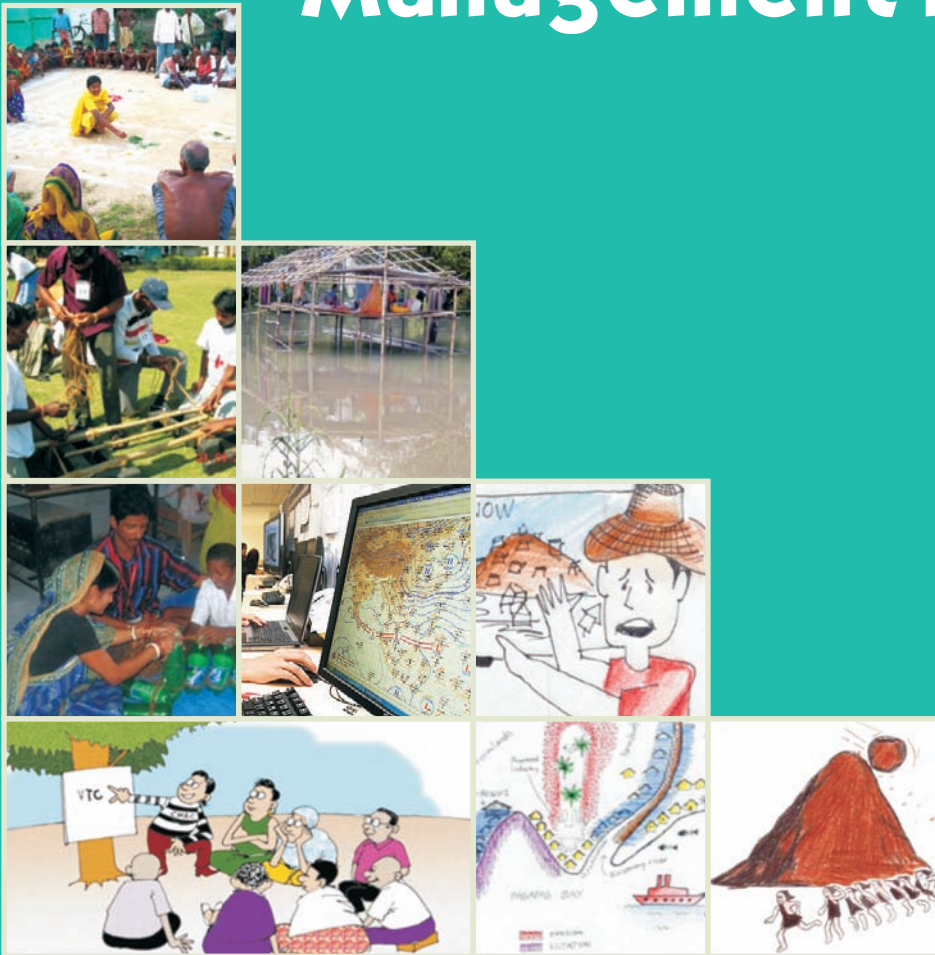




सत्यमेव जयते

Village Disaster Management Plan





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Village Disaster Management Plan

Ajinder Walia

Sushma Guleria



Towards a disaster free India

National Institute of Disaster Management

(Ministry of Home Affairs, Govt. of India)

5-B, I.P. Estate, M.G. Road

New Delhi – 110 002

TRAINING MODULE on VILLAGE DISASTER MANAGEMENT PLAN

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Printing Committee

Dr. Surya Parkash
Mr. Ramesh Kumar
Mr. Shekhar Chaturvedi
Mr. S. K. Tiwari

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Dr. SATENDRA, IFS
Executive Director

FOREWORD



Development of Village Disaster Management Plan is the most important ingredient in implementing Community Based Disaster Risk Management in any area. It refers to a list of activities a village agrees to follow to prevent loss of life, livelihoods and property in case a disaster .It also identifies in advance, action to be taken by individuals in the community so that each one knows what to do when a disaster strikes or when a warning is received. The main objective is to empower the community to deal with disasters on their own as a way of life.

In this context, National Institute of Disaster Management (NIDM) has developed a training module on “Village disaster Management Plan “to help the trainers working at the grass root level to build the capacity of community to develop village disaster management plan. The training module is the result of the work of many trainers working in the area of community issues and specifically community based disaster risk management. The majority of the activities presented here have been used by trainers all across the globe. Some of the activities have been developed by NIDM faculty; and many more have been used and adapted by so many trainers over the years that it is not possible to trace their original sources. However, wherever we have been able to identify the source, we have always cited it. We would be glad to hear from anyone whose material has not been fully acknowledged; so that omissions can be corrected should the training module be reprinted.

We are thankful to our reviewers Dr. Antony Gnanamuthu, and Mr. M.P Vasimalai, Dhan Foundation for their valuable inputs and suggestions. It surely helped a lot to improve the quality of this training module.

I am also thankful to the authors who developed this module all on their own without seeking external assistance.

I hope this training module will help the trainers to build the capacity of the human resource of the country to make India a disaster resilient nation.



(Dr Satendra)
Executive Director

INTRODUCTION

The paradigm shift in approach towards management of disasters accentuates the needs for risk reduction at the community level in India. It focuses on developing the capacity and skills of the community so that they can deal with the disasters as a way of life. In the recent years, a number of initiatives have taken place for reducing the risks of disasters at the community level which have assumed the nomenclature of 'Community Based Disaster Risk Management (CBDRM)'. Making a village disaster management plan is a vital and indispensable component of CBDRM. The CBDRM approach provides opportunities for the local community to evaluate their own situation based on their own experiences initially. Under this approach, the local community not only becomes part of creating plans and decisions, but also becomes a major player in its implementation.

The rationale for involving communities in disaster preparedness and mitigation activities is based on the assumption that community is the real sufferer and the first responder and it has developed its own coping mechanisms and strategy to reduce the impact of disaster. It is imperative to appreciate this local knowledge and resources, and to build on them in order to improve the capacity of the people to withstand the impact of disasters. Moreover, ownership of disaster reduction should not be stripped from local people who would be left even more powerless in case external intervention does not occur. In fact building community leadership and a chain of trained community cadres through participatory approach can help harness the resilience and resourcefulness of the community to cope up with exigencies. Involvement and participation of the communities will ensure a collective and coordinated action during emergencies. Hence, disaster reduction activities should be based on participatory approaches involving local communities as much as possible, considering them as proactive stakeholders and not passive targets for intervention. Furthermore it is not only the "big" disasters that destroy life and livelihoods. Accumulated losses from small floods, droughts and landslides can exceed the losses from big disasters and contribute significantly to increased vulnerability at the local level. These disasters attract little media attention and communities are often left on their own to cope with the destruction. This provides another reason to invest in Community Based Disaster Risk Management.

Realizing the pivotal role played by the community, the National Institute of Disaster Management has developed a training module on "Village Disaster

Management Plan” (VDMP). This module aims to develop the capacity and skill of the community to make and implement plans at the local level for mitigating the impact of hazards and preventing them from becoming disasters. This module can be used by people working in the field of disaster management and development issues to guide the community to prepare and implement a village disaster management plan.

DURATION

The duration of the training programme will be three days. Since, this is a field based programme involving lot of activities and exercises, therefore, if need arises, the trainer may like to extend the duration of the module depending upon the interest and involvement of the participant group. The trainer is encouraged to utilize one day prior to commencement of this training module on VDMP for orientation of the participants towards basic concepts of disaster management along with adequate management and mitigation of hazards prevalent in their respective geographic areas.

OBJECTIVES

The objectives of the programme are as follows:

1. To explain the concept of village disaster management plan,
2. To describe the process of development of village level disaster management plan,
3. To describe the main components of the plan,
4. To highlight the Standard Operating Procedure for Disaster Management Committees and Disaster Management Teams in various phases of disasters, and;
5. To discuss the process of updation of the plan.

WHO SHALL USE THIS MODULE

This training module is developed for local level functionaries like Disaster Management practitioners, Trainers in disaster management, CBDRM, Civil defense volunteers, Elected representatives of the gram panchayat, Community Based Organization (CBO) and Non-governmental Organization (NGO) members. After completing the programme, these participants will be expected to train grass root level /cutting edge workers such as Disaster Management Teams,

Disaster Management workers, ICDS workers, Anganwadi members, ASHA workers, Auxiliary health workers, Patwaris, Religious leaders, NYKS/NSS, Local NGO's working in the area etc.

Since this is more of an exercise based training programme, the ideal number of participation per programme is 20.

HOW TO USE THE MODULE

The entire module is a process oriented module where the participation of the participants will play a major role. This is a learner centered module where the trainer would be facilitating all the information coming from the participants.

VENUE

This is a field based programme and so, the venue is the field itself. The training programme can be conducted at either of the following places in the village.

- Community Hall
- Temple premises
- Under the shade of the tree where the villagers usually gather for meetings.
- School Building premise
- Panchayat office

LANGUAGE OF INSTRUCTION

The medium of instruction can be the local language.

STRUCTURE OF THE MODULE

The module has been divided into three sub modules. The detailed work plan is as follows:

Day 1

Sub module 1: Village Disaster Management Plan - An overview

Topic	Time
VDMP	
Introduction of the participants Setting the tone of the training programme	15 Minutes
What is Village Disaster Management Plan?	15 Minutes
Village Disaster Management Plan: Need and Utility	15 Minutes
Framework For Village Disaster Management Plan	15 Minutes
Activity	15 Minutes
Process of Development of VDMP	15 Minutes
Sub Module 2: Situational & Hazard, Vulnerability, Capacity And Risk Analysis	
Steps in Village Disaster Management Plan	15 Minutes
Situational Analysis of Village	30 Minutes
Hazard Analysis: Tools and Techniques	45 Minutes
Vulnerability Analysis: Tools and Techniques	60 Minutes
Capacity/Resource Analysis: Tools and Techniques	60 Minutes
Risk Analysis	30 Minutes

Day 2

Sub module 2: Response and Mitigation & Preparedness Plan

Topic	Time
Response	
Disaster Management Committee: Constitution and Role	30 Minutes
Disaster Management Teams and Types	90 Minutes
Mitigation and Preparedness	
Standard Operating Procedures of Disaster Management Teams in Pre Disaster Phase	90 Minutes
Identifying Safe Evacuation Routes	30 Minutes
Community level Mitigation Program	30 Minutes
Skill training	60 Minutes
Mock Drills	30 Minutes

Day 3

Topic	Time
Financial Mechanism	
Community Contingency Fund	40 Minutes
Community Disaster Resilience Fund	40 Minutes
Development Schemes and Disaster Mitigation	90 Minutes
Contact details	40 Minutes
Updation Mechanism	20 Minutes
Family Disaster Preparedness Plan	90 Minutes
Family Disaster Supplies Kit	40 Minutes

Submodule 1

VILLAGE DISASTER MANAGEMENT PLAN : AN OVERVIEW

Learning Objectives

At the end of the session, you should be able to:

- Explain the concept of village disaster management plan
- Highlight the need for developing village disaster management plan.
- Devise a framework for the development of the plan

Materials Needed:

Flip Charts, Markers, Laptop, LCD/Projector, charts and Blackboard.

Key Concepts

Topic 1 : Concept of VDMP

Topic 2 : Need for developing VDMP

Topic 3 : Framework & Components of VDMP

Topic 4 : Suggested Activity

Topic 5 : Process of developing VDMP

Topic 1

What is Village Disaster Management Plan?

Duration: 15 minutes

Training Methodology: Brainstorming

Training Note: The trainer can initiate the session by asking the participants to brainstorm and discuss on what they understand about village disaster management plan.

Planning is the process of setting goals, developing strategies, and outlining tasks and schedules to accomplish the goals. Planning will help in forecasting the future, makes the future visible to some extent. By planning ahead, we may be able to save our assets and income for use during emergencies and thus, a VDMP can prove to be beneficial as:

- It outlines the process by which the village should manage the disaster

Submodule 1- Village Disaster Management Plan: An Overview

- It can be used to tap human and material resources in the aftermath of a disaster
- It lists down the contact details of important administrative officials ensuring quick communication with the administrative officials.
- It describes the roles and responsibilities of the concerned officials and teams in the wake of a disaster.
- It can play a vital role in helping to avoid mistakes or recognize hidden opportunities.

Nobody can predict the year and month when a disaster will hit. It is however, possible to minimize the impact of a disaster and reduce the loss of life and property if adequate preparations are made at the household and village level. Development of a village disaster management plan is a process through which every unit in the village is made aware of the various facets of disaster preparedness and response and their capacity is enhanced to meet the exigency.

During times of crisis, contingency plans are often developed to explore and prepare for any eventuality. When we talk of a village disaster management plan, we refer to a list of activities which a village agrees to follow to prevent loss of life, livelihoods and property, in case a disaster strikes. The plan strives for effective coordination of human and material resources which may facilitate a better response thus helping in saving precious lives. It also identifies in advance, actions to be taken by the individuals in the community to prevent hazards from becoming disasters. Every village is different in terms of its inhabitants, geography and resources and its way of arriving at community decisions. Hence, a village disaster management plan will vary from village to village.

Topic 2

Village Disaster Management Plan (VDMP): Need and Utility

Duration: 15 minutes

Training Methodology: Discussion & Interactive session

Training Note: The trainer can ask and discuss with the participants what they want to achieve by preparing a village disaster management plan.

The village disaster management plan is a document which details out the past hazard profile of the village and the present vulnerability status on the basis of which we can prepare our future. The plan is essentially a preparedness tools which can be used during an emergency by the administration as well as the community to have an insight into the location of available men and material

local resources in the village. The VDMP must have the following features:

- Have a clearly stated objective or set of objectives
- Reflect a systematic sequence of activities in a logical and clear manner
- Assign specific tasks and responsibilities
- Offer a benchmark against which actual performance can be measured and reviewed
- Integrate its activities, tasks and responsibilities to enable the overall objective or series of objectives to be achieved

Topic 3

Framework for VDMP

Duration: 15 minutes

Training Methodology: Power Point Presentation & Discussion

Training Note: The trainer can sum up the following points in the form of a power point and present it to the participants.

The development of disaster management plan at the village level aims at building the capacity and resilience of the community to equip them with skills so that management of various hazards becomes a way of life for them. The framework of VDMP is built around the following four pillars.

1. **Development of Village Disaster Management Plan** by the local participants ensures ownership and reflects local conditions. The plan has to be prepared through a participatory approach on the basis of facilitation provided by external resource persons.
2. **Disaster Management Committees and Teams** have to be formed at the village level to facilitate the process of Community Based Disaster Preparedness. The disaster management committees can plan the process of disaster management in the village while teams may be constituted to carry out important tasks. like issuance of warning ,evacuation and response, first aid, damage assessment, water and sanitation, carcass disposal, shelter management, psychosocial counseling, relief management and rehabilitation
3. **Mock Drills** check the response of the community in a mock environment. They have to be conducted at regular intervals on the basis of plan prepared by the community. The mock drills will be a form of rehearsal in which the response of the community and the efficacy of the administration will be

tested. The mock drill will also test the applicability of the village disaster management plan.

4. **Awareness** has to be generated amongst the community through various mediums like televisions, radio and print media. These campaigns are carried out through rallies, street plays, competitions in schools, distribution of IEC materials, wall paintings on do's and don'ts for various hazards. Meetings with key persons of a village such as the village head, health worker, school teachers, elected representatives and members of the youth clubs and women also motivate the villagers to carry forward these plans for a safer living.

Topic 4

Activity

Duration: 15 minutes

Training Methodology: Group Discussion & Problem Solving

Training Aid: Handout No 1

The session can be started with a small exercise. The exercise can be conducted by performing the following steps:

Step 1: Distribute handout 1 to all the participants and give them 2 minutes to read it.

Step 2: Now ask the participants:

- Why did the facilitator find himself alone on the first day?
- How did he finally solve the problem? Thanks to whom?
- What are the factors (attitude, gestures and words) that can determine whether or not you will be accepted or rejected by a community? List them in two separate columns
- Who are the people that can help you to gain acceptance in your community?
- Have you experienced, or do you know of, cases of facilitators being accepted or rejected by their communities? Explain the reasons for their rejection or acceptance

Guidelines to the Facilitator

1. Make the session participatory and interactive by encouraging participants to make comments and come up with the suggestions.
2. By the end of this section, you should be able to:

- Explain the importance of gaining acceptance in a community.
- Describe the different ways of entering and gaining acceptance in a community.

Learning Points

1. The facilitator did not realize that he could not simply invite the women of the village to a meeting without respecting the community's customs. **He needs the support of recognized powers of authority to successfully carry out his activities and be recognized and accepted as a member of the community.**
2. In the first example, we found that the facilitator came from a neighboring community but in many cases, facilitators having the required qualifications are selected from within the community. **Whether from the same community or not, it is important that the facilitator respect the local cultural norms.**
3. Facilitators should also clearly **focus on the objectives while remaining flexible** in the way they achieve them, especially when it comes to dealing with people. **It is important that the facilitator know the values and taboos of the community and that s/he avoid breaking them.**
4. The facilitator must be aware that s/he might represent a cultural difference in the eyes of the community members. Therefore, her/his entry into a community will not always be easy. S/he must know that s/he will need to identify the right people in the community who can explain to her/him the codes, taboos and rules of the community. S/he must also identify the people who can introduce her/him to the most influential members of the community

Topic 5

Process of development of VDMP

Duration: 15 minutes

Training Methodology: Focused Group Discussion

Training Note: The participants will already be sensitized about the concept by performing the above mentioned activity. This session will be an offshoot of the previous activity.

Community sensitization and mobilization is important for seeking community support and promoting its involvement in development activities that affect the lives of its members. An analysis of projects that have failed in the past shows that failure occurs because:

Submodule 1- Village Disaster Management Plan: An Overview

- The people concerned were not involved in the planning, implementation and monitoring of programmes which affected their lives;
- There was an insufficient level of participation of the beneficiaries.

Today, it is known that there is an urgent need to involve people in the process of identifying their needs and problems as well as in the choice of the solutions. These solutions should favour the use of local resources. There are various ways of involving people in the analysis of problems, the planning, the implementation and the monitoring of development activities. Therefore, facilitators should be able to:

- Understand the values and norms of the community.
- Obtain information and share it with the community.
- Employ participatory techniques for the collection and use of information.
- Plan and conduct meetings between the different communities.
- Employ different communication techniques.
- Know how to work with adult communities.
- Have different working strategies with the community.
- Understand the local dynamics.
- Mobilize community resources and community actions.

The village disaster management plan, as the name suggests, has to be made by the inhabitants of the village itself. Some of the key considerations that can be kept in mind while interacting with the participants can be:

- **Representation:** The participant group should be represented by key persons, men, women, youth, elderly, challenged population, artisans, fisher folk, marginal farmers, wage labourers. Community based groups like Self help groups, farmers committees etc should form a part of the team engaged in making the plan. Every one in the village should be represented in the meetings so they can share their concerns, experiences and expertise while the plan is being made.



- **Facilitators:** To carry forward the process of discussions and guide the community towards drawing a workable plan, the involvement of NGOs, CBO, community leaders, elected representatives like Sarpanch, members of the co-operative society, key persons like teachers, heads of religious organizations etc is necessary. They possess the necessary authority, skills to motivate the community, conduct these sessions and make sure that decisions are arrived at through participatory discussions.
- **Timing:** The sessions in the village should be conducted during the hours which are suitable for the community. The meetings should be organized in small groups which are manageable and give everyone a chance to express their opinions and ideas.
- **Parameters for understanding community:** For understanding the community, one needs to gather information about needs and resources of the community. A framework for understanding the community's development position (i.e. the level of development) and the context in which disasters could impact includes the following basic elements
 1. **Social groups:** What are the main ethnic, class, religion and language-based groups in the community? Who is in the majority, who is in the minority, what is the nature of their relationships?
 2. **Cultural arrangements:** How are the family and community level structures organized? What hierarchies exist? What are the common ways of behaving, celebrating, and expressing?
 3. **Economic activities:** What are the major livelihood sources and what are the associated activities that people carry out? What is the division of labor? What is the relationship between livelihood activities and seasonality?
 4. **Spatial characteristics:** What are the locations of housing areas, public service facilities (e.g. schools, temples, health clinics, and evacuation centers), agricultural land

Submodule 1- Village Disaster Management Plan: An Overview

- **Rapport Building:** Building rapport and trust with the community is an essential in the process for development of VDMP. A relationship of trust, friendship and rapport is the key to facilitation of appropriate participation. If community members have trust in the outsiders who are working with them, then open sharing about issues, problems, concerns and solutions can take place. In addition to gaining the trust of local people, rapport building will also lead to a greater understanding of the local culture, another essential component of the planning process.



Facilitators can take a number of actions in order to build trust with community people. These can include the following:

- Living in the community
- Being transparent and open about who they are and what is being done
- Participating in daily life in the community, as well as community activities and cultural events
- Listening to local people about their life, issues and problems
- Learning new skills from local people
- Performing local tasks

The behavior of facilitators is very important in establishing a proper relationship of trust and openness. Ways in which outsiders should behave include:

- Show humility
- Respect local culture, problems and way of life
- Be patient
- Have interest in what people have to say
- Be observant rather than judgmental

Have confidence that local people can achieve what they set out to do, and transmit that confidence

You caution people against assuming that you will solve the problems but point out that the community has the potential resources to solve its own problems. All it needs is their will and some management skills which you can help them get.

Resources:

1. Imelda Abarquez and Zubair Murshed (2004), Community Based Disaster Risk Management: Field Practitioners Handbook, Asian Disaster Preparedness Centre, Bangkok.
2. Oxfam GB (2000), Village Contingency Plan for Cyclones, Bookline Publications, Hyderabad.
3. United Nations Educational, Scientific and Cultural Organization (2006), Handbook for Literacy and Non-Formal Education Facilitators in Africa, UNLD-Life Publication.
4. Local level Risk Management Framework: Indian Experience, An initiative under the GOI-UNDP Disaster Risk Management Programme, Government of India, Ministry of Home Affairs, National Disaster Management Division

HANDOUT NO 1

A facilitator arrives in a Muslim village and invites the women to an information meeting. The next day, he finds himself alone at the start of the meeting. He turns to his host, who advises him to go and see the Imam. With his package, as is the custom, and accompanied by his host, the facilitator goes to visit the Imam and tells him his problem. He explains the advantages of literacy programmes for women and requests the Imam's blessings for the meeting. After this visit, the following meeting organized at the learning centre attracted a large crowd. In another near-by village, the start-up activities of the community school were delayed because the Imam was opposed to them. With time, the facilitator was able to gain the respect of the Imam and managed to convince him to open the literacy centre, on the condition that a class of Koranic teaching be organized, under the supervision of the Imam.

(Source: United Nations Educational, Scientific and Cultural Organization (2006), Handout for literacy and Non formal Education Facilitators in Africa, UNLD-Life Publication)

Formal Education
Facilitators in Africa

Submodule 2

Part (A)

SITUATIONAL & HAZARD, VULNERABILITY, CAPACITY AND RISK ANALYSIS

Learning Objectives

At the end of the session, you should be able to:

- List out the steps involved in making a village disaster management plan,
- Explain the process of undertaking a situational analysis of the village,
- Explain the process of conducting hazard, vulnerability, capacity and risk analysis of the village, and;
- Illustrate the tools that can be used for carrying out the hazard, vulnerability, capacity and risk analysis.

Materials Needed:

Flip Charts, Markers, Laptop, LCD/Projector, charts and Blackboard.

Key Concepts

Topic 1 : Steps in Village Disaster Management Plan

Topic 2 : Situational Analysis of Village

Topic 3 : Hazard Analysis: Tools and Techniques

Topic 4 : Vulnerability Analysis: Tools and Techniques

Topic 5 : Capacity/Resource Analysis: Tools and Techniques

Topic 6 : Risk Analysis

Topic 1

Steps in Village Disaster Management Plan

Duration: 15 minutes

Training Methodology: Free Listing & Discussion

Training Note: The trainer can initiate the session by posing the question to the participants, "What information do you think is required for making a disaster management plan?" and listing of all the information. The trainer can pick leads from the response of the participants and give his inputs in the discussion.

The following steps are required in making a Village Disaster Management Plan:

1. Situational analysis of the Village
2. Hazard, Vulnerability, Capacity and Risk Assessment
3. Response Plan
4. Mitigation and Preparedness plan
5. Contact Details & Updation mechanism
6. Annexure

Topic 2

Situational Analysis

Duration: 30 minutes

Training Methodology: Free Listing

Training Note: A rough sketch of the map is drawn by the participants and the existing situation of the village is depicted on the map by them with the assistance of the trainer. An updated revenue map of the village can be used as a reference for carrying out this exercise. Trainers may like to keep this in mind that a revenue map would only be depicting the geographic area but, other local details need to be captured by the participants on the sketch to be drawn by them.

The situational profile would include information like population, geographical area, temperature, rainfall, agricultural land, cropping pattern, education, economy, occupation, literacy rate, income, rivers, road, industries, hospitals, schools, temples, sex ratio, families below poverty line, livelihood pattern, drinking water sources, critical establishments and other critical infrastructure.

The participants can be asked to depict the following information on the map of the village. The information which can be depicted on the map can be collated and used as a supplement for assessing the current situation of the village.

- Village surrounded by in the North, South, East, and Western directions.
- Distance to the nearest village
- Hills, hillocks, elevated land, inclines, low lying areas, high tide lines etc
- Nearest water bodies and distance from sea

- Number of Men, women, children, disabled, elderly and Transgender population. Segregated data for aged population, pregnant mothers, those dependent upon specific medications for their survival etc. can also be mapped.
- Housing Type :Kutcha, Pucca, Semi-kutcha houses
- Natural resources in the village, for e.g. Lands and fields, Forests/ Trees, Tanks and ponds / Tube Wells / Wells etc
- Different livelihoods practiced in the village, for e.g. agriculture, fishing, seed collection, weaving, wage labour work and so on
- List of assets of the community, for e.g. Boats, fishing crafts, Nets, Irrigation facilities of farmers, implements, food grain stores and other inventories, implements of artisans etc
- Existing safe and risk prone infrastructure in the village and their location (detailed out in resource mapping)

This information is put up on a map and displayed. The participants study it and suggest any errors or oversights there may have been. The mapping session is important for situational analysis because the following stages to contingency planning depend on the information listed.

Topic 3

Hazard Analysis: Tools and Techniques

Duration: 45 minutes

Training Methodology: Process oriented free session

Training Note: The trainer can initiate the discussion by explaining the concept of hazard and ask the participants to provide their inputs.

Hazard Analysis

It refers to prioritizing disasters based on its frequency and analysis of the estimated losses. This can be carried out by taking the help of elderly people of the village. The villagers analyze the losses that they had incurred during various disasters and learn the best practices carried out. This is an important activity as it forms the basis for preparedness and mitigation plans.

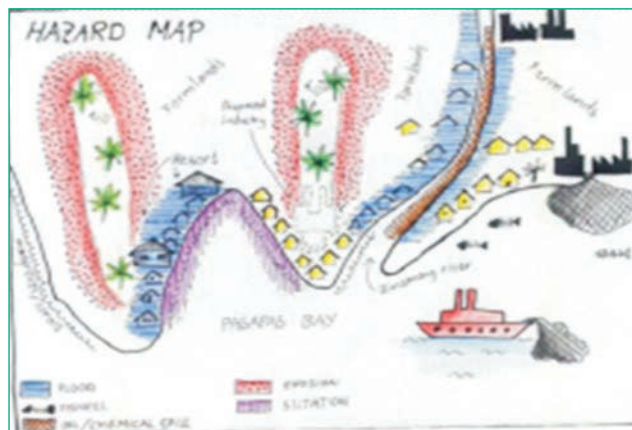
The participants would be asked to review and analyze the occurrence of past disasters and hazards. Group discussions along with the elderly population, teachers and children can be held focusing on the disasters and hazards faced by the community for the past one year to past fifteen years, kind and nature

of disasters and hazards faced, experience in the last hazard faced, warning issued, damage caused, response to the disaster, relief and rehabilitation process, traditional methods of coping of the community, gaps in management of the hazard, lessons learnt. It can be useful in understanding the nature, intensity and behavior of the past disasters and hazards. The elderly population can share vital information and experience about the past while the presence of children in the group discussion would ensure that the experience is passed on to the next generation.

The participants may be asked to identify both natural as well as human made hazards. Natural hazards may include floods, drought, earthquake, cyclone, sandstorm, cloudburst etc. human made hazards for the community may include industrial and chemical accidents, road and railway accidents, fire, epidemic, building collapse, communal violence etc. A seasonal calendar may be developed by the community on the basis of the frequency and time of the occurrence of the hazard.

Tools for hazard analysis

1. **Hazard Mapping:** It is a visual representation of the village by the community. It is a rough spatial overview and sketches of the area and specific locations which are vulnerable to various hazards or which has been hit by disasters in the past. The main feature of hazard mapping is to facilitate discussion on issues pertinent to hazards. It is made by men and women, who know the area and are willing to share their experiences on large sheets.



Trainer's Note: The trainer can keep the following points in mind while guiding the village members in drawing hazard map (rough sketch) of the village.

- Decide about the kind of sketch that should be drawn

- Choose a suitable place (ground, floor, paper) and medium (sticks, stones, seeds, pencils, chalk) for the map
 - Help the community to get started but let them draw the sketch by themselves.
2. **Historical Profile or Timeline:** This tool is used to gather information about what happened in the past. It helps in getting an insight in past hazards, changes in their nature, intensity and behaviour. It helps to understand the present situation in the community and establish the link between hazards and vulnerabilities. The community may also become aware of the changes that have taken place over the past through historical profile or timeline.



Trainer's Note: The trainer can keep the following points in mind while guiding the village members in conducting a historical profile of the village.

- Plan a group discussion and ensure that key informants like old people, leaders and teachers are present
 - Invite as many community members as possible, especially the young ones, for them to hear the history of the community.
 - Ask the community members if they can recall major events like hazards and its effects, changes in land use, changes in land tenure etc.
 - The facilitator can write stories on the blackboard or paper in a chronological order which depicts the history of the specified place.
3. **Seasonal Calendar:** It involves making a calendar showing different events primarily the time of occurrence of hazards throughout the annual cycle. It helps to identify the periods of stress and prepare for the specific stress in normal times before the threat of hazard looms large on the community. The facilitator can arrange sessions for the community members focusing on the issue.



Trainer's Note: The trainer can keep the following points in mind while guiding the village members in chalking out a seasonal calendar for analyzing hazards in the village.

- The trainer can arrange separate sessions for men and women members amongst the participants.
- Make a chart of all possible hazards and an annual calendar
- Make a chart stating hazards on y axis (rows) and months on x axis (columns)
- The periods of stress will also help in prioritizing the planning.

Hazard Matrix: This tool aims at gathering comprehensive information about the past hazards. It helps in having an insight about the future hazards on the basis of gaps and lacunae in the management of past hazards and disasters. The participants discuss what happened in the last disaster that hit the village. Those villages, who have not faced any disaster, may need to rely on the experiences of other villages located nearby.

Trainer's Note: The trainer can focus on the following questions and collate the information gathered in the form a matrix.

Before the Disaster

- Was warning communicated to everyone? If so how? If not why? When did it reach? What did each one do after the warning (individuals - families - community)?
- What precautions were taken?
- What could individuals -families - community protect? What would they have liked to protect?

During the Disaster

- a. What was the experience? The weather (severity, duration of the disaster) - where was everyone and what did they do? Individuals -families - community.
- b. Did anyone move to cyclone/flood shelters or safe houses or safe buildings after receiving the warning?

After the cyclone/flood

- a. What did everyone do after the disaster subsided?
- b. How many deaths and how much damage to property and livelihood? Who faced maximum losses and why?
- c. What kind of help was needed? Did help arrive on time?
- d. What kind of difficulties was faced? Who had most difficulties? How were the problems solved?

The exercise gives everyone in the community an opportunity to know how each one fared in the cyclone/flood and how the village emerged as a whole after the disaster and how the village emerged as a whole after the disaster. It also gives an idea of how prepared the community was to face the disaster.

Based on the findings of this exercise, the community will decide on the different ways through which the village can be better prepared to respond to the next disaster threat and need based contingency plan can be drawn with priorities listed.

Topic 4

Vulnerability Analysis: Tools and Techniques

Duration: 60 minutes

Training Methodology: Discussion & Process oriented free session

Training Note: The trainer can initiate the discussion by explaining the concept of vulnerability and further collate information provided by the participants.

Vulnerability Analysis

The process of vulnerability analysis aims to highlight the weakness in the existing scenario of the village in terms of human beings as well as infrastructure. It involves asking the participants two major questions namely; who is vulnerable and what is vulnerable?

The participants would be asked to identify the more vulnerable population, identify the location of women (pregnant, lactating, widows, single), children

,old aged, children, physically challenged, mentally challenged, those dependent on life support systems& medicines, poor people living by the sea or kutcha houses, livestock and cattle etc. The community would also be asked to identify the vulnerable infrastructure like kutcha houses, low lying areas, areas near the water bodies such as the sea and river& direction of wind, livelihood assets such as boats & nets, documents, weak structures, drinking water resources, communication lines, roads, telephone lines etc

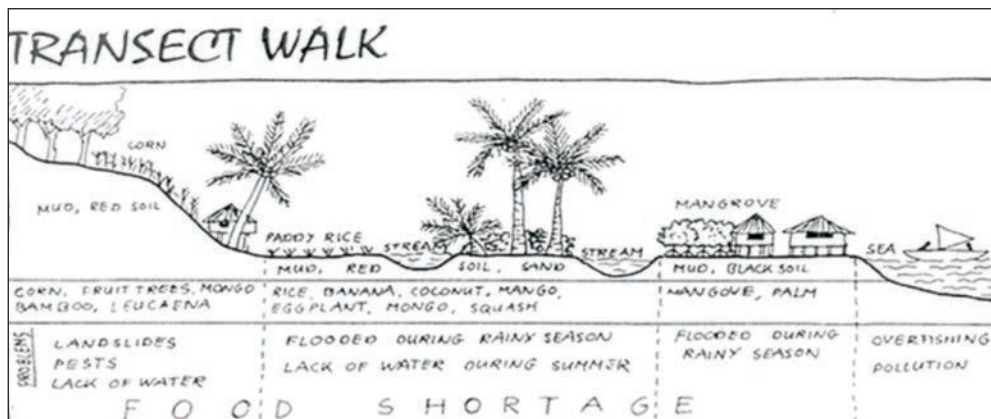
Tools for vulnerability analysis

The various tools for vulnerability analysis are as follows:

1. **Transect Walk:** The process involves taking a systematic walk with key informants through the community to explore spatial differences, land use zones by observing, asking, listening, informal interviews and producing a rough sketch of the existing weaknesses in the village which would either lead to a disaster or prevent smooth response to a disaster.

Trainer's Note: The trainer can ask the participants to keep the following points in mind while taking a transect walk of the area.

- Team with 6-10 community members representing the cross section of the area.
- Identify danger zones, vulnerable areas, evacuation sites, local resources used during emergency, human activities contributing to vulnerability etc
- During a walk, take time for brief and informal interviews at different places in the transect.

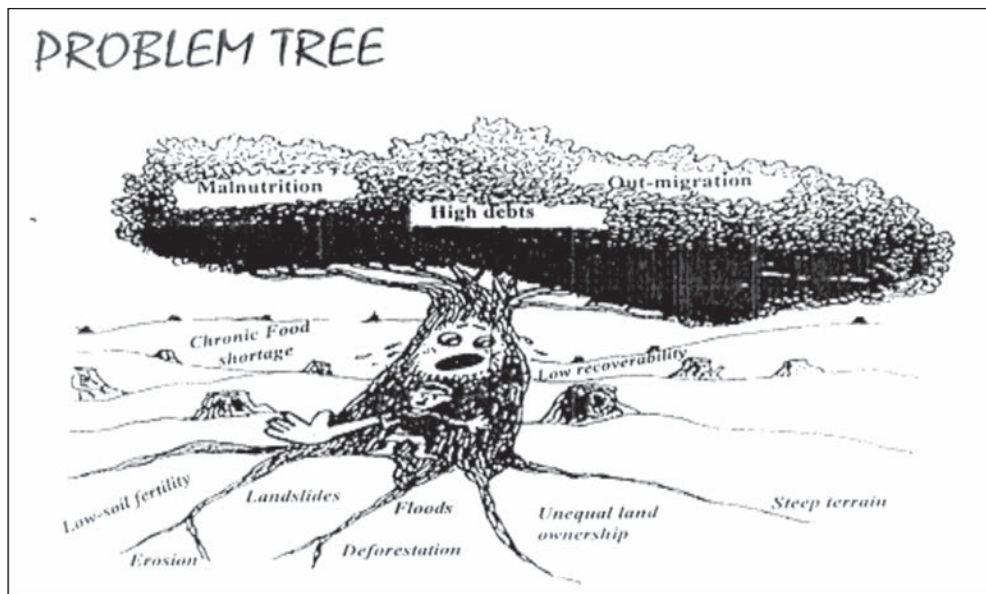


2. **Problem Tree:** The tool involves drawing a tree which shows relationship between different aspects of vulnerability. It involves identifying major

problems and vulnerabilities as well as root causes and their effects. The trunk represents the problems, the root depict the causes while the leaves signify the effects.

Trainer's Note: The trainer can demonstrate the usage of this tool by performing the following steps:

- Give the participants small pieces of paper and ask them to write one major problem on each card, and put these on the wall.
- Ask two/three volunteers to group the problems according to similarity or interrelationship.
- Make the problem tree with the trunk as problem, root as causes of the problem and leaves as the effect of the problem.
- Ask "But Why" to arrive at the root causes
- To arrive at effects, ask for consequences of each problem



3. **Livelihood Analysis:** The tool focuses on the studying the vulnerability of the livelihood of the community to various disasters. The tool analyzes the various livelihood activities that are spread over the year and the impact of hazards on the livelihood activities. It also focuses on understanding livelihood strategies, behaviour, decisions and perceptions of risk, capacities and vulnerabilities from different socioeconomic background.

Trainer's Note: The trainer can inform the participants to keep the following points in mind while conducting a livelihood analysis:

- Decide beforehand which households you will interview and how many you will interview.
 - Before conducting the interview; introduce yourself and reason for the interview.
 - Start with getting to know the household members, composition, age, gender followed by questions about livelihood and coping strategies.
 - Discuss on how household cope in periods of stress.
4. **Vulnerability Assessment:** The vulnerability assessment would focus on the vulnerable community and the vulnerable infrastructure. It assesses the more vulnerable population and the assets in the village.

Trainer's Note: The trainer can sensitize the participants to observe the following steps:

- Ask two simple questions to the participants, who are more vulnerable and what is vulnerable?
- Make a list of the more vulnerable community and the vulnerable assets.
- You can use the following table to tap the weaknesses in the infrastructure of the village which would either; lead to a disaster or pose as a hindrance in responding to a disaster.

Particulars	Location	Alternate Solution
Narrow Road		
Electricity transformer		
Chemical Godown		
Industry Plant		
Encroached Land		
Any Other		

Vulnerability mapping can also be used a tool for depicting the area of the village which is vulnerable to various hazards. This map can be made separately or clubbed with the hazard map.

Topic 5

Capacity/Resource Analysis: Tools and Techniques

Duration: 60 minutes

Training Methodology: Discussion & Process oriented free session

Training Note: The trainer can initiate the discussion by explaining the concept of capacity and collate information provided by the participants.

Resource Analysis

Resource analysis focuses on identifying locally available assets and resources that can be utilized for building the capacities of the community during and after disasters. The local community has a lot of inbuilt strength and capacity for handling the disasters. It is important to capture the capacity and strength of the community in resource analysis. Apart from infrastructure and funds, it could be individuals with specific skills, local institutions and people's knowledge as all these have the capacity to create awareness and bring about changes in the community. Resource analysis is therefore not limited to a map depicting the available resources but also plotting of the distribution, access and its use by taking into consideration prevailing sensitiveness within the village. Thus assessment of resources would involve two components:

- a. Human Resource Assessment
- b. Material Resource Assessment

The process would involve identifying safe houses and buildings for shelter, strong buildings, elevated uplands and structures, safe evacuation routes, health, medical & sanitation facilities, swimmers, doctors, nurses, sources of funds to carry out preparedness activities, volunteers for task force etc

Tools for Resource Analysis

- c. **Chapatti Diagram / Venn Diagrams:** Chapattis are round 'circles'. These are used to find out the relationships, unions and intersections that exist in a society/community. The tool focuses on identifying various government, non government and private organizations working in the field of disaster management in the local as well as neighbouring area. Various other aspects can also be studied such as the role played by the institutions, their area of interest, their importance in the management of disasters, capabilities of such institutions and the perceptions people have about them.

The Venn diagrams or chapattis are used :

- To carry out institutional analysis that exists in a community
- Bring out the differences in power relations that exist.

While drawing chapatti/Venn diagrams a chapatti is given to each institution. The size of each chapatti should correspond to the importance of the institution; the more important the bigger the chapatti. Chapattis are placed near or far away from the community, institutions that interact with the community are placed near the community and those that do not closely interact with that

community are placed far from the community. The institutions that work together will have their chapattis touching.



Trainers Note: The trainer can keep the following points in mind while the participants prepare the diagram:

- Become familiar in advance with the names of the organizations.
 - Ask the community about the extent of linkage between the various organizations and institutions.
 - Draw circles to represent each organization or group; size of the circle would indicate the importance.
 - Conduct focus group discussions on the history of the organizations, activities undertaken in the community, their performance, level of coordination, important organizations in the time of disasters
- b. **Resource Mapping:** The participants can be asked to locate and depict the various kinds of resources on the map of the village. The resources can include roads, pucca households, health units, religious places, water points, schools, clubs and other such resources highlighted in the following resource matrix.



- c. **Resource Matrix:** In this tool general information about the material as well as human resources is collected and presented in the form a matrix. The following matrix can be used as a sample for collecting information about resources available in the village.

Community Resources			
Particulars	Total No	Contact person and Telephone Number	Distance from the village
Hospitals			
Public health Centre			
Dispensaries			
Veterinary Hospital			
Private Hospital			
OPD Facility			
X Ray facility			
Ambulance Service			
Medicine Shops			
General Resources			
Nearest Police Station			
Nearest Fire Station			
Petrol Pumps			
CNG Depot			
Cremation Site			
Power Sub Station			
Water Pumping station			
Overhead water Tanks			
Underground Water Tamks			
Tube Wells			
Communication and Transportation			
Nearest Telephone Exchange			
Nearest Ham radio Station			

Community Resources			
Particulars	Total No	Contact person and Telephone Number	Distance from the village
Nearest Railway Station			
Pucca Roads			
Kutchra Roads			
Search and Rescue Equipments			
Crane			
Bulldozer			
Gas Cutter			
Tree Cutter			
RCC Cutter			
Dumper			
Loader			
Rope			
Chain			
Heavy Hammer			
CrowBar			
Hand Saw			
Heavy Axe			
Heavy jack			
Shovels			
Short Ladder			
Generator			
Tarpaulin			
Lamps & Torches			
Open spaces/Community Centers/Schools			
Parks			
Play Grounds			
Sports Complex			
Community hall			
Colleges			
Schools			

Community Resources			
Particulars	Total No	Contact person and Telephone Number	Distance from the village
Skilled Human Power			
Doctors			
Veterinary Doctor			
ANM			
Paramedical Staff			
Trained Midwives			
Nurses			
Carpenters			
Masons			
Mechanics			
Others			

Topic 6

Risk Analysis

Duration: 30 minutes

Training Methodology: Discussion & Process oriented free session

Training Note: The trainer can initiate the discussion by explaining the concept of risk and collate the information provided by the participants.

Risk Analysis

Risk is a measure of the expected losses due to a hazard event of a particular magnitude occurring in a given area over a specific time period. The tool is based on determining the risk by analyzing the vulnerabilities and capacities of the community related to each hazard. On the basis of analysis the risk is determined for a particular hazard in a ranking order.

Trainer's Note: The trainer can keep the following points in mind while conducting the risk Analysis

- Determine the risk by ranking
- Ask the participants about the hazard which poses the highest risk.
- Explore the reasons due to which a particular hazard poses the risk.
- Consider the vulnerability as well as capacity analysis



An extensive hazard, vulnerability, resource and risk analysis would form the basis for development of a village disaster management plan.

Resources:

1. Asian Disaster Preparedness Centre (2000), Training module on Community Based Disaster Preparedness, Bangkok, Thailand
2. Delhi Disaster Management Authority, Community Disaster Management Plan, Government of NCT of Delhi.
3. Training Trainers for Development, Conducting a Workshop on Participatory Training techniques, The CEDPA Training Manual Series, 1995, The Centre for Development and Population Activities, Washington Download at: <http://www.cedpa.org>

Note:

The authors wish to acknowledge that a number of pictures used in this section have been taken from the training module on Community Based Disaster Risk Preparedness developed by ADPC.

Part (B)

RESPONSE PLAN

Learning Objectives

At the end of the session, you should be able to:

- Explain the constitution of Disaster Management Committees (DMCs) and Disaster Management Teams (DMTs).
- Highlight the need and importance of Disaster Management Committees (DMC) and Disaster Management Teams (DMTs), and;
- List out the Standard Operating Procedures for DMTs during and post disaster phase,

Materials Needed:

Flip Charts, Markers, Laptop, LCD/Projector, charts and Blackboard.

Key Concepts

The response plan would include the following components:

Topic 1 : Disaster Management Committee: Constitution and Role

Topic 2 : Types of DMTs

Topic 3 : Roles and responsibilities of DMT during and post disaster phase

Topic 1

Disaster Management Committee: Constitution and Role

Duration: 30 minutes

Training Methodology: Brainstorming

Training Note: The trainer can initiate the session by asking the participants about how a disaster management committee is different from a disaster management team and the need for such committees and teams is.

Disaster Management Committees

There is a strong need for setting up DMCs in the village to carry out the following functions:

1. To take village level decisions
2. To coordinate the activities of the Disaster management Teams,

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3. To account for and to maintain the inventory of Community based Disaster preparedness materials
4. To able to ensure a continuous monitoring of preparedness

A suggested membership of the DMC is as follows:

External Ex-officio Members	No. of Persons	Reasons for being member
BDO or his representative	1	To allow access to the govt. schemes and to act as a arbitrator if conflict arises amongst the members that cannot be settled by consensus.
Government Engineer	1	To give a technical know how back up to DMT's and to periodically verify the condition of the shelter and other structures.
Member Panchayti Raj institution	1	To allow access to the DMC to the facilities available
Member from a facilitating inst.or NGO	1	To allow the community to communicate with the implementing agency and the required feedback.
Gram Mukhya or Village head	1	Already enjoy a degree of respect and are usually a part of all decision making processes
Mahila mandal and women's representative	1 or more	To specifically represent gender needs
Youth representatives like NYKS, NCC, NSS	1 or more	To present the needs and requirements of the youth
Self help group	1 or more	Groups are already organized and have a large contributory role to the village processes.
Other groups	1 or more	Representation of backward class, or scheduled caste or scheduled group or other ethnic groups.
School committee member	1 or more	To participate in any decision regarding the usage of shelter and to spread awareness through school. Besides, teachers and school committees are usually respected by the community.

External Ex-officio Members	No. of Persons	Reasons for being member
Village members	2 or more	Chosen by the communities to represent the needs of the community members.
DMT member	1	Chosen by the DMT members

The roles and responsibility of the Disaster Management committee are as follows:

- Effective coordination with Disaster management Teams
- Details of rescue material and their periodic checking, maintenance and replacement
- Register of usage of shelters, details of persons or groups using that infrastructure
- Register of Community Based Disaster Preparedness activities, training and drills
- Account books of Village Contingency Funds.

Topic 2

Disaster Management Teams and Types

Duration: 90 minutes

Training Aid

Distribute Handout No 2 to the participants.

Training Methodology: Brainstorming, Discussion & Interaction

Training Note: The trainer can ask the participants to brainstorm about the need for disaster management teams, why they are needed and what responsibilities should be discharged by them after a disaster. Based on the discussions, the trainer can list out the types and Standard Operating Procedures of DMTs.

Disaster Management Teams

The participants list from among themselves motivated and responsible men, women and youth volunteers who can implement and supervise the activities of the disaster management plan for e.g. Members of the village youth clubs, women members of the village self help groups, literate youth of the village, school teachers, Auxiliary Nurse Midwife (ANM), ward members and so on. These individuals then form small action groups of 5 to 10 members each, depending on the convenience of the community. Each group is given a

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particular responsibility like, warning dissemination, rescue, relief and so on. Each group will have distinct activities to carry out before during and after a disaster. The different DMT's can be as follows:

1. Warning Team
2. Evacuation and Response
3. First aid
4. Sanitation
5. Shelter management
6. Relief Management
7. Carcass disposal
8. Counseling
9. Damage Assessment
10. Reconstruction and Rehabilitation Team

The DMT's have certain Standard Operating procedures in the three phases of disasters. Let us discuss their roles and responsibilities one by one.

1. Warning Team

Young groups of the village will be trained to understand radio meteorological warnings and act fast to spread the warning throughout the village in an effective manner.

During Disaster

- Cross checking of the warnings received on the radio with the nearest control room.
- Dissemination of warning throughout the village, especially to those households that have been identified as the most vulnerable by red flag.
- Contact with different shelters and safe houses when the disaster like cyclone/flood is expected to strike.

Post Disaster

- Monitoring the path of disaster on radio and confirm from the tahsildar /BDO's office that the disaster has passed.
- Dissemination of precautionary information on post disaster health hazards and remedies.
- Coordination with other groups like the shelter team and the evacuation team.



2. Shelter Team

The members of this team can include both men and women. The team will be at the shelters and safe houses looking after the evacuee's food, water, sanitation and medical needs. The team can also coordinate with the government authorities to ensure that health and nutrition facilities are available for the more vulnerable group like women, children, aged and those dependent on critical facilities.

During Disaster

- Stocks of food, drinking water, utensil and medicines are to be transferred to the affected place.
- Arrangement of sufficient space to house the evacuee family.
- Strict hygiene conditions should be maintained in the shelter camps.
- Special care provisions should be given to the more vulnerable group.
- Every evacuee's name should be registered and identification slips should be produced.
- The team should ensure that the evacuees remain indoors and also that no one leaves the shelter during the disaster.

Post Disaster

- Replenish stocks of food, clothing and fuel wood from the government stores or the "Gramin Bank" of the village or any other source.
- Register the names of new evacuees and provide identification slips when they arrive at the shelter.
- Shelters can act as centers for relief distribution so that supplies are not looted or hoarded by unscrupulous people and the materials can be given against identification slips.

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- Environment of the shelter should be kept clean and disinfected throughout the stay and before leaving.
- Ensure that no one cooks individually but eat at the community kitchen and assist in food distribution.
- Team should help other teams in chlorinating wells, spraying bleaching powder, treating injuries and wounds of the injured people in the camp.

3. Evacuation and Response Team

The members of this team should include physically strong men and women in the age group of 18-35 years. Gram Rakhi/Chowkidaar should be included in this team. Inclusion of civil defense personnel would be useful if available in the village. The Rescue and Evacuation team can coordinate with the government to avail various services.

During Disaster

- Picking up the vulnerable community from the sea and riverbanks in case of flood or a cyclone.
- Directing the rescue community to the shelters.
- Securing rescue boats and rescue kits.
- Evacuating cattle and livestock.

Post Disaster

- Village inspection and rescuing stranded and injured people.
- Maintaining a “missing persons” register and updating it after each rescue trip and assisting government in enumeration of damaged property.
- Transporting doctors, volunteers and other relief materials.

4. First Aid Team

Training Aid: Distribute Hand out No 2 under this topic

The team should include both men and women members of the community. The members with some knowledge of nursing and other government functionaries in the village like Auxiliary Nurse Midwife (ANM) and Accredited Social Health Activist (ASHA) should be included in this team.

During Disaster

- Moving medicine stocks and first aid kits to the shelters or safe places.
- Looking after the medical needs of the evacuees.

- The team must be indoors when the disaster strikes and also ensure that no one leaves the shelter during the disaster like cyclone/flood on any pretext.

Post Disaster

- Attending to injuries of the rescued people.
- Informing the relief group about medical supplies which are running low.
- Helping doctors and paramedics shift the sick and the injured to hospitals.
- Isolating cases with infectious diseases and prevent them from spreading after giving due primary care.
- Providing preventive medication if there is a danger of epidemic outbreak like cholera, dysentery, malaria etc.

5. Sanitation Team

Both men and women may look after the sanitation responsibilities at the shelters as well as outdoors.

During Disaster

- Ensuring evacuees maintain sanitary habits in the shelters.
- The sanitation needs of women are taken care of in the shelter especially pregnant, lactating and menstruating women.

Post Disaster

- Spray bleaching powder and other disinfectants in the village to prevent the spread of infectious disease.
- Ensuring trenches and lavatories are cleaned and disinfected.
- Ensuring that the evacuees use the sanitation facilities properly.
- Checking the quality of water with the water testing kit.
- Informing the affected community about purifying water before drinking, to prevent stomach infections.
- Carry out the task of purifying water by chlorinating it.
- Carry out the task of water congestion /water clogging.

6. Relief Team

The members of the team include both men and women. They collect relief materials such as food supply, utensils, clothes, kerosene, diesel etc and coordinate all relief requirements of other teams. The women members should

be asked to inquire about the specific needs of the affected women. Certain gender sensitive clothes and material should be distributed to the other women only through women. The members should also keep a track of all government provisions related to gratuitous relief works to prevent starvation, deterioration, migration, health and sanitation measures for both people and livestock so that people do not lose out on their entitlements.

During Disaster

- Moving relief supplies to the respective shelters.
- Monitoring the stocks and make a list of things to be replenished.
- Coordinate between relief supplies from the government sector and the NGO's.
- Conduct a needs assessment and ask the NGO sector to pitch in with the requirements of the affected community.

Post Disaster

- Receiving and distributing stocks of relief material.
- Replenishing the stock which is running low.
- Monitoring and distributing relief from all sources.
- Ensuring that the officials start the enumeration procedure immediately, so that the building material can be arranged through revenue authorities.

The general responsibilities of some of the other teams are as follows:

7. Carcass Disposal Team

Carcasses can create unhygienic conditions and have to be disposed of as soon as possible. The members of this group have to physically and mentally strong to carry out this task. If possible, civil defence volunteers, members of NSS/NCC/Scouts can be included in this team. The responsibilities of this team are as follows:

- Collecting dead bodies and record their descriptions for families to identify them.
- Cremating carcasses and bodies and disinfecting the area with bleaching powder.

8. Psychosocial Counseling Team

Training Aid: Distribute Hand out No 3 under this topic

Emotional problems following disasters often tend to be neglected. This happens because they are relatively invisible when compared to the damage caused to

life, physical health and property. It is important to remember that emotional problems occur very commonly. Distress is intense and leads to helplessness, isolation and apathy. Everyone who witnesses/experiences disaster is affected by it. Hence, early identification of this problem followed by intervention help the survivor to recover. The responsibilities of this team are as follows:

- Allow the people to express their grief.
- Whenever a person is sharing his/her feelings and experiences member should listen to him/her patiently and try to realize what the survivor went through by keeping him/herself in the survivor's position.
- Good listening is an important skill to provide emotional support to the survivor.
- Help the survivors in contacting their relatives so that they can get social support.
- Emphasis on engaging the disaster survivors in some kind of activities that interest them in order to give them a sense of being productive.
- Engaging the disaster survivors in relaxation/breathing exercises help in the healing process. Encourage the survivors to undertake these exercises at least twice a day regularly. This helps to gain control over their anxiety.
- It is necessary to encourage the disaster survivors to practice their religious beliefs and rituals. Practicing religious beliefs help in the recovery process.

9. Damage and Loss Assessment Team

The members of this team have to be literate preferably matriculates and above. The responsibilities of this team are as follows:

- Help in assessing damages to infrastructure like roads, water supply, electricity, markets and distribution networks.
- Hastening the government enumeration process to assess the damage and loss incurred by the affected community.
- Helping families with paperwork to follow compensation proceedings especially relating to death certificates, insurance etc.
- Ensuring that the assessment and concerned papers reach the government department which is responsible for compensation to ensure timely assistance.

10. Reconstruction and Rehabilitation Team

This team would supervise activities for reconstruction and rehabilitation of the property and life after a disaster. The members of the community who

Submodule 2- Part (B) Response Plan

have the experience of planning might become the members of this team. The main aim of the team would be to get government support to carry on reconstruction and rehabilitation. The responsibilities of this team are as follows:

- To make arrangements for Ex- Gratia payments for lives lost compensation and. for wholly and partially damaged houses from the government
- To ensure access of reconstruction materials to the community.
- Accessing government services for rebuilding damaged public infrastructure and following it up till rebuilding is completed.
- To help families in reconstruction of their houses.
- Helping families to initiate livelihood through loans and other financial services.
- Seeking the assistance of government and NGO's in restoration of support facilities.

Some of the common activities which all DMTs should be carrying out in a post disaster scenario are as follows:

- Liasoning between the affected community and government as well as non government organizations
- Generating awareness amongst the affected community about the initiatives being undertaken by the government machinery for responding to the disaster.

Resources:

1. West Bengal Voluntary Health Association (2003).Guidebook: Disaster Preparedness and Response, Ideal Concept Network, Kolkatta.
2. Swiss Agency for Development and Co-operation (2001).Community Based Disaster Preparedness: A Handbook of Concepts and Techniques, Lipiscan, Bhubaneshwar.
3. Delhi Disaster Management Authority, Community Disaster Management Plan, Government of NCT of Delhi.

HANDOUT NO 2

HOW TO ATTEND INJURED/COLLAPSED VICTIM...
Understanding & observing the first-aid priorities save lives

1. Is there any Danger
Only approach to a casualty once you are sure that there is no danger for you, injured persons or bystanders

2. Check for response
If injured person gives no response, then person may be unconscious

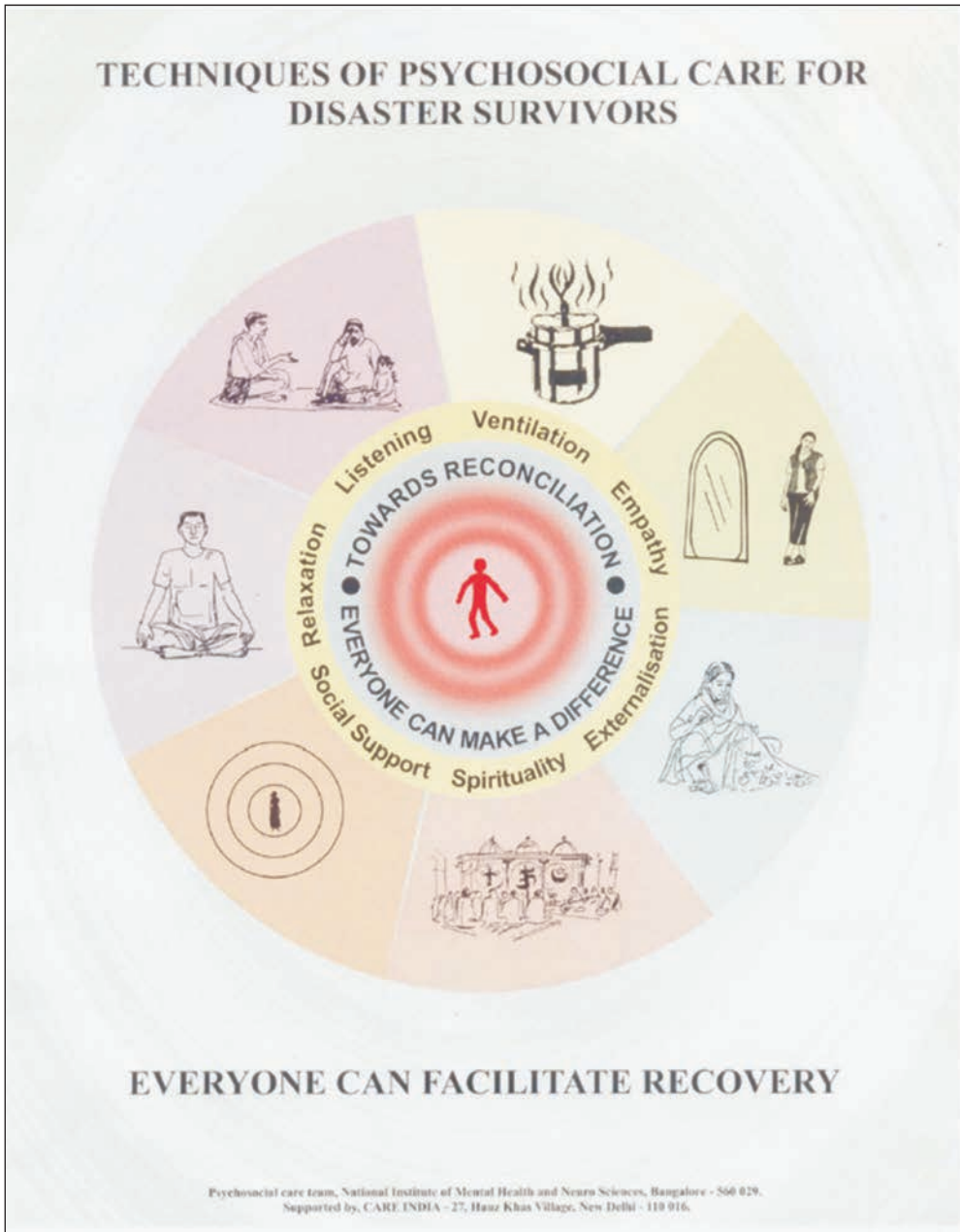
3. Shout for help....
Call for Ambulance

4. Clear the airway & give two artificial breaths if not breathing

5. If not breathing after artificial breath, then start Cardiopulmonary Resuscitation (CPR) Cycles of 30 chest compressions followed by 2 artificial breaths for 2 minutes

➤ **Continue till victim's condition Improves or help arrives.**

HANDOUT NO 3



Part (C)

MITIGATION AND PREPAREDNESS PLAN

Learning Objectives

At the end of the session, you should be able to:

- List out the Standard Operating Procedures for DMTs in the pre disaster phase,
- Enumerate the short term and long term mitigation measures for the community, and;
- Illustrate various forms of skill training that can be imparted to the community which can prove beneficial in the wake of a disaster.

Materials Needed:

Flip Charts, Markers, Laptop, LCD/Projector, charts and Blackboard.

Key Concepts

The mitigation and preparedness plan would include the following components:

- Topic 1 : Standard Operating Procedures of Disaster Management Teams in Pre Disaster Phase
- Topic 2 : Identifying Safe Evacuation Routes
- Topic 3 : Community level Mitigation Program
- Topic 4 : Skill training
- Topic 5 : Mock Drills

Topic 1

Standard Operating procedures of Disaster Management Teams in Pre Disaster Phase

Duration: 90 minutes

Training Methodology: Discussion & Interaction

Training Note: The trainer can ask the participants to discuss about the role of DMTs' in preparing for a disaster. While discussing with the participants, the trainer can provide his own inputs on the subject as well.

The DMT's have certain Standard Operating procedures in the pre disaster phase. Let us discuss their roles and responsibilities one by one.

1. Warning Team

The warning team would include youth of the village, both men and women, who will be trained to understand radio meteorological warnings and act fast to spread the warning throughout the village in an effective manner. They would perform the following functions in pre disaster phase.

- Monitoring of weather forecasts through wireless, radio bulletins and television without fail.
- Transport and Communication aids are needed to pass on the warnings to the entire village. Hence, cycles, motorbikes, carts, boats and other transport and megaphones, drums and other communication aids should be inspected before each season.
- Update the contact details of the local office and ensure the working of telephonic lines.
- Every group should have a radio and a red flag to mark the more vulnerable houses.

2. Shelter Team

The members of this team should include both men and women who will perform the following function in pre disaster phase:

- Shelters and safe houses have been identified and checked by engineers and necessary repairs have been made.
- Food, water, utensils, medicines, milk powder, candles, matchboxes, kerosene etc for usage for at least one week are stocked in sufficient quantities.
- Health and sanitation facilities are usable and properly placed. Separate and private enclosure for women is a must in each shelter.
- Stockpile precooked food or dry food during the period evacuees might have to stay in the shelter.

3. Evacuation and Response Team

The evacuation and response team should include both men and women. They would be performing the following functions in pre disaster phase:

- Keeping information about the more vulnerable group and the area in which they work and live. Update the information every year.
- Identify safe routes to reach the vulnerable population and plan their evacuation.

- Keeping transportation ready for use to evacuate people.
- Informing concerned officials for road repair and get it done by liaising with officials.
- Prepare a rescue kit which contains a rope, iron hooks or tow belongings, rafts, container to bail out water, torches, transistor, a first aid kit, life jackets, tyres and other floatable objects.
- Keeping some tools handy such as cutting saw and blades, crowbar, hammer, nails etc to cut the fallen trees and to rescue people stuck under fallen houses.
- Identify highlands for evacuating cattle and livestock which had enough fodder for about a week.
- Carry out a mock drill for evacuation to get a fair idea of the kind of problems that need to be tackled at such times.

4. First Aid Team

The first aid team would perform the following functions in order to prepare for a disaster:

- Maintaining a list of pregnant women, infants, physically and mentally challenged and ensuring their medical needs.
- Keeping a first aid box with disinfectants, water purifying tablets, antiseptics, medicine, bandages, splint, scissors, blades, iodine, ointment, ORS, safe delivery kits, clean cloth etc well in advance.
- Distributing basic medicines like chlorine tablets, ORS packets etc and demonstrating their use, to families in advance.
- Keeping stretchers ready to bring injured people.

5. Sanitation Team

The sanitation team would perform the following functions to ensure preparedness for a disaster:

- Stocking bleaching powder in large quantities from the nearest Public Health Centre and other sources.
- Procuring water testing kits from the respective government department.
- Stocking kerosene and fuel wood to dispose of carcasses.
- Ensuring water sources in the village are protected from flood waters.
- Stocking sufficient lime powder bags for purification of bigger water bodies.

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- Collecting temporary mobile lavatories and other essential sanitation requirements from the concerned departments.
- Ensuring cleaning of drains and its maintenance.

6. Relief Team

The members of this team should carry out the following activities before a disaster strikes:

- Mobilizing stocks from the government and other sources like water pouches, baby food, food grains, dry rations, medicines, torches, lamps, kerosene, solar cooker, firewood etc for shelters in advance.
- Stocking temporary building material like bamboo, rope, tarpaulin, asbestos sheets and other material.
- Stocking food and medicine for animals.
- Interacting with other teams and assisting in getting their supplies.
- Deciding on the quantity of relief material to be allocated to each shelter according to the number of families the shelter caters to.

7. Carcass Disposal Team

The carcass disposal team should keep itself ready before a disaster strikes. They should ensure that they perform the following functions in pre disaster period:

- Maintaining stores of fuel wood, kerosene and sackcloth to cover dead bodies.
- Identifying elevated areas to serve as cremation grounds.

8. Psychosocial Counseling Team

The psychosocial counseling team should carry out the following activities in pre disaster phase:

- Mapping of the more vulnerable groups like women, children, aged, people with critical disabilities etc.
- Generate awareness on general psychosocial wellbeing of the community.

9. Damage Assessment Team

The responsibilities of this team in pre disaster phase are as follows:

- Help in forecasting damages including lives lost and losses to property and assets like houses, livestock, agriculture, plantations, fishing boats etc

- Sensitizing the families of the village to keep their paperwork intact and keep it in their emergency kit.

10. Reconstruction and Rehabilitation Team

The members of the community who have the experience of planning might become the members of this team. The responsibilities of this team are as follows:

- Get the water sources in the village purified.
- Making a list highlighting the various support facilities necessary to restart the economic activity of the community.
- Preparing a reconstruction and rehabilitation plan for the vulnerable community in case they are hit by a disaster.

Topic 2

Identifying Safe Evacuation Routes

Duration: 30 minutes

Training Methodology: Discussion and Interaction

Training Note: The trainer can link this session with the mapping of resource analysis.

The safe evacuation routes can be identified and also be mapped while the participants are doing resource mapping in the village. Some of the things that can be kept in mind while identifying safe evacuation routes for the vulnerable community are as follows:

- Select evacuation route that minimize the exposure to the hazard and other obstacles.
- The evacuation route should lead to a safe area for assembly of people.
- Since, loss of electric power, poles, towers, fire breakout etc may effect the safe route so alternative routes should also be mapped and highlighted in the village mapping process so that the entire community is aware of it.
- Route should be direct.
- Evacuation route should be easily accessible to even the more vulnerable group like women, children aged and people with critical disabilities.
- Some of members of DMT should assemble at the start of safe evacuation routes to assist the more vulnerable group in evacuation.

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- Other members of DMT's can guide the rest of the community to such safe routes
- A sign board highlighting the safe evacuation routes should be put so that people can easily spot such routes.



- The trainer should share the evacuation routes plans with communities at risk. The results can be presented even at public meetings in each community. The communities should practice evacuation regularly through drills.
- The evacuation routes should be reviewed and monitored regularly in case significant changes occur to the community population or evacuation pathways. Adjustments have to made and the communicated to the village populace at the earliest.

Topic 3

Community level Mitigation Program

Duration: 30 minutes

Training Methodology: Discussion and Free Listing

Trainer's Note: The trainer can ask the participants to suggest the mitigation measures which are required for preventing the hazard to which the village is vulnerable to. The mitigation measures for some of the major hazards like flood, cyclone, earthquake and drought are listed below. The trainer can sensitize the participants to develop mitigation measures for specific hazards on the above mentioned lines.

One of the important components of mitigation and preparedness plan is to chalk out a community based mitigation plan based upon the vulnerability of the

village towards a specific hazard or more than one hazard. Mitigation measures could be structural (technical) or nonstructural (non technical) in nature.

For example **flood specific mitigation interventions** in a village would include:

- It is necessary to monitor flood embankment (if any) and take precautionary measures so that it may avoid breaching. *Sesbania* and other fuel wood trees can be planted along the bank of an embankment so that it does not get eroded easily by the.
- Construction of a raised platform near the school for shelter of domestic animals: It has been noted that domestic animals like cows and goats are lost in large numbers during flood situations. As soon as the warning is sounded the owners can keep the animals on the raised platform and take shelter with their families in the school and other shelters.
- Construction of a flood shelter cum community centre: It can be built on high land and can be used as a community centre and library during normal times. Training and meetings of the DMC and the DMTs may also be held there, in addition to storage of relief stocks, indigenous relief kits etc.
- The drainage channels need to keep be cleared and desilted before a flood season.
- In areas where people already have built their settlements, measures should be taken to relocate to better sites so as to reduce vulnerability. No major development should be permitted in the areas which are subjected to high flooding. Important facilities should be built in safe areas.
- Farming practices have to be flood compatible. Special varieties of seeds are available which can be harvested during the flood season.
- Sedimentation clearance, reforestation programme, dike and flood wall construction can be taken as part of the community based mitigation programme.
- The community can participate in flood fighting by organizing work parties to repair embankments, pile sandbags and stockpile needed materials.
- **Flood Control** aims to reduce flood damage. This can be done by *Flood Reduction* by decreasing the amount of runoff by treatment like reforestation (to increase absorption could be a mitigation strategy in certain areas), protection of vegetation, clearing of debris from streams and other water holding areas, conservation of ponds and lakes etc.

Submodule 2- Part (C) Mitigation and Preparedness Plan

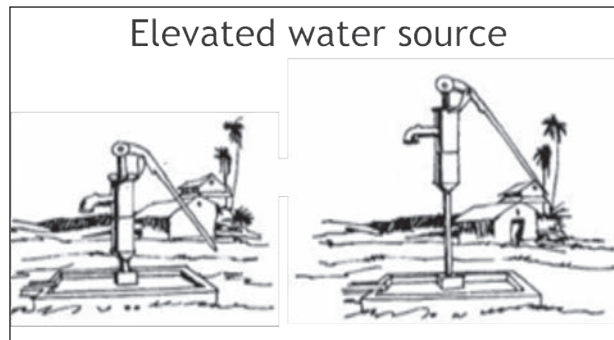
- **Flood Diversion** would *include* levees, embankments, dams and channel improvement. Dams can store water and can release water at a manageable rate.
- **Flood Proofing** reduces the risk of damage. Measures include use of sand bags to keep flood water away, blocking or sealing of doors and windows of houses etc. Houses may be elevated by building on raised land. Buildings should be constructed away from water bodies.

About 60 percent of the area in India is vulnerable to earthquakes. Most of the injuries and deaths in the wake of an earthquake are caused due to falling objects in the houses. Hence, the focus of **earthquake mitigation measures** in a village scenario should be on nonstructural/non technical measures along with few structural measures. Some of the measures are:

- Detailed survey of buildings for assessment of damage and repair/ reconstruction and seismic strengthening or demolition
- Ensuring that the new buildings which are being constructed are earthquake resistant.
- Training the local masons for constructing earthquake resistant structures.
- Preparation of disaster related literature in local languages with dos and don'ts for construction.
- Conducting mock drills in villages for evacuation during an earthquake.
- Inculcate basic know-how amongst school kids on earthquake dos and don'ts along with safety drills.
- Fix all objects that can fall and cause injury or block exits during an earthquake in every household. Glass can also be fixed with a film similar to what is used in cars for sun control on large glass pieces if breakage poses a serious threat.

Cyclones are generally a violent storm, often of vast extent, characterized by high winds rotating about a calm center of low atmospheric pressure. Some of the cyclone specific mitigation measures include:

- Local masons can be trained in building cyclone resistant structures.
- Good construction practices like building houses on stilts or on earth mound can be practiced by the villagers.
- Tubewells may have to be elevated above the normal flood level to prevent contamination from seawater.



Improvement of vegetation will increase water infiltration capacity of the soil. The roots of the plants and trees will keep the soil intact and prevent erosion and slow runoff to prevent or lessen flooding which may result from cyclone.

- The communities can undertake coastal shelterbelt plantations like mangroves which will break severe wind speeds and minimize devastating effects of cyclone.
- Construction of multipurpose cyclone shelters can be done in the vulnerable villages. During normal time these buildings can be used as schools or as community centers. In case of cyclones or floods, community can take shelter in these designed buildings. The local community will be responsible for the maintenance and management of these community shelters.
- Other activities that can be taken up as part of the community based mitigation program include construction of saline embankments for protection against sea water ingress, reforestation and conservation of green belt areas.

A drought is defined as an extended period of abnormally dry weather that causes water shortages and crop damage. A drought starts when total rainfall is well below average for several months and is insufficient to meet the demands of human, plant and animal activities.

The drought mitigation measures would include:

- **Drought monitoring** is continuous observation of rainfall situation, water availability in reservoirs, lakes, rivers and comparing with the existing water needs of various sectors of the society. Close monitoring of the emerging drought scenario would help to develop an advance warning system.
- **Water supply augmentation and conservation** through rainwater harvesting in houses and farmers' fields would increase the content of water available. *Water harvesting* by either allowing the runoff water

from all the fields to a common point (e.g. Farm ponds) or allowing it to infiltrate into the soil where it has fallen (*in situ*) (e.g. contour bunds, contour cultivation, raised bed planting etc) would help to increase water availability for sustained agricultural production.

- **Expansion of irrigation** facilities reduces the drought vulnerability. **Land use** based on its capability helps in optimum use of land and water and can avoid the undue demand created due to their misuse.
- The community can plan for livelihood by identifying those livelihoods which are least affected by the drought. The livelihood would include off-farm employment opportunities, collection of non-timber forest produce from the community forests, raising goats, and carpentry etc.
- Generating awareness amongst the village populace on implementing water conservation awareness programs through mass media like television, publishing, distributing pamphlets on water conservation techniques and agricultural drought management strategies like crop contingency plans and rainwater harvesting etc
- Building check dams or diversion weirs across rivers raises the water level of the rivers so that it begins to flow into channels. They are also used to impound water and form a large reservoir of water which would be useful to the community in drought hit times.

Training & Capacity Building of the community can be a general mitigation measure for all kinds of hazards. It is one of the most crucial aspect of a Community based Preparedness program; the better training imparted, more successful is the program. While sensitization of the entire community is needed, specialized and focused training is required for members of the Village Disaster Management Committee and the various Disaster Management teams.

Topic 4

Skill Training

Duration: 60 minutes

Training Methodology: Discussion, Interaction & Demonstration

Trainer's Note: The trainer can lay the foundation of this session by informing the participants that apart from providing knowledge for preparing a plan, certain practical inputs are also needed to implement the plan on the field. This session aims at imparting skills so that the participants are well equipped to respond to the disaster effectively. If required, the trainer can invite local resource persons to impart skill training to the village members For e.g. Doctor

in the village or surrounding area can be invited to demonstrate the skill of providing first aid to those injured in disasters. These skills can also be implemented at the family level.

Also, to build necessary skills of the DMTs', additional following skills are required. These require training on: a) how to write minutes of any meeting, b) how to follow up the minutes of previous meetings, c) basic accounting and logistic skills, and d) development of leadership qualities and facilitating community to reach on consensus etc. Some of examples of skill training are elaborate below.

Technique for the Preparation of Water Purifying Packets

In areas highly affected by floods, there is often no alternative except to use the floodwater itself or water contaminated by floodwaters. Floodwaters often contain suspended foreign discrete/colloid matter which cannot be removed by using bleaching powder or liquid chlorine alone. Efforts must be made to collect clean water that is free from suspended foreign matter (sieves may be used) and then disinfect it by using a suitable disinfectant. In this regard the water purifying powder, usually a mix of bleaching powder and a coagulating agent, appears quite handy. This powder helps, when properly mixed with floodwater in a bucket, coagulation of the suspended material to form it heavy floc, which settles on standing in quiescent condition for some time. The chlorine of the powder meanwhile reacts with the pathogens in the water and disinfects the water. The settled sludge on the bottom of the bucket can be discarded by taking off the supernatant water from the bucket and can safely be used for drinking purpose. This is easy to make, carry, and apply, and is cheap and therefore a very popular tool for the public health engineers and voluntary organizations in an emergency situation.

The Procedure: The procedure for preparation of the Purifier Powder is rather simple. The powder is made from ingredients like alum (fitkiree), bleaching powder and lime (chuna): all such ingredients are available in local markets. The following steps should be followed:

1st Step (For one hundred packets): Weigh 3 kg of alum, 1.5 kg of lime, and 200 gms of bleaching powder (ensure that it must have 33% strength). Keep three packets/pots separately. The alum should be as dry as possible. Try to use best quality lime. The container for bleaching powder should be resistant to sunlight.

2nd Step Grind alum into powder, spread it on a dry sheet of plastic and dry well. Keep ground dry alum in a plastic container. The lumps of lime should be

ground well into fine powder and stored in a separate dry container. Keep the container air-tight to avoid the risk of melting.

3rd Step Mix required quantities of lime and bleaching powder intimately; keep the mixture in a plastic bucket. Do not mix with alum at this stage.

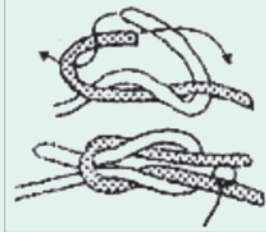
4th Step Prepare 200 plastic sachets with size 5" X 4". In absence of properly sized sachets, take 100 polythene packets that are generally used for germination of pot plants. Write down the mixing instructions on a page (must be legible), make 100 photocopies. The following *instructions* should be written:

- Take one bucket/pitcher full of water (10-12 lit).
- Take ½ teaspoonful of powder from bigger packet (i.e. alum) and pour into the bucket/pitcher (*kolosh*).
- Take ½ teaspoonful of white powder from smaller packet (mixture of lime and bleaching powder), pour into the pitcher, and mix intimately with the water of the bucket/pitcher. Stir the water vigorously for ½ minute and allow it to settle. (Visible flocs will form and settle at the bottom in about 45 minutes to one hour).
- Put a four-folded piece of cotton cloth on the mouth of a second (cleaned) pitcher. Decant the supernatant slowly through the cloth-filter into the second pitcher. Water in the second pitcher should be free from contaminants. Keep the pitcher covered all the time. This water is to be used for drinking purpose only. Please note that the water will smell of chlorine.
- One sachet/package should weigh about 47 gms, which can treat about 180 to 200 liters of turbid floodwaters depending on turbidity, alkalinity etc. of untreated water. The water purifier packets should be used as quickly as possible. However, it can safely be used within a period of 2/3 months without much reduction of potency. The packets may be stocked in strategic places such as in camps/floodshelters in flood prone areas. Once prepared, packets may be distributed among community people. One family of 6 persons will require one packet per week. For easier distribution schedule, there should be one designated day per week in the locality. The DMT should maintain a roster for smooth distribution of water purifying packets, and also a register for all inputs and outputs concerning production, storage and distribution of these packets
- In every household, special care must be taken to keep water purifying chemicals out of reach of children. If, by accident, swallowed, immediately the child concerned should need to be taken to the nearest hospital

Preparation of life Jackets with 1.5 liters plastic bottles

Collect eight 1.5 liters cold drinks bottles with caps. The bottles need to be uncracked and unbroken. Collect required amount of fiber rope (200grams), polythene, cork and strings of thread.

Examine the bottles carefully before starting the preparation. Then block the mouths of the bottles with the cork you have collected. Place the soft polythene around the opening and use the caps. Wrap the soft polythene around the caps in double fold and tie it around the bottle necks using reef knot. Leaving one inch, cut the extra polythene. After sealing every bottle like this, use coconut skin rope in double fold to tie a simple knot. After tying together all the eight bottles like this, the swimmer can tie the belt with bottles facing downward around his waist and easily swim ahead.



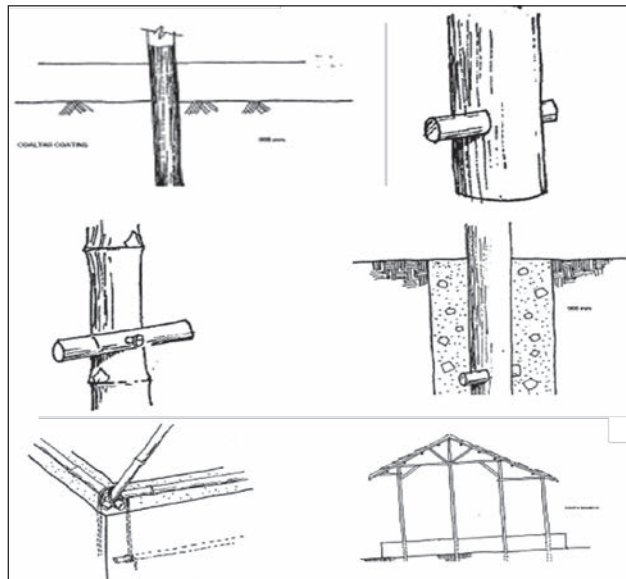
Reef Knot



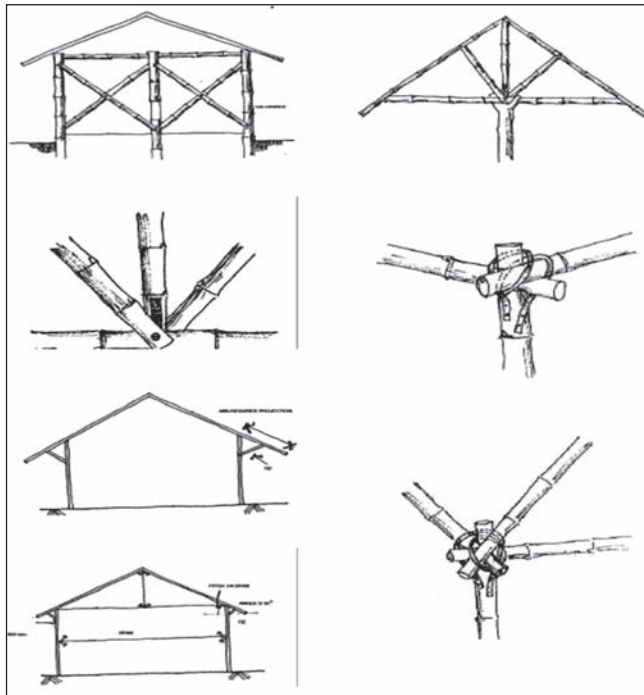
Plastic bottles being used as life jackets

(Source: *Community Based Disaster Management: Search and Rescue (2008)*, Orissa Disaster Mitigation Programme, German Red Cross and KFW, Indian Red Cross Society).

Sketches of ways of reinforcing walls and roofs of thatched houses



Sketches of ways of reinforcing walls and roofs of thatched houses



(Source: OSDMA & United Nations, *Community Contingency Plan for Floods & Cyclones, Orissa*)

A calendar of various kinds of skill training (on the lines of examples quoted above) can be developed by the community. This calendar can be a part of the mitigation and preparedness plan of the village disaster management plan. The trainer can list out various kinds of skill training that needs to be imparted to the community by discussing it with the community members depending upon the hazard vulnerability of the village.

Topic 5

Mock Drills

Duration: 30 minutes

Training Methodology: Discussion, Interaction and Demonstration

Trainer's Note: The trainer can ask the participants to evacuate as it is predicted that there is going to be an earthquake in about two minutes in the building. The trainer can note down the time taken by the participants to evacuate and note certain issues faced during this drill. After the participants reach outside, the trainer can call them inside the training hall and ask them how they felt during the evacuation.

Mock drill is essential to prepare local communities to respond effectively during an emergency. Carrying out mock drills is necessary for the following reasons:

- It is key instrument for testing the workability of any emergency response plan.
- It will ensure a better and coordinated response during a disaster by making everyone aware of their role and responsibilities.
- Mock drill also helps in preparing responding agencies to determine the kind and number of resources required and also helps them to carry out a capacity/resource assessment.

Organizing a mock drill requires detailed planning about the event and role of each stakeholder participating. After a drill is conducted, it is imperative to carry out a ‘debriefing’ after the mock drill. While organizing a mock drill, some times we loose momentum and jump the steps originally planned. Some actors “overact” while encroaching upon the role of others. That is the reason it is imperative to have a ‘debriefing’ after the mock drill to asses:

- (i) Which parts went as planned,
- (ii) Which parts went wrong and
- (ii) What modifications are required?

Such documentation would help us in fine-tuning future mock drills. An independent observer can also be deputed to help in identifying gaps in the drill. The community can thus learn from the gaps and try to fill it through better preparedness. Hence, it is necessary to create an environment which looks like a real disaster and not just a drama/ rehearsal.

It is generally felt that the essence of mock drill would be diluted, if prior intimation is given to the vulnerable community. However, an uninformed drill might bring unforeseen consequences. In such situations, it is suggested that the drill might be conducted in a phased manner. The phases can include:

1. Orientation-cum-coordination workshop of various stakeholders
2. Presentation of plans by the key stakeholders,
3. Actual mobilization of resources

Different kinds of drills are required for different emergencies. Some of the things that need to be remembered are:

Before the Drill

- Conducting different drills for different emergencies based on the vulnerability so the community can find out gaps in their preparation and response and take the necessary steps

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- Making available “do’s and don’ts” lists for various emergencies to stakeholders before planning a drill
- Involving the community and using local resources and knowledge, so they are able to relate to the drill process
- Keeping the key personnel in the village informed of any planned drill
- Preparing a detailed event chart with time and activities (i.e. information of the event, warning dissemination, place of occurrence, effect/impact of disaster, de-warning and de-briefing)
- Preparing a safety plan before the drill (Route Chart, First Aid box at the site, proper search and rescue equipment/information for any emergency contract number, police, fire, health system, revenue control room, and the skilled manpower immediately available in case of a real emergency)
- Ensuring “manageable” community participation, to prevent a real time disaster.



During the Drill

- Bringing in the media as part of the mock drill team to disseminate messages on the purpose of the drill
- Monitoring response time, to enable the community to learn how to minimize loss
- Ensuring proper coordination among various stakeholders during the drill
- Having a skilled safety team on standby for any emergency support
- Ensuring proper security arrangements are in place at the mock drill location

Finally, the village disaster management plan can plan for about four mock drills in a year and use the following matrix to prepare a calendar for conducting the drills.

Date of First Mock Drill	Gaps Identified	What needs to be in the second Mock Drill
Date of Second Mock Drill	Gaps Identified	What needs to be in the third Mock Drill
Date of Third Mock Drill	Gaps Identified	What needs to be in the fourth Mock Drill
Date of Fourth Mock Drill	Gaps Identified	

Resources:

1. Community Based Disaster Management: Search and Rescue (2008), Orissa Disaster Mitigation Programme, German Red Cross and KFW, Indian Red Cross Society.
2. California Tsunami Hazard Mitigation and Preparedness Program Guidance for Local Jurisdictions to Develop or Review Tsunami Evacuation: Plans for a Post-Earthquake, Local- Tsunami, Available at http://nthmp.tsunami.gov/documents/StateofCaliforniaGuidelinesforTsunamiEvacuationPlan_final.pdf
3. Hazard, Disasters and your Community: A Primer for Parliamentarians, *Version 1.0*, Government of India, Ministry of Home Affairs, National Disaster Management Division
4. Manual for Community-Based Flood Management, Bangladesh, Asia Pacific J. Env. Dev., 11(1&2), 2004, pp. 41-98)
5. Solution Exchange for the Disaster Management Community, 3 April 2008, Query: Conducting Successful Mock Drills - Experiences, Compiled by G Padmanabhan, and Nupur Arora.
6. West Bengal Voluntary Health Association (2003), Guide Book: Disaster preparedness and Response, Kolkatta.

Part (D)

FINANCIAL MECHANISM

Learning Objectives

At the end of the session, you should be able to:

- Explain the need for a financial mechanism for village disaster management plan,
- Illustrate the concept of community contingency fund and community disaster resilience fund, and;
- Provide an overview of various developmental schemes that can be linked with disaster mitigation and preparedness at the village level.

Materials Needed:

Flip Charts, Markers, Laptop, LCD/Projector, charts and Blackboard.

Key Concepts

The key concepts would include the following components:

Topic 1 : Community Contingency Fund

Topic 2 : Community Disaster Resilience Fund

Topic 3 : Development Schemes and Disaster Mitigation

Topic 1

Community Contingency Fund

Duration: 40 minutes

Training Methodology: Brainstorming

Trainer's Note: The trainer can asking the participants to brainstorm on the various sources of funding for carrying out the various activities of village disaster management plan. The trainer can then list out all the possible sources of funding on a flip chart. He can start his topic by highlighting the need for arranging finances to carry pout the plan. He can then lead the discussion to creation of a community contingency fund.

In order to sustain community level disaster reduction activities, the development of a continuous source of funds is very important. This will enable the families and community groups to implement disaster risk reduction and preparedness activities, which were identified in the village disaster management plan. The

local authorities can also help the most vulnerable community to establish a fund through providing seed money. The development of this fund would also allow the local community to use this seed money to mobilize further funds from other agencies.

The rationale behind constituting a community contingency fund is :

- To sustain existing community based disaster reduction activities
- To strengthen the resilience of most vulnerable social groups
- To develop an ownership of disaster reduction activities
- To organize immediate relief and rescue activities so that lives and property can be protected without waiting for external aid.

To meet this contingency, each household in the village can be motivated to contribute resources which could be in the form of funds and/or food grains, which becomes the grain bank for the village. For e.g. each household in a village saves a handful of rice every week to be used in the time of disasters. If there is no calamity, the collected rice is sold and the money credited to an Emergency Fund or as revolving fund by the women thrift group. A very nominal amount based on the affording capacity of the inhabitants (households) can also be collected and kept as the Community Contingency Fund or village emergency fund. In the annual meeting the village members or the Disaster Management Committee can decide how to use this fund or material as per the need and developmental plan of the village. The community members should be able to borrow micro-credits from this fund in order to undertake disaster reduction measures; e.g. raising the foundation of the house, retrofitting of the house or school, purchase of drought resistant seeds and plants etc.

In *Rajos*, a village in the Khurda district, each family contributes a sum of Rs. 100/- for the village can purchase relief stocks of grains, fuel, disinfectants, and basic medicines in advance, during the cyclone/flood season.

Source: Oxfam GB (2000), Village Contingency Plan for Cyclones, Bookline Publications, Hyderabad.

Topic 2

Community Disaster Resilience Fund

Duration: 40 minutes

Training Methodology: Discussion and Interaction

Trainer's Note: The trainer can connect the above topic with the present topic by informing them about certain initiatives that have been undertaken at the

national level regarding the funding mechanism for village level disaster risk reduction activities.

Piloted at the end of 2008, the Community Disaster Resilience Fund (CDRF) is a national initiative which is demonstrating the effectiveness of channeling funds directly to communities to address their own resilience by building priorities through community and primarily women-led initiatives. Eight committed organizations operating in 88 villages of 11 multihazard prone districts of eight Indian states are facilitating the local implementation of the fund by partnering with and transferring funds to community based groups which have mapped the vulnerabilities and capacities of their communities, created local institutions to manage community funds and link with government, and are currently planning and implementing resilience building initiatives.



The CDRF has been conceived as a fund to channel resources directly to at-risk communities, particularly grassroots women, to support them in initiating and scaling up effective grassroots DRR practices and in developing the necessary relationships with local and national authorities to effectively address community disaster risk. The Fund is also expected to demonstrate to national governments and donors the benefits of enabling community groups to plan, design, implement and appraise resilience building initiatives. The year 2008-2009 marked the first year for the implementation of the CDRF. The Fund is being implemented by National Alliance for Disaster Risk Reduction (NADRR) with the support of GROOTS International and Provention Consortium and the partnership of the National Disaster Management Authority (NDMA), India. Swayam Shikshan Prayog (SSP) and Knowledge Links are the implementing organizations on behalf of NADRR, and are therefore responsible for overall facilitation and monitoring of the fund as well as knowledge management and advocacy throughout the process engagement with disaster prone communities who are using the funds to strengthen their resilience to disasters

Topic 3

Development Schemes and Disaster Mitigation

Duration: 90 minutes

Training Methodology: Discussion and Interaction

Training Note: The trainer can initiate the session by asking the participants to discuss the different schemes and programmes run by government on rural development. Trainer may then start discussing the following developmental projects one by one with the participants based on their awareness level and experience with these schemes.

1) National Rural Employment Guarantee Act' 2005 (NREGA)

The programme was launched in 2005 and the Act guarantees 100 days of employment in a financial year to every household providing social safety for vulnerable groups and the opportunity to combine growth with equity. The assets so created will result in sustained employment for the area for future growth employment and self-sufficiency. NREGA was operationalised from 2nd February, 2006 in 200 selected districts across the country and was then extended to 130 more districts in 2007-08. The remaining districts (around 275) of the country under the ambit of NREGA were covered from 1st of April, 2008

2) Sampoorna Grameen Rozgar Yojana (SGRY)

The Programme was launched in 2001 with the objective of providing additional wage employment ensuring food security while creating durable community, social & economic infrastructure and assets in the rural areas. SGRY along with National Food for Work Programme (NFFWP) have been subsumed in the NREGA districts

3) National Food for Work Program (NFWP)

This was started in November 2004 to provide additional resources apart from the resources available under the SGRY to 150 most backward districts of the country for generation of supplementary wage employment and provision of food security.

4) Swarnjayanti Gram Swarozgar Yojana (SGSY)

This programme was launched in April 1999 and is valid upto July 2011 aimed for developing self employment programme for the rural poor. This programme is implemented by the District Rural Development Agencies (DRDAs) with the

active participation of PRI's, Banks, the line Departments, and NGO's. The programme aims at establishing a large number of Micro-enterprises in the rural areas and is a credit cum subsidy programme. It organizes poor into self-help groups for providing training, credit technology, infrastructure and marketing. SGSY is a centrally sponsored scheme and funding shared by the Central and State Government in the ratio of 75:25.

5) Pradhan Mantri Gram Sadak Yojana (PMGSY)

The programme was launched in December 2000 and is a 100% centrally sponsored scheme to provide connectivity to unconnected habitations by providing road connectivity to all habitations with a population of thousand (500 in case of hilly or tribal areas) with all weather roads by 2009. This Will lead to rural employment opportunities, better access to regulated and fair market, better access to health, education and other public services.

6) Indira Awas Yojana (IAY)

Started since May 1985 to assistance to rural people under BPL for the construction of dwelling units and upgradation of existing unserviceable kutcha houses. Indira Awas Yojana is a centrally sponsored scheme funded on cost sharing basis between the Government of India and the State Govt. in the ratio of 75:25. 60 lakh houses are to be constructed in a period of 4 year from 2005-06 and against this overall target, 15.52 lakh were built in 2005-06 and 14.98 lakh homes in 2006-07

6) Jawahar Gram Samridhi Yojana (J.G.S.Y.):

Jawahar Gram Samridhi Yojana(JGSY) is the restructured streamlined and comprehensive version of Jawahar Rojagar Yojana, designed to improve the quality of life of the poor, JGSY was launched in April,1999 with the primary objective to create demand driven community village infrastructure including durable assets at the village level and assets to enable the rural poor to increase the opportunity for sustained employment. The secondary objective is the generation of supplementary employment for the unemployed poor in the rural areas. The wage employment under the programme shall be given to Below Poverty line (B.P.L.) families. *JGSY is being implemented entirely at the village Panchayat level.* Village Panchayat is the sole authority for preparation of the Annual Action Plan and its implementation. The programme will be implemented entirely as a centrally sponsored scheme on cost sharing basis between the Centre and the State Government in the ratio of 75:25.

7) National Social Assistance Programme (NSAP)

This programme was initiated in 1995 to provide public assistance to its citizens in case of unemployment, old age, sickness and disablement within the limit of the economic capacity of the State

8) Accelerated Rural Water Supply Programme (ARWSP)

Central government supplements States' effort for providing safe drinking water and sanitation by providing financial and technical assistance under two centrally sponsored programmes namely "Accelerated Rural Water Supply Programme" and "Central Rural Sanitation Programme (CRSP)".

ARWSP was launched in 1972 to cover all rural habitations with 100 and above, ensure sustainability of the systems and sources of drinking water and its quality. CRSP was launched in 1986 with the aim at improving the quality of life of the rural poor and to provide privacy and dignity to women in rural areas. By 2009, 55,067 uncovered, 3.31 lakh slipped back and 2.17 lakh quality affected habitations are to be addressed and also, approximately 6 lakhs habitations where water supply is a problem will be covered.

9) 'Total Sanitation Campaign' (TSC)

The programme was started in 1999, under restructured CRSP to promote sanitation in rural areas and it follows participatory demand-responsive approach, educating the rural households about the benefits of proper sanitation and hygiene.

10) Employment Assurance Scheme (E.A.S.): The Employment Assurance Scheme (E.A.S.) was launched in October 1993 and aimed at providing wage employment in unskilled manual works to the rural poor. The secondary objective is to create economic infrastructure and community assets for sustained employment and development. *The scheme is the single wage employment programme implemented at the district/block level throughout the country.* A maximum of two adults per family are provided 100 days employment on an assured basis, who need and seek wage employment during the lean agriculture season. The resources under the scheme would be shared between the Centre and the State in the ratio of 75:25 respectively.

11) Rural Connectivity Programme (R.C.P): The scheme is implemented since 1996-97. RCP funds received for connectivity under 10th Finance Commission Award (T.F.C.) will be utilized for construction of all weather roads as per action plan approved by the Zilla Parishad.

13) Drought Prone Area Programme (D.P.A.P.): The Drought Prone Area Programme (DPAP) was started in 1973 with the aim to mitigate the adverse effect of drought on the production of crops and livestock, productivity of land, water and human resources. There is a specific arrangement for maintenance of assets and social audit by Panchayati Raj institutions. Allocation is to be shared equally by the Centre and State Government on 50:50 basis and Watershed Committees is to contribute for maintenance of the assets created.

Village community including self help groups undertake area development by planning and implementation of projects on watershed basis through Watershed Associations and Watershed Committees constituted from among themselves. The Government supplements their work by creating social awareness imparting trainings and providing technical support through the Project Implementation Agencies.

14) Desert Development Program (DDP) was initiated in 1977 to mitigate adverse effects of desertification.

15) Integrated Wastelands Development Program (IWDP) was sanctioned in 1989 to the areas not covered under DPAP or DDP.

16) Hariyali was started in April 2003 to empower Panchayati Raj Institutions both financially and administratively in implementation of Watershed Development Program.

17) Swajaldhara was initiated in December 2002 so as to formulate, implement, operate and maintain drinking water projects by the village community.

Note* INTEGRATED RURAL DEVELOPMENT PROGRAMME (IRDP), TRAINING OF RURAL YOUTH FOR SELF EMPLOYMENT (TRYSEM), DEVELOPMENT OF WOMEN AND CHILDREN IN RURAL AREAS (DWCRA), SUPPLY OF IMPROVED TOOL-KITS TO RURAL ARTISANS (SITRA), GANGA KALYAN YOJANA (G.K.Y.) AND MILLION WELLS SCHEME (M.W.S.) PROJECTS HAVE BEEN MERGED UNDER THE SWARNJAYANTI GRAM SWAROZGAR YOJANA (SGSY) PROGRAMME.

Suggested Integration Measures

Training Note: Trainer can initiate the session by discussing on the need to promote peoples' participation for development by building awareness on critical developmental issues and integrating disaster mitigation and preparedness measures.

The 9th Five Year Plan (1997-2002) had emphasized on district level planning and to initiate Rural Development Programmes, use of individual, social, local

and indigenous knowledge, facilitate community development and formulate sustainable developmental plans. It also encouraged the formulation of Self Help Groups (SHG). Now, during the current 11th Five Year Plan (2007-2012), major thrust is laid on developing the untreated areas and conservation measures. Some measures are suggested below and the group can discuss other similar integration measures.

- Reviving ancient water systems, with low chemical-input agriculture, which can be a mix of traditional knowledge and “newer” methods can be linked with preparedness measures for hydro-metrology related hazard management and will help poor farmers devise an effective strategy to cope with the changing monsoons.
- Some amount received from government schemes can be kept drought/ flood/cyclone-relief, soil and water-conservation, inter-cropping patterns and alternative livelihood programmes.
- The introduction of community schools and extended classrooms in villages must be increased and these can be utilized to educate and sensitize the community on various disaster risk reduction measures.
- Non-formal literacy programmes are actively attended by women and this can enable them to gain a better understanding of health and hygiene and other important family and community concerns.
- Broadening of rural credit programmes to ensure women’s access and encourage formulation of Self Help Groups to take up livelihood programmes.
- Government Sanitation projects must have community involvement, train some community members to do maintenance and repair. In such programmes, disaster shelter and relief management initiatives associated with health and sanitation can be co-coordinated.

Resources:

1. Shesh Kanta Kafle and Zubair Murshed (2006) Community-Based Disaster Risk Management For Local Authorities :Participants Workbook, Asian Disaster Preparedness Centre, Bangkok, Thailand
2. Proceedings of Community Disaster Community Resilience Fund (CDRF) :Indian Grassroots Women Build Disaster Resilience through Community Led Planning, Mapping, Institution Building and Risk Reduction Initiatives, June 3-5, 2009,CYSD Hall, Bhubaneswar, Orissa
3. Oxfam GB (2000), Village Contingency Plan for Cyclones, Bookline Publications, Hyderabad.

Part (E)

CONTACT DETAILS AND UPDATION MECHANISM

Learning Objectives

At the end of the session, you should be able to:

- List out the important personnel whose contact details have to be attached with the village disaster management plan, and;
- Illustrate the mechanism for Updation of village disaster management plan.

Materials Needed:

Flip Charts, Markers, Laptop, LCD/Projector, charts and Blackboard.

Key Concepts

The key concepts would include the following components:

Topic 1: Contact details

Topic 2: Updation Mechanism

Topic 1

Contact Details

Duration: 40 minutes

Training Methodology: Interaction & Free Listing

Trainer's Note: The trainer asks the participants to list out the important personnel who need to be contacted immediately after a disaster for rendering their services. The trainer can chalk out a list of such persons by discussing it with the participants.

The village disaster management plan should end with the contact details of the personnel who may be skilled to save the lives of people who are hit by disasters. At the same time, the community may also need to contact people in the local administration so that they can respond to the disaster as soon as possible. It would be helpful to identify a nodal person in the neighboring village and add his contact detail as well. The list may contain the names of such people, their designation/position along with their residence, official and mobile phone number. The list may include the following people:

1. District Collector
2. Sub Divisional Magistrate
3. Nodal Officer in the Department of Health, Forest, Fire, Revenue/Disaster Management etc
4. Block Developmental Officer/Mandal Parishad Development Officer
5. Tehsildaar
6. Panchayat President
7. Village Head if any
8. Ambulance Service
9. Boat owners in the village
10. Bus owners
11. Tractor owners
12. Truck owners
13. Fair Price Shop owner
14. Doctor
15. Health worker
16. Engineer
17. Anganwadi worker
18. Carpenter
19. Swimmer
20. Nodal person from neighboring village
21. Other important item owners like crane, bulldozer gas cutter, tree cutter, RCC cutter, crowbars, axe, generators, tarapaulin etc

The contact details of the above mentioned personnel will help to locate the resources as soon as possible in the aftermath of disaster.

Topic 2

Updation Mechanism

Duration: 20 minutes

Training Methodology: Discussion

Trainer's Note: The trainer can initiate the topic by asking the participants "Whose responsibility is it to update the plan? What is the tenure after which the plan has to be updated?"

Once a village disaster management plan is prepared by a village, it has to be written down and members of the disaster management teams have to be responsible to spread the information to the community about decisions that have been taken.

Any Disaster Management Plan should be

- | | | |
|----------------|------------------|-------------------------------|
| • Written | <i>Otherwise</i> | It will not be REMEMBERED |
| • Simple | <i>Otherwise</i> | It will not be UNDERSTOOD |
| • Disseminated | <i>Otherwise</i> | It will not REACH THE NEEDFUL |
| • Tested | <i>Otherwise</i> | It will not be PRACTICAL |
| • Revised | <i>Otherwise</i> | It will not be UP TO DATE |

Resources:

1. Delhi Disaster Management Authority, Community Disaster Management Plan, Government of NCT of Delhi.
2. Oxfam GB (2000), Village Contingency Plan for Cyclones, Bookline Publications, Hyderabad.

Part (F)

FAMILY DISASTER MANAGEMENT PLAN

Learning Objectives

At the end of the session, you should be able to:

- Discuss the important components of family disaster management plan, and;
- List out the material required for preparing family disaster supplies kit.

Key Concepts

The key concepts would include the following components:

Topic 1: Family Disaster Preparedness Plan

Topic 2: Family Disaster Supplies Kit

Topic 1

Family Disaster Preparedness Plan

Duration: 90 minutes

Training Methodology: Discussion and Interaction

Trainer's Note: The trainer can ask the participants what will happen if there is an earthquake in the afternoon in the village. Where will their family members be? Where would the children be? How would they feel?

The trainer can connect the above questions by accentuating the need for preparing a family disaster preparedness plan. Each household in the village should prepare a family disaster preparedness plan.

For making a family disaster preparedness plan, you have to conduct a hazard, vulnerability and capacity analysis of your home. You can carry out the following steps:

- Look at each room in your home with “Disaster Eyes” from the level of the shortest member of your family.
- Take some time and sit in each room and think “if a major disaster hit right now, what would injure us”. Then fix the hazard.
- To prevent injury and reduce damage, each room of your home should be carefully examined.
- This will be the starting point in the preparing your home disaster preparedness plan.

Submodule 2- Part (F) Family Disaster Management Plan

You can take a walk through some rooms of the house and ponder over the following points :

1. **Living rooms:** Ask them what hazards one normally finds in living rooms. (Tell them how dangerous TVs can be for little children).
2. **Bedrooms:** We spend a lot of time in bedrooms, but this would be the place we will be caught in when there is a night time earthquake. So take special care for things that can fall on us and those that can block our exit.
3. **Kitchens:** Kitchens are among the most hazardous rooms in the house - they contain a lot of glass, fire, cooking gas, etc. One needs to ensure safety here. Install mechanical latches on cupboards. Tie gas cylinders so that they don't fall down and start a gas leak. Make it a habit to turn off the gas cylinder at night.

Family preparedness planning should involve all members of the family sitting together and discussing the scenario of a disaster. If a damaging earthquake happens during the daytime, family members will be in different parts of the city. It is important that each person in the family discuss and decide on their roles and responsibilities in getting the family back together after such an event. Family disaster preparedness planning would involve the following steps:

- Take a few minutes with your family to discuss a home evacuation plan. Sketch a floor plan; walk through each room and discuss evacuation.
- Plan a second way to exit from each room or area, if possible.
- Prepare the Family Emergency Kit to sustain your family for 72 hours. Refurbish every 3 to 4 months.
- Make sure your neighbours do so too! (or else be prepared to share your kit with them)
- Know where your emergency kits are located.
- Mark where the “Main” switches or valves are located so that they can be turned off to prevent sparks that could cause an explosion if there is a gas leak, water to prevent flooding from broken pipes, gas (if you have piped in gas) to prevent fires and explosions.
- Indicate the location of your family's emergency outdoor meeting place.
 - Where and how
 - Plan responsibilities
 - External contact point

Get trained in First Aid as basic first aid is important because you can help yourselves and your neighbours if anyone has minor injuries. You can help ease the pressure on the hospitals and doctors by treating minor injuries yourself

- Do a preparedness drill (everyone!) and everyone should participate in preparedness drills, especially the very old, children, women and challenged populace. These people will be the most vulnerable during and after a disaster.

The community is better prepared to deal with any disaster when every household in the community has a preparedness plan in place.

Topic 2

Family Disaster Supplies Kit

Duration: 40 minutes

Training Methodology: Discussion and Free Listing

Trainer's Note: The trainer can ask the participants:

- Can you imagine you or your family members queuing for relief?
- What is the earliest that you feel that relief will be distributed to everyone?

The most optimistic estimates are that it will take 72 hours. For your family to survive these 72 hours, it is important that you prepare a family emergency preparedness kit. A sample list of contents is given in the slide

- Non-perishable food to last 72 hours
- Water (10 lit/ day/person)
- First aid kit + prescription medicine+ sanitary items
- Torch +spare batteries
- Radio + batteries
- Emergency cash
- List of emergency telephones
- Copies of valuable documents

Items such medicines and batteries should be checked for expiry date and the stock should be updated from time to time.

Resources:

1. Delhi Disaster Management Authority (2009), Brochure developed on Family Disaster Supplies Kit, Government of NCT of Delhi, Delhi.
2. GeoHazards International (2008), Instructor Guide for Teacher Sensitization Sessions, Training material for School Earthquake safety.

ANNEXURE

Annexure 1

Dos' and Don'ts of hazards

1. EARTHQUAKE

An earthquake is a series of underground shock waves and movements on the earth's surface caused by natural processes occurring within the earth's crust.

Before and earthquake

- Develop a family emergency plan and practice it regularly
- Identify an out-of area phone contact person to call and check about you & family welfare.
- Choose a couple of family meeting places; pick easy to identify, open and accessible places that you can easily reach.
- Prepare to be self-sufficient for a minimum of three days.
- Assemble an emergency supply kit; include food, water, prescription medications and first aid supplies, a battery operated radio, flashlight, extra batteries, shelter, clothing, sturdy shoes, and personal toiletries.
- Take an approved first aid course.
- Make your house earthquake resistant and secure heavy furniture and objects.

During and Earthquake

- Remain calm! The shaking usually lasts no more than a minute.

If inside,

- Stay inside. "DROP, COVER, and HOLD!" Drop under sturdy furniture. Cover as much of your head and upper body as you can. Hold onto the furniture, if you cannot get under sturdy furniture, move to an inside wall or archway and sit with your back to the wall, bring your knees to your chest and cover your head.
- Stay away from mirrors and windows.
- Do not exit the building during the shaking.

If outdoors,

- Move to an open area away from all structures, especially building, bridges, and overhead power lines.

After an earthquake

- STAY CALM! Count to 60 to allow time for objects to fall before moving.

Annexure 1- Dos' and Don'ts of hazards

- Move cautiously, and check for unstable objects and other hazards above and around you.
- Check yourself for injuries.
- Help those around you and provide first aid, if you are qualified.
- Inspect gas, water and electric lines. If there are leaks or if there is any doubt about leaks, shut off mains; evacuate immediately
- Anticipate aftershocks, especially if the shaking lasted longer than two minutes.
- Stay out of damaged buildings.
- Listen to the radio or watch local TV for emergency information and additional safety instructions.

Rules to remember in an earthquake

1. Protect Yourself and your Family.
2. Turn off gas, electric heaters, etc. the moment you feel the earthquake, and in case a fire breaks out, put it out quickly.
3. Avoid rushing out of your house during the earthquake.
4. Open the door to secure an exit.
5. When outside protect your head and keep away from dangerous objects.
6. Evacuate on foot rather than by any vehicle, and carry only what you need.
7. Avoid being misled by false rumors and try to obtain and act on correct information.

2. FLOODS

Flood is a temporary inundation of large regions as the result of an increase in reservoir, or of river flooding its banks because of heavy rains, high winds, cyclones, storm surge along coast, tsunami, melting snow or dam burst.

Before Flooding Occurs

- All your family members should know the safe route to nearest shelter/ raised pucca house.
- If your area is flood-prone, consider alternative building materials. Mud walls are more likely to be damaged during floods.
- Have an emergency kit on hand.

When you hear a flood warning or if flooding appears likely

- Tune to your local radio/TV for warnings and advice.

- Don't give any importance to rumors and don't panic.
- Keep dry food, drinking water and clothes ready.



During Floods

- Drink boiled water.
- Keep your food covered, don't take heavy meals.
- Drink, rice-water, tender coconut-water, etc.
- Do not let children remain on empty stomach.
- Use bleaching powder and lime to disinfect the surrounding.
- Be careful of snakes as snake bites are common during floods.

If you need to evacuate

- Firstly pack warm clothing, essential medication, valuables, personal papers, etc. in waterproof bags, to be taken with your emergency kit.
- Inform the local volunteers (if available), the address of the place you are evacuating to.
- Raise furniture, clothing and valuables onto beds, tables and in attic (electrical items highest).
- Turn off the main power supply.
- Whether you leave or stay, put sandbags in the toilet bowl and over all laundry / bathroom drain-holes to prevent sewage back-flow.
- Lock your home and take recommended / known evacuation routes for your area.
- Do not get into water of unknown depth and current.

If you stay or on your return

- Stay tuned to local radio for updated advice.
- Do not allow children to play in, or near flood waters.

Annexure 1- Dos' and Don'ts of hazards

- Avoid entering floodwaters. If you must, wear proper protection for your feet and check depth and current with a stick.
- Stay away from drains and culverts.
- Do not use electrical appliances, which have been in floodwater until checked for safety.
- Do not eat food, which has been in floodwaters.
- Drink boiled water.
- Check the safety of your neighbours and help each other. Pay special to women, infants, elderly people & people with disabilities.

3. TSUNAMI

Tsunamis, also known as seismic sea waves (also called "tidal waves"), are a series of enormous waves created by an underwater disturbance such as an Earthquake. A tsunami can move hundreds of miles per hour in the open ocean and smash into land with waves as high as 100 feet or more, although most waves are less than 18 feet high.

What to do before tsunami

- a. Find out if your home is in a danger area
- b. Know the height of your street above sea level and the distance from the coast. Evacuation orders may be based on these numbers
- c. Tsunamis can be caused by an underground disturbance such as earthquakes, landslide or volcanic eruption; people living along the coast should consider an earthquake or a sizable ground rumbling as a warning signal. A noticeable rapid rise or fall in coastal waters is also a sign that a tsunami is approaching.
- d. If you are feel the danger of tsunami ,tray and climb a raised platform or climb the highest floor of nay house or building which you might see.
- e. Make evacuation plans. Pick an inland location that is elevated. After an earthquake or any other natural disaster, roads in and out of the vicinity may be blocked, so plan more than one evacuation route.

During tsunami

- Stay away from the beach.
- Never go down to the beach to watch a tsunami come in. If you can see the wave you are too close to escape it.
- Listen to a radio or television to get the latest information and be ready to evacuate if asked to do so.
- If you hear an official warning, evacuate at once.

- Return home only after authorities advise it is safe to do so.
- A tsunami is a series of waves. Do not assume that one wave means that the danger is over. Subsequent wave may be larger than the first one. Stay out of the area.



After a tsunami

- Stay tuned to battery- operated radio for the latest emergency information.
- Help injured and trapped persons.
- Stay away from flooded and damaged areas until officials say it is safe to return.
- Enter your home with caution.
- Use flashlight when entering damaged houses. Check for electrical short circuit and live wires.
- Check food supplies and test drinking water.

4. CYCLONE

Cyclone is a violent storm, often of vast extent, characterized by high winds rotating about a calm center of low atmospheric pressure. This center moves onward, often with a velocity of 50 kilometer or above an hour.

Before a Cyclone

- Listen to radio or TV weather reports and in case of a cyclone warning ensure that everybody is alerted. This is usually done through a loud speaker or by going home to home
- Identify safe shelters in your area. These should be cyclone resistant pucca houses. Also find the closest route to reach them.
- Keep your emergency kit ready

Annexure 1- Dos' and Don'ts of hazards

- Doors, windows, the roof and walls should be strengthened before the cyclone season through retrofitting and repairing.
- Store adequate food grains and water in safe places.
- Conduct Mock Drills for yourself and the community that a warning has been given

Upon a cyclone Warning

- Listen to your local radio, TV or community warning system for further information
- Close all widows and doors of the home.
- Stay indoors
- Get the emergency kit ready and incase of warning of a severe cyclone, move with your family to a strong pucca house.
- Do not venture into the sea.



When a Cyclone strikes

- Stay Indoors. Stand below the strongest part of the house if you have not moved to the cyclone shelter
- Protect yourself with blankets, and anchor yourself to a strong fixture or get under a strong table.
- Remain indoors until advised that the cyclone has passed away

After the Cyclone

- Do not go out till officially advised that it is safe. If evacuated, wait till advised to go back.
- Use the recommended route to return to your home. Do not rush.
- Check for gas leaks before using the stove.
- Dry electrical appliances before use

- Be careful of fallen power lines, damaged roads and houses, fallen trees
- Rescue the victims and help in the relief work.

5. FIRE ACCIDENTS

The do's and don'ts that need to be observed for fire breakouts are as follows:

Do's

- In case of Fire, dial 101
- Remain calm, unplug all electrical appliances
- Alert all others around you.
- Learn at least two escape routes in your office, apartments.
- Buy Fireworks from a licensed shop and keep them in closed box.
- Store crackers away from source of fire or inflammation.
- Light crackers at arms length and stand back while lighting.
- Discard used fireworks in a bucket of water
- Keep buckets of water and blankets ready, in case a fire breaks out.
- Wear thick cotton clothes for maximum safety from fire.
- If clothes catch fire, Stop, Drop and Roll
- Install smoke alarms so as to get warnings.
- Ensure planned escape routes are free from obstructions.
- Try and make way to the window, if the room becomes smoky, crawl along floor.
- In case of uncontrolled fire, wrap the victim in a blanket, till the fire ceases.
- In case of burns, splash tap water (not ice water). The process may be repeated till the burning sensation reduces.
- If fingers or toes are burned, separate them with dry, sterile, non-adhesive dressings.
- Make sure the burn victim is breathing, if breathing has stopped or if the victim's airway is blocked then open the airway and if necessary begin rescue breathing.
- Cover the area of the burn with a moist sterile bandage, or clean cloth (do not use blanket or towel for healing burns).

Annexure 1- Dos' and Don'ts of hazards

- Consult the local doctor as soon as possible for the proper medication.



Don'ts

- Don't burn crackers in crowded, congested places, narrow lanes or inside the house.
- Don't let children burst crackers unaccompanied by an adult.
- Don't put fireworks in your pocket or throw them.
- Don't cover crackers with tin containers or glass bottles for extra sound effect.
- Don't dare to examine unburst crackers...leave them.
- Don't light crackers on own hands.
- Don't use fireworks inside a vehicle
- Avoid long loose clothes, as they are fast in catching fire
- Don't remove burnt clothing (unless it comes off easily), but do ensure that the victim is not still in contact with smoldering materials.
- Don't apply adhesive dressing on the burnt area.
- Don't break the burst blister.
- Don't dispose off lighted cigarette ends carelessly.
- Don't pug too many electrical appliances in one socket.
- Don't store L.P.gas against gas cylinders rules.
- Don't apply any paint on Fire detectors/sprinkler heads.
- Don't engage unqualified contractors for the servicing of fire fighting system.
- Don't relax after hearing fire/emergency call.

Annexure 2

Village Disaster Management Plan

(Community Contingency Plan - CCP)

Contents	Pages
1. Village Profile	2-8
2. Emergency Response Plan	9-20
3. DRR Plan	21-26

Author:

Dr. Antony Gnanamuthu Ph.D.,

Prepared By: Community

Date :

Passed in PalliSabha on -----

Passed on Gram Sabha on -----

Updated on-----

Passed in PalliSabha on -----

Passed on Gram Sabha on -----

Updated on-----

Passed in PalliSabha on -----

Passed on Gram Sabha on -----

Updated on-----

Passed in PalliSabha on -----

Passed on Gram Sabha on -----

PREAMBLE

Village Disaster Management Plan (VDMP) / Community Contingency Plan (CCP) is a document prepared by the community themselves for their own disaster management based on their own Hazard, Vulnerability, Risk, Resource & Capacity analysis, containing village profile supported by maps, emergency response & disaster risk reduction plans, listing out activities & pin pointing responsibility of the VDMC (Village Disaster Management Committee), SHG (Small Household Group), TF - Task Force Members & the community at normal times, before, during & after a disaster in order to save lives, livelihood & property & integrating it into the long term sustainable village developmental plan. All the activities in the emergency response plan are so well planned, practiced, rehearsed & synchronized that they take place simultaneously in clockwork precision with minimum loss of time & orders.

1. At all times, to reduce the vulnerability & risk, the VDMC, SHG & TF members along with the community will regularly implement the Disaster Risk Reduction Plan as part of Development Plan & constantly train & empower themselves for better preparedness.
2. The VDMC, SHGs & TF members & community will constantly carry out reorientation training, mock drills & updating of the response plan so that they are fully empowered & geared up to meet any emergency situation as per their specified roles & responsibilities spelt out in the emergency response plan (Pre-During-Post stages) to save the lives, livelihood & property with zero tolerance to loss of lives.

VILLAGE PROFILE:

Revenue details:

- | | |
|--|----------------------------------|
| ➤ Name of the (Shelter) Village: | ➤ Name of the Anm Center |
| ➤ Name of the periphery villages/ Hamlets: | ➤ Name of the Asha |
| ➤ Name of the Nearest Primary School | ➤ Name of the Anganwadi Center: |
| ➤ Name Of the Nearest Me School | ➤ PHC/CHC |
| ➤ Name of the Nearest High School | ➤ LI Centre |
| ➤ Name of the Gram Panchayat: | ➤ Fire Station: |
| ➤ Post office: | ➤ Police Station: |
| ➤ R I Circle: | ➤ Electric Sub Station |
| | ➤ Name of the Telephone Exchange |
| | ➤ Name of the Jao |

- Name of the VLW/VAW/Executive Officer
- RWSS
- Block:
- Tahasil:
- Sub Division:
- District:
- State:

Accessibility

Road condition-black top/concrete/graveled/mud hard top (all weather/fare weather & in case of fare weather NOT accessible from which month to which month), trucks & buses can ply from where to where, small four wheeler from where to where & not fit for vehicles from where to where. Each road be described in the above manner with distances & time taken in brackets. The alternate roads in case of the road mentioned is likely to be damaged/submerged may be mentioned under the same heads after describing each road. The aim is how best to reach the village under prevailing conditions in case of a disaster & the ultimate goal is to have all weather roads with heaviest vehicle plying. In the developmental plan (DRR plan) to accord priority for conversion of roads from one state to other as a continuous process depending on the priority of need & availability of funds. Accessibility to all the above mentioned places be mentioned.

Sl No	From	To	Name/ description of road	Condition	Main/ Alternate	All Weather/ Fare Weather (Not accessible From -To-)	Vehicle capacity	Remarks
-------	------	----	---------------------------	-----------	-----------------	--	------------------	---------

Disaster History of The Village

A very brief Para mentioning the boundaries of the village/shelter community in the N,S,E &W sides & since when the village/villages is/are in existence if known. Location of the rivers & sea in relation to the village & their distances from the village as crow flies. The disaster history could be tabulated chronologically & disaster wise (Prioritizing based on devastating impact & recurrence) with year of occurrence with max possible information on loss of lives (both men & animals), livelihood & property as under;

Annexure 2- Village Disaster Management Plan

SI No	Type of Hazard (in order of Priority)	Year of Occurrence	Name of Village	No of Lives Lost & Cause	No of Live tocks Lost & Cause	No of Houses Fully Damaged & Cause	Type of Crop & Approx Acreage Lost	Area Fully Sub Merged With boundary	Area Fully Safe with Boundary	Approx time taken for people to Comeback home	Remarks

Demographic Information

Household details:

SI No	Name of SHGs	NO. OF H/H	Population Adult/ Children (as per Relief Code age)				Above 60 yrs.	Leader	Deputy Leader	Task Force Members Name With group
			ADULT		CHILDREN					
			M	F	M	F				

Housing pattern:

SHG Name	Housing pattern (in bracket safe/ unsafe)				
	Thatched	Tile	Asbestos	RCC	Total
Total					

Primary Occupation:

SHG Name	Occupation pattern (affected how many HH)								
	CuITIVATION	FisHING	DAILY LABOUR	R uRAL ArtISANS	Traditional occpn\	Petty Business	Service	Any other	Total
Sub-Total									

BPL /APL List (Through PRA a SHG wise list of BPL families to be prepared listing the poorest on top & a copy of each to be kept with SHG & VDMC & updated with VDMP / CCP)

HMG	Economic Status		
	APL	BPL	Total
Total			

Cultivation profile: (during flood/cyclone what crop/acreage affected)

Sl.	Season					Area coverage (in Acre)
	KHARIF			RABI		
1	Type of Cro	of Month	Type of Crop	Month		
2						

Migration pattern

HMG	HH No.	No. of Persons migrating	No of persons being left behind. Name of Head for contact	Where they go (Contact Head& Address& Tel. no)	Purpose	Time Duration
1						

Livestock (H/H segregation in annex)

HMG	Bullocks	Cows	Buffaloes	Sheep	Goat	Poultry
Total						

Community Resource List:

HMG	Resource particulars	Quantity	House No.

Annexure 2- Village Disaster Management Plan

1. List of Shelter Equipments at Village / shelter:

SI	Category	Name of the Item	Quantity
1	Search & Rescue		
2	First Aid		
3	Early Warning		
4	General		

2. Telephone\ cell phone Number (Govt., PRI & Local in that order)

SI	Name of the person/ DESIGNATION	Location (Place or Pada or Sahi)	Phone No.
1	COLLECTOR		
2	D.E.O		

Human Resource

Sl.	Category	Names	Contact Number	Name of HMGs
1	Doctor	X	1	
2	PHARMACIST /Nurse/RMP			
3	TBA			
4	ANM			
	ASHA			
	AWW			
	Vetenary surgeon/LI			
5	Carpenter			
6	Mason			
7	Mechanic Telephone/TV/ Radio/electronic/vehicle			
8	Electrician			
9	Boat driver			
10	Swimmer			
11	Retired Army/police/Fire service person			

Vulnerability Details

SI No	HMG	Name	Type of Disability	House No

Institutions inside the SHELTER / Village community

VDMC

SI.	Name	Designation	Specialisation if any	Ph. No.	HMG
1					
2					

SHGs

SI.	Name of the Members	Sub-group	Sex	Age	Tele No.	HMG
1		Early warning				
2						

TASK FORCE

SI.	Name of the SHG	Total HHs	House No.		Leader	Dy. Leader	Sub Group
			From	To			

VDMP /C.C.P VOLUNTEERS

SI.	Name	Designation	Specialisation if any	Ph. No.	HMG
1					
2					

Youth Club profile:

SI	Name of Youth Club	Total Members	President	Secretary	Treasurer	Activities/ specialisation
1						
2						

SHG profile

SI	Name of SHG	Total Members	President	Secretary	Treasurer	Activity/ specialisation
1						
2						

PRI member's profile

SHG	SI.	Designation	Name of the person	Contact Phone

Annexure 2- Village Disaster Management Plan

Infrastructure\ public utilities (For shelter purpose)

SI	Name of the Infrastructure	Village	Capacity	Key holder
1	Cyclone shelter			
2	School			
3	Hospital			
4	RCC Building (Individual with house) numb a.			Head of the house
5	ANM Center / Anganwadi center. Others if any			

Drinking Water source and functionality

SHG	Tube-well no.	Functional (current/ disaster)	Other source of drinking water	location

Market/ shop (grocery/kerosene/medicine/PDS/dry food/rice mill)

Village	Type of shop	Name of the owner	Location	Contact Phone

Burial ground:

- Location of the Burial ground. (High or Low lying location, Direction, Distance from Shelter)
- Animal carcass disposal area

Annexures:

- Social Map
- Hazard & Vulnerability Map
- Resource Map
- Seasonality Map
- Networking Map
- List of the households (shelter community)

Emergency Response Plan (pre, during & after with roles & responsibilities pin pointed for each member)

1. Communication & Warning Dissemination Plan (inside village (SHGs), out in field, rivers/creeks, Sea, market place etc, mode of communication, responsibility by name & equipment). The early warning team will take all the required initiatives to disseminate the message.

Period	Activity	Name of Leader & Members	SHG	Equipment & Stores	Remarks
Before (on receipt of warning)	<p>1. Confirm warning from district control room/block control room/GP office & inform Secretary, President, Vice President & TF Leaders. VDMC approves & orders for issue of warning</p> <p>2. First Warning for all to return to their homes & individual & house hold preparedness commence</p> <p>HMGs</p> <p>Fields</p> <p>River/Sea</p> <p>Market place</p> <p>Any other place</p> <p>3. Second Warning for VDMC meeting. House hold preparedness to continue</p> <p>4. Third Warning for move to shelter & safe places to commence</p> <p>5. Fourth Warning for all to be indoors except VDMC members. Head count & registration by all SHG leaders supported by TF members & feed back to VDMC.</p> <p>6. Fifth warning for all move to stop & all to be indoors including VDMC members</p>	WD&EO			
During	1. Constant communication through shelter mobile phone with Dist Control Room, IMD, warning dissemination center, Red Cross control Room, Block control Room & GP office & feed back on the state of emergency to EC members of VDMC				
After	<p>1. Confirm de-warning from Dist Control Room/ block control room/GP office & inform Secretary, President, Vice President & TF Leader.</p> <p>2. VDMC members to move out first for a quick assessment of the situation outside & then order for community to return home</p>				

Annexure 2- Village Disaster Management Plan

2. Individual & House Hold Preparedness Plan. (Time plan applicable to all)

Period	Activity	Supervision/Assistance	Remarks
After First Warning & till Third Warning	1.Precious house hold documents, valuables, cash in safe container with lock & key 2.Food items for all types of people for 03 days 3.Drinking water for all for 03 days 4.Medicine as required 5.Clothing & under garments for three days 6.Utencils as required 7.Radio, torch, sticks, lanterns, match boxes, mosquito nets 5.Strengthening the roof & structure of house 6.Packing & safe keeping of all house hold goods (in case the house is likely to be submerged packing for moving to safe place)	SHG Leader/Dy. Leader/TF members	

3. Co-ordination(role distribution plan at VDMC & TF Meeting).On issue of second warning all SDMC members move to the shelter & carry out role & responsibility co-ordination for all activities.

Period	Activity	VDMC/TF & Support teams	Responsibility (For all the VDMC & TF members by designation for all activities)	Remarks
Before	Early Warning	President Vice President Secretary Asst Treasurer WD&EO/ Asst TF Leader/Dy Leader SHG Leader/Dy Leader	After discussion with EC members on confirmation of EW (eEarly Warning) from Govt. sources by WD & EO give instructions for issue of First Warning. Give permission for issue of all the warnings on consultation by secy & WD & EO Assist President in all activities & in absence of President take all decisions. Convene the meeting of EC members for confirmation of Early Warning & then on second warning facilitate the coordination meeting.Monitor all the preparedness, evacuation activities & keep EC members informed In consultation with president, vice president & secretary allot fund as per SDMC approval for all emergency purchases & coordinate purchases.	

Period	Activity	VDMC/TF & Support teams	Responsibility (For all the VDMC & TF members by designation for all activities)	Remarks
			<p>Keep abreast with all warnings, confirm from Govt source & inform EC members. Coordinate move of all warning teams, issue of all warnings.</p> <p>Check back roles & responsibilities by name, issue equipments required, monitor move & activities.</p> <p>Timely issue of all warnings to all SHG members. Monitor & supervise the household preparedness.</p> <p>Monitor & execute household & individual evacuation plan. Coordinate the activities of the TF members of the SHG</p>	
During		President Vice President Secretary Asst Treasurer WD&EO/ Asst TF Leader/ Dy Leader SHG Leader/ Dy Leader		
After		President Vice President Secretary Asst Treasurer WD&EO/ Asst TF Leader/ Dy Leader SHG Leader /Dy Leader		

4. Village / Shelter Management Plan (Cleanliness, Food, Water, medicines, lighting, cooking, resting, storing, consoling, FA)

Annexure 2- Village Disaster Management Plan

Period	Leader & Team	Responsibility	Equipment/ Stores	Remarks
Before	Warning Dissemination (WD) & Equipment Operator (EO) 02 Members from each SHG by name-Cleaning, water, rations, cooking, purchases.	Clean the roof & entire shelter Clean the over head water tanks Store clean drinking water in all the three water tanks.	Motor, pipe, cleaning material, buckets, updated SHG wise population list, cooking utensils,	
	Asst WD&EO, Dy leader TF & 01 member from each SHG by name- Equipment all types- repair, maint, purchases,	Stock all dry food as per the VDMC guide lines Earmark space for SHGs, house hold emergency items, cooking, TF & SDMC members. Clean the area earmarked for animals & post one member per HMG for guidance & help Check all the First aid Kits for all the medicines & stores for over due dates In case of some urgent purchases of medicines take sanction from EC & buy Check all the Equipments for functionality. Carry out minor repairs if required after approval of EC/VDMC Purchase spare battery for all torches & patrol & kerosene oil for generator & candles, match boxes		

Period	Leader & Team	Responsibility	Equipment/ Stores	Remarks
During	Warning Dissemination (WD) & Equipment Operator (EO) 02 Members from each SHG by name-Cleaning, water, rations, cooking, purchases. Asst WD&EO, Dy leader TF & 01 member from each SHG by name-Equipment all types-repair,maint,purchases			
After	Warning Dissemination (WD) & Equipment Operator (EO) 02 Members from each SHG by name-Cleaning, water, rations, cooking. Asst WD&EO, Dy leader TF & 01 member from each HMG by name-Equipment all types repair,maint,purchases			

5. Evacuation Plan

- Vulnerable House Holds-Over all in charge by name

Period	House No	SHG	Support Vehicle & owner's name	Place to be shifted to	Remarks

- Vulnerable People- Over all in charge by name

Period	House No	SHG	Name	Type of disability	Responsibility for shifting	Remarks

Annexure 2- Village Disaster Management Plan

6. Animal Evacuation Plan- Over all in charge by name

Period	Identified location	Capacity	Animals from which SHGs	Support Team	Water & Fodder arrangement	Remarks

7. Search & Rescue Plan

Period	Sub Team No Leader & Members by Name	Task	Equipment	Communication	Remarks
Before	ONE-Leader, 04 members (01&04)	Evacuation form damaged houses, fallen trees etc	Cutting & Rubble clearance equipment Torch-02 Water bottles with water- 05 ltr.s First Aid box-01 Rain Coat	Mobile Phone set(borrowed/ purchased from Community funds)	
	TWO-Leader & 06 members (01&04)	Evacuation from water, high rise buildings	Ropes, Rope ladders, Life buoys, Life jackets Water bottle-05 ltrs water First Aid box Torch Rain Coats	Mobile Phone set(borrowed/ purchased from Community funds)	
During	ONE-Leader, 04 members (01&04)	Evacuation form damaged houses, fallen trees etc	Cutting & Rubble clearance equipment Torch-02 Water bottles with water- 05 ltr.s First Aid box-01	Mobile Phone set(borrowed/ purchased from Community funds)	
	TWO-Leader & 06 members (01&04)	Evacuation from water, high rise buildings	Rain Coat Ropes, Rope ladders, Life buoys, Life jackets Water bottle-05 ltrs water First Aid box Torch Rain Coats	Mobile Phone set(borrowed/ purchased from Community funds)	

Period	Sub Team No Leader & Members by Name	Task	Equipment	Communication	Remarks
After	ONE-Leader, 04 members (01&04)	Evacuation form damaged houses, fallen trees etc	Cutting & Rubble clearance equipment Torch-02 Water bottles with water- 05 ltr.s First Aid box-01	Mobile Phone set(borrowed/ purchased from Community funds	
	TWO-Leader & 06 members (01&04)	Evacuation from water, high rise buildings	Rain Coat Ropes, Rope ladders, Life buoys, Life jackets Water bottle-05 ltrs water First Aid box Torch Rain Coats	Mobile Phone set(borrowed/ purchased from Community funds	

8. First Aid Plan:

Period	Teams	Task	Equipment	Remarks
Before	Two TF Members per SHG by name	First Aid cover during preparation & Evacuation	One First Aid Kit each	
During	1. One Team of four members by name	For First Aid in the shelter	Four first aid boxes	
	2. One Team of four members by name	For emergency First Aid support when required. Otherwise support in the shelter	Two First aid boxes	
	In case safe shelters are planned in individual/ public safe buildings then at least one TF (FA) member by name should be at each location.	For First Aid support		
After	Two TF Members per SHG by name	First Aid cover during Rehabilitation & cleaning up	One First aid kit each	

Annexure 2- Village Disaster Management Plan

9. Village Patrol/Security Plan:

Period	Team	Task	Equipment	Remarks
Before	A Team of)\$ with a leader by name for An average of four HMGs	Go round the SHGs & Inform house holds for proper securing of all doors & widows from inside & lock at the entrance door Check the above & ensure after evacuation	Rain coats/ Umbrellas, Water bottles, Torches, sticks, spare locks& keys& chains	
During	Do	When ever possible go around the area of responsibility & check for safety of each HH	Do	

10. Head Count & registration Plan

Period	Team	Task	Stores	Remarks
Before	HMG leader/ Dy leader With two members all by name	After FOURTH warning check From each HH leader as per the list all members safely in In case of individual/public safe building occupied check the same	House hold wise detailed list of members Torch Pen/Pencil Stick	
During	do	Consolidate head count & report to Executive Committee-VDMC	Do	
After	do	Assist in compilation & verification of list of killed /wounded	do	

11. Situation Assessment Plan:

Period	Team	Task	Stores	Remarks
Before	All EC members of VDMC	1.Consolidate the H/H head count for all types of shelter & check for all accounted for after fourth warning. 2. Consolidate animal count from animal evacuation leaders 3.Consolidate house safety plan from the patrol teams		
During	Do	Constantly check all the above aspects till de-warning		
After	Do	1.After de warning move out First & check the entire shelter villages & record damage to lives (both human & animals) houses& crop for corroboration with the detailed report of the damage assessment team		

12. Relief Distribution Plan:

Period	Team	Task	Stores	Remarks
Before	One member from each HMG with a nominated leader all by name.	Verify & Update the H/H master list for total number of Adults children. In case possible carry out advance stocking of relief material in accordance with scales & master list. Store dry food in accordance with the VDMC policy (from Govt./Purchase from Community funds)		
During	do	Supervise distribution of clean drinking water & dry food. In case possible organize cooking & distribution of hot food. Establish link by telephone with block officials for earliest provisioning of dry food & relief material as per the relief code scales.		
After	do	Ensure that all the house holds receive dry food/relief material/cattle fodder as per the master house hold lists in presence of the SHG leaders & obtain signature from the house hold heads & SHG leaders. Earliest possible carry out social audit through palli sabha of the distribution of all relief materials & have it documented.		

13. Community kitchen Plan

Period	Team	Task	Stores	Remarks
Before	Relief distribution team as above	Organise collection/purchase of rations as per VDMC policy Collect/hire utensils in addition to the shelter equipment if required. Procure stove/gas as per VDMC policy Organise cooking ,distribution & cleaning		
During	Do	Do		
After	Do	Do		

14. Damage Assessment Plan

Period	Team	Task	Stores	Remarks
Before	Leader & one member from each SHG all by name	Inspect & assess the existing condition of each house & note Update & authenticate the HH record of adult & children status Update & authenticate the Animal holding status of each HH Update & authenticate the cultivated land acreage of each HH with the crop cultivated	House Profile H/H Population Profile HH Animal profile Cultivated land profile Stationary Camera	

Annexure 2- Village Disaster Management Plan

Period	Team	Task	Stores	Remarks
During	Do	Continue & complete the above data base	Do	
After	Do	<p>Carry out physical examination of all the above ,compare them with before status & note exact state of damage</p> <p>Photograph exact state of damage.</p> <p>Apraise the VDMC members at the earliest about the status of each type of damage</p> <p>Earliest possible call for the Palli Sabha,record each & every damage with photograph & have the proceedings passed by Palli Sabha</p> <p>Through VDMC officially hand over the orinal copy of the Palli Sabha with photographs to Panchayat office/Tahsil office/block office as per requirement & obtain receipt. Keep one set of documents with VDMC</p> <p>Follow up till inspection by Govt. & correct amount of compensesation received by all</p>	do	

15. Water & Sanitation Plan

Period	Team	Task	Stores	Remarks
Before	Leader & one member from Each SHG by name	Ensure all drinking water facilities are functional. Carry out repairs where required. Maintain a status report of all drinking water sources SHG wise College/purchase drinking water purification stores & store them for use. Issue to shelter Management committee for the Over Head water tanks.		
During	Do	Inspect & ensure clean drinking water at the shelters		
After	Do	<p>Disinfects, wells, tube wells & all drinking water sources.</p> <p>Clean up village of all fallen trees/branches/all stagnant water bodies/all debris</p> <p>Organise clean drinking water facility for all</p> <p>In case required organize water takers/bottled water till drinking water supply is restored</p>		

16. Carcass Disposal Plan.

Period	Team	Task	Stores	Remarks
Before	One leader & one member from each HMG by name	Inspect the burial ground & animal carcass disposal ground Identify fire wood & store.	Digging tools, cutting tools, gloves, face aprons	
During	Do	Collect information on deaths	Do	
After	Do. Additional man power if required from SDMC	Ensure that all formalities in accordance with relief code for compensaton are completed before burial/ cremation of body	do	

17. Documentation (photography & approval of relief distribution & damage assessment resolution by Palli sabha & Gram Sabha)

Period	Team	Task	Stores	Remarks
Before	VDMC with leaders Of relief distribution & damage Assessment groups	Updated & authenticated Data bank of status of Houses House hold population, animal, Crop wise acrage cultivated		
During	Do	Keep a record of all types of damage /death reported Record of all types of relief material received		
After	Do	Inspect & accurately record all types damages/deaths compiled by the teams& check photographs Check & verify all types of relief distributed from the beneficiaries Prepare a resolution on the above aspects with photographs & accurate verified data. Request for earliest Palli Sabha & Gram Sabha & have the resolution passed through social adit		

Annexure 2- Village Disaster Management Plan

DRR Plan (Disaster Risk Reduction Plan)

1. Communication & Connectivity Plan

SI No	Road from-to	Present condition of the road	Proposed status of up gradation/ Fresh construction	Approx cost	Priority	Date passed in Palli Sabha	Date passed in Gram Sabha	Follow up action	Budget allocation with date and amount	Date of completion	Remarks

2. Infrastructure, Housing & Planned integrated Village development Plan (Both Public & Private)

SI No	HMG	Private	Public	Approx cost	Priority	Date passed in Palli Sabha	Date Passed in Gram Sabha	Budget allocation with date and amount	Date of completion	Remarks
			School							
			Anganwadi center							
			PHC							
			Embankment							
			Sluice Gate							
			Drainage							
			Sewerage							
		IAY House								
		Individual H/H latrine								

3. Drinking Water & Sanitation Plan

SI No	HMG	Type	Quantity	Cost	Priority	Approved in Palli Sabha	Approved in Gram Sabha	Budget allocation with date and amount	Completion	Remarks
		Tube well								
		Pipe water supply								
		School Toilets								
		Anganwadi center toilet								
		House hold tiolets								

4. Flood Protection/Drainage Plan.

Sl. No.	Type	Location	Approx Cost	Priority	Passed Palli Sabha	Passed Gram Sabha	Budget allocation with date and amount	Completion	Remarks
	River embankment								
	Embankment strengthening								
	Stone Packing & spurs								
	Sluice gates								
	Canals/drains								
	Saline embankments								

5. Cropping Plan.

Sl No	Season	Current cropping	Current damage pattern	Suggested alternate cropping	Govt. consultation	Final approval alternative	Trial Pilot Implementation	Out come	Budget allocation with date and amount	Remarks

6. Irrigation Plan

Sl No	Type	Location	Approx cost	Priority	Passed Palli sabha	Passed Gram Sabha	Budget allocation with date and amount	completion	Remarks
	Bore Well								
	Canal								
	Aqua Duct/ drain								
	Lift Irrigation								

Annexure 2- Village Disaster Management Plan

7. Fishery/Poultry/diary/horticulture & additional sustainable income generation plan.

SI No	HMG	Type	No of H/H	Under any Govt Scheme	Detail proposal	Cost	Govt assistance	Individual Contribution	Processing In charge	Budget allocation with date and amount	Implementation	Remarks
		Fishery										
		Poultry										
		Diary										
		Duckery										
		Horticulture										

8. Any Other Livelihood Sustainability Plan

SI No	HMG	Proposal	No of HH Covered	Under any Govt Scheme	Detail proposal	Cost	Govt assistance	Individual Contribution	Processing In charge	Budget allocation with date and amount	Implementation	Remarks

9. Anti Migration & NREGS Plan.

SI No	SHG	No of HH	No of Individuals	Proposed development Work/village asset	Location	Priority	Cost	No of man days	Passed Palli Sabha	Passed Gram Sabha	Budget allocation with date and amount	No of days employment received	Asset possession	remarks

10. Energy Resource Use/ Conservation Plan.

SI No	SHGs	Type of energy	Saving/use plan	Passed Palli Sabha	Implementation	No of HH observed	No of HH penalty	Recurring savings	Remarks
		Electricity	Voluntary Lights out days & timings						
		Solar	Use of water Heaters						
			Use of solar cookers						

Sl. No	SHGs	Type of energy	Saving/use plan	Passed Palli Sabha	Implementation	No of HH observed	No of HH penalty	Recurring savings	Remarks
		Mechanical	No transport use day/ cycle use day						
			School/ College children cycle use only						

11. Environment & Ecology Plan

SI No	Plan Proposal	Location	Annual Targets	Approx cost	Govt. support	Collective support	Budget allocation with date and amount	Annual achievement	Remarks
	H/H Plantation								
	Community Plantation								
	Carbon Trading Plan								
	Individual H/H Water harvesting plan								
	Community water harvesting plan/ structure								
	Shelter belt plantation plan								
	Mangrove regeneration plan								

12. Provision under Govt. schemes

SI No	SHG	Name of the scheme	No of H/H to be Covered	Name of the Agency submitted	Passed Palli Sabha	Passed Gram Sabha	Assistance received no of persons	Remarks

Declration

We, the VDMC, Task Force, Volunteers and villagers of _____ hereby declare that, the Village Disaster Management Plan / Community Contingency Plan is prepared/ updated by us and finally accepted on datedfor saving of the Lives & Property of the shelter community/communities. We will use the Emergency Response Plan and the DRRR (Development & Disaster Risk Reduction Plan) as per the responsibility assigned to us in this existing Village Disaster Management Plan / CCP. The information provided to this document is true & correct to the best of our knowledge and belief.

SDMC Members Signature:

Sl.	Name of the Members	Designation	Signature/ LTI / RTI
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Task Force Membres Signature :

Sl.	Name of the Members	Designation	Signature/ LTI/ RTI
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Volunteers Signature :

Sl.	Name of the Volunteer	Name of the HMGs	Signature/ LTI/ RTI
1.			
2.			
3.			

HMG Members/ Community Members Signature :

Sl.	Head of the Family	Name of the HMGs	Signature/ LTI / RTI
1.			
2.			
3.			
4.			
5.			
6.			

Approval by Palli Sabha on

Signature of all Present

Approved by Gram Sabha on

Signature of all Present



NATIONAL INSTITUTE OF DISASTER MANAGEMENT

IIPA Campus, I.P. Estate, Mahatma Gandhi Road, New Delhi - 110002

Tel: 23702445, 23702432, 23705583; Fax: 23702446

Website: www.nidm.gov.in