the team in buddy system to build specific capacities for Search and Rescue actions in different contingency situations in Madhubani: like for Earthquake, Flood, Fire, Storm, Road Accident and CBRN disasters.
- ✓ Coordinate with Gram Panchayat Disaster Management Committee (GPDMC), District Disaster Management Authority (DDMA), Inter Agency Groups (IAGs) and other agencies for nominations of team representatives in the specialist trainings on above subjects being organized from time to time by different agencies.
- ✓ Organise periodic mock drills of the team and community for different contingency actions.

- ✓ Take part in block and district level mock drills and capacity building programs organized by District Authorities from time to time.
- ✓ Familiarise, make necessary liaisons and network with other committees, SAR ESF support agencies and other stakeholders.
- ✓ Analyse past experiences of the team to know what went well and what could have been done better and document it as lessons learnt.
- ✓ Create mechanism for regular maintenance of SAR equipments and Acquisition of new equipment as per your minimum inventory list.

2.3 Functional Continuity Actions:

Objective:

- To ensure that the Search and Rescue committee is able to quickly recover from the impact of disaster on the committee and remains functional during disaster time.

Key Actions:

- ✓ Define Rules and regulations for functioning of committee especially during disaster time.
- ✓ All committee members nominate his/her replacement in case of any eventuality and/or absence of the member.
- ✓ Define protocol on convening the meetings in the absence of convener.
- ✓ Identify safe building/location for operational work and meetings of the committee.
- ✓ Secure important files and information of the committee. Create backups if possible.
- ✓ Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.
- ✓ Create a resource inventory of essential equipments required for search and rescue operation at community level.
- ✓ Periodically, check the equipments for their readiness and serviceability.

2.4 Emergency Preparedness Actions:

Objective:

- To ensure, all stakeholder groups are prepared for Unified Response to any emergency situation.

Key Actions:

- ✓ Familiarize the team with existing response mechanisms of the government, essentially with Search and Rescue essential support function at block level and the mechanisms for activation of NDRF/SDRF and other specialist Search and Rescue agencies.
- ✓ Prepare a list of minimum Search and Rescue equipments required at GP level.
- ✓ Acquire minimum Search and Rescue equipment from the Govt., NGOs and Pvt Agencies and keep them always ready under direct control of Search and Rescue team.

- ✓ Also prepare the list of such equipments available with different agencies: Govt and Non Govt. including households.
- ✓ Keep the equipments serviceable and ready to use always.
- ✓ Organize the team in pairs (buddy system).
- ✓ Have a detailed map of the Community indicating vulnerable areas and safe areas.
- ✓ In consultation with GPDMC and SAR ESF, identify possible safe areas for evacuation and linkage with evacuation chain as per the situation.
- ✓ Prepare back up teams ready for rotation of personnel.

Coordination and Integration:

The committee shall appoint a nodal person for coordination with other GP Committees. He shall essentially coordinate and consult with Village Knowledge Centre (VKC), GP Disaster Management Committee (GP DMC), Inter Agency Groups (IAGs), Emergency Operation Centre (EOC), Essential Support Function (ESF) nodal and support agencies, officer in charge of Incidence Response System (IRS) sections and community level committees and other important stakeholders of the department especially in affected areas.

Accountability:

The head of the committee, members and the nodal persons appointed for the disaster management by the committee shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The committee shall submit periodic reports to GP DMC.

Ward Member GP

About the ward member:

The ward member is an elected representative of a particular ward in the Gram Panchayat. The ward member participates in the meetings of the Gram Panchayat and advises the Panchayat, in formulating and implementing, the plan. During emergencies, the ward member integrates and coordinates the work of DMT and other agencies.

Composition: 1 member for each ward

- There is one ward member for each ward in a Panchayat.
- There could be 10-12 wards in a Gram Panchayat. The no. of wards can be less or more depending on the size of the Panchayat.

1. Emergency Response and Recovery Actions:

Emergency Response and Recovery Action Plan: The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Action Receipt of Early Warning:

Objective:

- To monitor situation and disseminate EW information.

Key Actions:

- ✓ Monitor the situation.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on EW to all people in a manner that ensures everyone receives the information and understand it.
- ✓ Disseminate precautions that are related to food and shelter at household, community institutions, village/ward and GP levels to all concerned.
- ✓ Refer to hazard specific contingency action plans.

- ✓ In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- ✓ In case of disasters like Droughts which are slow onset, monitor drought specific indicators as mentioned in Drought specific contingency actions.

1.2 Actions for Activation of Unified Emergency Response:

Objective:

- To activate the Unified Emergency Response.

Key Actions:

- ✓ Ensuring that the assessment is done through standard format in affected areas.
- ✓ Share the situation report with GP disaster management committee and ESF nodal agency at block level to decide whether there is an emergency situation or not.
- ✓ In case of emergency situation, the GP DMC must disseminate activation information to all concerned committees, ward members at Village/WARD level and community level.
- ✓ Organize the first coordination meeting, ensuring that there is a representation from affected areas.
- ✓ Ensuring that the affected communities participate in the assessment.

1.3 Actions for Unified Emergency Response for shelter:

The actions for Unified Emergency Response for ward members have been divided into following sections:

1.3.1 Initial Assessment Actions

1.3.2 Unified Response Planning and Coordination actions

1.3.3 Monitoring the response action

1.3.4 Law and order

1.3.1 Initial Assessment:

Objectives:

- To assess the needs of the affected people to plan immediate, short term and long term response actions.
- To assess the damages for compensation to the affected people and recovery/reconstruction efforts of household, community and state infrastructure.

Key actions:

- ✓ Under the leadership of GP disaster management committee and in coordination with other committees, plan and conduct initial assessment as per the assessment format and questionnaires.
- ✓ Develop specific information on most urgent needs of most vulnerable people especially

aged, disabled, children, pregnant and lactating mothers, sick, people living with HIV/AIDS, SC/ST and minority groups.

- ✓ Ensure participation and consultation with representatives of all vulnerable groups and social groups of the community including SC/ST and minorities.

1.3.2 Response Planning:

Objectives:

- Life saving needs of the affected population is met.
- Precise planning, design, management and maintenance of the facilities.
- There is optimal use of resources.

Key Actions:

- ✓ Analyse the information as per the immediate, short term and long term needs.
- ✓ Analyse immediate public health risks and plan actions.
- ✓ Analyse the damage information for compensation and recovery/reconstruction efforts.
- ✓ Consult representatives of all vulnerable groups and social groups including SC/ST and minorities on the design and acceptability of the relief items and facilities being planned.
- ✓ Develop a time based comprehensive plan for the priority interventions.
- ✓ Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan.
- ✓ Coordinate with GP DMC, ESF nodal and support agencies and other non government agencies for mobilization of above resources and implementation of the plans.

1.3.3 Monitoring the response action:

Objectives: To ensure

- The response actions are moving in right direction.
- Each section of the society is being focused upon.
- There is optimal use of resources.

Key Actions:

- ✓ Activate SAR efforts in consultation with GP, assess if external help is needed, inform ESF agencies, block and district authorities accordingly.
- ✓ Ensuring the transportation of resource material to the safe sites.
- ✓ Assess and monitor the changing situation and coordinate response efforts as per the situation in consultation with affected people, stakeholder groups doing the response, block and district authorities.
- ✓ Identify vulnerable groups (women, pregnant women, mothers with infants, old age, people with disabilities, People living with HIV/AIDS etc), ensure their safety and see their most urgent needs are met first.

- ✓ Ensure the marginalised groups, minorities, dalits and excluded groups are consulted, represented and included in response efforts.
- ✓ Ensuring the DMT teams are in functional mode.

1.3.4 Law and order:

Objectives: To ensure

- There is peace during response action.
- There is no loss of life and personal property.

Key Actions:

- ✓ The ward member must ensure that no untoward incident takes place.
- ✓ Ensuring there is enough protection to the private property of the people.
- ✓ Ensuring that the antisocial elements have been kept away from the key locations.
- ✓ Ensuring that there is presence of force to control riots.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key Actions:

- ✓ Check if all the immediate life saving measures are in place and there are no further risks of increase in mortality and morbidity. If not adequate, coordinate with other committees and report to GPDMC.
- ✓ Ensure the emergency facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- ✓ Evaluate Emergency response in consultation with community, other committees and other stakeholders and document response and leanings.
- ✓ In consultation with GP DMC and other committees deactivate emergency response and prepare for shifting the focus to recovery issues.

1.5 Recovery Actions:

Objective:

- To ensure affected people recover from the disaster impact and move from emergency facilities to their original habitat conditions or reconstructed shelter and settlement.

Key Actions:

- ✓ The ward member must ensure that the damage assessment has been done and reported to the local administration.
- ✓ The ward member must ensure that the affected community gets the benefits or any grant

from the state.

- ✓ Establish a coordinated, efficient supply chain management (SCM) using local capacity where feasible.
- ✓ The ward member must advise the GP for a long term planning to restore the livelihood of the community.
- ✓ The ward member must make a proposal which include long term intervention for the disaster affected community and they must mention in the annual plan of the Gram Panchayat.
- ✓ The ward member must advise the GP for the promotion of disaster resistant technology.

2. DRR and Mitigation actions:

The action plan for the ward member is divided into following sections:

- 2.1 Disaster Risk Reduction (DRR) Actions
- 2.2 Capacity Building Actions
- 2.3 Functional Continuity Actions
- 2.4 Emergency Preparedness Actions

2.1 Disaster Risk Reduction Actions:

Objective:

- To ensure Disaster risk reduction is mainstreamed in the activities of Gram Panchayat.

The disaster risk reduction priorities of the DMT and the Panchayat are being implemented and documented.

Key Actions:

- ✓ Ensure all village level committees and working groups are effective during non disaster times.
- ✓ The ward member must propose for the induction of disaster resilient technology in the annual plan.
- ✓ The ward member is an elected representative in the gram panchayat therefore he must emphasize on the mainstreaming of disaster risk reduction in plans and policies of the panchayat.
- ✓ The ward member must initiate the risk and vulnerability assessment in the wards and the panchayat.
- ✓ The ward member must coordinate with other DMT and other agencies for conducting the disaster risk reduction awareness programme.
- ✓ Define Minimum Standards for all sectors in consultation with Essential Support Function (ESF) Nodal and support agencies and in reference to national and state level standards.
- ✓ The ward member must ensure that there is no adverse impact on the local natural environment in his ward and Panchayat while implementing any plan.

2.2 Capacity Building Actions:

Objective:

- To build sufficient capacities in the ward, panchayat and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

KeyActions:

- ✓ Develop a calendar for mock drills, trainings and awareness building exercises as per seasons and needs of the stakeholders for the ward and Panchayat.
- ✓ Organize awareness exercises to ensure that all people in the ward and GP are aware of probable disasters and the minimum things they need to know and do at household level to prevent sufferings and loss due to disasters.
- ✓ Ensure that the people of different wards are trained in the specific functions they need to perform in addition to basic awareness training.
- ✓ Ensure there are sufficient numbers of people in the wards and GP who have received intermediate/ advance level of training on disaster management.
- ✓ Coordinate with block, districts, state and national authorities and other institutions to keep track of the training and capacity building events and ensure participation of representatives from the ward and GP in it.
- ✓ Organize at least two exercises in the year, one before the flood season as a mock drill to test the plan and one after the disaster event to record learning from the disaster and response.

2.3 Functional Continuity Actions:

Objective:

- To ensure that the office of the ward member recover from the impact of disaster and remains functional during disaster time.

KeyActions:

- ✓ Define Rules and regulations for functioning of office especially during disaster time.
- ✓ All GP members nominate his/her replacement in case of any eventuality and/or absence of the ward member.
- ✓ Define protocol on convening the meetings in the absence of convener.
- ✓ Identify safe building/location for operational work and meetings of the office.
- ✓ Secure important files and information of the office. Create backups if possible.
- ✓ Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.

2.4 Emergency Preparedness Actions:

Objective:

- To ensure all stakeholder groups are prepared for Unified Response to any emergency situation.

Key Actions:

- ✓ Organising meetings with the stakeholders at Village level and Ward level.
- ✓ Coordinate with block level ESF nodal and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ✓ Nominate a subgroup for regular monitoring of information on Early Warning from different sources.
- ✓ Create mechanisms for quick dissemination of Early Warning information to all people.
- ✓ Monitor the preparedness of various DMTs.
- ✓ The ward member must organize the data of the Local Resource Persons, NGOs and Other Agencies.
- ✓ The ward member must ensure that the supply chain management (SCM) is functional in the Panchayat.

Coordination and Integration:

The committee shall appoint a nodal person for coordination with other GP Committees. He shall essentially coordinate and consult with VKC, GP DMC, Inter agency group, EOC, ESF nodal and support agencies, officer in charge of IRS sections and community level committees and other important stakeholders of the department especially in affected areas.

Accountability:

The head of the committee, members and the nodal persons appointed for the disaster management by the committee shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The committee shall submit periodic reports to GP DMC.

Other non-govt. stakeholder groups

Emergency Response & Recovery Actions

DRR & Mitigation Actions

Academic Institutions

About this Group:

Academic institution is an institution dedicated to education and extensive research in different field. The academic institutions are strive to provide primary, secondary, higher education, diplomas and technical/ non technical in different fields to the community. The academic institution can be private, government/public and parochial.

Role:

The academic institution serves an important role in creating awareness during emergency and building the capacity of the community by providing qualitative education and academic facility.

Objectives:

This group shall be engaged in emergency response and recovery planning and activities at the district level with following

objectives::

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.

1. Emergency Response and Recovery Actions:

The emergency response and recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on EW to all in a manner that ensures everyone receives the information and understand it.
- ✓ Disseminate and take precautionary measures. First focus on live saving measures for yourself, institution, stakeholder and vulnerable among your indirect stakeholders. If possible, take responsibility for your community as well.
- ✓ Disseminate information on do's and don'ts during disaster.
- ✓ Participate in coordination meeting of your institution or network.

- ✓ After disaster, on activation of response, assess the situation and its likely impact on the lives of direct stakeholders and in discharging of its function.
- ✓ Take immediate life saving measures with support from respective community level committees.
- ✓ After securing lives and act as per contingency plans for quick recovery of its function.

2. DRR and Mitigation actions:

The Disaster Risk Reduction key actions for these groups are:

The institution shall:

- ✓ Understand the disaster risks in Madhubani, shall consider disaster risk reduction a priority and integrate with different government, non government disaster management system in the district.
- ✓ Analyse the impact of identified hazards on institution, shall also analyze other potential hazards that may disrupt their function.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Organize seminars, debate, workshops on DRR in the institutions.
- ✓ Organize a training, programme and workshop on DRR for the teachers, administration and create awareness on DRR among the students.
- ✓ Organize play, poster making competitions on Disaster to create awareness on the do's and don'ts of any disaster.
- ✓ Held periodic hazard specific mock drill in the institution in coordination with DMT nodal agencies.
- ✓ Participate in training and capacity building activities organised by DDMA, government, non government agencies etc.
- ✓ Encourage the teachers, students to take part in discussions in all lectures, refreshers courses related to management of hazard specific risks.
- ✓ Network with state and national level academic institutions and join the seminars, programmes organized by them on DRR related.
- ✓ Ensure that the institutional building is disaster resilient and proper measures for safe drinking water and toilet facility.
- ✓ Ensure adequate fire safety measures have been taken in the institution.
- ✓ Ensure that there is a safe place like play ground to evacuate the students and staffs in case of any need.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their functions.
- ✓ Keep backups for important accounts and information and/or store files in safe places free from any potential disaster risks.
- ✓ Create some budget for disaster preparedness, risk reduction and response activities.

- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans, test and validate them.

Coordination and Integration:

The academic institution plays an important part in the disaster management system at district level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, DDMA and other important structures.

Accountability:

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country. .

Architects, Engineers, Diploma Holders and Masons

About this Group:

This group provides services to the private individuals or govt. organisations in the construction of private buildings, museums, houses, construction work of Government Building etc. and provides the architectural support in the construction. The group provides all necessary services and facilities to the private individuals, govt. buildings, site evaluation and assessment, structural assessment and renovation options.

The other major activities include Planning and designing building network to provide optimized connectivity to residential and non-residential buildings, Planning and designing building, Construction, renovation, up-gradation and maintenance of residential and non-residential.

This group includes engineers, diploma holders having the background of electrical, mechanical, civil engineering.

Role:

The role of this group is very important since they are connected directly to the private individuals in the society. They guide the general public in designing construction, installing electrical and mechanical units. They guide the people to setup or construct the disaster resilient structure.

Objectives:

This group shall be engaged in emergency response and recovery planning and activities at the district level with following.

objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To recover and make their systems disaster resilient or reducing impact of disasters on their functionality.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.

- ✓ Identify the safe and vulnerable buildings and disseminate information to the community.
- ✓ Immediate coordination with the ESF agencies and IAG for further action.
- ✓ Transportation of resource material or human resource to the affected areas.
- ✓ Integrate with the GP committees for responding in different sectors (WASH, health, shelter).
- ✓ Integrate the response action with the ESF agencies.
- ✓ Disseminate the information regarding the do's and don'ts in disaster situation in the community.
- ✓ After securing lives and live support services take measures to preserve business operations and act as per contingency plans for quick recovery.
- ✓ Adopt and promote disaster resilient technology and means while retrofitting and reconstruction of the buildings and structures.
- ✓ Identify the weak buildings damaged by the disaster and shall required demolition.

2. DRR and Mitigation actions:

The Disaster Risk Reduction key actions for these groups are:

The Group shall:

- ✓ Understand the disaster risks in Madhubani, the group shall consider disaster risk reduction a priority and integrate with different government, non government disaster management system in the district.
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Analyse the impact of identified hazards on their business operations. They shall also analyse other potential hazards that may impact their business operations.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their business.
- ✓ Spread awareness in the society on the disaster risks and actions to be taken by them to reduce them.
- ✓ Ensure that all construction work which takes place in the society is earthquake resilient.
- ✓ Adoption of Modern technology suitable to the climate of the area.
- ✓ Organise formal and informal seminars or discussions in their networks on reducing disaster risks
- ✓ Participate in training and capacity building activities organised by DDMA, government, non government agencies, corporate associations etc.
- ✓ Ensure the office buildings and infrastructures have earthquake and flood resilient structures.
- ✓ Encouraging the individuals to adopt disaster resilient technology in the construction of

houses or installing of any industrial unit.

- ✓ Keep backups for important accounts and business information and/or store files in safe places free from any potential disaster risks.
- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans for business operations, test and validate them.
- ✓ Create some budget for disaster preparedness, risk reduction and response

Coordination and Integration:

These groups make an important part of the disaster management system at district level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs (for examples engineers and architects dealing in WASH supplies shall link with WASH ESF coordinated by PHED) b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, DDMA and other important structures.

Accountability:

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country and shall attempt to create mechanisms by which they can be accountable to clientele they serve during normal times. This may help in building their goodwill and economic interests in long term.

Artisans, Craftsmen Group

About the Group:

These groups constituted skilled workers and play a vital role in the economic growth of the community and generate livelihood option within the community from the locally available raw materials.

The artisans and craftsmen are the persons engaged in or occupied by the practice of art and craft and produce products like Painting, clothing, household items, decorative pieces etc.

Role:

The group generate livelihood options from the locally available materials by producing and trading of art and crafts and are vital for the economic growth of the district.

Objectives:

This group shall be engaged in emergency response and recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To reconstruct and make their systems disaster resilient or reducing impact of disasters on their functionality.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery key actions for these groups are.

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources like community based EW system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on EW in a manner that ensures everyone receives the information and understand it properly.
- ✓ On receipt of early warning, if adequate time is available than shift the products like paintings etc to safe place.
- ✓ Disseminate and take precautionary measures. First focus on live saving measures for yourself, your family, direct stakeholders and vulnerable among your indirect

stakeholders. If possible, take responsibility for your community as well.

- ✓ Participate in coordination meeting of your association or network.
- ✓ Coordinate with the respective community level committees to take life saving measures.
- ✓ After securing lives and live support services take measures for restoration of work.

2. DRR and Mitigation actions:

The Disaster Risk Reduction key actions for these groups are:

The Group shall:

- ✓ Understand the disaster risks in Madhubani, the group shall consider disaster risk reduction a priority and integrate with different government, non government disaster management system in the district.
- ✓ Analyse the impact of identified hazards on their work and business. They shall also analyse other potential hazards that may impact their work.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Ensure all construction work like stalls, shops, are earthquake and flood resilient.
- ✓ Ensure to store the materials and products like paintings in the disaster resilient houses.
- ✓ Promote art and craft among the community to generate livelihood.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and on their work.
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Spread awareness to their important stakeholders on the disaster risks and actions to be taken by them to reduce them.
- ✓ Promote art and craft among the community as a means to earn their livelihood.
- ✓ Organise seminars, workshops or discussions in their networks and associations on reducing disaster risks.
- ✓ Network with state and national level art and crafts associations and join seminars and training activities organised by them.
- ✓ Participate in training and capacity building activities organised by DDMA, government, non government agencies, etc.
- ✓ Network with state and national level art and crafts associations and join seminars and training activities organised by them.
- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans.
- ✓ Create some budget for disaster preparedness, risk reduction and response.
- ✓ Apart from your work interests take similar risk reduction measures at your household

level for preserving lives of your family and also for some vulnerable stakeholders engaged with you (or not) as part of your social responsibility.

Coordination and Integration:

These groups make an important part of the disaster management system at district level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, DDMA and other important structures.

Accountability:

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country.

Business Groups (Private sector to include Corporate, Industry, SMEs, traders) and Markets and Market Associations

About this Group:

This group is an important part of the society. They are not only the drivers of the economic growth but also make an important part of the supply chain system to ensure essential life support and welfare needs are available to all citizens.

The business group includes all small and large traders, merchants, shop owners, retailers, vendors, small and medium enterprises, mills, industries, corporate etc who are engaged in economic production, storage, transportation and distribution activities.

The markets and market associations' makes the conglomerates where in these entities come together for their common interests. They may be physically collocated units to call it a market or are associations trading in common commodities.

Role:

This group serves the important role to ensure entire supply chain system to include production, processing, storage, trading and distribution of essential commodities to the society and are vital to economy of the district.

Objectives:

This group shall be engaged in disaster risk reduction, emergency response and recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing further impact of disasters on their functionality.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio,

internet, Block/district authorities on the situation.

- ✓ Disseminate information on EW to all direct and indirect stakeholders in your business in a manner that ensures everyone receives the information and understand it.
- ✓ Ensure the safety of the hazardous materials and substances.
- ✓ Disseminate and take precautionary measures. First focus on live saving measures for yourself, your family, direct stakeholders and vulnerable among your indirect stakeholders. If possible, take responsibility for your community as well.
- ✓ Participate in coordination meeting of your association or network.
- ✓ After disaster, on activation of response, assess the situation and its likely impact on the lives of direct stakeholders and the business operations.
- ✓ Take immediate life saving measures with support from respective community level committees.
- ✓ Ensure the operation of market for the basic needs of the people are available.
- ✓ Ensure that prices are reasonable in the market and also check the options for providing on subsidy for the needy and affected people.
- ✓ After securing lives and live support services take measures to preserve business operations and quick recovery.
- ✓ Ensure safe disposal of hazardous substances, if damaged by the disaster.
- ✓ Shall adopt disaster resilient technology or methods while retrofitting and reconstruction of industries, mills, markets etc.

2. DRR and Mitigation actions:

The Disaster Risk Reduction key actions for these groups are:

The business owners shall:

- ✓ Understand the disaster risks in Madhubani, all business owners shall consider disaster risk reduction a priority and integrate with different government, non government disaster management system in the district.
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Analyse the impact of identified hazards on their business operations. They shall also analyse other potential hazards that may impact their business operations.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their

business.

- ✓ Spread awareness to their important stakeholders on the disaster risks and actions to be taken by them to reduce them.
- ✓ Organise formal and informal seminars or discussions in their networks and business associations on reducing disaster risks.
- ✓ Participate in training and capacity building activities organised by DDMA, government, non government agencies, corporate associations etc.
- ✓ Network with state and national level chapters of SMEs clusters, trade and business associations etc and join seminars and training activities organised by them.
- ✓ Ensure all business facilities like shops, warehouses, factories, etc have earthquake and flood resilient structures.
- ✓ Keep backups for important accounts and business information and/or store files in safe places free from any potential disaster risks.
- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans for business operations, test and validate them.
- ✓ Create some budget for disaster preparedness, risk reduction and response.
- ✓ Insure important business components to transfer risks in case of any eventuality.
- ✓ Apart from your business interests take similar risk reduction measures at your household level for preserving lives of your family and also for some vulnerable stakeholders engaged with you (or not) as part of your social responsibility.

Coordination and Integration:

These groups make an important part of the disaster management system at district level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs (for examples all industries dealing in WASH supplies shall link with GP WASH Committee and WASH ESF coordinated by PHED) b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, DDMA and other important structures.

Accountability:

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country and shall attempt to create mechanisms by which they can be accountable to clientele they serve during normal times. This may help in building their goodwill and economic interests in long term.

Dalit and Tribal Association

About this association:

Despite the continuous impediments in achieving equity monitoring in disaster response, humanitarian standards do not currently require providers of humanitarian assistance to respond to caste discrimination with a grounded understanding of the nature and causes of caste based discrimination. This is reflected in a number of ways such as (i) lack of explicit recognition of caste-based discrimination and related exclusion in their policies and guidelines (ii) emphasis on management of disaster response programmes without an understanding of the societal processes of caste-based exclusion at work in communities at all times (iii) lack of awareness and acknowledgement of the fact that large numbers of people affected by disasters are excluded due to various forms of vulnerabilities created by social stratification and discrimination imposed by caste.

The lack of internationally accepted rights-based guidelines or standards for operations, evaluation, monitoring and accountability during the Relief and Rehabilitation phase often leads to what one disaster expert calls “programmes (that) inevitably become paternalistic in nature or end up serving the needs of the donors and the agencies rather than the needs of the victims” (World Disasters Report, 2002).

It is therefore important for this association to address the issues of caste discrimination suffered by Dalits, and alienation suffered by Tribals, through rights based approach integrated into the DR-DRR programmes.

Role:

The association plays a vital role in securing the interest of the dalits, tribals and other minority groups and in prevention of discrimination on the basis of caste in case of any.

Objectives:

This group shall be engaged in disaster risk reduction, emergency response and recovery planning activities at the district level with following objectives:

- To ensure a truly inclusive disaster preparedness mechanism (recognize discrimination that exists by default, and thereby make it imperative for state and its agencies to have a special focus on the inclusion of Dalits and other marginalized communities).
- To get in place a just system of emergency response and Recovery.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.

- ✓ The association to reach out to the vulnerable Dalit and Tribals communities in disasters through Dalit and Tribal representatives and volunteers. For this it is important to formally integrate local, decentralized organizations into preparedness activities and response plans such as community based organizations.
- ✓ The associations to try establish such units, as Women and Children unit, during the intervention period in villages, and/or involve experts or organizations working on excluded and marginalized communities' women and children to identify pre-existing vulnerabilities and current to design accurate need based programmes for disaster response.
- ✓ The association and other stakeholders assist the volunteers in identifying caste issues in their localities which act as impediments in accessing the relief from government and humanitarian agencies. These issues can be those relating to protection and social security; caste based practices; development policies; service delivery; location vulnerability; political representation and so on. This will establish and strengthen an interface of the communities with the concerned authorities who are ultimately accountable and liable to the people.
- ✓ Have such groups that will be able to cater to the needs of Dalits and Tribals separately (if Tribals have no issues with Dalits in the region of intervention) and directly in disaster.
- ✓ With the information generated from the pre-disaster vulnerability mapping, the association and other stakeholders to target their Disaster Response and rehabilitation processes towards reducing caste discrimination.
- ✓ Engage existing social service providers to prepare for and respond in case of disasters, rather than depending solely on specialized emergency personnel.
- ✓ Special care taken to ensure that the relief guidelines on Water, Sanitation and Hygiene (WASH), Medical aid, Drinking Water and Food take cognizance of caste based discrimination and specially include the caste discriminated and socially excluded as a vulnerable group.
- ✓ Identify water demand requirement of evacuees and the purification and treatment process to be applied.
- ✓ Encourage representation and participation of Dalit women and men in planning and managing the areas where they can easily access water and the various physical, cultural, economic and social barriers they may face in accessing these services in an equitable manner also need to be addressed.
- ✓ Institute water sources in areas easily accessible to the members of Dalit communities where practices of caste discrimination hinder their access to such sources.
- ✓ Distribute WASH kits (hygiene, water, household cleaning kits) regularly.
- ✓ Maintain and share the segregated data base of the beneficiaries and information in plans which give self evidence on assessments / distribution / disbursement of relief and rehabilitation schemes have reached the discriminated communities. Disaggregation should also include factors of caste/ethnicity, age, sex, any disability found, assistance provided and satisfaction of the community.
- ✓ Disseminate reports of their good practices on initiative made for inclusion of excluded

groups for effective advocacy with the authorities and wider civil society organizations for wider replication.

- ✓ Have 'Ombudspersons' to look into grievances related to exclusion of caste affected communities in disaster response and risk reduction programmes. Adequate guidelines and procedures should be laid down and administrative facilities provided for such committees to fulfill their functions effectively.

2. DRR and Mitigation actions:

The Disaster Risk Reduction key actions for these groups are:

The association shall:

- ✓ The Dalit & Tribal association to (map) be aware of the social vulnerabilities of the communities, the areas that are prone to disasters (this would include the place of their dwelling, eg.-proximity to the embankment; source of livelihood; village structure; accessibility to common resources in the village, roads etc.; physically immobile persons, women and children ratio etc.).
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Analyse the impact of identified hazards on their association. They shall also analyse other potential hazards that may impact their functions.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Pilot studies on vulnerability mapping first be undertaken to equip oneself with the local settings and scenario.
- ✓ Constitute task forces in the regions prone to natural disasters, at local levels, comprising volunteers, preferably Dalit and Tribal youth and community members including representatives of local governance with proportionate representation of women.
- ✓ Existing social service providers, community based organisations and like minded agencies, together with the capacitated community members should be able to conduct needs assessments.
- ✓ Network with state and national level chapters of SMEs clusters, trade and business associations etc and join seminars and training activities organised by them.
- ✓ Participate in training and capacity building activities organised by DDMA, government, non government agencies, corporate associations etc.
- ✓ Create awareness and promote education among the dalit and tribal communities.
- ✓ Conduct WASH drive in the communities to create awareness on the significance of WASH.
- ✓ Create some budget for disaster preparedness, risk reduction and response.
- ✓ Be prepared for response in case of any disaster.

Coordination and Integration:

These groups make an important part of the disaster management system at district level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, DDMA and other important structures.

Accountability:

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country.

Ex Servicemen and Retired Professionals Association

About this Group:

The association promotes the intellectual and knowledge-based growth of ex servicemen fraternity. The ex servicemen and retired professional have the experience and expertise in the specific fields. The retired professionals are from different backgrounds like police, professors, engineers, armed forces etc.

The association also raises social issues for the benefit of the society.

Role:

The association has educated and skilled people from various background. They raise the social issues and build the coping capacity of the community by providing knowledge, awareness and expertise from their respective field.

Objectives:

This group shall be engaged in emergency response and recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing impact of disasters on their functionality during reconstruction phase.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on EW to all stakeholders in your circle in a manner that ensures everyone receives the information and understand it.
- ✓ Immediate guidance and support to the sector teams which they are representing.
- ✓ Disseminate and take precautionary measures. Focus on live saving measures for yourself, your family, stakeholders.
- ✓ Participate in coordination meeting of your association or network.

- ✓ Immediate support of logistics, technical guidance to the DMTs in the community.
- ✓ Logistic and technical support to the DDMA.
- ✓ During recovery phase, supporting the community in planning.

2. DRR and Mitigation actions:

The Disaster Risk Reduction key actions for these groups are:

The association shall:

- ✓ Understand the disaster risks in Madhubani and raise such issues with govt. Representatives and create awareness among the community.
- ✓ May support the govt. and panchayat in logistics and technical guidance for the development for planning.
- ✓ May train the volunteers in DRR , search and rescue, first aid etc and share its experiences with the community and DMTs.
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Analyse the impact of identified hazards on their infrastructure. They shall also analyse other potential hazards that may impact their work.
- ✓ Temporary construction work or retrofitting to the school, office building, recreational building or any infrastructure belonging to the association.
- ✓ Having the expertise in various fields, ensuring the capacity building of community in the rural areas regarding DRR.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their work.
- ✓ Organise formal and informal seminars or discussions in their networks and associations on reducing disaster risks.
- ✓ Participate as a trainer for other organisations in DRR, search and rescue, first aid etc .
- ✓ Participate in training and capacity building activities organised by DDMA, government, non government agencies, corporate associations etc.
- ✓ Keep backups for important accounts and office information and/or store files in safe places free from any potential disaster risks.
- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans for business operations, test and validate them.
- ✓ Create some budget for disaster preparedness, risk reduction and response within the association.

Coordination and Integration:

The association can be an important part of the disaster management system at district

level. Having got the skills and expertise the representatives of the association can coordinate and integrate with the search and rescue, shelter, water and sanitation teams working at the community level. Any senior retired professional may also advise and contribute to the DDMA.

Accountability:

The association representatives shall be accountable for implementation of all agreed decisions in sector teams where they represent. They are also accountable to existing law of the country.

Health Association (Medical association, Chemist and Druggist Association, RVC, Nurses)

About this Group:

Health association is an association formed by the member belongings to different branches of medical profession which looks after the interest of the medical professionals as well as the well being of the community at a large to improve the public health and medical education.

The health associations includes doctors from Private Sector, Government Institutions, Nursing Homes, and includes general practitioners, specialists, super specialists in all fields of medicine, surgery etc, Nurses from govt. and non govt. hospitals, clinics and druggist, chemist owners etc who are engage in health activities .

The members of the health associations share common interest and involve in the events like mass scale vaccinations, health checkup camps, measles and pulse polio programme etc.

Role:

Promotion of health and health facility to improve the public health, ensure availability of medicines and medical equipments.

Objectives:

This group shall be engaged in emergency response and recovery planning and activities at the district level with following objectives:

- To make their systems disaster resilient or reducing impact of disasters on their functionality.
- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on EW to all in a manner that ensures everyone receives the information and understand it.

- ✓ Disseminate and take precautionary measures. First focus on live saving measures for yourself and then on public health and their live saving measures.
- ✓ After disaster, assess the situation and its impact on health, health facility and on discharging of its function.
- ✓ Arrangement of adequate medical aid to the affected people in coordination with Health ESF nodal agency and respective community's committee.
- ✓ Check and monitor any spread of diseases in the affected areas.
- ✓ Participate in coordination meeting of your association or network.
- ✓ After securing lives and live saving services take measures for permanent restoration of health function and act as per contingency plans for quick recovery.

2. DRR and Mitigation actions:

The Disaster Risk Reduction key actions for these groups are:

The association shall:

- ✓ Understand the disaster risks in Madhubani, shall consider disaster risk reduction a priority and integrate with different government, non government disaster management system in the district.
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Analyse the impact of identified hazards on public health and on their function, shall also analyze other potential hazards that may disrupt their function.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their functions.
- ✓ Spread awareness to their important stakeholders on the disaster risks and actions to be taken by them to reduce them.
- ✓ Participate in training and capacity building activities organised by DDMA, government, non government agencies etc.
- ✓ Organize programme and training on public health, health risk from hazards and in essential emergency health care including psychological health care.
- ✓ Encourage the members to attend and take part in discussions in all general, clinical meetings, lectures, demonstrations, refresher course related to management of hazard specific health risks.
- ✓ Organize mass campaign and periodic drill on health, hygiene and sanitation, mitigation and prevention measures and do's and don'ts during any disaster and build awareness among the communities and other key stakeholders on potential risk and measures to reduce the risk

- ✓ Ensure the building, chemist shops are disaster resilient.
- ✓ Ensure all health and health services are disaster resilient to remain functional during disaster period.
- ✓ Store the medicines and medical equipments in a safe and disaster resilient storage.
- ✓ Ensure Safe and timely disposal of medical wastes.
- ✓ Define Minimum Standards for health and health services in consultation with DMT ESF Nodal, GP Health committee.
- ✓ Keep backups for important accounts and information and/or store files in safe places free from any potential disaster risks.
- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans for health operations, test and validate them.
- ✓ Identify funds for procuring the life saving advance equipments and drugs, Create some budget for disaster preparedness, risk reduction and response activities.

Coordination and Integration:

These groups make an important part of the disaster management system at district level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs (for examples all associations dealing in health supplies shall link with Health ESF) b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, DDMA and other important structures.

Accountability:

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country.

Madhubani Inter Agency Group

About Inter-Agency Group:

District Inter-Agency Group (IAG) Madhubani is a district level coalition of humanitarian agencies working in Madhubani. The members of the IAG include NGOs and civil society organizations working on disaster related issues in the district. The membership of the District IAG – Madhubani extends to the district offices of national NGOs and to the representation from other stakeholder groups including district govt.

District IAG – Madhubani seeks to promote and facilitate collaboration and coordination among various NGOs and the different stakeholder groups concerned with disaster management issues in the district.

Structure:

The district IAG has the following structure for its functioning:

- Convener (Mr. Kameshwar Kamati)
- Coordinator (Vacant)
- IAG hosting agency (Secretariat)
- Member agencies

Emergency Response and Recovery Actions:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
 - 1.3.1 Unified assessment
 - 1.3.2 Unified response planning
 - 1.3.3 Joint Monitoring and Evaluation
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of early warning:

Objective:

- To monitor situation and disseminate EW information

Key actions:

- ✓ Monitor the situation.

- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities and state and national level sources, if applicable, on the situation.
- ✓ Disseminate information on EW to all people in a manner that ensures everyone receives the information and understand it.
- ✓ Disseminate precautions related to the specific emergency situation to all concerned.
- ✓ Refer to hazard specific contingency action plans.
- ✓ In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- ✓ In case of disasters like Droughts which are slow onset, monitor drought specific indicators as mentioned in Drought specific contingency actions.
- ✓ Developing and disseminating Situation Reports (Sitreps) on the disaster.

1.2 Actions for activation of Unified Response to Emergency:

Objective:

- To activate the Unified Emergency Response.

Key actions:

- ✓ Organize Emergency Coordination Meeting to analyze the situation, collect more specific information and plan for joint assessment of the affected areas.
- ✓ In case of emergency situation, immediately coordinate with EOC, DDMA and extend all possible support as required.
- ✓ Disseminate activation information to all concerned.
- ✓ Ensure that the secretariat is functional round the clock and is accessible by DDMA, other stakeholders and agencies coming from outside the district.

1.3 Actions for Unified Response:

1.3.1 Unified assessment:

Objective:

- To assess the needs of the affected people to plan immediate, short term and long term response actions.
- To assess the damages for compensation to the affected people and recovery/reconstruction efforts of household, community and district infrastructure

Key actions:

- ✓ Plan and conduct initial assessment as per the standard assessment format and questionnaires and in coordination with DDMA, EOC and key agencies.
- ✓ Promote use of Common Assessment Formats to facilitate collation/compilation of need and damage surveys of different agencies.

- ✓ Ensure that the assessment is multi-agency and multi-sectoral to identify the need and damage in all sectors in a single assessment mission.
- ✓ Develop specific information on most urgent needs of most vulnerable people especially aged, disabled, children, pregnant and lactating mothers, and sick, people living with HIV/AIDS, SC/ST and minority groups.
- ✓ Ensure participation and consultation with representatives of all vulnerable groups and social groups of the community including SC/ST and minorities.

1.3.2 Unified response planning:

Objective:

- To ensure joint planning by different agencies to minimize gaps and overlaps.
- To ensure joint response by civil society organizations to achieve optimum utilization of available resources.
- To assist Govt. in meeting the gaps in their response in specific areas which are identified through analysis of agency and sector wise presence and the proportionate need in the affected areas.

Key actions:

- ✓ Collecting latest information on damages and needs from the govt. and sharing it with all agencies.
- ✓ Analyze the information as per the immediate, short term and long term needs.
- ✓ Collation and mapping of agency intervention areas to identify gaps in the response and avoid duplication of resources.
- ✓ Planning joint response by member agencies to avoid gaps and overlaps and to reach to the maximum number of most vulnerable people in the affected communities.
- ✓ Consult representatives of all vulnerable groups and social groups including SC/ST and minorities on the design and acceptability of the relief items and facilities being planned.
- ✓ Develop a time based comprehensive plan for the priority interventions.
- ✓ Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan.
- ✓ Coordinate with DDMA, ESF nodal and support agencies and non government agencies at state & national level for mobilization of above resources and implementation of the plans.
- ✓ Extend networking support, volunteer support for IAG and member agencies to the DDMA and other concerned departments as required.
- ✓ Ensure that all vulnerable groups receive special attention and priority response by all agencies who are responding.

1.3.3 Joint Monitoring and Evaluation:

Objective:

- To ensure that the response plan and actions are going in right direction, and that, most vulnerable groups receive attention and required support from the responding agencies and Govt.
- To collate, document and analyze learning from the inter-agency response (Unified response) to the emergency and keep the learning for future references.

Key actions:

- ✓ Conduct periodic monitoring of the resources, activities and timeline of the response plan.
- ✓ To fix accountability of members and other stakeholders on the implementation of the joint response plan.
- ✓ Assess and monitor the changing situation and coordinate response efforts as per the situation in consultation with affected people, stakeholder groups doing the response, block and district authorities.
- ✓ Conduct a multi agency assessment (or a learning exercise) to capture the learning from the IAG response in the affected communities.
- ✓ Publicize the reports, outcomes of the monitoring and evaluation exercises to all stakeholders and use the learning for improvement in the future incidents.

1.4 Actions for deactivation of Unified Response

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

Key actions:

- ✓ Check if all the immediate life saving measures is in place and there are no further risks of increase in mortality and morbidity. If not adequate, coordinate with DDMA, EOC and other stakeholders and share the situation update.
- ✓ Ensure the emergency facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- ✓ Evaluate Emergency response in consultation with community, other committees and other stakeholders and document response and leanings.
- ✓ In consultation with DDMA and other stakeholders, deactivate emergency response and prepare for shifting the focus to recovery issues.

1.5 Recovery Actions:

Objective:

- To ensure affected people recover from the disaster impact and move from emergency facilities to their original habitat conditions or reconstructed shelter and settlement.

Key actions:

- ✓ The IAG must ensure that the damage assessment has been done and reported to the local administration.

- ✓ The IAG must ensure that the affected community gets the benefits or any grant from the state.
- ✓ Establish a coordinated, efficient supply chain management (SCM) using local capacity where feasible.
- ✓ The IAG must advise the DDMA for a long term planning to restore the livelihood of the community.
- ✓ The IAG must advise the DDMA for the promotion of disaster resistant technology.
- ✓ To take stock and coordination of recovery and rehabilitation activities.

2. DRR and Mitigation actions:

Disaster Risk Reduction Key Actions:

- 1.1 Inter-Agency Coordination Actions
- 1.2 Training and Capacity Building Actions
- 1.3 Information and Knowledge management Actions
- 1.4 Collaborative Advocacy Actions
- 1.5 Functional Continuity Actions
- 1.6 Emergency Preparedness Actions

1.1 Inter-Agency Coordination Actions:

Objective:

- To establish effective coordination mechanism among the members, other stakeholders and DDMA towards effective emergency preparedness and response.

Key actions:

- ✓ To provide platform for GO-NGO coordination and dialogue interface.
- ✓ Serving as a platform for discussing common concerns.
- ✓ Highlighting the common concerns to the district govt. or relevant authorities.
- ✓ Ensure that the IAG core committee meets at a regular interval to discuss the key disaster management issues in the district and to plan actions for them.
- ✓ Ensure prompt and effective communication among IAG members.
- ✓ Facilitating thematic/cluster coordination among agencies.
- ✓ Develop a process of collaboration based on core beliefs and agreed principles at all levels and enable building disaster resilient communities in the district.
- ✓ Work closely with the DDMA and other line departments in the areas of common interest and nominate members to district level NGO Task Force of DDMA.

1.2 Training and Capacity Building Actions:

Objective:

- To build sufficient capacities in the District IAG, Member agencies & their partners and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

Key actions:

- ✓ Conduct a periodic training needs analysis for the member agencies and partners and other stakeholders.
- ✓ Plan, mobilize resources and facilitate trainings on the identified needs.
- ✓ Build a trainers inventory (database of trainers/resource persons) on various themes in the district.
- ✓ Identifying common needs and facilitating trainings for agencies.
- ✓ Develop a calendar for mock drills, trainings and awareness building exercises as per seasons and needs of the stakeholders.
- ✓ Organize awareness exercises and campaigns to make people aware of probable disasters and the minimum things they need to know and do to prevent sufferings and loss due to disasters.
- ✓ Coordinate with block, district, state and national authorities, agencies and other institutions to keep track of the training and capacity building events and ensure participation of representatives from the IAG in it.
- ✓ Organize at least two exercises in the year. One before the flood season as a mock drill to test the preparations and one after the disaster event to record learnings from the disaster and response. These should be done in coordination with DDMA and other stakeholders.

1.3 Information and Knowledge Management Actions:

Objective:

- To ensure collation, processing, research, analysis, development and dissemination of information, knowledge and learning resources related to disaster management.

Key actions:

- ✓ Develop IAG members' database for the district.
- ✓ Map the NGOs working in the district at different locations and in different sectors to understand which agency works where and on what particular sector.
- ✓ Collate and share information on the activities of different members in the group and to outside stakeholders including DDMA.
- ✓ Map the resources and capacities in the members.
- ✓ Publicize the plans, activities, reports, outcomes and achievements of IAG.
- ✓ Enhance use of electronic media, social media, websites etc. to make reach to maximum number of people, stakeholders and disseminate information using these media.

1.4 Collaborative Advocacy Actions:

Objective:

- To provide platform for inter-agency collaborative advocacy for humanitarian issues in the district.

Key actions:

- ✓ Provide neutral space to Civil Society Organizations to put key issues and concerns for debates and advocacy for policy development and implementation.
- ✓ Advocacy on the rights of the affected communities.
- ✓ Working to strengthen disaster management setup in the district and support DDMA in doing so.
- ✓ Undertake research and analysis on specific issues of development and disaster management in the district and take advocacy initiatives to raise the issues to appropriate forums.
- ✓ Effectively engage media in various stages in disaster management (awareness, sensitization, early earning dissemination, Do's & Don'ts information etc.).
- ✓ Lead people centered campaigns on key issues in the district.
- ✓ Network with key agencies working on advocacy at district and state level.

1.5 Functional Continuity Actions:

Objective:

- To ensure that the District IAG Secretariat and its activities recover from the impact of disaster and remain functional during disaster time.

Key actions:

- ✓ Define Rules and regulations for functioning of IAG Secretariat especially during disaster time.
- ✓ Elect Chairperson/Convener and a Vice-Chair to ensure the leadership continuity in the absence of either of the two.
- ✓ Appoint a coordinator for coordination of IAG activities and processes (including processes of emergency response and recovery phase) especially during disaster times.
- ✓ Define protocol on convening the meetings in the absence of convener.
- ✓ Identify alternative offices (from member agencies) for operational work and meetings of the IAG. The secretariat may be shifted to the most accessible, safe, equipped office especially during disaster time.
- ✓ Secure important files and information of the secretariat. Create backups if possible.
- ✓ Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.

1.6 Emergency Preparedness Actions:

Objective:

- To ensure all member agencies and stakeholder groups are prepared for Unified Response to any emergency situation in the district.

Key actions:

- ✓ Organize emergency preparedness meeting of IAG members to take stock of agency wise preparedness, prepositioning, and plan of action for any possible disaster.
- ✓ Share the preparedness and prepositioning information of the IAG to the DDMA and other relevant authorities.
- ✓ Coordinate with DDMA, EOC, ESF and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- ✓ Nominate a subgroup for regular monitoring of information on EW from different sources.
- ✓ Create mechanisms for quick dissemination of EW information to all people.
- ✓ Collation of pre-positioning data, mapping available agency geographic and sector-specific resources and capacities.

Coordination and Integration:

The District IAG Convener shall keep close coordination and information loop with the member agencies. He/she shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer incharge of IRS sections, and other important stakeholders groups in the district.

The IAG shall integrate the efforts with the overall planning and actions at district level through DDMA and shall extend advisory role to the DDMA.

Accountability:

All IAG members shall be jointly responsible for all plans and implementation of plans and decisions taken from time to time for the same. They abide by the Red-Cross code of conduct and follow the non-negotiable principles as mentioned in the IAG charter.

Local and International Media

About this Group:

Media refers to various means of communications for example television, radio, cinema, newspapers, magazines, and Internet etc which influence a wide amount of people. The media disseminate the information related to various issues to a large people simultaneously and cost effective.

While the international media aims to reach a very large audience such as entire population from one or more country, local media broadcast to a smaller population and area, and generally focuses on regional and local news.

Role:

The media plays vital role in forewarning and is one of the part of early warning system. It has overall information of the stakeholders, their tasks and the areas where they are functioning. Most importantly every person gets to know about the current affairs of the state and other parts of the world through media only. The international media may share global experiences in environment and natural disasters with the stakeholders and local media.

The role of media is also to raise the social issues to benefit the society. The media plays an important role in holding a debate on national and local issues.

Objectives:

This group shall be engaged in emergency response and recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing impact of disasters on their functionality.

1. Emergency Response and Recovery Actions:

The Emergency Response and recovery key actions for these groups are:

- ✓ Collect the information from the Metrological department and disseminate the signs of any alertness and warning.
- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio,

internet, Block/district authorities on the situation.

- ✓ Disseminate information on early warning, probable impact in the society and ensure everyone receives the information and understand it.
- ✓ Disseminate information on different stages of disaster and their extensive information.
- ✓ Shall coordinate with ESF, GP Committees and disseminate information about them and facilities like safe shelter, health camps etc.
- ✓ To disseminate the information regarding the do's and don'ts of disaster among the general public.
- ✓ To give reliable information of the needs of relief materials in the affected areas and motivating the general public for their support.
- ✓ After securing lives and live support services take measures to preserve business operations and act as per contingency plans for quick recovery.
- ✓ The international media disseminates the information in the international community to get mobilise resources.

2. DRR and Mitigation actions:

The Disaster Risk Reduction key actions for these groups are:

The Media shall:

- ✓ Understand the disaster risks in Madhubani, the media shall consider disaster risk reduction a priority and integrate with different government, non government disaster management system in the district.
- ✓ Analyse the impact of identified hazards on the office operation. They shall also analyse other potential hazards that may impact the office operation.
- ✓ Disseminate information on hazard profile to create awareness among the people.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their profession.
- ✓ Disseminate information on Disaster Risk Reduction to the villages via consulting and holding debate with experts.
- ✓ Spread awareness in the society on the disaster risks and actions to be taken by them to reduce them.
- ✓ Updating of websites regularly about the hazards, DRR and schemes and do's and don't of disaster to reach out to a larger population.
- ✓ To create awareness through print media like newspapers, books, magazines for are easily available to the people.
- ✓ Organise formal and informal seminars or discussions in their networks on reducing disaster risks
- ✓ Participate in training and capacity building activities organised by DDMA, government, non government agencies, corporate associations etc.
- ✓ The media must ensure the right information is being exchanged between the community

and govt.

- ✓ Through media, the information related to weather, crop pattern, agro related technology, dos and don'ts must be disseminated in the community.
- ✓ Office plan for its operation during emergency times, the media must ensure that it goes to the interior to gather any information, while doing any research the media and other PR agencies must involve the panchayats.
- ✓ Keep backups for important accounts and business information and/or store files in safe places free from any potential disaster risks.
- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans for business operations, test and validate them.
- ✓ Create some budget for disaster preparedness, risk reduction and response.

Coordination and Integration:

These groups make an important part of the disaster management system at community and district level. The media group representatives can coordinate and integrate by: a) being part of GPs b) being part of the Inter Agency Group (IAG) c) other stakeholders. They can further integrate with ESF agencies, Incident Response System, DDMA and other important structures.

Accountability:

The media shall be accountable for disseminating the important information of GPs, ESFs, DDMA, IAG or any other institution. They are also accountable to existing law of the country and must raise the issues of the community impartially.

Local NGOs, International NGOs, UN Agencies, Red Cross, National NGOs

About this Group:

This group promotes the humanitarian principles and values, disaster response, disaster preparedness, raising social issues, environmental awareness, health and care in the community etc.

The other major activities include hospital services, blood bank, HIV/ AIDS programme, home for disabled servicemen, vocational training centres, tracing activities, maternity, child and family welfare, nursing, preparedness and prevention of communicable and infectious diseases, relief operations in fire, railway and other accidents and events.

The NGOs have expertise in different fields, they have the resources (local and foreign) therefore they can contribute at the grassroots level in the society. They work parallel to the govt. during the emergency times and support the govt. remarkably.

Role:

It promotes the humanitarian principles and values, raises social issues and helps the govt. during disasters. It supports the society and provides basic needs during emergencies and prepares the society for quick recovery.

Objectives:

This group shall be engaged in Emergency Response and Recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing impact of disasters on their functionality.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information in the society and ensure everyone receives the information

and understand it.

- ✓ Bring the human resources available in the organisation and from other districts and states if required.
- ✓ Integrate with the GP committees for responding in different sectors (WASH, health, shelter, food and nutrition).
- ✓ Disseminate the information regarding the do's and don'ts in disaster situation in the community.
- ✓ After securing lives and live support services take measures to preserve business operations for quick recovery.

2. DRR and Mitigation actions:

The Disaster Risk Reduction key actions for these groups are:

The Group shall:

- ✓ Understand the disaster risks in Madhubani, the group shall consider disaster risk reduction a priority and integrate with different government, non government disaster management system in the district.
- ✓ Shall preparing the hazard profile of the gram panchayats, their vulnerability to the water logging, floods and drought etc.
- ✓ Analyse the impact of identified hazards on the office operation. They shall also analyse other potential hazards that may impact the office operation.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Shall prepare a list of volunteers and build their Capacity in search and rescue, first aid, gender sensitization and protection etc.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their profession.
- ✓ Spread awareness in the society on the disaster risks and actions to be taken by them to reduce them.
- ✓ Organise formal and informal seminars or discussions in their networks on reducing disaster risks
- ✓ Participate in training and capacity building activities organised by DDMA, government, non government agencies, corporate associations and IAG Madhubani etc.
- ✓ Ensure the office buildings and infrastructures have earthquake and flood resilient structures.
- ✓ Keep backups for important accounts and business information and/or store files in safe places free from any potential disaster risks.
- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans for business operations, test and validate them.
- ✓ Create some budget for disaster preparedness, risk reduction and response.

Coordination and Integration:

These groups make an important part of the disaster management system at district level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs (for examples all NGOs dealing in WASH supplies shall link with WASH ESF coordinated by PHED) b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, DDMA and other important structures.

Accountability:

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country and shall attempt to create mechanisms by which they can be accountable to clientele they serve during normal times. This may help in building their goodwill and economic interests in long term.

SHG, Women, Farmers, JEEVIKA Group

About this Group:

These group is formed by the community people , which has specific number of members like 15 or 20. In such a group the community people who share common interest come forward and form a group to protect their interest.

These groups mainly constitute women and poor people from rural areas which are formed to develop creative solutions to local challenges and to promote sustainable livelihood options. The farmer groups are formed to perform beneficial function to facilitate and improve farming ventures as well as to protect the interest of the farmers.

Role:

The group severs an important function for building capacity of the community by providing sustainable livelihood options within the community and creating awareness among the members to safeguard their own interest and community at a large.

Objectives:

This group shall be engaged in emergency response and recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing impact of disasters on their functionality.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plan as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on EW to all stakeholders in your circle in a manner that everyone receives the information and understand it.
- ✓ Immediate guidance and support to the sector teams which the group is representing.
- ✓ Disseminate and take precautionary measures. Focus on live saving measures for yourself, your family, stakeholders and if possible then take a responsibility for

community at a large.

- ✓ Participate in coordination meeting of your association or network.
- ✓ Assess the likely impact after the disaster on livelihood and others important sectors where they are functioning.
- ✓ Take immediate support from the respective community level committee for live saving measures.
- ✓ Immediate support of logistics, technical guidance to the DMTs in the community.
- ✓ During recovery phase, supporting the administration in planning, guiding etc.
- ✓ Follow the contingency action plan for quick recovery of respective function.

2. DRR and Mitigation actions:

The Disaster Risk Reduction key actions for these groups are:

The group shall:

- ✓ Understand the disaster risks in Madhubani, shall consider disaster risk reduction a priority.
- ✓ Analysis the likely impact of identified hazard on their infrastructure, livelihood, shall also analysis other potential hazards which can disrupt their function.
- ✓ Take measure to mitigate the impact of these risks.
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Identify disaster resilient livelihood option in the community itself.
- ✓ Encourage the vulnerable people like women, poor and disabled to acquire skills to earn their livelihood and to take a leadership in influencing the decision makers to adopt the risk reduction measures in developmental projects.
- ✓ Create awareness among the members and organize workshops to build the Capacity of women, poor and other vulnerable to avoid any exploitation and harassment during any disaster.
- ✓ Promote an environment where the rights of women, children and other vulnerable group should be respected.
- ✓ Identify government schemes in their sector and integrate DRR measures.
- ✓ Participate in training and capacity building activities organised by DDMA, government, non government agencies etc.
- ✓ Organize mass campaign on health and hygiene, mitigation and prevention measures and do's and don'ts during any disaster.
- ✓ Sensitize the colleagues on gender and children specific issues.
- ✓ Keep backups for important accounts and information and/or store files in safe places free from any potential disaster risks.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their

functions.

- ✓ Ensure sufficient preparedness is there for emergency response.
- ✓ The farmer groups shall identify disaster resilient food crops and disaster resilient storage houses.

Coordination and Integration:

These groups make an important part of the disaster management system at district level. The group being a part of community can play a vital role in building coordination between the community and the nodal agencies, the representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, DDMA and other important structures.

Accountability:

The group representatives shall be accountable for implementation of all agreed decisions, where they represent. They are also accountable to existing law of the country.

Transporters (Train, Road and Ferries)

About this Group:

This group provides the infrastructure for commutation and transporting the material, essential commodities and other resources. It plays an important part in the life of private individuals, general public, govt. organisations and provides the travelling facilities.

The essential commodities are supplied through the transportation from different states. The good transport system at any place ensures that the inflation rate is low and the person is able to get the things cheap. People travel to their destination in time and the administration of the area also becomes efficient. This group provides vital support to the govt. in transportation of the machine and essential commodities.

This group includes private transporters, taxi services owners, boat services owners etc.

Role:

The role of this group is very important as the transport system is a life line of any place. They help the govt. and general public in supplying the goods to the market, hospitals and industries. An efficient transport system at any place reduces the effects of any disaster. They help the community in maintaining the supply chain management during disasters.

Objectives:

This group shall be engaged in emergency response and recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing impact of disasters on their functionality.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on EW to all direct and indirect stakeholders in your business in a manner that ensures everyone receives the information and understand it.

- ✓ Participate in coordination meeting of your association or network.
- ✓ Provide the transport infrastructure to the govt (Extending help in search, rescue and evacuation to the existing administration, transporting food and relief material in the disaster affected areas).
- ✓ Transportation of resource material or human resource to the affected areas.
- ✓ Integrate the response action with the ESF agencies.
- ✓ After disaster, on activation of response, assess the situation and its likely impact on the lives of direct stakeholders and the business operations.
- ✓ After securing lives and live support services take measures to preserve business operations and act as per contingency plans for quick recovery.

2. DRR and Mitigation actions:

The disaster risk reduction key actions for these groups are:

The Group shall:

- ✓ Understand the disaster risks in Madhubani, the group shall consider disaster risk reduction a priority and integrate with different government, non government disaster management system in the district.
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Analyse the impact of identified hazards on their business operations. They shall also analyse other potential hazards that may impact their business operations.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their business.
- ✓ Spread awareness in the society on the disaster risks and actions to be taken by them to reduce them.
- ✓ Boat services owners should be in direct contact with the DDMA and other ESF nodal agencies.
- ✓ Develop mechanism for the regular weather update.
- ✓ Organise formal and informal seminars or discussions in their networks and business associations on reducing disaster risks.
- ✓ Participate in training and capacity building activities organised by DDMA, government, non government agencies, corporate associations etc.
- ✓ Network with state and national level chapters of SMEs clusters, trade and business associations etc and join seminars and training activities organised by them.
- ✓ Ensure the office buildings and infrastructures have earthquake and flood resilient structures.
- ✓ Encouraging the groups and sub groups to adopt disaster resilient features in the manufacturing of vehicles, boats or any industrial unit.

- ✓ Keep backups for important accounts and business information and/or store files in safe places free from any potential disaster risks.
- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans for business operations, test and validate them.
- ✓ Create some budget for disaster preparedness, risk reduction and response.
- ✓ Insure important business components, vehicles, boats mechanical parts to transfer risks in case of any eventuality.
- ✓ Apart from your business interests take similar risk reduction measures at your household level for preserving lives of your family and also for some vulnerable stakeholders engaged with you (or not) as part of your social responsibility.

Coordination and Integration:

These groups make an important part of the disaster management system at district level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs (for examples transporters dealing in WASH supplies shall link with WASH ESF coordinated by PHED) b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, DDMA and other important structures.

Accountability:

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country and shall attempt to create mechanisms by which they can be accountable to clientele they serve during normal times. This may help in building their goodwill and economic interests in long term.

Youth, NSS, NCC, Scouts and Guides Group

About this group:

The youth group forms a large section of the total population and works for the social development of the community voluntarily.

The youth group includes Youth Associations, NSS, NCC, Scouts and Guides etc who are engaged in providing leadership and dedicated to provide voluntary support for the community in all aspects of life.

The youth's groups and association is a platform where all the youth gets an equal opportunity to built their capacity and share their interest with their own age groups people and play an assertive and constructive role in the regeneration of their communities..

Role:

Human resource of organized, trained and motivated youth, to provide leadership in all walks of life and be always available for the service.

Objectives:

This group shall be engaged in disaster risk reduction, emergency response and recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing impact of disasters on their functionality.

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.

- ✓ Disseminate information on EW to all direct and indirect stakeholders in your business in a manner that ensures everyone receives the information and understand it.
- ✓ Take precautionary measures to save yourself, your family and if it's possible then for your community.
- ✓ After disaster, on activation of response, assess the situation and it's likely impact on the lives of the community.
- ✓ Coordinate with the respective nodal agency in evacuating men and materials to the safer sites.
- ✓ Coordinate with respective nodal ESF to provide support in search and rescue, relief programmes.
- ✓ Provide support in removing debris, clearing of roads etc.
- ✓ Coordinate with the nodal agency in identifying the weak buildings and destroy them.
- ✓ Provide support the security force in guarding the important buildings and in maintaining law and order.
- ✓ After securing lives and live support services take actions as per contingency plans for quick recovery.

2. DRR and Mitigation actions:

The youth groups shall:

- ✓ Understand the disaster risks in Madhubani and shall consider disaster risk reduction a priority and integrate with different government, non government disaster management system in the district.
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Analyse the impact of identified hazards on their voluntary operations. They shall also analyse other potential hazards that may impact their voluntary operations.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Formulation of SOPs/Plans, updating data and revision of Plans SOPs pertaining to their

given area.

- ✓ Establish and practice protocols for Early Warning approval and dissemination and make a check list of warning system and be aware of EW mechanisms.
- ✓ Build the capacity of the unit , youth/cadets and train them in search and rescue, first aid and other life saving technique.
- ✓ Participate in training and capacity building activities organised by DDMA, government etc.
- ✓ Built physical preparedness to prevent loss due to disaster.
- ✓ Organize regular mock drill in the educational institutions/group of cadets and rehears on the Do's and Don'ts of disasters.
- ✓ Network with state and national youth groups and participate in the trainings, seminars and mock drills organised by them.
- ✓ Ensure that the buildings of training centres and other structures are earthquake and flood resilient.
- ✓ Support the community in building disaster resilient buildings.
- ✓ Keep backups for important accounts and information and/or store files in safe places free from any potential disaster risks.
- ✓ Prepare a check list of items needed in disaster situation and ensure sufficient men power and stock to be available for any emergency.
- ✓ Encourage the community youth in acquiring higher education and skill to earn their livelihood and to influence the decision makers to adopt the risk reduction measures in developmental projects

Coordination and Integration:

These groups make an important part of the disaster management system at district level especially in search and rescue and evacuation programme. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs (for examples all youths groups dealing in Search and Rescue shall link with S&R ESF) b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, DDMA and other important structures.

Accountability:

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country.

District Magistrate
Chairman, District Disaster Management Authority (DDMA)
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