

Draft Template for preparation of Departmental Disaster Management Plan

(Note: This Template is indicative only – Department may add / delete / modify as per relevance)

Chapter 1: Introduction

- **Profile of the Department**
- **Objectives of Departmental Disaster Management Plan**

Chapter 2: Hazard & Vulnerability Scenario

- Prevalent hazards in the State (Natural & Man-made)
- Likely geographical extent and magnitude / severity
- Magnitude of the likely losses due to disasters
- Overview of specific tasks undertaken by the Deptt during previous disasters (Consider last 50 years: Both Natural & Man-made Disasters)

Chapter 3: Main Tasks of the Deptt and possibilities of integration of related disaster management aspects in these (At State, District and Local Levels)

- Pre-disaster (Awareness, Training & Capacity Building, Procurement of Equipments, Planning & others)
- During disaster (Rescue & Relief, Essential Services and others)
- Post-disaster (Repair of departmental infrastructures, Restoration of departmental services & others)
- Other services extended
- Incorporation of disaster management aspects in departmental works

Chapter 4: Phase-wise description of departmental responsibilities / activities

(Prepare Hazard-wise viz. Flood, earthquake, Cyclone, Fire, Landslide, Epidemic, Erosion, etc.)

(a) Pre-disaster:

- 1. Preparedness Plan**
- 2. Prevention & Mitigation Plan**

(b) During disaster:

- 3. Response Plan**
 - Mechanism for early warning and dissemination thereof
 - Trigger Mechanism for response
 - Constitution of the Incident Response Teams (IRTs) at all levels with provision of delegation of authority

- Reporting procedures and formats
- System of assessing the damage from any disaster
- Roles and responsibilities and coordination mechanism for the department
- Disaster Specific Response Plan
- Identification of suppliers for departmental supplies and pre-contracting for supplies in case of emergencies
- Search & Rescue
- Relief camp management
- Procurement & distribution of relief materials

(c) Post-disaster:

4. **Recovery Plan** (Rehabilitation & Reconstruction Plan)
 - Restoration of lifeline & critical infrastructure facilities
 - Restoration of departmental services

Chapter 5: Programmes proposed within routine departmental works for disaster prevention & mitigation and strategy for its successful implementation

- Strengthening / retrofitting of departmental infrastructures
- Framework / roadmap for disaster prevention and mitigation programmes in the light of the routine departmental tasks
- Administrative & financial arrangements for these programmes

Chapter 6: Departmental Capacity Building Policy for Disaster Management

- Capacity of the department to deal with the identified disaster – institutional, organizational, and infrastructural
- Gaps in the existing capacity

Chapter 7: Review, Upgradation, Dissemination of DM Plan

- DM Plan is a “living document” : Regular improvement and up-dating of the same will be required at least once a year. Disaster Management Plan will be subject to review each year by the Revenue & Disaster Management Department with new suggestions and new addition of improved mechanism.
- System of updation
- Dissemination of DM Plan to stakeholders

Chapter 8: Knowledge Management

- Identification of knowledge institutions and mechanism of knowledge sharing

- Need of creating network of knowledge institutions for scientific data & related research for mitigation projects
- Documentation of lessons learnt
- Documentation of best practices and uploading of the same in the departmental websites

Annexures:

Annexure-1: Details of the main departmental officials (Name Designation, Contact Details)

Annexure-2: Functional Organization Structures at State, District & Local Levels

Annexure-3: Inventory of departmental resources (Resources, Capacity, Location, etc.)

Annexure-4: Details of the Officers at State and District Levels responsible for discharge of departmental functions (Name, Designation, Contact details)

Annexure-5: Special decision making procedures and operating procedures for disaster situation

Annexure-6: Details of departmental budget provision for disaster management related activities

- For pre-disaster awareness, capacity building and others
- For pre-disaster prevention & mitigation
- For ensuring procurement of essential tools & equipments
- For pre-disaster mock exercises
- For the discharge of identified responsibilities during disaster
- For reconstruction & restoration

Annexure-7: Departmental Standard Operating Procedures (SOPs)

SOPs should be:

- Written guidelines that precisely defines how operations are to be carried out
- An organizational directive that establishes a standard course of action
- Written guidelines that explain what is expected and required for the officials
- Important Govt Orders (as annexures)

Annexure-8: Updated important contact numbers of the support functionaries, officers, line Deptts and any other important telephone numbers.