Government of the People's Republic of Bangladesh

Standing Orders
on
Disaster

Ministry of Food and Disaster Management
Disaster Management & Relief Division
Disaster Management Bureau
April 2010

بسم الله الرحمن الرحيم

Message

I welcome the initiative of the Disaster Management Bureau (DMB) to publish the revised Standing Orders on Disaster (SOD) aiming at ensuring every possible preparedness measure and reducing disaster risks.

The SOD was first introduced in 1997 during our previous tenure in office. We are happy that the revised version of the SOD is being published now in accordance with the changed circumstances.

The revised SOD has reflected the vision of the government and clearly outlines the role and responsibilities of the ministries, divisions, agencies, organizations, committees, public representatives and citizens to cope with any natural disaster.

I hope that the DMB and Disaster Management and Relief Division in cooperation with other stakeholders will materialize the government commitments for disaster risk reduction and emergency response issues in line with SOD.

The SOD, I believe, will play an important role in disaster management and disaster risk reduction in the country.

Joi Bangla, Joi Bangabandhu
May Bangladesh Live Forever

Sheikh Hasina

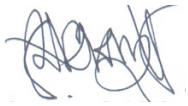
FOREWORD

Bangladesh is one of the most disaster-prone countries in the world. The country has had a long experience of severe cyclonic events, floods, landslides, arsenic poisoning, tornadoes, and is under threat from earthquakes. The country is also highly vulnerable to climate change, which is also threat for livelihoods and food security.

Government of Bangladesh has had the Standing Orders on Disaster (SOD) in effect since 1997. Considering the adverse impact of climate change and the recommendation of the World Conference on Disaster Reduction 2005, the updating of the SOD was essential. Also, as a signatory of Hyogo Framework for Actions (HFA, 2005-2015), disaster risk reduction and climate change risk issues have to be mainstreamed in all development sectors of the government. I am pleased to learn that the revised SOD has been prepared accordingly. Here, tasks and responsibilities of the citizen, public representatives, ministries, agencies and non-government organizations have been clearly spelled out with clarity. With these new features, the SOD has been updated and is now in line with the new approach in the field of disaster management. I hope that all stakeholders will find it useful.

The present government is committed to reduce of human, economic and environmental costs of disasters by enhancing overall disaster management capacity. Different steps have been taken such as the changing in traditional sea-port focused signal system to making it more people friendly, modernizing Flood Forecasting and Warning Center (FFWC) under the Water Development Board, preparation of seismic hazards maps for major cities and procurement of equipment for emergency search and rescue operation for earthquake response etc. I hope these initiatives will helpful to achieve our goal in disaster management.

Through this message, I would like to offer my sincere thanks to all responsible persons of the Ministry of Food and Disaster Management, officials and staff of Disaster Management Bureau (DMB) as well as experts of the Comprehensive Disaster Management Programme (CDMP) for their contribution to the development of this revised version of the Standing Orders on Disaster.



Dr. Muhammad Abdur Razzaque MP

FOREWORD

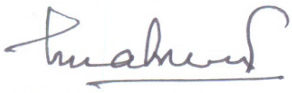
Among the major natural hazards in Bangladesh, cyclones and floods are very frequent along with riverbank erosion, droughts, flash floods, seasonal storms and tornadoes, as well as a few man-made hazards, such as fires, building collapses, ferry tragedies, road accidents, etc. Bangladesh is also at risk from earthquakes, tsunamis, the impact of climate changes, along with a new dimension in urban risks due to its fast growing and increasing density. Climate change adaptation issues particularly need consideration both at a national and community level. This has great impact on the hazard frequency and severity, particularly in case of floods and droughts.

Government of Bangladesh has already expressed its commitment to invest more in the risk reduction framework. We are implementing several programmes to shift the whole paradigm of disaster management from a response and recovery culture to a risk reduction culture. However, an effective emergency response system remains at the forefront of disaster management efforts.

I am happy to note that this changed risk environment has been taken into consideration in the revised Standing Orders on Disaster. With the introduction of the new features, the SOD has been updated and now it is in line with the new developments in the field of disaster management. I hope that all concerned will find it useful.

I would like to convey sincere thanks to my colleagues at the Ministry of Food and Disaster Management, Officials and Staff of Disaster Management Bureau and Comprehensive Disaster Management Programme (CDMP) for their contribution to the development of this revised version of the Standing Orders on Disaster.

I have no doubt that this revised SOD, when followed properly, will contribute significantly in reducing disaster risks and establishing an effective disaster response system in Bangladesh.



(Md. Mokhlesur Rahman)
Secretary
Disaster Management and Relief Division
Ministry of Food and Disaster Management

PREFACE

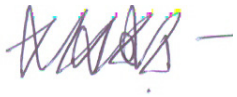
The Standing Orders on Disaster in the current format was first published in 1997 in Bangla. It was modified and translated in English in 1999. Since then, many events have taken place at national, regional and global levels. Nationally, three catastrophic disaster events have taken place in Bangladesh: 1) the 2004 flood, 2) the 2007 flood and 3) Cyclone SIDR in 2007. The aftermath of the 2004 flood resulted in the organization of the National Workshop on "Options for Flood Risk Reduction in Bangladesh". About 900 representatives from all government ministries, divisions and departments as well as representatives of NGOs, the private sector, media and development partners participated in the workshop, which dealt not only with flood risks but also overall disaster risk reduction issues in Bangladesh. The workshop produced more than 300 recommendations for implementation. In the same manner, the Disaster Management Bureau organized national lessons learned workshops after Flood 2007 and Cyclone SIDR in 2007. All of these exercises have emphasized the importance of disaster risk reduction as well as strengthening of the emergency response system in the country.

At the regional and global levels, a number of disaster events, such as Orissa Cyclone 1999, Gujrat Earthquake 2001, Asia Tsunami 2004, the Kashmir Earthquake 2005, etc., have shaken up the very basis of disaster management. Consequently, the World Conference on Disaster Reduction 2005 held in Kobe, Japan, organized under the auspices of the UNISDR, has adopted the Hyogo Framework of Action 2005-15, emphasizing disaster risk reduction and strengthening emergency response systems. Bangladesh is a signatory to the framework. Considering the fact that South Asia, with its population of about 1.3 billion, is one of the regions highly exposed to a variety of natural and human-induced hazards which pose a great development challenge for all SAARC countries, South Asian nations joined hands to develop the SAARC Framework of Action 2006-15 for comprehensive disaster management and emergency preparedness.

With this backdrop, it was felt necessary to review and revise the SOD 1999. In order to prepare the initial draft, a committee was formed with the Additional Secretary, Ministry of Food and Disaster Management in the Chair drawing members from Disaster Management Bureau (DMB), Directorate of Relief and Rehabilitation (DRR) and Cyclone Preparedness Programme (CPP). DMB launched an extensive consultation process involving all stakeholders in order to finalize the draft. The present volume is the end result of that process.

The present edition is a substantial improvement over the previous editions. New features introduced in this edition include, among others, the following: 1) a better organized table of contents, 2) a more comprehensive list of definitions, 3) a list of abbreviations, 4) an outline of disaster management regulative framework, 4) an introduction of core groups for emergency response at various levels, 5) a new section on multi-agency disaster incident management system, 6) an introduction of risk reduction roles and responsibilities for all committees and agencies, 7) new outlines for local level plans, 8) revised storm waning signals, 9) a report on cyclone shelter design, 10) revised Form D, 10) two new appendixes containing specific roles and responsibilities relating to earthquake and tsunami hazards, etc. Conceptually, this edition follows a comprehensive approach emphasizing risk reduction as well as emergency responses relating to all hazards and all sectors. Consequently, it has to be followed not only during disasters, but also at normal times.

Many officials and experts have contributed to the development of this revised version, especially Mr. A.H.M Abdullah, Director (Training and Planning) and Dr. Mahmudul Islam, Learning and Development Specialist of the Comprehensive Disaster Management Programme (CDMP). I extend my sincere gratitude to all concerned. We hope that all concerned will benefit from this revised version.



(Ahsan Zakir)
Director General
Disaster Management Bureau

LIST OF ABBREVIATIONS

ADB	Asian Development Bank
ADPC	Asian Disaster Preparedness Centre
ADRC	Asian Disaster Reduction Centre
AFD	Armed Forces Division
AIS	Agricultural Information Service
APD	Academy for Planning and Development
ASEAN	Association of South East Asian Nations
BARD	Bangladesh Academy for Rural Development
BBS	Bangladesh Bureau of Statistics
BCAS	Bangladesh Centre for Advanced Studies
BCS	Bangladesh Civil Service
BD	Bangladesh
BDPC	Bangladesh Disaster Preparedness Centre
BDRCS	Bangladesh Red Crescent Society
BFS&CD	Bangladesh Fire Service and Civil Defense
BGS	British Geological Survey
BIDMTR	Bangladesh Institute of Disaster Management Training and Research
BIWTC	Bangladesh Inland Water Transportation Corporation
BMD	Bangladesh Meteorological Department
BNBC	Bangladesh National Building Code
BNDV	Bangladesh National Disaster Volunteers
BPATC	Bangladesh Public Administration Training Centre
BRDB	Bangladesh Rural Development Board
BS	Bangladesh Scouts
BTTB	Bangladesh Telephone and Telegraph Board
BTRC	Bangladesh Telecommunication Regulatory Commission
BTV	Bangladesh Television
BUET	Bangladesh University of Engineering and Technology
BWDB	Bangladesh Water Development Board
CBO	Community Based Organization
CCC	Climate Change Cell
CCDMC	City Corporation Disaster Management Committee
CCDR	Cabinet Committee for Disaster Response
CCDRCG	City Corporation Disaster Response Coordination Group
CDA	Chittagong Development Authority
CDMP	Comprehensive Disaster Management Programme

CEGIS	Centre for Environmental and Geographical Information Services
CPP	Cyclone Preparedness Program
CPPIB	Cyclone Preparedness Program Implementation Board
CRA	Community Risk Assessment
CSDDWS	Committee for Speedy Dissemination of Disaster Related Warning/Signals
DAE	Department of Agricultural Extension
DC	Deputy Commissioner
DDMC	District Disaster Management Committee
DDMP	District Disaster Management Plan
DDRCG	District Disaster Response Coordination Group
DER	Disaster Emergency Response
DESA	Dhaka Electric Supply Authority
DFID	Department for International Development
DFP	Department of Films and Publications
DGoF	Director General of Food
DIMT	Disaster Incident Management Team
DIRA	Disaster Impact and Risk Assessment
DMB	Disaster Management Bureau
DMC	Disaster Management Committee
DMRD	Disaster Management and Relief Division
DMIC	Disaster Management Information Centre
DMTATF	Disaster Management Training and Public Awareness Building Taskforce
DoE	Department of Environment
DPHE	Department of Public Health Engineering
DRR	Directorate of Relief and Rehabilitation
DRRO	District Relief and Rehabilitation Officer
ECNEC	Executive Committee of the National Economic Council
ECRRP	Emergency Cyclone Recovery and Restoration Project
EIA	Environmental Impact Assessment
EOC	Emergency Operation Centre
EPAC	Earthquake Preparedness Advisory Committee
FBCCI	Federation of Bangladesh Chamber of Commerce and Industries
FFE	Food for Education
FFW	Food for Works
FFWC	Flood Forecasting and Warning Centre
FPMU	Food Planning and Monitoring Unit
FPOCG	Focal Point Operation Coordination Group
GDACS	Global Disaster Alert and Coordination System
GDP	Gross Domestic Product

GIS	Geographical Information System
GOB	Government of Bangladesh
GSB	Geological Survey of Bangladesh
HFA	Hyogo Framework for Action
HIPC	Heavily Indebted Poor Countries
HIV/AIDS	Human Immune Virus/Acquired Immune Deficiency Syndrome
ICT	Information Communication Technology
IFRC	International Federation of Red Cross and Red Crescent Societies
IMDMCC	Inter-Ministerial Disaster Management Co-ordination Committee
IMF	International Monetary Fund
INSARAG	International Search and Rescue Advisory Group
IOTWS	Indian Ocean Tsunami Early Warning System
ISDR	International Strategy for Disaster Reduction
IWM	Institute of Water Management
JPOI	Johannesburg Plan of Implementation
KDA	Khulna Development Authority
LCG	Local Consultative Group
LDRCG	Local Disaster Response Coordination Group
LGD	Local Government Division
LGED	Local Government Engineering Department
LGRD	Local Government and Rural Development
LRP	Land Reclamation Programme
MDGs	Millennium Development Goals
MES	Meghna Estuary Study
MoD	Ministry of Defence
MoEd	Ministry of Education
MoEF	Ministry of Environment and Forest
MoFA	Ministry of Foreign Affairs
MoFDM	Ministry of Food and Disaster Management
MoF&L	Ministry of Fisheries and Livestock
MoH&FP	Ministry of Health and Family Planning
MoHA	Ministry of Home affairs
MoP&T	Ministry of Post and Tele-communications
MoPME	Ministry of Primary and Mass Education
MoRA	Ministry of Religious Affairs
MoS&T	Ministry of Science and Information and Communications Technology
MoW&CA	Ministry of Women and Children Affairs
MoWR	Ministry of Water Resources
MPO	Master Plan Organization

MSL	Mean Sea Level
NAEM	National Academy for Educational Management
NDMC	National Disaster Management Council
NDMAC	National Disaster Management Advisory Committee
NDRCG	National Disaster Response Coordination Group
NEC	National Economic Council
NHA	National Housing Authority
NILG	National Institute of Local Government
NGO	Non Governmental Organization
NGOCC	NGO Coordination Committee on Disaster Management
NPDRR	National Platform for Disaster Risk Reduction
NWMP	National Water Management Plan
NWRD	National Water Resources Database
PCP	Project Concept Paper
PDB	Power Development Board
PDMC	Pourashava Disaster Management Committee
PDMP	Pourashava Disaster Management Plan
PDRCG	Paurashava Disaster Response Coordination Group
PID	Press Information Department
PIO	Project Implementation Officer
PKSF	Palli Karma Shahayak Foundation
POA	Plan of Action
PP	Project Proforma
PPRR	Prevention, Preparedness, Response and Recovery
PRSP	Poverty Reduction Strategy Paper
PWD	Public Works Department
RAJUK	Rajdhani Unnayan Katripakhaya
RCC	Regional Consultative Committee
RDA	Rural Development Academy
RDA	Rajshahi Development Authority
REB	Rural Electrification Board
RRAP	Risk Reduction Action Plan
SAARC	South Asian Association for Regional Cooperation
SDA	Sylhet Development Authority
SDMC	SAARC Disaster Management Centre
SFA	SAARC Framework for Action
SMRC	SAARC Meteorological Research Centre
SOD	Standing Orders on Disaster
SPARRSO	Space Research and Remote Sensing Organization
SRDI	Soil Resources Development Institute
TAP	Technical Assistance Project

TAPP	Technical Assistance Project Proforma
TOT	Training of Trainers
TR	Test Relief
UDMC	Union Disaster Management Committee
UDMP	Union Disaster Management Plan
UDRCG	Upazila Disaster Response Coordination Group
UN	United Nations
UNDP	United Nations Development Programme
UNICEF	United Nations Children's Fund
UNFCCC	United Nations Framework Convention on Climate Change
UNISDR	United Nations International Strategy for Disaster Reduction
UNO	Upazila Nirbahi Officer
UzDMC	Upazila Disaster Management Committee
UzDMP	Upazila Disaster Management Plan
VDP	Village Defence Police
VGD	Vulnerable Group Development
WARPO	Water Resources Planning Organization
WASA	Water Supply and Sewerage Authority
WB	World Bank
WFP	World Food Programme
WHO	World Health Organization
WSSD	World Summit on Sustainable Development

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PART 1: INTRODUCTION

1.1 BACKGROUND

These Standing Orders have been prepared with the avowed objective of making the concerned persons understand their duties and responsibilities regarding disaster management at all levels, and accomplishing them. All Ministries, Divisions/Departments and Agencies shall prepare their own Action Plans in respect of their responsibilities under the Standing Orders for efficient implementation. The National Disaster Management Council (NDMC), Inter-Ministerial Disaster Management Coordination Committee (IMDMCC) and Cabinet Committee on Disaster Response (CCDR) will ensure the coordination of disaster-related activities at the National level. Coordination at District, Upazila and Union levels will be done by the respective District, Upazila and Union Disaster Management Committees. The Disaster Management Bureau will render all assistance to them by facilitating the process.

Historical statistics would suggest that Bangladesh is one of the most disaster-prone countries in the world, with great negative consequences being associated with various natural and human-induced hazards. The geophysical location, land characteristics, multiplicity of rivers and the monsoon climate render Bangladesh highly vulnerable to natural hazards. The coastal morphology of Bangladesh influences the impact of natural hazards on the area. Especially in the south eastern region, natural hazards increase the vulnerability of the coastal dwellers and slow down the process of social and economic development. Significant country features include:

- A vast network of rivers and channels
- An enormous discharge of water, heavily laden with sediments
- A large number of islands in between the channels
- A shallow northern Bay of Bengal and funneling to the coastal area of Bangladesh
- Strong tidal and wind action
- Effects of climate change

Natural and human-induced hazards such as floods, cyclones, droughts, storm surges, tornadoes, earthquakes, riverbank erosion, fire, infrastructure collapse, high arsenic content of ground water, water logging, water and soil salinity, epidemics, and various forms of pollution are frequent occurrences. Over the years, Bangladesh has developed an elaborate system of disaster management. However, in the past, the focus of disaster management had been relief and rehabilitation.

Internationally, the conventional disaster management model on emergency response (relief and rehabilitation) is being replaced by a more holistic model, wherein the processes of hazard identification and mitigation, community preparedness, integrated response efforts, and recovery are planned for and undertaken continuously within a risk management context to address issues of vulnerability.

An outcome of the World Conference on Disaster Reduction held in Kobe, Japan, in January 2005 was the Hyogo Framework for Action 2005-2015 (HFA). This framework calls for all countries of the world to commit:

- To pursue an integrated multi-hazard approach for sustainable development to reduce the incidence and severity of disasters.
- To place disaster risk at the centre of our political priorities and policies.
- To integrate disaster risk reduction in our development work.
- To strengthen the capacity of disaster-prone countries to address risk.
- To invest substantively in disaster preparedness.
- To reduce the relief-development gap and thereby reduce vulnerability.
- To enable civil society actors and affected communities to strengthen their resilience to disasters.

- To reduce the gap between what we know and what we do, with the critical ingredient being political commitment; and
- To build on the momentum of this World Conference to accelerate implementation of the Framework for Action.

As a follow up to the HFA, following the 13th SAARC Summit held in Dhaka, SAARC nations adopted a Comprehensive Framework on Disaster Management titled 'Disaster Management in South Asia: A Comprehensive Regional Framework for Action 2006-2015'. Strategic goals of the framework include the following:

- Professionalizing the disaster management system;
- Mainstreaming disaster risk reduction;
- Strengthening of community institutional mechanisms;
- Empowering communities at risk – particularly women, the poor and the disadvantaged;
- Expanding risk reduction programming across a broader range of hazards (all hazards approach);
- Strengthening emergency response systems; and
- Developing and strengthening networks of relevant national, regional and international organizations.

As an implementation measure relating to both the HFA and SAARC Framework for Action (SFA), Bangladesh has developed a National Plan for Disaster Management (NPDM) 2010-2015 with the following objectives:

- Align the strategic direction of disaster management programs with national priorities and international commitments.
- Articulate the vision and goals for disaster management.
- Outline the strategic direction and priorities to guide the design and implementation of disaster management policies and programs.
- Create a cohesive and well-coordinated programming framework incorporating government, non-government organizations and the private sector.
- Ensure that disaster management has a comprehensive, all-hazards and all-sectors focus comprising of disaster risk reduction and emergency response.
- Illustrate to other ministries, NGOs, civil society and the private sector how their work can contribute to the achievements of the strategic goals and government vision on disaster management.

The NPDM outlines a simplistic model to guide disaster risk reduction and emergency response management efforts in Bangladesh. The model has three key elements and ensures that the move to a more comprehensive risk reduction culture remains central to all efforts.

Defining and re-defining risk environments is the first element of the model, which promotes both traditional and formal hazard analysis, and includes the following steps:

- Understanding the social, political and community environment (Establishing the context)
- Establishing what are the likely threats (Identifying hazards and risks)
- Understanding the likelihood and consequences (Analyze the risks)
- Rank risks in priority (Evaluate risks)
- What can be done to eliminate, reduce or manage risk (Identify risk treatment strategies).

Managing the risk environment is the second element of the model. This element of the model promotes the design of risk reduction strategies (Community Based Adaptation Programmes) as an outcome of the risk assessment process. This ensures Prevention, Preparedness, Response and Recovery programmes are multi-hazard focused and moves from being generic in nature to risk specific. This will enable

communities to better understand their changing risk environment and thus become more resilient through proactive risk reduction efforts.

Responding to the threat environments is the third element of the model. This element involves responding to an actual threat situation. It helps Bangladesh's disaster management officials to clearly articulate the difference between risk reduction and emergency response, and how accurately defining risk environments can influence and enhance emergency response systems and decisions. Not all hazards can be managed and not all risks can be eliminated or minimized. At times a response to an emerging threat or an event that has happened will be necessary. In this case, response and recovery systems that have been developed in managing the risk environment are activated as needed to respond to the threat. Such response may include:

- Warning period (Alert and Activation).
- Disaster Onset (Response), and
- Post Disaster period (Relief, Early Recovery and Rehabilitation).

Against these backdrops, the Standing Orders have been revised with the avowed objective of making the concerned persons understand and perform their duties and responsibilities regarding disaster management at all levels. All Ministries/Divisions/Departments/Agencies shall incorporate disaster risk reduction considerations into their sectoral development plans, and those having emergency management responsibilities shall prepare their own contingency plans and train their staff accordingly.

1.2 DEFINITIONS

1.2.1 **Adaptation** – The adjustment in natural or human systems in response to actual or expected climactic stimuli or their effects, which moderates harm and exploits beneficial opportunities.

1.2.2 **Agency Control Room** – A facility from which a particular agency's resources are commanded, controlled, coordinated and assigned to an incident.

1.2.3 **Agency Field Officer** – The officer responsible for commanding the activities of an agency in the field.

1.2.4 **Alert and Warning Phase** – The period from the issuing of an alert or public warning of an imminent disaster threat to its actual impact, or the passing of the threat and the lifting of the warning. The period during which pre-impact precautionary, or disaster-containment measures are taken.

1.2.5 **Climate Change** – A change of climate that is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods.

1.2.6 **Command** – The direction of members and resources of an agency in the performance of that agency's role and tasks. Command relates to agencies and operates vertically within an agency. Authority to command is established in legislation or by agreement within an agency.

1.2.7 **Community Elements** – Elements at risk include structures, services, economic and social activities such as agriculture, commercial and service businesses, religious and professional associations and people.

1.2.8 **Contingency Plan** – A specific response plan to a disaster event which is possible, but uncertain, to occur.

1.2.9 **Control** – The overall direction of disaster response activities in an emergency or disaster situation. Control relates to situations and operates horizontally across agencies. Authority for control is established in legislation or in a response plan, and carries with it the responsibility for tasking other agencies in accordance with the needs of the situation.

1.2.10 **Coordination** – The bringing together of agencies and resources to ensure an effective disaster response. It is primarily concerned with the systematic acquisition and application of resources (organizational, personnel and equipment) in accordance with the requirements

imposed by the hazard or impact of an emergency. It operates vertically within agencies as a function of the authority to command, and horizontally across agencies as a function of the authority to control.

1.2.11 **Disaster** – A serious disruption to a community caused by the impact of an event that requires a significant coordinated response by the Government and other entities to help the community to recover from the disruption. Disasters are usually associated with severe damage to infrastructure and utilities, death, injuries and homelessness, and can be widespread or contained within a particular sector or subsector.

1.2.12 **Disaster Area** – A District, City Corporation, Upazila, Municipality, Union or any part of Bangladesh declared to be a Disaster Area under this Act.

1.2.13 **Disaster Incident** – A disaster event or series of events that requires a response from one or more of the statutory response agencies.

1.2.14 **Disaster Incident Management Point** – The location from which the Disaster Incident Manager controls and coordinates the activities of the response agencies.

1.2.15 **Disaster Incident Management Team** – The team headed by the Incident Manager that is responsible for the overall control of the incident.

1.2.16 **Disaster Incident Plan** – The plan of action developed by the Disaster Incident Manager, usually in conjunction with the Disaster Incident Management Team, to deal with a disaster incident. The plan may be issued orally or in writing.

1.2.17 **Disaster Management** – Arrangements for managing the potential adverse risks and includes defining the risk environment, managing the risk environment and responding to the threat environment.

1.2.18 **Disaster Onset Phase** – The period during which the direct impact of a natural calamity is felt. The disaster phase is long in the case of slow on-set disasters (droughts, normal monsoon floods) and short in the case of rapid on-set disasters (flash floods, cyclones, earthquakes, fires, industrial accidents, landslides etc).

1.2.19 **Disaster Risk Management** – The systematic process of using administrative decisions, organization, operational skills and capacities to implement policies, strategies and coping capacities of the society and communities to lessen the impacts of natural hazards and related environmental and technological disasters. This comprises all forms of activities, including structural and non-structural measures to avoid (prevention) or to limit (mitigation and preparedness) adverse effects of hazards.

1.2.20 **Emergency Operations Centre** – A facility established to control and coordinates the response and support to an incident or emergency.

1.2.21 **Emergency Response Management** – The organization and management of resources and responsibilities for dealing with all aspects of emergencies, in particularly preparedness, response and rehabilitation. Emergency response management involves plans, structures and arrangements established to engage the normal endeavors of government, voluntary and private agencies in a comprehensive and coordinated way to respond to the whole spectrum of emergency needs. This is also known as disaster management.

1.2.22 **Emergency Response Operations** – Activities undertaken immediately before, during or after an event that help to reduce loss of life, illness or injury to humans, property loss or damage, or damage to the environment. It may include, for example, planning, co-ordination and implementation of measures to lessen the effects of a disaster upon members of the public or to protect any property of the state.

1.2.23 **Hazard** – An event that has the potential to cause a disaster, and can be either natural (e.g. flood, cyclone, tsunami), human-induced (e.g. chemical spill, fire), biological (e.g. SARS, Bird Flu) or technological in nature (e.g. nuclear generator failure). Hazards are not by definition disasters. Hazards include: a. A cyclone, earthquake, flood, storm surge, nor'wester, tornado, tsunami, riverbank erosion, drought, landslide, hailstorm or other natural happening. b. An explosion or fire, a chemical, fuel or oil spill, or a gas leak. c. An infestation, plague or epidemic. d. A failure of, or the disruption to, an essential service or infrastructure. e. A process of organic origin or those conveyed by biological vectors, including exposure to pathogenic micro-organisms, toxins and bioactive substances.

1.2.24 **Lead Agency** – An organization which, because of its expertise and resources, is primarily responsible for dealing with a particular hazard.

1.2.25 **Liaison Officer** – A representative of an agency/organization. Liaison officers should have the capability to communicate with the agency they represent. They should have the authority to commit their agencies' resources.

1.2.26 **Mitigation** – The process of implementing measures that eliminate or significantly reduce the risks associated with potential hazards.

1.2.27 **Natural Disaster** – A disaster (see definition of Disaster) caused by the impact of a natural hazard.

1.2.28 **Normal Phase** (Normal Time) – A period when there is no immediate threat but long-term actions are required in anticipation of the impact, at some unknown time in the future, of known hazards.

1.2.29 **Post-Disaster Phase** – The period following the emergency phase, during which actions are to be taken to enable victims to resume normal lives and means of livelihood, and to restore infrastructure, services and the economy in a manner appropriate to long-term needs and defined development objectives. Recovery encompasses both rehabilitation and reconstruction, and may include the continuation of certain relief (welfare) measures in favor of particular disadvantaged, vulnerable groups.

1.2.30 **Preparedness** – Measures that are designed to ensure that communities will have the knowledge and understanding of their risk environment to enable them to better cope with potential hazard impacts.

1.2.31 **Prevention** – Activities undertaken to reduce or eliminate risk.

1.2.32 **Reconstruction** – The process of restoring affected infrastructure to its pre event condition.

1.2.33 **Recovery** – Measures that are designed to develop the systems required to support affected communities in the reconstruction of their physical infrastructure and restoration of their emotional, economic and physical well being.

1.2.34 **Relief** – Includes money, food, medicine, shelter, clothes or any other public or private assistance provided to people and communities to overcome the effects of a disaster event.

1.2.35 **Risk –** The measure of the likelihood of harmful consequences arising from the interaction of hazards, vulnerable community elements and the environment.

1.2.36 **Risk Reduction** – The systematic process of defining and re-defining risk and managing risk.

1.2.37 **Standing Orders on Disaster** – Refers to standing orders issued by the National Disaster Management Council under the direction of the Government.

1.2.38 **Vulnerability** – A measurement of community elements at risk that are exposed to specific hazards, both natural and human-induced, and that have a low level of resilience to cope with the impacts of that hazard or characteristics of that hazard.

PART 2: NATIONAL POLICY AND COORDINATION

2.1 REGULATORY FRAMEWORK

In order to manage the paradigm shift in disaster management, a disaster management regulatory framework is established under which the Bangladesh Disaster Management Framework is implemented, and in which work of Ministries, Departments, NGOs and civil society are undertaken. The regulatory framework provides the relevant legislative, policy and best practice framework under which the activity of Disaster Risk Reduction (DRR) and Emergency Response Management (ERM) in Bangladesh is managed and implemented. The framework is comprised of:

2.1.1 Disaster Management Act (to be approved and enacted)

The Disaster Management Act creates the legislative framework under which disaster risk reduction and emergency response management is undertaken in Bangladesh, and the legal basis from which activities and actions are managed. It also creates mandatory obligations and responsibilities on Ministries, committees and appointments.

2.1.2 National Disaster Management Policy (to be formulated and adopted)

The National Disaster Management Policy defines the national policy on disaster risk reduction and emergency response management, and describes the strategic policy framework and national principles of disaster management in Bangladesh. It is strategic in nature and describes the broad national objectives and strategies in disaster management.

2.1.3 National Plan for Disaster Management

The National Plan for Disaster Management defines in broad outline the systemic and institutional mechanisms under which disaster risk reduction and emergency response management is undertaken in Bangladesh. It outlines disaster management vision, strategic goals and conceptual framework. It establishes disaster management regulatory and planning frameworks, and identifies priority areas for disaster risk reduction and emergency response management. The Plan is intended to be used to:

2.1.3.1 Articulate the long-term strategic focus of disaster management in Bangladesh.

2.1.3.2 Demonstrate a commitment to address key issues: risk reduction, capacity building, information management, climate change adaptation, livelihood security, gender issues and vulnerability of the socially disadvantaged group etc.

2.1.3.3 Show the relationship between the government vision, key result areas, goals and strategies, and to align priorities and strategies with international and national drivers for change.

2.1.3.4 Detail a road map for the development of disaster management action plans by various entities.

2.1.3.5 Guide the MoFDM in the development and delivery of guidelines and programmes.

2.1.3.6 Illustrate to other ministries, departments, NGOs, civil society and the private sector how their work can contribute to the achievements of the strategic goals and government vision on disaster management.

2.1.3.7 Provide a framework within which to report performance and success in achieving goals and strategies

2.1.4 Standing Orders on Disaster (SOD)

The Standing Orders on Disaster outlines the disaster management arrangements in Bangladesh and describes the detailed roles and responsibilities of Committees, Ministries, Departments and other organizations involved in disaster risk reduction and emergency response management, and establishes the necessary actions required in implementing Bangladesh's Disaster Management Model, e.g., defining the risk environment, managing the risk environment, and responding to the threat environment.

2.1.5 Guidelines for Government at all Levels (Best Practice Models)

Guidelines for Government at all levels are developed as best practice models, and are used to assist Ministries, NGOs, disaster management committees and civil society in implementing disaster risk management. Guidelines will include, among others:

2.1.5.1 Community Risk Assessment (CRA) Guideline

2.1.5.2 Disaster Impact, Damage, Loss and Need Assessment Guideline

2.1.5.3 Local Disaster Risk Reduction and Emergency Fund Management Guidelines

2.1.5.4 Indigenous Coping Mechanism Guidebook

2.1.5.5 Hazard Specific Risk Assessment Guidelines for Earthquake, Flood, Cyclone, Fire, Drought etc.

2.1.5.6 Emergency Response and Information Management Guideline

2.1.5.7 Contingency Planning Template

2.1.5.8 Emergency Response Management Guideline

2.1.5.9 Disaster Information Management Guideline

2.1.5.10 Sectoral Disaster Risk Reduction Planning Template

2.1.5.11 Natural Disaster Risk Incorporated Local Level Planning Template

2.1.5.12 Guidelines for Road, Water, Industrial and Fire safety

2.1.5.13 Guideline for Disaster Shelter Management

2.1.5.14 Monitoring and Evaluation Guideline for the Implementation of the Plan

2.1.5.15 Guideline for International Assistance Management in Disaster Emergency

2.1.5.16 Multi-Agency Disaster Incident Management Guideline.

2.2 NATIONAL MECHANISM FOR POLICY GUIDANCE AND COORDINATION

2.2.1 **National Disaster Management Council (NDMC)**

At the apex level, the National Disaster Management Council is established to provide policy guidance towards disaster risk reduction and emergency response management in Bangladesh. The Council is multi-sectoral and inter-disciplinary in nature, with public, private and civil society participation involving all concerned entities within a country, including representation from the United Nations.

2.2.1.1 **Membership of the National Disaster Management Council**

(i)	Prime Minister	Chairperson
(ii)	Minister, Ministry of Water Resources	Member
(iii)	Minister, Ministry of Finance	”
(iv)	Minister Ministry of Planning	”
(v)	Minister, Ministry of Local Government, Rural Development and Cooperatives	”
(vi)	Minister, Ministry of Communications	”
(vii)	Minister, Ministry of Health and Family Welfare	”
(viii)	Minister, Ministry of Home Affairs	”
(ix)	Minister, Ministry of Food and Disaster Management	”
(x)	Minister, Ministry of Agriculture	”
(xi)	Minister, Ministry of Shipping	”
(xii)	Minister, Ministry of Education	”
(xiii)	Cabinet Secretary	Member-Secretary
(xiv)	Chief of Staff, Army	Member
(xv)	Chief of Staff, Navy	”
(xvi)	Chief of Staff, Air Force	”
(xvii)	Chairman, National Disaster Management Advisory Committee	”
(xviii)	Principal Secretary to the Prime Minister	”
(xix)	Secretary, Ministry of Agriculture	”
(xx)	Secretary, Ministry of Finance	”
(xxi)	Secretary, Ministry of Health and Family Welfare	”
(xxii)	Secretary, Ministry of Home Affairs	”
(xxiii)	Secretary, Ministry of Defence	”
(xxiv)	Secretary, Ministry of Local Government	”
(xxv)	Secretary, Roads and Railways Division	”
(xxvi)	Secretary, Ministry of Shipping	”
(xxvii)	Secretary, Bangladesh Bridge Authority	”
(xxviii)	Secretary, Ministry of Water Resources	”
(xxix)	Secretary, Ministry of Primary and Mass Education	”
(xxx)	Secretary, Disaster Management & Relief Division (DM&RD)	”
(xxxi)	Secretary, Ministry of Land	,,
(xxxii)	Secretary, Ministry of Fisheries and Livestock	,,
(xxxiii)	Member, Socio-Economic Infrastructure, Planning Commission	”

2.2.1.2 **Meetings**

2.2.1.2.1 The Council will meet at least once a year.

2.2.1.2.2 It may co-opt any other members, if it deems fit and proper.

2.2.1.2.3 The Council may invite any experts or professionals for briefing and expert opinion.

2.2.1.2.4 The Council may constitute any committee to recommend policy, programming and/or implementation measures regarding disaster risk reduction and emergency response management.

2.2.1.2.5 Decisions of the Council meetings will be implemented by the Inter-Ministerial Disaster Management Coordination Committee (IMDMCC).

2.2.1.3 **Responsibilities of National Disaster Management Council**

2.2.1.3.1 Review national disaster management system and provide strategic advice for disaster risk reduction and emergency response management.

2.2.1.3.2 Review policy and planning documents on disaster management and provide strategic advice.

2.2.1.3.3 Promote dialogue across sectors with a view to integrate disaster risk reduction into sectoral development plans and programmes.

2.2.1.3.4 Promote awareness regarding disaster risk reduction among top policy makers.

2.2.1.3.5 Evaluate disaster preparedness measures and provide strategic advice.

2.2.1.3.6 Evaluate response and recovery measures, particularly after a large-scale disaster and provide strategic direction towards improvement of the system and procedures, and

2.2.1.3.7 Facilitate coordination of multi-hazard and multi-sectoral measures in relation to disaster risk reduction and emergency response management.

2.2.2 Inter-Ministerial Disaster Management Coordination Committee (IMDMCC)

The Inter-Ministerial Disaster Management Coordination Committee is established at the national level to facilitate policy making, planning, programming and implementing measures relating to disaster risk reduction and emergency response management in Bangladesh.

2.2.2.1 Members of the Inter-Ministerial Disaster Management Coordination Committee (IMDMCC)

(i)	Minister, Ministry of Food and Disaster Management	Chairman
(ii)	Cabinet Secretary	Vice-Chairman
(iii)	Principal Secretary to the Prime Minister	Member
(iv)	Member (Planning), Planning Commission	”
(v)	Secretary, Ministry of Foreign Affairs	”
(vi)	Secretary, Ministry of Agriculture	”
(vii)	Secretary, Ministry of Defence	”
(viii)	Secretary, Ministry of Water Resources	”
(ix)	Secretary, Ministry of Education	”
(x)	Secretary, Ministry of Information	”
(xi)	Secretary, Ministry of Housing and Public Works	”
(xii)	Secretary, Ministry of Power, Energy and Mineral Resources	”
(xiii)	Secretary, Ministry of Civil Aviation and Tourism	”
(xiv)	Secretary, Ministry of Fisheries and Livestock	”
(xv)	Secretary, Ministry of Posts and Telecommunication	”
(xvi)	Secretary, Ministry of Environment and Forests	”
(xvii)	Secretary, Disaster Management & Relief Division	Member Secretary
(xviii)	Secretary, Food Division	Member
(xix)	Secretary, Finance Division, Ministry of Finance	”
(xx)	Secretary, Local Government Division	”
(xxi)	Secretary, Ministry of Home Affairs	”
(xxii)	Secretary, Roads and Railways Division	”
(xxiii)	Secretary, Bangladesh Bridge Authority	”
(xxiv)	Secretary, Ministry of Shipping	”
(xxv)	Secretary, Ministry of Land	
(xxvi)	Secretary, Ministry of Primary and Mass Education	”
(xxvii)	Secretary, Ministry of Health and Family Welfare	”
(xxviii)	Secretary, Ministry of Social Affairs	”
(xxix)	Principal Staff Officer, Armed Forces Division	”
(xxx)	Director General, NGO Affairs Bureau	”
(xxxi)	Director General, Disaster Management Bureau	”

(xxxii)	Director General, Directorate of Relief and Rehabilitation	”
(xxxiii)	Secretary General, Bangladesh Red Crescent Society	”

2.2.2.2 **Meetings**

2.2.2.2.1 The IMDMCC will meet at least twice a year or it may meet when the chair desire.

2.2.2.2.2 It may co-opt any other members, if it deems fit and proper.

2.2.2.2.3 The IMDMCC may invite any experts or professionals for briefing and expert opinion.

2.2.2.3 **The following officers shall attend the meetings on invitation:**

2.2.2.3.1 Joint Secretary, (DM) Ministry of Food and Disaster Management
2.2.2.3.2 Director General, Bangladesh Water Development Board
2.2.2.3.3 Director, Bangladesh Meteorological Department
2.2.2.3.4 Chief Engineer, Roads and Highways Department
2.2.2.3.5 Chairman, Bangladesh Telephone and Telegraph Board
2.2.2.3.6 Director General, Department of Health Services
2.2.2.3.7 Director General. Secondary and Higher Secondary Education
2.2.2.3.8 Chief engineer, Education Engineering Department
2.2.2.3.9 Director General, Directorate of Primary and Mass Education
2.2.2.3.10 Chief Engineer, Department of Public Health Engineering
2.2.2.3.11 Director-General, Department of Food
2.2.2.3.12 Chairman, BIWTC
2.2.2.3.13 Director General, Bangladesh Railway
2.2.2.3.14 Director General, Bangladesh Fire Service and Civil Defence
2.2.2.3.15 Director, Cyclone Preparedness Programme (CPP)
2.2.2.3.16 Representative of Association of NGOs
2.2.2.3.17 President, Bangladesh Federation of Chamber of Commerce and Industries
2.2.2.3.18 UN Resident Coordinator
2.2.2.3.19 Representatives of relevant UN Organizations
2.2.2.3.20 Chief Engineer, Public Works Department
2.2.2.3.21 Chief Engineer, Local Government Engineering Department
2.2.2.3.22 National Commissioner, Bangladesh Scouts
2.2.2.3.23 Chairman, Jatio Mohila Shongstha
2.2.2.3.24 Chairman, Jatio Protibondhi Foundation
2.2.2.3.25 Managing Director, PKSF
2.2.2.3.26 Chairman, RAJUK
2.2.2.3.27 Chairman, Bangladesh Space Research and Remote Sensing Organization (SPARRSO)
2.2.2.3.28 Director General, FSCD
2.2.2.3.29 Director General, Geological Survey of Bangladesh
2.2.2.3.30 Chief Executive Officer, Dhaka City Corporation,
2.2.2.3.31 Director, Flood Forecasting and Warning Centre (FFWC), and
2.2.2.3.32 Any other Expert(s) and/or organization(s)

2.2.2.4 **Responsibilities of IMDMCC**

2.2.2.4.1 Risk Reduction

2.2.2.4.1.1 Act on advice of the National Disaster Management Council

2.2.2.4.1.2 Recommend enactment of legislation, policies, Standing Orders and national level plans (sector and hazard specific) to the Cabinet Committee / Council of Advisers

2.2.2.4.1.3 Review, revise and approve contingency plans of various First Responding Organizations

2.2.2.4.1.4 Approve guidelines and templates prescribed by the NPDM and SOD

2.2.2.4.1.5 Approve City Corporation Disaster Management Plans and District Disaster Management Plans

2.2.2.4.1.6 Recommend an appropriate regulatory mechanism for the implementation of the Bangladesh Disaster Management Framework, including prevention, mitigation, preparedness, emergency response, recovery and rehabilitation

2.2.2.4.1.7 Approve national and sub-national programs for disaster risk reduction

2.2.2.4.1.8 Advocate and ensure disaster risk reduction is mainstreamed in development policies, plans and programmes

2.2.2.4.1.9 Monitor DRR activities and programs, and keep the NDMC informed of their progress

2.2.2.4.1.10 Review and promote emergency preparedness and public awareness capacity development in disaster management

2.2.2.4.1.11 Promote monitoring, evaluation, education, and research on disaster risk reduction and emergency response management

2.2.2.4.2 Emergency Response

2.2.2.4.2.1 Evaluate emergency preparedness status and recommend corrective measures.

2.2.2.4.2.2 Approve response and recovery plans.

2.2.2.4.2.3 Promote preparedness activities, such as fire evacuation drills, search and rescue mock exercise, etc.

2.2.2.4.2.4 Ensure whole-of-government coordination in emergency response, relief and rehabilitation operations.

2.2.2.4.2.5 Approve guideline for multi-agency incident management.

2.2.2.4.2.6 Establish Urban Search and Rescue Taskforces.

2.2.3 National Disaster Management Advisory Committee

The National Disaster Management Advisory Committee was formed in 19 November 2009. The committee structure is given below.

(i)	Dr. M. A. Quassem, Former DG, WARPO (Nominated by the Prime Minister)	Chairman
(ii)	Member of the Parliament, Patuakhali 2	Member
(iii)	Member of the Parliament, Borguna 1	”
(iv)	Member of the Parliament, Coxsbazar 4	”
(v)	Member of the Parliament, Sunamgonj 5	”
(vi)	Member of the Parliament, Noakhali 5	”
(vii)	Member of the Parliament, Rajshahi 2	”
(viii)	Member of the Parliament, Moulavibazar 1	”
(ix)	Member of the Parliament, Dhaka 6	”
(x)	Chairman, RAJUK	”
(xi)	Chairman, Bangladesh Agricultural Research Council	”
(xii)	Chairman/Head, Barind Multipurpose Development Authority	”
(xiii)	Director General, River Research Institute, Faridpur	”
(xiv)	Joint Secretary (Disaster Management), DM&RD, MoFDM	”

(xv)	Joint Secretary, Ministry of Chittagong Hill tracts Affairs	”
(xvi)	Director General, Department of Environment	”
(xvii)	Chief Engineer, PWD	,,
(xviii)	Director General, Geological Survey of Bangladesh	”
(xix)	Chief Engineer, DPHE	”
(xx)	Director General, WDB	”
(xxi)	Chief Conservator of Forests, Forests Department	”
(xxii)	Director, Armed Forces Division	”
(xxiii)	Director, BMD	”
(xxiv)	Representative, BUET	
(xxv)	Representative University of Dhaka	”
(xxvi)	Representative, University of Chittagong	”
(xxvii)	Representative, Khulna University	”
(xxviii)	Representative, SUST	”
(xxix)	Country Director, CARE	”
(xxx)	Representative, BRAC	”
(xxxi)	Resident Coordinator, UN	”
(xxxii)	Country Director World Bank	”
(xxxiii)	Water Resource Expert- Dr. Ainun Nishat	”
(xxxiv)	Meteorology Expert: Mr. Hamiduzzaman Khan Chowdhury	”
(xxxv)	Earthquake Expert: Professor, Jamilur Reza Chowdhury	”
(xxxvi)	Physical Structure Expert: Prof. Dr. Mahbub-ul-Nabi, BUET	”
(xxxvii)	Education: Professor Nazrul Islam, Chairman UGC	”
(xxxviii)	Disatser Management Expert: Dr. Quazi Kholiquzzaman Ahmed	”
(xxxix)	Chairman, Bangladesh Red Crescent Society	”
(xxxx)	President, FBCCI	”
(xxxxi)	President, Institute of Engineer (IEB)	”
(xxxxii)	Chairman, Insurance Company Association	”
(xxxxiii)	Chairman, Krishi Bank	”
(xxxxiv	Chairman, Grameen Bank	”
(xxxxv)	Director General, Directorate of Relief and Rehabilitation	”
(xxxxvi)	Director General, Fire Service and Civil Defence Directorate	,,
(xxxxvii)	Director General, Disaster Management Bureau	**Member Secretary**

2.2.3.1 **Meeting:** Twice a year, the Chairman may call additional meetings, if needed.

2.2.3.2 **Sub-Committee:** Sub-committees may be formed for cyclone warning, flood forecasts, earthquake risks, and participation by the people. Experts may be co-opted in the respective subcommittees after formation and selection of the Chairman.

2.2.3.3 **General Responsibilities:**

2.2.3.3.1 Advise NDMC, IMDMCC, MoFDM and DMB on technical matters and socio-economic aspects of Disaster Risk Reduction and emergency response management.

2.2.3.3.2 Alert the Committee members about the risk of disaster and mitigation possibilities and encourage them in respect of workshop, training and research.

2.2.3.3.3 Create a forum for discussion by experts on the risk of disaster, opening opportunities for cooperation towards solution of problems relating to disaster management.

2.2.3.3.4 Recommend release of funds for special project works and also for introduction of special emergency methods or empowerment, if needed.

2.2.3.3.5 Recommend solution of problems identified by the DMB or any other agency/person.

2.2.3.3.6 Propose long term recovery plans.

2.2.3.3.7 Hold post-mortem or prepare final evaluation on programmes undertaken to

meet the disaster and

2.2.3.3.8 Submit a report with recommendations to the NDMC.

2.2.4 Earthquake Preparedness and Awareness Committee (EPAC)

Following the verdict of High Court Division of Supreme Court, dated 29 July 2009, in order to prepare the nation for earthquake risk management, the following Earthquake Preparedness and Awareness Committee was formed in December 2009.

(i)	Minister, Ministry of Food and Disaster Management	Chairman
(ii)	Secretary, Ministry of Home Affairs	Member
(iii)	Secretary, Finance Division, Ministry of Finance	"
(iv)	Secretary, DM&RD, MoFDM	"
(v)	Secretary, Roads and Railways Division	"
(vi)	Secretary, Ministry of Information	"
(vii)	Secretary, Ministry of Health and Family Planning Affairs	"
(viii)	Secretary, Ministry of Defence	"
(ix)	Secretary, Ministry of Foreign Affairs	"
(x)	Secretary, Economic Relations Divisions	"
(xi)	Secretary, Housing and Public Works Ministry	"
(xii)	Secretary, energy and Mineral Resource Division	"
(xiii)	Secretary, Ministry of Education	"
(xiv)	Secretary, Primary and Mass Education Ministry	"
(xv)	Secretary, Local Government Division	"
(xvi)	Chief Engineer, Roads and Highways Department	"
(xvii)	Chief Engineer, Engineering Education Department	"
(xviii)	Chief Engineer, Local Government Engineering Department	"
(xix)	Chief engineer, Public Works Department	"
(xx)	Director General, GSB	"
(xxi)	Director General, Health Services	"
(xxii)	Director General, Fire Services and Civil Defence Department	"
(xxiii)	Representative, Department of Geology, University of Dhaka	"
(xxiv)	Representative, Department of Geography and Environment, Jahangirnagar University	"
(xxv)	Representative, Civil Engineering Department, BUET	"
(xxvi)	Representative, Department of Geography and Environment, University of Chittagong	"
(xxvii)	Representative, Civil and Environmental Engineering, SUST	"
(xxviii)	Director, BMD	"
(xxix)	Director, AFD	"
(xxx)	Chairman, Bangladesh Red Crescent Societies (BDRCS)	"
(xxxi)	Representative CARE	"
(xxxii)	Representative Oxfam	"
(xxxiii)	Representative BRAC	"
(xxxiv)	Representative CARITAS	"
(xxxv)	Representative Action Aid	"
(xxxvi)	Representative Save The Children USA	"
(xxxvii)	Representative World Vision	"
(xxxviii)	Representative Islamic Relief UK	"
(xxxix)	Director General, Disaster Management Bureau	**Member Secretary**

2.2.4.1 **Meeting:** Twice a year, the Chairman may call additional meetings, if needed.

2.2.4.2 **Sub-Committee:** Sub committees may be formed for contingency planning and aspects of earthquake risk reduction.

2.2.4.3**General Responsibilities:**

2.2.4.3.1 Review national earthquake preparedness and awareness programme and recommend suggestions for concerned organizations.
2.2.4.3.2 Review the list of Search and Rescue equipment for earthquakes.
2.2.4.3.3 Prepare and recommend a list of equipment for earthquake risk reduction and search and rescue programmes after an earthquake.

2.2.5 National Platform for Disaster Risk Reduction (NPDRR)

2.2.5.1The National Platform for DRR was formed on 23 November 2009.

(i)	Secretary, Disaster Management & Relief Division (DM&RD), MoFDM	Chairman
(ii)	Secretary, Local Govt. Division	Member
(iii)	Secretary, Ministry of Water Resource	,,
(iv)	Secretary, Ministry of Agriculture	”
(v)	Secretary, Ministry of Environment and Forest	”
(vi)	Secretary, Ministry of Fisheries and Livestock	”
(vii)	Director General, Disaster Management Bureau (DMB)	Member Secretary
(viii)	Joint Secretary (Field Admin) Cabinet Division	Member
(ix)	Joint Secretary (DM), DM&RD, MoFDM,	”
(x)	Director General, Health Services	”
(xi)	Chief Information Officer, Ministry of Information	”
(xii)	Director General, Bangladesh Betar	”
(xiii)	Director General, NGO Affairs Bureau	”
(xiv)	Director General, Bangladesh Television	”
(xv)	Director General, Directorate of Relief and Rehabilitation	”
(xvi)	Director General, Primary and Mass Education Directorate	”
(xvii)	Director General, Department of Environment	,,
(xviii)	Director General, Fire Service and Civil Defence Directorate	”
(xix)	Joint Chief, Planning Commission	”
(xx)	Chief Engineer, Public Works Department	”
(xxi)	Chief Engineer, Department of Public Health & Engineering (DPHE)	”
(xxii)	Director, Bangladesh Metrological Department	”
(xxiii)	Director, Cyclone Preparedness Programme (CPP)	”
(xxiv)	Representative from NIRAPAD	
(xxv)	Representative from Disaster Forum	”
(xxvi)	Representative from NC-4	”
(xxvii)	Representative from BRAC	”
(xxviii)	Representative from Action of Disability and Development	”
(xxix)	Representative from BUET	”
(xxx)	Representative Bangladesh Earthquake Society (BES)	”
(xxxi)	Representative from Water Resource and Planning Organization (WARPO)	”
(xxxii)	Representative of Institute of Water Modelling (IWM)	”
(xxxiii)	Representative from Centre for Environmental and Geographic Information Services (CEGIS)	”
(xxxiv)	Representative from Bangladesh Agricultural Research Institute (BARI)	”
(xxxv)	Professor Dr. Jamilur Reza Chowdhury	”
(xxxvi)	Prof. Abdullah Abu Sayeed, Bishw Sahitya Kendra	”

(xxxvii)	Dr. Ainun Nishat, Retired Prof. BUET	”
(xxxviii)	Dr. Quazi Kholiquzzaman Ahmed, Chairman BUP	”
(xxxix)	Head, Bangladesh Environmental Lawyers' Association	”

2.2.5.2 **Meeting:** Twice a year, the Chairman may call additional meetings, if needed.

2.2.5.3 **Sub-Committee:** Sub committees may be formed for contingency planning and aspects of earthquake risk reduction.

2.2.5.4 **Major Functions for DRR**

2.2.5.4.1 Coordinate various relevant stakeholders for interrelated social, economic and environmental risks and vulnerabilities.

2.2.5.4.2 Support identification of priority needs in the area of DRR, advise for allocating resources, presenting time table for actions and monitoring and reviewing the implementation of DRR activities in line with the HFA.

2.2.5.4.3 Provide technical support and advice for effective integration into all national, regional and international policies and programmes

2.2.5.4.4 Serve as a catalyst for national consultations and consensus building for DRR.

2.2.5.4.5 Facilitate for allocation of resources from donors, development banks, financial institutions, and UN agencies that are not represented in their respective countries.

2.2.6 National Disaster Response Coordination Group (NDRCG)

Due to high incidence of natural disasters in Bangladesh, it is imperative that we have a well-developed and effective coordination group. The group will be activated as and when required to manage and coordinate support for disaster stricken communities.

2.2.6.1 The NDRCG is comprised of the following members

(i)	Minister, Ministry of Food and Disaster Management	Chairman
(ii)	Secretary, DM&RD, MoFDM	Member
(iii)	Secretary, Ministry of Home Affairs	”
(iv)	Secretary, Ministry of Information	”
(v)	Secretary, Ministry of Health	”
(vi)	Secretary, Ministry of Post and Telecommunications	”
(vii)	Principal Staff Officer, Armed Forces Division	”
(viii)	Secretary, Ministry of Education	”
(ix)	Secretary, Ministry of Shipping	”
(x)	Secretary, Ministry of Water Resources	”

2.2.6.2 The following officials shall attend a meeting of the NDRCG on invitation:

2.2.6.2.1 Director General, Disaster Management Bureau

2.2.6.2.2 Director General, Directorate of Relief and Rehabilitation

2.2.6.2.3 Director General, Directorate of Food

2.2.6.2.4 Director General, Bangladesh Fire Service and Civil Defence

2.2.6.2.5 Director General, Bangladesh Rifles

2.2.6.2.6 Inspector General, Bangladesh Police

2.2.6.2.7 Director General, Ansar and VDP

2.2.6.2.8 Director General, Directorate of Health

2.2.6.2.9 Director General, Department of Livestock Services

2.2.6.2.10 Director General, Department of Agricultural Extension

2.2.6.2.11 Director General, Department of Fisheries

2.2.6.2.12 Director General, Directorate of Secondary and Higher Secondary Education

2.2.6.2.13 Chief Engineer, Education Engineering Department

2.2.6.2.14 Director General, Directorate of Primary and Mass Education
2.2.6.2.15 Chief National Commissioner, Bangladesh Scouts
2.2.6.2.16 Director General Bangladesh National Cadet Corps
2.2.6.2.17 Secretary General, Bangladesh Red Crescent Society
2.2.6.2.18 National Commissioner, Bangladesh Girl Guides
2.2.6.2.19 Chairman, BT&T Board
2.2.6.2.20 Director General, BTV
2.2.6.2.21 Director General, Bangladesh Betar
2.2.6.2.22 Principal Information Officer, Press Information Department
2.2.6.2.23 Chief Engineer, Public Works Department
2.2.6.2.24 Chairman, Power Development Board
2.2.6.2.25 Chairman RAJUK/CDA/RDA/KDA/NHA
2.2.6.2.26 Any other concerned persons and/or organizations

In case of a disaster emergency in Dhaka city, the following officials shall attend on invitation

2.2.6.2.27 Chief Executive Officer, Dhaka City Corporation
2.2.6.2.28 Chief Engineer, Dhaka City Corporation
2.2.6.2.29 Managing Director, Dhaka WASA
2.2.6.2.30 Managing Director, Titas Gas
2.2.6.2.31 Managing Director, DESCO/DPDC
2.2.6.2.32 Police Commissioner, Dhaka Metropolitan Police
2.2.6.2.33 Deputy Commissioner, Dhaka

2.2.6.3 **Responsibilities of the NDRCG**

2.2.6.3.1 Evaluate disaster situation and activate systems and procedures for disaster response and early recovery
2.2.6.3.2 Mobilize resources and team for disaster response
2.2.6.3.3 Ensure effective dissemination of warning signals
2.2.6.3.4 Coordinate response and early recovery activities
2.2.6.3.5 Supervise operations conducted by Urban Search and Rescue Taskforces
2.2.6.3.6 Coordinate relief operations in post-impact recovery period
2.2.6.3.7 Ensure the rapid supply of additional equipment/materials to places where telecommunication has been disrupted
2.2.6.3.8 Determine priorities and issue instructions regarding relief materials, funds and transports
2.2.6.3.9 Coordinate the provision of additional manpower and resources to disaster affected areas, including the provision of members of the armed forces with assigned duties for communications and essential services
2.2.6.3.10 Provide an information flow during disaster emergencies
2.2.6.3.11 Implement decisions of the CCDR and keep CCDR informed of the disaster situation
2.2.6.3.12 Review and revise guidelines for multi-agency disaster incident management and
2.2.6.3.13 Recommend preparedness and risk reduction measures to IMDMCC.

2.2.6.4 **Meeting:**

2.2.6.4.1 The NDRCG will meet as and when required.

2.2.6.4.2 Emergency Operations Centre (EOC) of the MoFDM will provide secretarial service to the NDRCG.

2.2.7 Cyclone Preparedness Programme (CPP) Policy Committee

(i)	Minister, Ministry of Food and Disaster Management	Chairman
(ii)	Minister, Ministry of Local Govt. Rural Development and Cooperatives	Vice Chairman
(iii)	Chairman, Bangladesh Red Crescent Societies 9BDRCS)	Vice Chairman
(iv)	Member-I, Planning Commission	„
(v)	Two (2) representatives nominated by BDRCS	„
(vi)	Secretary, Disaster Management & Relief Division (DM&RD), MoFDM	Member Secretary

2.2.7.1 Functions of the committee

2.2.7.1.1 To provide policy directives and guideline to the CPP implementation board for effective implementation of the programme

2.2.7.1.2 To allocate funds and other resources for the CPP and placing them at the disposal of the CPP Implementation Board.

2.2.8 CPP Implementation Board (CPPIB)

2.2.8.1 The CPPID is comprised of the following members

(i)	Secretary, Disaster Management & Relief Division (DM&RD), MoFDM	Chairman
(ii)	Secretary, Local Govt. Division	Member
(iii)	Joint Secretary, DM&RD	„
(iv)	Director General, Directorate of Relief and Rehabilitation (DRR)	„
(v)	Director General, Disaster Management Bureau (DMB)	„
(vi)	Director General, Bangladesh Rural Development Board	„
(vii)	Chief Engineer, Department of Public Health Engineering (DPHE)	„
(viii)	Deputy Secretary (relief), DM&RD, MoFDM	„
(ix)	Director, Bangladesh Metrological Department	”
(x)	Representative from Finance Division, Ministry of Finance	”
(xi)	Secretary General, BDRCS	”
(xii)	Representative of the Chairman, BDRCS	”
(xiii)	Representative of IFRCS (if any)	”
(xiv)	Director, Cyclone Preparedness Programme (CPP)	Member Secretary

2.2.8.2 Functions of CPPIB

2.2.8.2.1 To determine and recommend frame an content of the programme

2.2.8.2.2 To supervise the implementation of the programme

2.2.8.2.3 To administer all resources of the programme placed at the disposal of the Board by the Policy Committee

2.2.8.2.4 To approve all expenditure incurred on the of Cyclone Preparedness Programme

2.2.8.2.5 To determine priority and consistency with other related programme of coastal region

2.2.8.2.6 To fulfill all other functions necessary for the effective implementation of the cyclone Preparedness Programme

2.2.9 Committee for Speedy Dissemination and Determination of Strategy of Special Weather Bulletin

2.2.9.1 The Committee for Speedy Dissemination and Determination of Strategy of Special Weather Bulletin is comprised of the following members:

(i)	Director General, Disaster Management Bureau	Chairperson
(ii)	Director General, Bangladesh Betar	Member
(iii)	Director General, Bangladesh Television	"
(iv)	Director General, Mass Communication Department	"
(v)	Director General, Film and Publications Department	"
(vi)	Chairman, WARPO/ Director FFWC	"
(vii)	Chairman, SPARRSO	"
(viii)	Chairman, Water Development Board	"
(ix)	Director, Bangladesh Meteorological Department	"
(x)	Director, Cyclone Preparedness Programme	"
(xi)	Director (Planning and Training), Disaster Management Bureau	Member-Secretary

2.2.9.2 The chairperson of the committee may co-opt more members from concerned departments, agencies, if necessary.

2.2.9.3 Responsibilities of the committee

2.2.9.3.1 To determine the means, methods and strategy of Disaster related publicity matters e.g. weather bulletins, warning signals, slogans, etc.

2.2.9.3.2 To discuss matters relating to weather Bulletins and signals and formulate recommendations there of.

2.2.9.3.3 To discuss from time to time with the help of slides etc. how disaster related publicity might be strengthened for public awareness building.

2.2.9.3.4 To determine the ways and means for speedy dissemination of weather signals among the people.

2.2.9.3.5 To take steps for enhancing public awareness in respect of weather.

2.2.9.3.6 Miscellaneous.

2.2.10 Committee for Focal Points Operational Coordination Group

2.2.10.1 The committee for Focal Points Operational Co-ordination Group is comprised of the following members:

(i)	Director General, Disaster Management Bureau	Chairperson
(ii)	Director General, NGO Affairs Bureau	Member
(iii)	Director General, Health and Family Welfare Directorate	"
	Director General, Department of Livestock Services	"
(iv)	Director General, Department of Fisheries	"
(v)	Director General, Bangladesh Betar	"
(vi)	Director General, Bangladesh Television	"
(vii)	Director General, Directorate Relief and Rehabilitation	"
(viii)	Director General, Mass Communication Department	"
(ix)	Director General, Bangladesh Mass-Media Institute	"
(x)	Director General, Bangladesh Press Institute	"
(xi)	Director General, Directorate General of Food	"
(xii)	Director General, Primary and Mass Education Directorate	"
(xiii)	Director General, Directorate of Secondary and Higher Education	"
(xiv)	Director General, Department of Environment	"
(xv)	Director General, Bangladesh Rural Development Board	"
(xvi)	Director General, Bangladesh Postal Department	"
(xvii)	Director General, Bangladesh Ansar and VDP	"

(xviii)	Director General, Geological Survey of Bangladesh	"
(xix)	Director General, Fire Service and Civil Defence	"
(xx)	Chief Engineer, Education Engineering Department	"
(xxi)	Director General, Women's Affairs Directorate	"
(xxii)	Registrar, Co-operative Societies	"
(xxiii)	Representative of Armed Forces Division	"
(xxiv)	Joint Chief, Planning Commission	"
(xxv)	Chief Conservator of Forest	"
(xxvi)	Chief Engineer, Road and Highways Department	"
(xxvii)	Chief Engineer, Public Works Directorate	"
(xxviii)	Chief Engineer, Local Govt. Engineering Department	"
(xxix)	Chief Engineer, Public Health Engineering Department	"
(xxx)	Directors (all), Disaster Management Bureau	"
(xxxi)	Directors (all), Directorate of Relief and Rehabilitation	"
(xxxii)	Director, Bangladesh Meteorological Department	"
(xxxiii)	Chairman, SPARRSO	"
(xxxiv)	Director, CPP	"
(xxxv)	Director, ADAB	"
(xxxvi)	Representative of United Nations Development Programme	"
(xxxvii)	Representative of United Nations Children's Fund	"
(xxxviii)	Representative of World Food Programme	"
(xxxvii)	Representative, Food and Agriculture Organization (FAO)	"
(xxxviii)	Representative of World Health Organization	"
(xxxix)	Representative of Bangladesh Red Crescent Societies	"
(xxxx)	Director (Planning), Disaster Management Bureau	Member-Secretary

2.2.10.2 **Meetings:** The Committee shall meet once in every three months during normal time and more than once in every week during disaster period. The chairman of the committee may co-opt more

2.2.10.3 Responsibilities

2.2.10.3.1 It shall supervise the overall co-ordination of national and field-level activities of the Disaster Management Committees and give appropriate directions in this respect.

2.2.10.3.2 If necessary, the chairman of the committee may co-opt more members. The committee shall review the disaster preparedness and post disaster programmes.

2.2.10.3.3 The group shall identify the different problems relating to disaster management and make recommendations for their solutions.

2.2.10.3.4 Miscellaneous.

2.2.11 Coordination Committee of NGOs relating to Disaster Management

2.2.11.1 The Co-ordination Committee of NGOs relating to Disaster Management is comprised of the following members.

(i)	Director General, Disaster Management Bureau	Chairperson
(ii)	Director General, NGO Affairs Bureau	Member
(iii)	Joint Secretary (Relief), Ministry of Food and Disaster Management	"
(iv)	Director General, Directorate of Relief and Rehabilitation	"
(v)	Director General, Department of Environment	"
(vi)	Director General, Women's Affairs Directorate	"
(vii)	Director General, Social Welfare Department	"
(viii)	Director General, Directorate of Secondary and Higher Education	"
(ix)	Director, CPP	"
(x)	Director, Bangladesh Meteorological Department	"
(xi)	Chairman, SPARRSO	"
(xii)	Representative of OXFAM	"
(xiii)	Representative of Disaster Forum	"
(xiv)	Representative of BDPC	
(xv)	Representative of CARITAS	"
(xvi)	Representative of CCDB	"

(xvii)	Representative of PRIP-DPSI	"
(xviii)	Representative of ADAB	"
(xix)	Representative of Deep Unnayan Sangstha, Hatiya	"
(xx)	Representative of PROSHIKA	"
(xxi)	Representative of Helen- Killer International	"
(xxii)	Representative of World Vision, Bangladesh	"
(xxiii)	Representative of CONCERN	"
(xxiv)	Representative of CARE	"
(xxv)	Representative of BRAC	"
(xxvi)	Representative of Action Aid	"
(xxvii)	Representative of Save The Children USA	"
(xxviii)	Representative of Save The Children UK	"
(xxviv)	Director (Planning), Disaster Management Bureau	Member-Secretary

2.2.11.2 Meetings: The Committee shall meet once in every three months during normal time and more than once in every week during disaster period. The chairman of the committee may co-opt more members if necessary.

2.2.11.3 Responsibilities

2.2.11.3.1 Ensure the co-ordination of disaster management and relief work between governmental and non-governmental agencies.

2.2.11.3.2 To ensure the transmission and preservation of disaster related information.

2.2.11.3.3 Identify the co-ordination problems relating to disaster management activities and make recommendations in this respect.

2.2.11.3.4 Carry out related task as advised by NDMC and IMDMCC.

2.2.12 Disaster Management Training and Public Awareness Task Force (DMTPATF)

2.2.12.1 The Disaster Management Training and Public Awareness Task Force is comprised of the following members

(i)	Director General, Disaster Management Bureau	Chairperson
(ii)	Representative of Ministry of Establishment	Member
(iii)	Representative of Chief Information Officer	"
(iv)	Director General, Bangladesh Betar	"
(v)	Director General, Bangladesh Television	"
(vi)	Representative of Rector, BPATC	"
(vii)	Representative of Armed Forces Division	"
(viii)	Representative of Chairman, SPARRSO	"
(ix)	Director General, Bangladesh Academy for Rural Development, Comilla	"
(x)	Director General, Academy for Planning & Development	"
(xi)	Director General, NGO Affairs Bureau	"
(xii)	Director General, Health Services	"
(xiii)	Director General, Rural Development Academy, Bogra.	"
(xiv)	Director General, Higher and Secondary Education	"
(xv)	Director General, Department of Fisheries	"
(xvi)	Director General, Directorate of Primary Education	"
(xvii)	Director General, Directorate of Women's Affairs	"
(xviii)	Director General, Directorate of Youth Affairs	"
(xix)	Director General, BRDB	"
(xx)	Director General, FSCD	"
(xxi)	Director General, Bangladesh Coast Guard	"
(xxii)	Director General, Social welfare department	"
(xxiii)	Chief National Commissioner, National Scouts	"
(xxiv)	National Commissioner, Bangladesh Girls Guide	"
(xxv)	Director General BNCC	"
(xxvi)	Director General, Directorate of NILG	"

(xxvii)	Registrar, Co-operative Societies	"
(xxviii)	Director, Bangladesh Meteorological Department	"
(xxix)	Representative of UNDP	"
(xxx)	Representative of UNICEF	"
(xxxi)	Representative of CARE, Bangladesh	"
(xxxii)	Chairman, ADAB	"
(xxxiii)	Representative of OXFAM	"
(xxxiv)	Representative of CCDB	"
(xxxv)	Representative of PRIP-DPSI	"
(xxxvii)	Vice-Chancellor, IUBAT	"
(xxxviii)	Director, BDPC	"
(xxxix)	Representative of PROSHIKA	"
(xxxx)	Representative of ASA	"
(xxxxi)	Director, CPP	"
(xxxxii)	Director (Planning and Training), Disaster Management Bureau	Member-Secretary

2.2.12.2 **Meetings:** The Committee shall meet once in every three months during normal time and more than once in every week during disaster period. The chairman of the committee may co-opt more members if necessary.

2.2.12.3 Responsibilities of the DMTPATF

2.2.12.3.1 Act as consulting and advisory committee for planning.

2.2.12.3.2 Implement and evaluate disaster management training and awareness raising activities.

2.2.12.3.3 Assist in the activities relating to public awareness building and communication in respect of disaster management.

2.2.12.3.4 Coordinate public awareness building training and other programmes relating to disaster management.

2.2.12.3.5 Assist the concerned agencies in respect of planning and implementation of other necessary activities relating to disaster management training and public awareness building.

2.2.12.3.6 Carry out related task as advised by NDMC and IMDMCC.

2.2.13 Supporting Role of DM&RD, Ministry of Food and Disaster Management

Disaster Management and Relief Division (DM&RD), Ministry of Food and Disaster Management (MoFDM) is the focal point of the Government of the People's Republic of Bangladesh. The Disaster Management and Relief Division (DM&RD) has been given the mandate to carry out task for disaster risk reduction and emergency response related issues. The Disaster Management Information Centre (DMIC) within the Disaster Management Bureau (DMB) of the MoFDM will assist the Ministry and the Government with all necessary information during normal time, warning and activation, emergency response, relief and recovery. The Ministry will provide information to the National Disaster Management Council (NDMC), the Inter-Ministerial Disaster Coordination Committee (IMDMCC), the Cabinet Committee on Disaster Response (CCDR) and the National Disaster Response Coordination Group (NDRCG), and assist them in taking decisions. The Secretary of the Disaster Management and Relief Division of MoFDM will coordinate the activities of all officials engaged either directly or indirectly in emergency response, relief and recovery activities.

PART 3: LOCAL LEVEL COORDINATION

Disaster Management is multi-sectoral in nature, which requires involvement and close cooperation of many organizations. Local level disaster management largely depends on certain local organizational response and their coordination mechanism. Especially during disasters, local coordination is recognized as a key component to disaster management. Strong institutional capacity and their coordination mechanism will then lead to a better, more effective disaster management system and ensure stronger community awareness and participation. In a City Corporation, a City Corporation Disaster Management Committee (CCDMC) is established. The CCDMC is to carry out all activities (prevention, mitigation, preparedness and response and relief) of disaster management. Similarly at District, Upazila, Pourashava and Union level, the Disaster Management Committees (DMCs) are established, accordingly.

3.1 City Corporation Disaster Management Committee (CCDMC)

3.1.1 A City Corporation Disaster Management Committee is comprised of the following members:

(i)	Mayor, City Corporation	1	Chairperson
(ii)	Chairman RAJUK/KDA/CDA/RDA/NHA	1	Member
(iii)	President, Chamber of Commerce and Industries of the city	1	"
(iv)	Relevant Deputy Commissioner	1	"
(v)	Relevant Police Commissioner	1	"
(vi)	Ward Commissioners (all)	--	"
(vii)	Chief Engineer, City Corporation	1	"
(viii)	Chief Health Officer, City Corporation (in appropriate case)	1	"
(ix)	General Manager (Transport), City Corporation (in appropriate case)	1	"
(x)	Chief Town Planner (in appropriate case)	1	"
(xi)	Chief Sanitation Officer, City Corporation (in appropriate case)	1	"
(xii)	Representative of Chief Engineer of PWD (except DCC)	1	"
(xiii)	Representative of Chief Engineer, R&H (except DCC)	1	"
(xiv)	Director General, Directorate of Secondary and Higher Education	1	"
(xv)	Representative of Director General, Ansar and VDP	1	"
(xvi)	Representative of Director General, Geological Survey of Bangladesh	1	"
(xvii)	Representative of Director General, Fire Service and Civil Defence	1	"
(xviii)	Representative of Chief Engineer, Telephone and Telegraph Board	1	"
(xix)	Representative of Director General, Disaster Management Bureau (only for DCC)	1	"
(xx)	Representative of Director General, Directorate of Relief and Rehabilitation	1	"
(xxi)	Representative of Director General, Health Services	1	"
(xxii)	Representative of Armed Forces Division (in appropriate case)	1	"
(xxiii)	Representative of Titas Gas (in appropriate case)	1	"
(xxiv)	Representative of Chief Engineer of Power Development Board (other than Dhaka)/ DESA (for Dhaka) and DESCO	1	"
(xxv)	Socially Reputed Persons or Civil Society Representatives (Chairperson nominated from the elite and renowned cultural personality, journalist, teacher, civil society representative and religious personality)	5	"
(xxvi)	President, SANDHANI (for Dhaka) and his or her representative (other than Dhaka)	1	"
(xxvii)	Women Representative (Nominated by Directorate of Women Affairs)	1	"
(xxviii)	Representatives of the NGOs working in City Corporation (Nominated by the Chairperson from the national and international NGOs working in the City)	3	"
(xxix)	Representative of Bangladesh Red Crescent Society	1	"
(xxx)	Director BNCC (Dhaka), Representative of BNCC for other city corporations	--	"
(xxxi)	Representative of Bangladesh Scout	1	"
(xxxii)	Representative of Girl Guides	1	"
(xxxiii)	Representative WASA (in case of DCC)	1	"
(xxxiv)	Representative of Anjuman-E-Mafidul Islam	1	"

(xxxv)	Chief Executive Officer, City Corporation	1	Member-Secretary

3.1.2 Concerned Honourable Member(s) of the Parliament will be the advisor of this CCDMC.

3.1.3 The chairperson of the committee can co-opt a maximum of 3 (three) more members and form groups and sub-groups or form ward committees considering the local situation and special circumstances.

3.1.4 Meetings

3.1.4.1 During normal time, the committee will meet once in two months.

3.1.4.2 During warning phase and pre-disaster period, the committee shall meet more than once a week.

3.1.4.3 During disaster period the committee shall meet as and when needed (once daily), at least once in a week.

3.1.4.4 In recovery phase the committee will meet once a week.

3.1.4.5 The committee can meet any time if needed or part of the committee can meet with the other development committees bi-laterally or multilaterally.

3.1.4.6 The committee can request any member(s) or specialist(s) of the locality to attend any particular meeting.

3.1.4.7 Quorum will be constituted by1/3rd members of the committee during normal period and post-disaster period. During warning phase and disaster period, quorum will be constituted by 1/4th members of the committee.

3.1.4.8 An updated list of City Corporation Disaster Management Committee (CCDMC) members will have to be submitted to DMB by 15th January of each year duly signed by the chairperson of the CCDMC. The list must be submitted irrespective of any changes in the composition of the committee. After a new election of the City Corporation(s), the CCDMC should be reconstituted and be submitted to DMB.

3.1.5 Responsibilities of the City Corporation Disaster Management Committee

3.1.5.1 **Risk Reduction**

3.1.5.1.1 Arrange regular training and workshops on disaster management, especially on earthquake issues by keeping the DMB informed.

3.1.5.1.2 Hold a hazard, vulnerability and risk analysis at City Corporation level and prepare contingency plan for earthquake and other natural and human-induced disasters e.g. for fire, flood etc. Ensure that all lifeline support agencies e.g. WASA, DESA, gas companies, T&T have their own agency contingency plan for earthquake, fire and subsequent mass causality management.

3.1.5.1.3 Identify community at risk based on age, sex, physical fitness, social status, profession and economic condition.

3.1.5.1.4 Prepare short, medium and long-term vulnerability reduction and capacity building action plan for the high-risk people with the active participation of the community at risk

3.1.5.1.5 Organize regular meetings on developmental issues with organizations working at City Corporation level who have development programmes and who are providing services to take decisions for the implementation of short, medium and long-term action plans and to review the progress.

3.1.5.1.6 Establish effective coordination with utility services for immediate restoration of lifeline services and manage local fund for the implementation of risk reduction action plans.

3.1.5.1.7 Inform the DMB on the progress of implementation of the action plans

3.1.5.1.8 Prepare a comprehensive disaster management action plan, which will enable the local community, authority of the City Corporation and local organizations to support the poor and vulnerable community for increasing their income and other abilities for risk reduction and for taking necessary security measures against any impending warnings and disaster**:**

3.1.5.1.9 Ensure that the local people are kept informed and capable of taking practical measures for the reduction of risk at household and community levels and also disseminate widely the success stories among the local people about reducing risks at household and community levels.

3.1.5.1.10 Arrange speedy and effective dissemination of forecasts relating to disasters (cyclone, tidal surge, tsunami, heavy rainfall, flood, water logging, high tide, cold wave, etc.) among individuals, volunteers and target organizations and make them able to take effective roles to save their lives and property during disaster.

3.1.5.1.11 Build the capacity of local institution, volunteers, and the community to adopt disaster (cyclone, tidal surge, tsunami, earthquake, tornado, flood, water logging, salinity, high tide, cold wave) resistant housing features.

3.1.5.1.12 Build the capacity of the local institution, earthquake volunteers, and the community to adapt with disaster resistant agriculture and other livelihood options. Institutionalize the training for mason and bar binders on earthquake resilient structure constructions.

3.1.5.1.13 Determine specific safe centres/shelters where the people of particular area will go at the time of disaster and assign responsibilities to different individuals and organizations – for providing various services and securities at the shelters.

3.1.5.1.14 Ensure supply of safe drinking water and if necessary, other services from specific points near the shelters/centres.

3.1.5.1.15 Train the students, youth, local club members and volunteers on community-based water purification techniques so that during disaster, they can supply safe drinking water in their own community during emergencies.

3.1.5.1.16 Identify open space at city corporations to establish field hospitals & medical operations for mass causalities management. Keep stocks of emergency lifesaving drugs and other support facilities at City Corporation and Ward level for use during disaster.

3.1.5.1.17 Prepare relevant preparedness plans for search & rescue, primary relief operation, and local arrangement for rehabilitation of severely affected families.

3.1.5.1.18 Arrange for rehearsals or drills on the dissemination of warnings/forecasts, evacuation, rescue and primary relief operations (if necessary, committee can seek assistance from DMB).

EMERGENCY RESPONSE

3.1.5.2 **Warning Period**

3.1.5.2.1 Disseminate warnings/forecasts, evacuate the vulnerable people as per evacuation plan, check the overall preparation for rescue operation and prepare the rescue team.

3.1.5.2.2 Engage trained institutions, volunteers and people in the field for effective and speedy dissemination of early warnings/forecasts and to coordinate and monitor the whole warnings/forecasts dissemination system.

3.1.5.2.3 Visit the pre-selected emergency safe centres/shelters and ensure that different organizations and individuals are alert and ready to provide essential services and security at the centres.

3.1.5.2.4 Review and take alternative measures to ensure the supply of safe drinking water from the selected places nearby the shelter centres.

3.1.5.2.5 Take emergency measures to fill up the stock of lifesaving drugs after careful scrutiny of the stock of lifesaving drugs at City Corporation and Ward level.

3.1.5.2.6 Prepare a checklist of emergency activities during disaster including the time schedule of the assigned personnel.

3.1.5.3 **During Disaster Onset**

3.1.5.3.1 Operate emergency rescue work with the facilities locally available and if directed, provide support services to other rescue teams.

3.1.5.3.2 Take emergency measures to prevent diarrhoea and other waterborne diseases by preparing oral-saline and water purification tablets by the trained students, youths, club members and volunteers using local resources or emergency assistance.

3.1.5.3.3 Coordinate all relief activities (GO-NGO) in the City Corporation so that relief materials are distributed impartially.

3.1.5.3.4 Ensure dissemination of correct information to protect the people from being upset by rumours about the disaster.

3.1.5.3.5 Take necessary measures for ensuring the security of local and external relief workers during disaster.

3.1.5.3.6 Ensure the overall security of women, children and persons with disability during disaster residing in safe centres/shelters and other places.

3.1.5.3.7 Take necessary measures to protect environmental degradation by arranging quick funeral ceremonies of dead bodies and quick disposal of dead domestic animals.

3.1.5.3.8 Assist people to transfer their essential resources (livestock, poultry, essential food, kerosene, candle, matches, fuel, radio, etc.) to safe places.

3.1.5.4 **Post Disaster Period**

3.1.5.4.1 Collect and submit statistics regarding loss due to disaster according to directives from Disaster Management Bureau.

3.1.5.4.2 Allocate and distribute on the basis of actual needs, the materials received from local source or Directorate of Relief and Rehabilitation/ other sources for relief and rehabilitation work according to the directives of DMB or District authority.

3.1.5.4.3 Submit accounts of materials received to DMB and donor agency (if the donor provided relief funds).

3.1.5.4.4 Take necessary measures so that people can return to their previous place after the disaster is over. In such cases, if there is any dispute regarding the legality of the land, it should not be an obstacle for them to return to their previous place after the disaster.

3.1.5.4.5 Arrange counseling for people suffering from psycho-trauma due to the disaster, with the collaborative support of experts and community elites.

3.1.5.4.6 Instruct the health-related personnel to provide appropriate and adequate care to disaster affected people and if needed, request the District health authority for assistance.

3.1.5.4.7 Arrange workshop with the participation of concern institutions and individuals on the lessons learned during and after the disaster.

3.1.5.4.8 In addition, follow the SOD and comply with instant orders from the appropriate authority.

3.2 District Disaster Management Committee (DDMC)

3.2.1 A District Disaster Management Committee is comprised of the following members:

(i)	Deputy Commissioner	1	Chairperson

(ii)	Chief Executive Officer of Zila Parishad	1	Member
(iii)	Heads of all concerned departments at District level [Superintendent of Police, Civil surgeon, Deputy Director (Department of Agricultural Extension), District Fisheries Officer, District Livestock Officer, District Primary Education Officer, District Education Officer, District Women Affairs Officer, District Food Controller, Executive Engineer (Public Health), Executive Engineer (LGED), Deputy Director (Social Welfare), Deputy Director (Youth Development), District Cooperative Officer, District Ansar VDP Adjutant, District Information Officer, Executive Engineer (Water Development Board), Executive Engineer (PWD), Executive Engineer (R &H), Assistant Director/Deputy Assistant Director (FSCD), District in- Charge BISIC, Senior Official of a Nationalized Bank nominated by the DC	22	"
(iv)	Mayor of District Headquarter Pourashava	1	"
(v)	All Upazila Nirbahi Officers (UNO)	--	"
(vi)	Women representatives (Nominated by the DC)	2	"
(vii)	District Representative of Red Crescent Society (in appropriate case)	1	"
(viii)	Representative of Cyclone Preparedness Programme (in appropriate case)	1	"
(ix)	Representatives of NGOs (one representative each from Local, National and International NGOs selected by the DC)	3	"
(x)	Socially Reputed Persons or Civil Society Representatives (President of the Press Club, President of the Lawyers Association, President of the Chambers or Business Society, Principal of College/Madrasha- nominated by the Chair of DDMC)	4	"
(xi)	District Commander of District Muktijhodha Sangsad	1	"
(xii)	President of the District Scout	1	"
(xiii)	President of the District Committee, Union Parishad Forum	1	"
(xiv)	Representative of the Armed Forces Division (during disaster)	1	"
(xv)	District Relief and Rehabilitation Officer (DRRO)	1	Member Secretary

3.2.2 Concerned Honourable Member(s) of the Parliament will be the advisor of this DDMC. If there is a City Corporation located in the District, one representative of the City Corporation will be a member.

3.2.3 The chairperson of the committee can co-opt a maximum of 3 (three) more members and form groups and sub-groups considering the local situation and special circumstances.

3.2.4 Meetings

3.2.4.1 During normal time, the committee will meet once in two months.

3.2.4.2 During warning phase and pre-disaster period, the committee shall meet more than once a week.

3.2.4.3 During disaster period the committee shall meet as and when needed (once daily), at least once in a week.

3.2.4.4 In recovery phase the committee will meet once a week.

3.2.4.5 The committee can meet any time if needed or part of the committee can meet with the other development committees bi-laterally or multilaterally.

3.2.4.6 The committee can request any member(s) or specialist(s) of the locality to attend any particular meeting.

3.2.4.7 Quorum will be constituted by1/3rd members of the committee during normal period and post-disaster period. During warning phase and disaster period, quorum will be constituted by 1/4th members of the committee.

3.2.4.8 An updated list of members of DDMC will have to be submitted to DMB by 10 February of each year duly signed by the chairperson of the DDMC. The Pourashava DMC, UzDMC and UDMCs submitted by UzDMC will have to be sent to DMB. The list must be submitted irrespective of any changes in the composition of the committee.

3.2.5 Responsibilities of the District Disaster Management Committee

3.2.5.1 **Risk Reduction**

3.2.5.1.1 Ensure the constitution of UzDMC and Pourashava DMCs (Grade 'A') with its activation, ensure receipt of directives and information and draw benefits from available training facilities.

3.2.5.1.2 Arrange training and workshops on disaster-related issues regularly by keeping the DMB informed.

3.2.5.1.3 Ensure that the risk factors of disaster and the possibilities of reduction of risks have been fully considered while preparing and implementing development programmes at District level. Ensure BNBC is fully met while constructing public or private structures.

3.2.5.1.4 Prepare a comprehensive report on "Hazard, vulnerability and risk assessment' at District level based on the compilation of 'Hazard, vulnerability and risk assessment report' prepared by Upazila and Pourashava (grade 'A') DMCs and submit the same to the DMB.

3.2.5.1.5 Prepare a contingency plan (emphasis on earthquake and fire) and update it regularly.

3.2.5.1.6 Prepare a comprehensive report on the lists of vulnerable community and location map' at District level based on the compilation of 'lists of vulnerable community and location map' prepared by individual Upazila and Pourashava (grade 'A') DMCs and submit the same to the DMB.

3.2.5.1.7 Prepare comprehensive short, medium and long-term risk reduction action plans at District level based on the compilation of short, medium and long-term risk reduction action plans prepared by Upazilas and Pourashava (grade 'A') DMCs and submit the same to the DMB.

3.2.5.1.8 Regularly review the implementation status of the short, medium and long-term action plans through coordinating the programmes of development and service organizations at District level.

3.2.5.1.9 Provide necessary support to Union, Pourashava and Upazila disaster management committees to create local level fund appropriate for the implementation of the risk reduction action plans.

3.2.5.1.10 Inform the DMB on the progress of action plan and other activities at District level.

3.2.5.1.11 Disseminate forecasts and warnings regarding disasters and make the people conscious about them.

3.2.5.1.12 Prepare a District disaster risk reduction action plan (RRAP) including the following issues with a view to keep the District authority and local organizations well prepared so as to meet the disaster effectively and efficiently in the light of warning signals about imminent disaster and the occurrence of disaster**:**

3.2.5.1.13 Ensure speedy and effective publicity of forecasts and warnings relating to disasters (tornado, cyclone, tidal surge, earthquake, landslide, river erosion, tsunami, heavy rainfall, no rainfall, drought, flood, water logging, high tide, cold wave, etc.) among all officials of the District, relevant individuals/organizations and take measures to send the messages to the concerned individuals at the Union, Pourashava and Upazila levels; and assist the implementation of the action plans prepared by the Union, Pourashava and UzDMCs with the coordination efforts of District level government and non-government organizations.

3.2.5.1.14 Select specific safe centres/shelters for evacuation of the people from District headquarters and to build capacity and assign responsibility to different individuals and organizations for rendering various services and securities at the shelters. Build their capacity and instruct all the departments to provide necessary support to the Union, Pourashava and Upazila DMCs.

3.2.5.1.15 Ensure supply of safe drinking water, which can be filled in cans, ensure security and other essential services at the safe centres/shelters located in the District headquarters. And arrange similar services and facilities at Union, Pourashava and Upazila levels in communication with Union, Pourashava and Upazila DMCs.

3.2.5.1.16 Take all necessary measures to activate Union, Pourashava and Upazila DMCs; at the same time, provide necessary support to the Union, Pourashava and Upazila DMCs in rescue work and emergency relief work and preparation of contingency plans for essential services in the interior of the District along with District headquarters, Upazila headquarters and Pourashava (grade 'A') and disaster management information centre (DMIC).

3.2.5.1.17 Arrange occasional rehearsals or drills on the dissemination of warnings/forecasts, evacuation, rescue and primary relief operations with assistance from DMB and Upazila/Pourashava authority.

3.2.5.1.18 Monitor the progress of the activities and implementation status of the action plans of Upazila and Pourashava DMCs (grade'A') and submit a comprehensive progress report to DMB regularly.

EMERGENCY RESPONSE

3.2.5.2 **Warning Period**

3.2.5.2.1 Disseminate warnings/forecasts, evacuate the vulnerable people as per evacuation plan, check the overall preparation for rescue operation and prepare the rescue team.

3.2.5.2.2 Engage trained institutions, volunteers and people in the field for effective and speedy dissemination of early warnings/forecasts and to coordinate and monitor the whole warnings/forecasts dissemination system.

3.2.5.2.3 Visit the pre-selected emergency shelters/safe centres and ensure that different organizations and individuals are alert and ready to provide essential services and security at the centres.

3.2.5.2.4 Review and take alternative measures to ensure the supply of safe drinking water from the selected places nearby the safe centres/shelters.

3.2.5.2.5 Conduct a mock or drill, on a small scale, with the trained students, youths, club members and volunteers on the community-based water-purification techniques and ensure all the relevant preparatory measures for speedy supply of water after proper purification.

3.2.5.2.6 Take emergency measures to fill up the stock of lifesaving drugs after carefully scrutinizing the stock of life-saving drugs at Pourashava level.

3.2.5.2.7 Prepare a checklist of emergency activities including the time schedule of the assigned personnel.

3.2.5.3 **During Disaster**

3.2.5.3.1 Operate "Emergency Operation Centre (Information Centre and Control Room)" for maintaining coordination of activities at all places in the interior of the District in respect of evacuation, rescue, relief and primary rehabilitation within the District.

3.2.5.3.2 Operate emergency rescue work with the facilities locally available and coordinate mobilization of rescue teams for rescue operations in severely affected Upazilas and Pourashavas.

3.2.5.3.3 Coordinate all relief activities (GO-NGO) at Union, Pourashava, Upazila and District level so that relief materials are distributed impartially.

3.2.5.3.4 Ensure dissemination of correct information for protecting the people from being upset by rumour related to disaster.

3.2.5.3.5 Take necessary measures for ensuring the security of local and external relief workers during disaster.

3.2.5.3.6 Ensure the overall security of women, children and persons with disability during disaster (residing in safe centres/shelters and other places).

3.2.5.3.7 Take necessary measures to protect environmental degradation by arranging quick memorial services of dead bodies and quick disposal of dead domestic animals.

3.2.5.3.8 Assist people to transfer their essential resources (livestock, poultry, essential food, kerosene, candle, matches, fuel, radio, etc.) to safe places.

3.2.5.4 **Post Disaster Period**

3.2.5.4.1 Collect and verify statistics relating to loss according to instructions issued by Disaster Management Bureau and other national authorities from Upazila officials and members of the Upazila/Pourashava DMCs regarding loss due to disaster according to directives of DMB and other national authorities; to determine priority and requirements through emergency survey by officials or any other competent persons.

3.2.5.4.2 Supply information relating to loss, needs, available resources and priority needs for relief and rehabilitation work to the EOC at the MoFDM and DMIC of DMB.

3.2.5.4.3 Prepare contingency plans for rehabilitation work carefully based on priority measures for risk reduction at District level.

3.2.5.4.4 Allocate and distribute the materials to Upazila/Pourashava, received from local source or Relief Directorate/any other sources on realistic basis according to necessity as per directives issued from DMB and District authority.

3.2.5.4.5 Supervise the distribution of materials under relief and rehabilitation activities and maintain their account and send the same to national authority and other relief donor organizations.

3.2.5.4.6 Take necessary measures so that people can return to their previous places after the disaster is over. In such cases, if there is any dispute regarding the legality of the land that should not be an obstacle to returning to the previous place after disaster.

3.2.5.4.7 Arrange counseling for people suffering from psycho-trauma due to the disaster, with the collaborative support of experts and community elites.

3.2.5.4.8 Instruct the health-related personnel of the District and Upazila level to provide appropriate and adequate care to disaster affected people and if needed, request the District health authority for assistance.

3.2.5.4.9 Arrange workshop with the participation of concerned institutions and individuals on the lessons learned during and after the disaster.

3.2.5.4.10 Perform responsibility of overall coordination among various departments at District level.

3.2.5.4.11 In addition, follow the SOD and comply with instant orders from appropriate authority.

3.3 Upazila Disaster Management Committee (UzDMC)

3.3.1 A Upazila Disaster Management Committee is comprised of the following members:

(i)	Upazila Nirbahi Officer	1	Chairperson
(ii)	Mayor of Pourashava located in the Upazila (in appropriate case)	1	Member
(iii)	Chairman of Union Parishad(s)	----	Member(s)
(iv)	Government Officers at Upazila Parishad (Upazila Agriculture Officer,	16	Member

	Upazila Fisheries Officer, Upazila Livestock Officer, Upazila Education Officer, Upazila Project officer (*Upobritti)*, Upazila Women Affairs Officer, Upazila Food Controller, Assistant Commissioner (Land), Upazila Health and Family Planning Officer, Officer-in-Charge (Police), Upazila Engineer, Sub-Assistant Engineer (Public Health), Upazila Social Welfare officer, Upazila Youth Development Officer, Upazila Cooperative Officer, Upazila Ansar-VDP Officer, Representative Upazila FSCD, Assistant Director, CPP (in appropriate case)		
(v)	Representatives of Women (Co-opted members in Upazila Parishad)	3	"
(vi)	President of BRDB/Central Cooperatives Samity	1	"
(vii)	Assistant Director, CPP (in appropriate case)	1	"
(viii)	Representative of Bangladesh Red Crescent Society (in appropriate case)	1	"
(ix)	Representatives of NGOs (one representative each from Local, National and International NGOs nominated by the UNO)	3	"
(x)	Socially Reputed Persons or Civil Society Representatives (President of Press Club, President of Traders Association and Principal of a College or Madrasha, nominated by the UNO)	3	"
(xi)	Upazila Commander of Freedom Fighter Command Council	1	"
(xii)	Upazila Project Implementation Officer (PIO)	1	Member Secretary

3.3.2 Concerned Honorable Member of the Parliament will be the advisor of this UzDMC.

3.3.3 The chairperson of the Committee can co-opt a maximum of 3 (three) more members and form groups and sub-groups considering the local situation and special circumstances.

3.3.4 Meetings

3.3.4.1 During normal time, the committee will meet once in a month.

3.3.4.2 During warning phase and pre-disaster period, the committee shall meet more than once in a week.

3.3.4.3 During disaster period the committee shall meet as and when needed (once daily), at least once a week.

3.3.4.4 In recovery phase the committee will meet once a week.

3.3.4.5 The committee can meet any time if needed or part of the committee can meet with the other development committees bi-laterally or multilaterally.

3.3.4.6 The committee can request any member(s) or specialist(s) of the locality to attend any particular meeting.

3.3.4.7 Quorum will be constituted by1/3rd members of the committee during normal period and post-disaster period. During warning phase and disaster period, quorum will be constituted by 1/4th members of the committee.

3.3.4.8 An updated list of members of UzDMC will have to be submitted to DDMC by 25 January of each year duly signed by the chairperson of the UzDMC. The list must be submitted irrespective of any changes in the composition of the committee. The Pourashava DMC and Union DMCs submitted to Upazila DMC submitted by the concerned will have to be sent to District DMC.

3.3.5 Responsibilities of Upazila Disaster Management Committee

3.3.5.1 **Risk Reduction**

3.3.5.1.1 Assist Union and Pourashava DMC to form and activate a comprehensive DMC at Union and Pourashava level, so that the DMCs can provide proper guidance, get the right and correct information and can exploit benefits from imparted training.

3.3.5.1.2 Assist Union and Pourashava DMCs to increase their efficiency in developing local warning system, risk reduction programming, rescue and recovery strategy and awareness raising strategy.

3.3.5.1.3 Ensure that disaster risk reduction approaches are well considered during planning and implementation of development programmes of Union, Pourashava and Upazila.

3.3.5.1.4 Arrange training and workshops on regular basis on disaster issues and assist Union and Pourashava DMCs to arrange training and workshop and keep the DDMC informed of progress and constraints.

3.3.5.1.5 Assist Union and Pourashava disaster management committees to hold a hazard, vulnerability and risk analysis at Union and Pourashava level; compile hazard, vulnerability and risk assessment of Unions and Pourashavas and prepare a hazard, vulnerability and risk assessment report for the Upazila.

3.3.5.1.6 Assist Union and Pourashava DMCs to identify the most vulnerable area or people at high risk by sex, age, physical-ability, social status, occupation and economic status, compile the list of people at high risk at different Union and Pourashavas and based on the lists prepare a report and location map of people at risk in the Upazila and to send the report to the DDMC.

3.3.5.1.7 Assist Union and Pourashava DMCs to prepare a short, medium and long-term vulnerability reduction and capacity building action plan for the identified high-risk people with active participation of the people at risk; compile the action plans and prepare a Upazila level action plan and send a copy to DDMC.

3.3.5.1.8 Facilitate coordination among the development agencies and service providers through Quarterly coordination meeting and take decision about implementation of the short, medium and long-term action plan for risk reduction as well as review the progress of the implementation of the RRAPs.

3.3.5.1.9 Assist Union and Pourashava DMCs to raise funds in a legal way at local level to implement the risk reduction action plan.

3.3.5.1.10 Update the progress of implementation of Upazila level action plan and other related activities and report to the DDMC.

3.3.5.1.11 Prepare a Comprehensive Disaster Management Action Plan to enable local people, Union, Pourashava and Upazila authorities and local organizations to increase the capacity of the poor and vulnerable people to enhance their income and other assets for risk reduction and also to take up security arrangement in the perspective of imminent danger-related warnings or occurrence of disaster including the issues already mentioned under this paragraph.

3.3.5.1.12 Take steps for capacity building of Upazila officers, relevant persons and institutions, Union and Pourashava authorities, volunteers and other people so that they can forecast and publicize warnings relating to hazards (cyclones, storms, floods, droughts, tidal surge, tsunami, over-rainfall, under-rainfall, water logging, high tide, cold waves etc.) in the quickest possible way and also inform people about their responsibilities of saving their lives and properties from disaster.

3.3.5.1.13 Building the capacity of Union and Pourashava disaster management committees, local institutions, volunteers and people in a way that they can help and motivate people to adopt disaster (cyclone/tidal surge/tsunami/earthquake/tornado/flood/water logging/salinity/high tides/ cold wave) resistant housing features.

3.3.5.1.14 Building the capacity of Union and Pourashava DMCs, local institutions, volunteers and people in a way that they can help and motivate people to adapt with disaster resistant agriculture and other livelihood options.

3.3.5.1.15 Determine specific safe centres/shelters where the population of certain areas will go at the time of need and assign responsibilities to different persons for various services and securities at the centres/shelters. Assist Union and Pourashava DMCs to be more efficient to do the same work at Union and Pourashava level.

3.3.5.1.16 Ensure supply of safe water and if necessary other services from specific points near the shelters/centres with the help of Upazila authority. Assist Union and

Pourashava DMCs to be more efficient to do the same work at Union and Pourashava level.

3.3.5.1.17 Assist Union and Pourashava DMCs to train the students, youths, local clubs and volunteers on community-based water purification technology, so that during a disaster, they can supply water-purifying technology during emergencies in their community until external support reaches the high-risk people.

3.3.5.1.18 Assist Union and Pourashava DMCs to plan for preparing some community-based high land, which can be used as a playground in normal time and can be used as shelter during disaster period where livestock, poultry, emergency food, kerosene, lamp, candle, matches, fuel wood, radio and other important resources could be shifted along with the people.

3.3.5.1.19 Assist Union and Pourashava DMCs to stock emergency life-saving medicines at Union and Pourashava level for use during disaster.

3.3.5.1.20 Prepare relevant plans for rescue, primary relief operation, and restoration of communication with District Headquarters and Union Authorities and local arrangement for rehabilitation of severely affected families.

3.3.5.1.21 Monitor the activities and Progress of Implementation of Action Plans of Union and Pourashava DMC and submit a progress report of Upazila Disaster Management Action Plan to the DDMC.

3.3.5.1.22 Arrange for rehearsals or drills on the dissemination of warning signals/forecasts, evacuation, rescue and primary relief operations (if necessary committee can seek assistance from District Authority).

EMERGENCY RESPONSE

3.3.5.2 Warning Period

3.3.5.2.1 Disseminate warning and security messages, evacuate the vulnerable people as per evacuation plan, monitor last moment checks of rescue team and its preparation and take effective measure to minimize gaps as a high priority.

3.3.5.2.2 Engage trained institutions, volunteers and people in field for effective and rapid dissemination of early warning messages to the vulnerable community and monitor the whole security and warning message dissemination activities.

3.3.5.2.3 Visit the pre-determined emergency shelter centres and be sure that for essential services and security different organizations and volunteers are alert and ready to provide services.

3.3.5.2.4 Review the practicality of water supply sources nearby the shelter centres and if necessary, fill the gaps that people can get safe water supply during disaster from these water sources.

3.3.5.2.5 Conduct a mock or drill to be ensured that the trained students, youths, with club members and volunteers can prepare water-purification technology at their locality and can supply the victims during emergencies and to monitor that adequate materials are ready to prepare such water-purification technology.

3.3.5.2.6 Review the stock of life-saving medicines at Union level and evaluate its adequacy to supply victims during disaster.

3.3.5.2.7 Prepare a checklist of emergency works to be done during disaster and be sure that appropriate materials and people are available for use.

3.3.5.3 During Disaster

3.3.5.3.1 Operate “EOC” at Upazila level to coordinate evacuation, rescue and relief activities.

3.3.5.3.2 Organize emergency rescue work by using locally available facilities in times of need and if directed, assist others in rescue works.

3.3.5.3.3 Coordinate all relief activities (GO-NGO) in the Upazila in a manner that social justice (on the basis of who needs, what is needed and how much is needed) is ensured in relief distribution;

3.3.5.3.4 Protect people from becoming upset due to rumors during hazard period by providing them correct and timely information.

3.3.5.3.5 During hazard ensure security of local and external relief workers.

3.3.5.3.6 Ensure the security of women, children and person with disability during hazard.

3.3.5.3.7 Take necessary actions to protect environmental degradation by quick funeral of corpses and burying the animal dead bodies.

3.3.5.3.8 Help people to transfer their essential resources (livestock, poultry, essential food, kerosene, candle, matches, fuel, radio, etc.) to safe places.

3.3.5.3.9 Enforce Union and Pourashava DMCs to prepare water purification technology (tablet) at local level with the help of trained students, youths, clubs and volunteers; and distribute those products at emergency among the people at risk before being caught by diarrhea or other waterborne diseases.

3.3.5.4 **Post-Disaster Period**

3.3.5.4.1 Collect statistics of loss incurred in disaster in the light of guidelines of Upazila Engineer, and DDMC and send the same to DDMC.

3.3.5.4.2 Provide data and statement to the DDMC regarding damage, need, received resources and priority for relief and rehabilitation works.

3.3.5.4.3 Plan the rehabilitation work in a way that essential measures for future risk reduction is well considered.

3.3.5.4.4 Take steps for distribution of articles for rehabilitation received locally or from Relief and Rehabilitation Directorate and from any other source following the guidelines from Upazila Engineer, and UzDMC.

3.3.5.4.5 Supervise and keep accounts of the relief and rehabilitation materials distributed and send it to DDMC and donor agency (if the donor provided relief fund).

3.3.5.4.6 Ensure that people displaced from hazard can return to their previous places; in this case, disputes (if any) regarding the land of the displaced people should not be an obstacle to them returning after disaster.

3.3.5.4.7 Arrange counseling for people suffering from psycho-trauma due to the disaster, with the collaborative support of experts and community elites.

3.3.5.4.8 Ensure that the injured people are getting fair and just treatment from health service providers, if necessary; committee can recommend for Upazila and District level assistance.

3.3.5.4.9 Arrange a lesson learning session with the participation of concern institutions and individuals on learning from during hazard and after hazard. Coordinate the disaster relevant activities of different departments at Upazila level.

3.3.5.4.10 In addition to the above, follow the SOD and instant orders of appropriate authority.

3.4 Pourashava Disaster Management Committee

3.4.1 A Pourashava Disaster Management Committee is comprised of the following members:

(i)	Mayor of the Pourashava	1	Chairperson
(ii)	All Commissioners/Counsellors of the Pourashava	--	Member
(iii)	Medical Officer/Sanitary Inspector of the Pourashava	1	"
(iv)	Executive/Assistant Engineer of the Pourashava	1	"
(v)	Agriculture Officer (Nominated by the Deputy Director, Agriculture)	1	"

(vi)	Family Planning Officer (Nominated by the Deputy Director, FP)	I	"
(vii)	Representative of the Executive Engineer, DPHE		"
(viii)	President of the District/Upazila Press Club	1	"
(ix)	Representatives of NGOs (one representative each from Local, National and International NGOs nominated by the Chairman)	3	"
(x)	Representative of District Civil Surgeon	1	"
(xi)	Representative of Bangladesh Red Crescent Society	1	"
(xii)	Upazila Project Implementation Officer (PIO)	--	"
(xiii)	Representative of Freedom Fighters (nominated by the District Freedom Fighter Command council)	1	"
(xiv)	Renowned cultural personality (Nominated by the chairman)	1	"
(xv)	Representative of the District Officer of Cyclone Preparedness Program (CPP) in appropriate case	1	"
(xvi)	Principal of a College/Madrasha/School (Nominated by chairman)	1	"
(xvii)	Representative of the Social Welfare Officer	1	"
(xviii)	Chairperson of the Chamber of Commerce and Industries	1	"
(xix)	Representative of the Women Affairs Officer	1	"
(xx)	Representative of the Executive Engineer, PDB or General Manager, REB	1	"
(xxi)	Representative of the Officer–in-Charge of Upazila Police Station	1	"
(xxii)	Representative of the Ansar and VDP Officer	1	"
(xxiii)	Chief Executive Officer or Secretary of the Pourashava	1	Member-Secretary

3.4.2 Concerned Honourable Member of the Parliament will be the advisor of this Pourashava DMC.

3.4.3 Representative of the gas distribution company (if the Pourashava is under the gas transmission network)

3.4.4 The chairperson of the Committee can co-opt a maximum of 3 (three) more members and form groups and sub-groups considering the local situation and special circumstances.

3.4.5 Meetings

3.4.5.1 During normal time, the committee will meet once in a month.

3.4.5.2 During warning phase and pre-disaster period, the committee shall meet more than once in a week.

3.4.5.3 During disaster period the committee shall meet as and when needed (once daily), at least once a week.

3.4.5.4 In recovery phase the committee will meet once a week.

3.4.5.5 The committee can meet any time if needed or part of the committee can meet with the other development committees bi-laterally or multilaterally.

3.4.5.6 The committee can request any member(s) or specialist(s) of the locality to attend any particular meeting.

3.4.5.7 Quorum will be constituted by1/3rd members of the committee during normal period and post-disaster period. During warning phase and disaster period, quorum will be constituted by 1/4th members of the committee.

3.4.5.8 An updated list of members of Pourashava DMC will have to be submitted to District DMC by 15 January of each year duly signed by the chairperson of the UzDMC /District DMC in case of the District Pourashava. The list must be submitted irrespective of any changes in the composition of the committee.

3.4.6 Responsibilities of the Pourasava Disaster Management Committee

3.4.6.1 **Risk Reduction**

3.4.6.1.1 Ensure that the local people are kept informed and capable of taking practical measures for the reduction of risk at household and community levels and also disseminate widely the success stories among the local people about reducing risks at household and community levels.

3.4.6.1.2 Arrange regular training and workshops on disaster issues by keeping the DDMC (in case of 'A' grade Pourashava) and UzDMC (in case of 'B' and "C" grade Pourashava) informed.

3.4.6.1.3 Hold a hazard, vulnerability and risk analysis at Pourashava level and prepare risk reduction action plan (RRAP) contingency plan for earthquake and other hazards.

3.4.6.1.4 Identify community at risk based on age, sex, physical fitness, social status, profession and economic condition.

3.4.6.1.5 Prepare short, medium and long-term vulnerability reduction and capacity building action plan for the high-risk people with the active participation of the community at risk

3.4.6.1.6 Organize regular meetings on developmental issues with organizations working at Pourashava level who have development programmes and who are providing services to take decisions for the implementation of short, medium and long-term action plans and to review the progress.

3.4.6.1.7 Establish local funds for the implementation of risk reduction action plans.

3.4.6.1.8 Inform the District/Upazila DMC on the progress of implementation of the action plans (in case of 'A' grade Pourashava to District DMCs and in case of 'B' and "C" grade Pourashava to Upazila DMCs)

3.4.6.1.9 Prepare a comprehensive disaster management action plan, which will enable the local community, authority of the Pourashava and local organizations to support the poor and vulnerable community for increasing their income and other abilities for risk reduction and for taking necessary security measures against any impending warnings and disaster**:**

3.4.6.1.10 Arrange speedy and effective dissemination of prediction, forecasts relating to disasters (tornado, cyclone, tidal surge, earthquake, landslide, river erosion, tsunami, heavy rainfall, no rainfall, drought, flood, water logging, high tide, cold wave, etc.) among individuals, volunteers and target organizations and enable them to take effective roles to save their lives and properties during disaster.

3.4.6.1.11 Build the capacity of local institutions, volunteers, and the community to adapt disaster (cyclone, tidal surge, tsunami, earthquake, tornado, flood, water logging, salinity, high tide, cold wave) resistant features.

3.4.6.1.12 Build the capacity of the local institution, volunteers, and the community to adopt with disaster resistant agriculture and other livelihood options.

3.4.6.1.13 Determine specific safe centres/shelters where the people of particular area will go at the time of disaster and assign responsibilities to different individuals and organizations for providing various services and securities at the shelters.

3.4.6.1.14 Ensure supply of safe drinking water and if necessary, other services from specific points near the shelters/centres with the help of District authority (in case of category A Pourashava) and Upazila authority (in case of B & C category Pourashava).

3.4.6.1.15 Train the students, youth, local club members and volunteers on community-based water purification techniques so that during disaster, they can supply safe drinking water in their own community during emergencies until external support reaches the area.

3.4.6.1.16 Plan to prepare some high land based on government, non-government and individual donation, which can be used as shelter during the disaster period where livestock, poultry, emergency, food, kerosene, lamp, candle, matches,

firewood, radio, and other important resources can be shifted along with the community people.

3.4.6.1.17 Keep stocks of emergency life-saving drugs at Pourashava level (Pourashava health centres/dispensary) for use during disaster.

3.4.6.1.18 Prepare relevant plans for rescue, primary relief operation, restoration of communication with District/Upazila headquarters and local arrangement for rehabilitation of severely affected families.

3.4.6.1.19 Arrange for rehearsals or drills on the dissemination of warnings/forecasts, evacuation, rescue and primary relief operations (if necessary, committee can seek assistance from District/Upazila authority).

EMERGENCY RESPONSE

3.4.6.2 **Warning Period**

3.4.6.2.1 Disseminate warnings/forecasts, evacuate the vulnerable people as per evacuation plan, check the overall preparation for rescue operation and prepare the rescue team.

3.4.6.2.2 Engage trained institutions, volunteers and people in the field for effective and speedy dissemination of early warnings/forecasts and to coordinate and monitor the whole warnings/forecasts dissemination system.

3.4.6.2.3 Visit the pre-selected emergency safe centres/shelters and ensure that different organizations and individuals are alert and ready to provide essential services and security at the centres.

3.4.6.2.4 Review and take alternative measures to ensure the supply of safe drinking water from the selected places nearby the shelter centres.

3.4.6.2.5 Conduct a mock or drill, on a small scale, with the trained students, youths, club members and volunteers on the community-based water-purification techniques and ensure all the relevant preparatory measures for speedy supply of water after proper purification.

3.4.6.2.6 Take emergency measures to fill up the stock of life-saving drugs after careful scrutiny of the stock of life-saving drug at Pourashava level.

3.4.6.2.7 Prepare a checklist of emergency activities during disaster including the time schedule of the assigned personnel.

3.4.6.3 **During Disaster**

3.4.6.3.1 Operate emergency rescue work with the facilities locally available and if directed, provide support services to other rescue teams.

3.4.6.3.2 Take emergency measures to prevent diarrhoea and other waterborne diseases by preparing saline and water purification tablets by the trained students, youths, club members and volunteers using local resources or emergency assistance.

3.4.6.3.3 Coordinate all relief activities (GO-NGO) in the Pourashava so that relief materials are distributed impartially.

3.4.6.3.4 Ensure dissemination of correct information to protect the people from becoming upset by rumors related to disaster.

3.4.6.3.5 Take necessary measures for ensuring the security of local and external relief workers during disaster.

3.4.6.3.6 Ensure the overall security of women, children and persons with disability during disaster residing in safe centres/shelters and other places.

3.4.6.3.7 Take necessary measures to protect environmental degradation by arranging quick memorial services of dead bodies and quick disposal of dead domestic animals.

3.4.6.3.8 Assist people to transfer their essential resources (livestock, poultry, essential food, kerosene, candle, matches, fuel, radio, etc.) to safe places.

3.4.6.4 **Post Disaster Period**

3.4.6.4.1 Collect and submit statistics regarding loss due to disaster according to directives from Disaster Management Bureau to District authority (in case of category A Pourashava) and Upazila authority (in case of B & C category Pourashava).

3.4.6.4.2 Allocate and distribute on the basis of actual needs, the materials received from local source or Relief Directorate/other sources for relief and rehabilitation work according to the directives of Upazila Engineer and District/Upazila authority.

3.4.6.4.3 Submit accounts of materials received to UzDMC and donor agency (if the donor provided relief funds).

3.4.6.4.4 Take necessary measures so that people can return to their previous place after the disaster is over. In such cases, if there is any dispute regarding the legality of the land that should not be an obstacle to return to the previous place after disaster.

3.4.6.4.5 Arrange counseling for people suffering from psycho-trauma due to the disaster, with the collaborative support of experts and community elites.

3.4.6.4.6 Instruct the health-related personnel to provide appropriate and adequate care to disaster affected people and if needed, request the District and Upazila health authority for assistance.

3.4.6.4.7 Arrange workshop with the participation of concern institutions and individuals on the lessons learned during and after the disaster.

3.4.6.4.8 In addition, follow the SOD and comply with instant orders of appropriate authority.

3.5 Union Disaster Management Committee

3.5.1 A Union Disaster Management Committee is comprised of the following members:

(i)	Union Parishad Chairman	1	Chairperson
(ii)	Members of the Union Parishad	12	Member
(iii)	Teacher Representative (Nominated by Chairman)	1	"
(iv)	Government officials working at Union Level (Sub-Assistant Agriculture Officer, Union Health and Family Planning Centre in-charge, Union Tax Collector (*Tahshildar*), BRDB Field Worker, Representative of Social welfare department)	7	"
(v)	Representative of Vulnerable Women (Nominated by Chairman)	1	"
(vi)	Representative of the CPP (in appropriate case)	1	"
(vii)	Representative of Bangladesh Red Crescent Society (in appropriate case)	1	"
(viii)	Representatives of NGOs (one representative each from Local, National and International NGOs nominated by the Chairman)	3	"
(ix)	Representative of the Peasant and Fishermen Society (If no society, person will be nominated by Chairman)	2	"
(x)	Socially Reputed Persons or Civil Society Representatives (Nominated by the Chairman)	2	"
(xi)	Representative of Freedom Fighter (Nominated by Upazila Freedom Fighters Command Council)	1	"
(xii)	Imam/Priest/Other religious leader (Nominated by Chairman)	2	"
(xiii)	Representative of Ansar and VDP (Nominated by Upazila Ansar VDP Officer)	1	"
(xiv)	Secretary, Union Parishad	1	Member Secretar

3.5.2 The chairperson of the Committee can co-opt a maximum of 3 (three) more members and form groups and sub-groups considering the local situation and special circumstances.

3.5.3 Meetings

3.5.3.1 During normal time, the committee will meet once a month.

3.5.3.2 During warning phase and pre-disaster period, the committee shall meet more than once a week.

3.5.3.3 During disaster period the committee shall meet as and when needed (once daily), at least once in a week.

3.5.3.4 In recovery phase the committee will meet once a week.

3.5.3.5 The committee can meet any time if needed or part of the committee can meet with the other development committees bi-laterally or multilaterally.

3.5.3.6 The committee can request any member(s) or specialist(s) of the locality to attend any particular meeting.

3.5.3.7 Quorum will be constituted by1/3rd members of the committee during normal period and post-disaster period. During warning phase and disaster period, quorum will be constituted by 1/4th members of the committee.

3.5.3.8 An updated list of members of UDMC will have to be submitted to UzDMC by 15 January of each year duly signed by the chairperson of the UDMC. The list must be submitted irrespective of any changes in the composition of the committee.

3.5.4 Responsibilities of Union Disaster Management Committee

3.5.4.1 **Risk Reduction**

3.5.4.1.1 Ensure that local people are kept informed and capable of taking practical measures for the reduction of risk at household and community level and also disseminate the success stories of reducing disaster risks at household and community level widely among the local people.

3.5.4.1.2 Arrange training and workshops on regular basis on disaster issues and keep the UzDMC informed.

3.5.4.1.3 Hold a hazard, vulnerability and risk analysis at Union level and prepare risk reduction action plan (RRAP) and contingency plan for earthquake and other hazards.

3.5.4.1.4 Identify the most vulnerable or people at high risk by sex, age, physical ability, social status, occupation and economic status.

3.5.4.1.5 Prepare a short, medium and long-term vulnerability reduction and capacity building action plan for the identified high-risk people with active participation of the people at risk.

3.5.4.1.6 Facilitate coordination among the development agencies and service providers through quarterly coordination meeting and take decision about implementation of the action plan for risk reduction as well as review the progress of the risk reduction action plan.

3.5.4.1.7 Raise fund at local level to implement the risk reduction action plan.

3.5.4.1.8 Update the progress of implementation of action plan and other activities and report to the Upazila DMC

3.5.4.1.9 Prepare a Comprehensive Disaster Management Action Plan with a view to enabling local people, Union authority and local organizations to increase the capacity of poor and vulnerable people to enhance their income and other assets for risk reduction and also to take up security arrangement in the perspective of imminent danger-related warnings or occurrence of disaster including the issues already mentioned under this paragraph.

3.5.4.1.10 Take steps for capacity building of relevant persons and institutions, Union authority, volunteers and people in a way that they can forecast and publicize warnings relating to hazards (cyclones, storms, floods, droughts, tidal surge, tsunami, over-rainfall under-rainfall, water logging, high tide, cold wave etc.) in the quickest possible manner and also inform people about their responsibilities of saving their lives and properties from disaster.

3.5.4.1.11 Build the capacity of local institutions, volunteers and people in a way that they can help and motivate people to adopt disaster-resistant (cyclone/tidal surge/tsunami/earthquake/tornado/flood/water logging/salinity/high tide/cold wave) housing features.

3.5.4.1.12 Build the capacity of local institutions, volunteers and people in a way that they can help and motivate people to adapt with disaster-resistant agriculture and other livelihood options.

3.5.4.1.13 Determine specific safe centres/shelters where the population of certain areas will go at the time of need and assign responsibilities to different persons for various services and securities at the shelters/centres.

3.5.4.1.14 Ensure supply of safe water and if necessary other services from specific points near the shelters/centres with the help of Upazila authority.

3.5.4.1.15 Train the students, youths, local club members and volunteers on community-based water purification technology. So that during disaster, they can supply water-purifying technology during emergencies in their community until external support reaches the high-risk people.

3.5.4.1.16 Plan for preparing some community-based high land, which can be used as a playground in normal time and can be used as a shelter place during disaster period and where livestock, poultry, emergency food, kerosene, lamp, candle, matches, fuel wood, radio and other important resources could be shifted along with the people.

3.5.4.1.17 Stock emergency life-saving medicines at Union level (Union Health and Family Welfare Centre) for use during disaster.

3.5.4.1.18 Prepare relevant plans for rescue, primary relief operation, and restoration of communication with Upazila Headquarters and local arrangement for rehabilitation of severely affected families.

3.5.4.1.19 Arrange for rehearsals or drills on the dissemination of warning signals/forecasts, evacuation, rescue and primary relief operations (if necessary committee can seek assistance from Upazila Authority).

EMERGENCY RESPONSE

3.5.4.2 **Warning Period**

3.5.4.2.1 Disseminate warning and security messages, evacuate the vulnerable people as per evacuation plan, monitor the last moment check of rescue team and its preparation and take effective measures to minimize gaps as a high priority.

3.5.4.2.2 Engage trained institutions, volunteers and people in field for effective and rapid dissemination of early warning messages to the vulnerable community and monitor the whole security and warning message dissemination activities.

3.5.4.2.3 Visit the pre-determined emergency shelter centres and be sure that for essential services and security different organizations and volunteers are alert and ready to provide services.

3.5.4.2.4 Review the practicality of water supply sources nearby the shelters/centres and if necessary, fill the gaps that people can get safe water supply during disaster from these water sources.

3.5.4.2.5 On a minimum scale, conduct a mock or drill to ensure that the trained students, youths, clubs and volunteers can prepare water-purification technology at their locality and can supply to the victims during emergencies and to monitor that adequate materials are ready to prepare such water-purification technology.

3.5.4.2.6 Review the stock of life-saving medicines at Union level and evaluate its adequacy for supply among the victims during disaster.

3.5.4.2.7 To prepare a checklist of emergency works to-do during disaster and be sure that appropriate materials and people are available for use.

3.5.4.3 **During Disaster**

3.5.4.3.1 Organize emergency rescue work by using locally available facilities in times of need and if directed assist others in rescue work.

3.5.4.3.2 Prepare water purification technology (tablet) at local level with the help of trained students, youths, clubs and volunteers; and distribute those products at emergency among the people at risk before being caught by diarrhoea or other waterborne diseases.

3.5.4.3.3 Coordinate all relief activities (GO-NGO) in the Union in a manner that social justice (on the basis of who needs, what is needed and how much is needed) is ensured in relief distribution.

3.5.4.3.4 Protect people from becoming upset by rumors during hazard period by providing them correct and timely information.

3.5.4.3.5 During hazard, ensure security of local and external relief workers.

3.5.4.3.6 Ensure the security of women, children and person with disability during hazard.

3.5.4.3.7 Take necessary actions to protect environmental degradation by arranging quick funeral of corpses and burying the dead animal bodies.

3.5.4.3.8 Help people to transfer their essential resources (livestock, poultry, essential food, kerosene, candle, matches, fuel, radio, etc.) to safe places.

3.5.4.4 **Post-Disaster Period**

3.5.4.4.1 Collect statistics of loss incurred in disaster in the light of guidelines of DMB and Upazila DMC and send the same to Upazila DMC.

3.5.4.4.2 Take steps for distribution of articles for rehabilitation received locally or from Relief and Rehabilitation Directorate and from any other source following the guidelines from DMB and Upazila DMC.

3.5.4.4.3 Send accounts of materials received to UzDMC and donor agency (if the donor provided relief funds).

3.5.4.4.4 Ensure that due to hazard the people who were displaced can return to their previous place. In this case, dispute (if any) regarding the land of the displaced people should not be an obstacle to returning to the place after disaster.

3.5.4.4.5 Arrange counseling for people suffering from psycho-trauma due to the disaster, with the collaborative support of experts and community elites.

3.5.4.4.6 Ensure that the injured people are getting fair and just treatment from health service providers, if necessary; committee can recommend for Upazila and District level assistance.

3.5.4.4.7 Arrange a lesson-learning session with the participation of concern institutions and individuals on learning from during hazard and after hazard.

3.5.4.4.8 In addition to the above, follow the SOD and instant orders of appropriate authority.

3.6 Local Disaster Response Coordination Group (LDRCG)

At the national level there is a good indication of the government engagement in disaster risk management through coordination of different ministries, state departments, NGOs and civil society organizations. At the local level, the Disaster Management Committees (DMC) at the City Corporations,

Districts, Pourashava, Upazilas and Unions play a key role in disaster risk management. Once a disaster event has occurred, in the interest of speed and simplicity in disaster response management, coordination should be carried out at the lowest possible level of government organization, with minimum reorganization. Coordination of this highly decentralized arrangement is thus necessary in order to implement of new structures and procedures for an event and hence a local level Disaster Response Coordination group is placed.

3.6.1 City Corporation Disaster Response Coordination Group (CCDRCG)

3.6.1.1 The City Corporation Disaster Response Coordination Group (CCDRCG) is comprised of the following members (Other than DCC):

(i)	Mayor	Chairperson
(ii)	Chairman KDA/CDA/RDA	Member
(iii)	Relevant Deputy Commissioner	,,
(iv)	Relevant Superintendent of Police	,,
(v)	Relevant Civil Surgeon	,,
(vi)	Relevant District Education Officer	,,
(vii)	Representative of Chief Engineer, PWD	,,
(viii)	Relevant District Relief and Rehabilitation Officer	,,
(ix)	Representative of Armed Forces Division	,,
(x)	Representative of Chief Engineer, T &T Board	,,
(xi)	Representative, Fire Service and Civil Defence	,,
(xii)	Representative Education Engineering Department	,,
(xii)	Chief Executive Officer of the City Corporation	Member Secretary

3.6.1.2 The officials and members of the relevant DMC and any other relevant officials, persons shall attend a meeting of the CCDRCG on invitation.

3.6.1.3 The CCDRG should organize meetings just before and during disasters.

3.6.2 District Disaster Response Coordination Group (DDRCG)

3.6.2.1 The District Disaster Response Coordination Group (DDRCG) is comprised of the following members:

(i)	Deputy Commissioner	Chairperson
(ii)	Superintendent of Police	Member
(iii)	Civil Surgeon	,,
(iv)	District Education Officer	,,
(v)	Representative of Chief Engineer, PDB	,,
(vi)	Chairman, relevant Pourashava	,,
(vii)	Representative of Armed Forces Division	,,
(viii)	Representative of NGOs (nominated by DC)	,,
(ix)	Representative, Fire Service Civil Defence	,,
(x)	District Relief and Rehabilitation Officer	Member Secretary

3.6.2.2 The officials and members of the relevant DMCs and any other relevant officials, and persons shall attend a meeting of the DDRCG on invitation.

3.6.2.3 The DDRCG should organize meetings just before and during disasters.

3.6.3 Upazila Disaster Response Coordination Group (UDRCG)

3.6.3.1 The Upazila Disaster Response Coordination Group (UDRCG) is comprised of the following members:

(i)	Upazila Nirbahi Officer	Chairperson

(ii)	Officer-in-Charge of Police Station	Member
(iii)	Upazila Health and Family Planning Officer	,,
(iv)	Upazila Education Officer	,,
(v)	Upazila Agriculture Officer	,,
(vi)	Representative of the NGOs (Nominated by UNO)	,,
(vii)	Representative, Upazila Fire Service and Civil Defence	,,
(viii)	Upazila Project Implementation Officer (PIO)	Member Secretary

3.6.3.2 If there is Pourashava located in the Upazila, the Chairman of the Pourashava will be a member of the UDRG.

3.6.3.3 The officials and members of the relevant DMC and any other relevant officials and persons shall attend a meeting of the DDRCG on invitation.

3.6.3.4 The UDRCG should organize meetings just before and during disasters.

3.6.4 Pourashava Disaster Response Coordination Group (PDRCG)

3.6.4.1 The Pourashava Disaster Response Coordination Group (PDRCG) is comprised of the following members:

(i)	Mayor	Chairperson
(ii)	Representative of Officer-in-Charge of relevant Police Station	Member
(iii)	Representative District Health and Family Planning Officer	,,
(iv)	Representative of District Education Officer	,,
(v)	Representative District DRRO	,,
(vi)	Representative, Upazila Fire Service and Civil Defence	,,
(vii)	Representative of the NGOs (Nominated by Chairman)	,,
(viii)	Chief Executive Officer or Secretary of the Pourashava)	Member Secretary

3.6.4.2 The officials and members of the relevant DMC and any other relevant officials and persons shall attend a meeting of the DDRCG on invitation.

3.6.5 Meeting and Responsibility of LDRCG

3.6.5.1 All the above 4 (four) local level coordination groups will meet as and when required.

3.6.5.2 **Responsibilities of the above 4 (four) local level coordination groups**

3.6.5.2.1 Establish a local emergency operation centre.

3.6.5.2.2 Liaise with the higher authority in order to inform the situation and obtain fed back.

3.6.5.2.3 Organize a directory with listing of local and national resources (human, infrastructural and financial) that can be used for this disaster incident.

3.6.5.2.4 Coordinate with armed forces team (if they are in).

3.6.5.2.5 Evaluate disaster situation and activate systems and procedures for disaster response and early recovery.

3.6.5.2.6 Mobilize resources and team for disaster response.

3.6.5.2.7 Ensure effective dissemination of warning signals.

3.6.5.2.8 Coordinate response and early recovery activities.

3.6.5.2.9 Supervise operations conducted by Urban Search and Rescue Taskforces.

3.6.5.2.10 Coordinate relief operations in post-impact recovery period.

3.6.5.2.11 Ensure the rapid supply of additional equipment/materials to places where telecommunication has been disrupted.

3.6.5.2.12 Determine priorities and issue instructions regarding relief materials, funds and transports.

3.6.5.2.13 Coordinate the provision of additional manpower and resources to disaster affected areas, including the provision of members of the armed forces with assigned duties for communications and essential services.

3.6.5.2.14 Provide an information flow during disaster emergencies.

3.6.5.2.15 Implement decisions of the CCDR for the local disasters and keep CCDR informed of the disaster situation.

3.6.5.2.16 Recommend local preparedness and risk reduction measures to DMCs.

3.7 Local Level Multi-Agency Disaster Incident Management System

In line with the National Multi-Agency Disaster Incident System, a Local Disaster Incident Manager position is established to take overall control of events at the local level. The local level means the disaster incident point(s) or place(s) in a Ward, Union, Upazila, District, Pourashava or a City Corporation. Similarly the Disaster Incident Manager may form a local DIMT, comprised of persons to assist in the management of the disaster incident e.g. control the lead agency operations centre remote from the actual sites, if the incidents are located at various sites.

3.7.1 Responsibilities of a Local Disaster Incident Manager

3.7.1.1 Taking control of the disaster incident and establishing a Disaster Incident Management Point.

3.7.1.2 Assess the situation and advising the appropriate authorities and agencies.

3.7.1.3 Liaise with the media, and developing/implementing a media plan for the disaster incident.

3.7.1.4 List local responder and resources availability.

3.7.1.5 Organize the task and conduct response programme as a team.

3.7.1.6 Determine priorities and time constraints.

3.7.1.7 Formulate a Disaster Incident Management Team (DIMT) made up of personnel to assist in the management of the disaster incident.

3.7.1.8 Determine the structure and role of the Disaster Incident Management Team.

3.7.1.9 Develop a disaster incident plan in conjunction with members of the DIMT.

3.7.1.10 Assign tasks to DMIT, response agencies and supporting services.

3.7.1.11 Coordinate resources and support.

3.7.1.12 Monitor events and responding to changing circumstances.

3.7.1.13 Report actions and activities to the appropriate agencies and authorities.

3.7.1.14 Ensure safety of all personnel at the disaster incident.

3.7.1.15 Establish media liaison procedures, and

3.7.1.16 Initiating recovery actions.

3.7.2 The Disaster Incident Management Team may work from

3.7.2.1 A Disaster Incident Management Point located at the incident site, if the incident is located at a single point; or

3.7.2.2 A lead agency operations centre remote from the actual sites, if the incidents are located at various sites. If the DIMT is separated from the incident site, a site management structure will be required for the control/coordination of agencies at the sites.

PART 4: ROLES AND RESPONSIBILITIES

4.1 General Roles and Responsibilities of all Ministries, Divisions, Departments and Government-Owned Corporations

In addition to specific duties, below are responsibilities that are common to all Ministries. Specific roles and responsibilities are listed separately for each Ministry.

Risk Reduction

a) Ensure that disaster risk reduction approaches are well considered during planning and implementation of development programmes.
b) Mainstream disaster management principles and practices within national development planning processes.
c) Coordinate Ministry activities to consider disaster risk reduction and climate change issues.
d) Monitor risk reduction activities and climate change adaptation programmes and keep the NDMC informed of their progress.
e) Develop policy related to disaster risk reduction within the Ministry.
f) Develop Ministry programs for research and hazard analysis at national and sub-national levels.
g) Nominate a person to act as liaison officer for all matters related to disaster risk management.
h) Undertake disaster risk analysis processes to identify and assess risks that may affect Ministry services.
i) Prepare disaster risk management plans, to include business continuity and operational response relief and recovery.
j) Undertake risk reduction activities, consistence with identified risks and treatment options developed from formal hazard and risk analysis processes.
k) Develop and maintain an EOC suitable for managing the activities of the Ministry during activation, response, recovery and rehabilitation operations.
l) Establish and maintain a system of liaison officers available for contact on a 24 hour/365 day basis.
m) Ensure the Ministry is prepared and capable of activation for response, relief and recovery operations.
n) Conduct training and awareness for staff on disaster management, and ensure that staff has the appropriate skills and abilities to effectively participate in disaster risk management activities.
o) Undertake preparation activities prior to flood/cyclone season to ensure Ministry preparedness systems and procedures are adequate and capable and prepare the Ministry for earthquake risk.
p) Review Ministry contingency plans periodically but not less than once per year, to ensure adequacy and consistency with lessons learnt from previous response, relief and recovery operations.
q) Establish and maintain inter-Ministry communications systems for response, relief and recovery operations, and to develop a system of information reporting and dissemination within the Ministry and to other key external stakeholders.
r) Actively participate in committees at national and sub-national levels, including activities and programs related to disaster risk reduction and emergency operations planning.
s) Prepare Contingency plan for the Ministry and line agencies considering all possibly natural and human induced hazard. Ensure that contingency plan earthquake and fire hazards are in place for all structures under the ministries, its line agencies, department and units.
t) Ensure support to observe International Day for Natural Disaster Reduction and National Disaster Preparedness day at all levels.

Emergency Response

a) Ensure intra-Ministry coordination of support during response, relief and recovery operations.
b) Support inter-Ministry coordination, including active participation in committees at all levels.
c) Ensure the Ministry has established and maintains communications with the DMIC.
d) Activate the Ministry EOC and ensure continuous contact within the Ministry at all levels and with external stakeholders.
e) Ensure disaster warnings are disseminated within the Ministry, its agencies, at all levels.
f) Take all necessary steps to activate Ministry resources in support of response, relief and recovery operations.
g) Undertake specific responsibilities as per this SOD.
h) Ensure staff at sub-national level undertakes actions to support response, relief and recovery operations, including attending DMC meetings as necessary.
i) Ensure that information is properly managed, including reporting at various levels, and to the DMIC.
j) Ensure the continuous delivery of Ministry services to affected areas.
k) Support response, relief and recovery operations as requested.
l) Prepare situations reports and ensure that reports are properly disseminated.
m) Conduct damage assessment; prepare damage assessment reports including costing of repair and reconstruction of damaged infrastructure and the re-establishment of government services (as appropriate to Ministries).
n) Conduct post hazard impact assessment, and where necessary prepare reports on the affects to civil society, industry or vulnerable groups.
o) Where necessary, reallocate Ministry resources, including staff, from non-affected areas to affected areas to support relief, recovery and rehabilitation operations or to ensure that Ministry services are maintained.

4.2 Specific Roles and Responsibilities

4.2.1 Prime Minister's Office

a) Issue directives to all concerned to ensure that disaster risk reduction is a national and local priority.
b) Approval/endorsement of the SOD as a legislative framework and its legal basis of all its activities and actions for all Ministries and relevant government departments and bodies as outlined respective duties and responsibilities in the SOD.
c) Supporting the creation and strengthening of national integrated disaster risk reduction mechanisms.
d) Integrating risk reduction, as appropriate, into development policies, programming and planning at all levels of government, including in poverty reduction strategies and sectors and multi-sector policies and plans.
e) Adopting or modify where necessary, legislation to support disaster risk reduction, including regulations and mechanisms that encourage compliance and that promote incentives for undertaking risk reduction and mitigation activities.
f) Allocating resources for the development and the implementation of disaster risk management policies, programmes, laws and regulations on disaster risk reduction in all relevant sectors and authorities at all levels of administrative and budgets on the basis of clearly prioritized actions.
g) Demonstrating the strong political determination required to promote and integrate disaster risk reduction into development programming.
h) Supporting the recommendations of the NDMC, IMDMCC, EPAC and NDMAC for implementation by the concerned ministries, departments, bodies.
i) Issue directives to concerned Ministries to arrange disaster management education, research, training and awareness for their staff on disaster management so that the staff acquired adequate and appropriate skills and abilities to participate in the disaster risk management activities.
j) Coordinate all the activities of the NDMC.

k) Ensure that the concerned Ministries review their contingency plan in each year to ensure adequacy and consistency with the lessons learnt from previous response, relief and recovery operations.

l) Take initiatives to issue directives to the concerned Ministries for activating all necessary resources in support of response, relief and recovery operations.

m) Ensure representation of the PM Office in all meetings of the IMDMCC, EPAC and NDMAC held during response, relief and recovery operations and establish a close monitoring system of the ongoing decisions and actions.

n) Disaster Monitoring and Coordination Cell will facilitate easy access of collection and dissemination of information to ensure better coordination.

o) Establish effective communication with the DMIC.

p) Ensure support to response, relief and recovery operations as requested.

q) Monitor proper and effective warnings disseminated by the responsible department.

r) Ensure necessary support to the Intra Ministry Coordination efforts of IMDMCC during response, relief and recovery operations.

s) Ensure resources reallocation of concerned Ministry including staff from non-affected areas to affected areas for need-based support to relief, recovery and rehabilitation operations/initiatives as and where necessary.

4.2.1.1 Cabinet Division

a) Arrange approval of the disaster management policy and legislative framework developed by the DM&RD, MoFDM and endorsed by the IMDMCC.

b) Issue directives to all the relevant ministries and departments to ensure disaster risk reduction activities in their policies, plans and programmes.

c) Arrange approval of block allocation for disaster risk reduction in the annual revenue and development budgets.

d) Will provide secretarial support to the NDMC.

4.2.1.2 Armed Forces Division (AFD)

In addition to discharging normal responsibilities, the division will take the following steps to implement its own action plans to cope up with the disasters.

Risk Reduction

a) Develop a sectoral risk mitigation and preparedness strategy plan through conducting a detailed sectoral risk assessment of the Armed Forces Division (AFD) and prepare earthquake contingency plan for AFD.

b) Ensure budgetary provision for the implementation of the plan

c) Establish an effective monitoring and evaluation system to ensure effective utilization of resources.

d) Undertake staff education and awareness training on earthquake and other natural hazards and providing training to its entire staff on earthquake preparedness and develop a policy.

e) Organize drills on earthquake preparedness and emergency management.

f) Prepare a detailed plan of action on search-and-rescue equipments, infrastructure, relief items and security of the affected people.

g) Introduce a policy to map out the earthquake vulnerable areas and the possible damage and loss.

h) Establish a sectoral risk communication system for the Division.

i) Develop a sectoral contingency plan of its risk reduction and management activities.

EMERGENCY RESPONSE

Normal Times

a) Designate a Disaster Management Focal Point and inform all concerned.
b) Establish effective contact and ensure continuous liaison with CCDR, NDRCG and MoFDM.
c) Ensure necessary and appropriate preparedness along with the necessary equipments of the three services to extend all supports required with regards to the security/evacuation/rescue purposes of the people especially in the disaster-prone areas before the season starts.
d) Arrange training on disaster management for task force and form a group of Armed Forces for emergency deployment for relief, rescue, and evacuation work effectively.
e) Develop a plan and ensure necessary budget allocation for disaster emergency operation with a view to respond to the demand and emergency.
f) Keep budgetary provision for disaster preparedness and management affairs.
g) Undertake planning in cooperation with the DMB, DM&RD for the use of the Armed Forces in aid to the civil authorities on the basis of requisition and request.
h) Undertake training for the Task Force Commander in emergency response, relief and recovery.
i) Ensure safety and security of installations, establishments, equipment, personnel and resources.
j) Prepare a contingency plan.

Alert and Warning Stage

a) Operate the Control Room, Prime Minister's Monitoring and Coordination Cell round the clock (24 hrs).
b) Maintain liaison with the EOC at the DM&RD, MoFDM.
c) Keep the appropriate units of Army, Navy and Air force in readiness for conducting rescue, evacuation and relief operations as per requisition.
d) Ensure that the necessary preparedness arrangements for the deployment of the Task Force in the event of disaster to areas identified by the Government are in force.

Disaster Stage

a) On the basis of requisition of the Government, deploy the Armed Forces for disaster response, relief and rehabilitation work in aid the civil powers.
b) Collect information on the rescue, relief and rehabilitation work and dispatch it regularly to the coordination cell of the Prime Minister's Office and the IMDMCC and MoFDM.
c) Will ensure early recovery, relief and rehabilitation work as decided by the Government.
d) Prepare a report on relief and rehabilitation operations by the Armed Forces services and furnish it to the NDMC/DM&RD.

4.2.1.2.1 Bangladesh Army

The Bangladesh Army has to play a very important role in evacuation, rescue, relief and rehabilitation operations during disasters. At times of disaster the Army Headquarters will perform the following duties.

Risk Reduction

a) Develop a sectoral risk mitigation and preparedness plan by conducting a detailed sectoral risk assessment of Bangladesh Army.
b) Ensure budgetary provision for the implementation of the plan.
c) Establish an effective monitoring and evaluation system to ensure effective utilization of resources.

d) Undertake staff education and awareness training on disaster management issues.

e) Establish a sectoral risk communication system.

f) Develop a sectoral contingency plan (earthquake issues incorporated) of its risk reduction and management activities. Prepare and periodically update the agency contingency plan.

EMERGENCY RESPONSE

Normal Times

a) Designate a Disaster Management Focal Point in Army Headquarters and Divisional Headquarters.

b) Will ensure earmarking light transports, trucks, rescue vessels and motorboats for emergency duties.

c) Undertake emergency response planning including:

i. Warning and alerting signals
ii. Communications systems
iii. Exercises and assessment of response preparedness
iv. Security of installations, equipment and personnel
v. Responding to civil administration
vi. Identification of resources to assist response and relief operations
vii. Identification of Task Force and reserve Task Force and Task Force to compose one infantry company, engineer, medical (first aid, doctors, nurses, medicines)

d) Prepare and continuously update own Action Plan for security and safety of people, materials, installations and equipment and review the status of preparedness.

e) Prepare operational plan for responding to the call of civil administration during disaster.

f) Impart training on Disaster Management, earthquake drills, fire drills to officers and jawans in all training institutes and staff colleges on emergency response, relief and recovery.

g) Hold drills on disaster preparedness and response.

Alert and Warning Stage

a) Establish the Control Room for disaster in the headquarters and concerned formation headquarters and convey the telephone no. to the Director of Military Operation (Office and Residence), control room and duty officers of the coordination cell of the Prime Minister's Secretariat and the control rooms of the MoFDM, Navy and Air Force.

b) Designate one Liaison Officer if necessary to the coordination cell of the Prime Minister's Secretariat and maintain liaison with the control room of the MoFDM.

c) Issue warning orders to all concerned. Issue orders for the rapid mobilization of the army and assign duties to them in areas likely to be affected by disaster.

d) Organize Task Force in each formation for working as a Disaster Control Unit. Each such unit should be composed of one full infantry company, engineer, adequate first aid, doctors with medicine and nursing assistants.

e) Earmark a Reserve Task Force if needed.

f) Move the Task Force to the convenient positions if needed.

g) Task Force Commander will coordinate with local civil authority for evacuation, rescue, relief, health care and rehabilitation activities.

h) Undertake any other preparedness activity if required.

i) Dispatch report about the situation and the activities to the coordination cell of the Prime Minister's Secretariat.

Disaster Stage

a) Keep the disaster Control Room at the Army and relevant formations headquarters operational round the clock.

b) Collect information regarding the levels of the preparedness and other activities from the disaster-prone areas and dispatch it to the coordination cell of the Prime Minister's Secretariat and the EOC of the MoFDM for perusal of the NDMC/IMDMCC.

c) Deploy Task Force in consultation with Prime Ministers Secretariat and MoFDM, as requested.

d) Assist local administration by the provision of:

   i. Emergency evacuation
   ii. Collapse structure search-and-rescue operation
   iii. Removal of dead bodies and debris
   iv. Medical services including field hospital services, if necessary
   v. Disease prevention
   vi. Temporary shelter
   vii. Damages, losses and needs assessments

e) Dispatch reports regularly to the coordination cell of the Prime Minister's Office and the EOC of the MoFDM in order to keep the NDMC informed about the latest situation.

f) Take up any other activity considered indispensable from the humanitarian point of view.

g) Undertake relief operations in all affected areas and assist local administration for implementing rescue operations.

Early Recovery and Rehabilitation Stage

a) Conduct a survey in affected areas and assess requirement of relief and rehabilitation.

b) Assist the local administration in removing debris in affected areas and improving the environment.

c) Assist with the provision of medical services for the treatment of injured persons of the disaster affected area and also assist the agencies engaged in the prevention of epidemics.

d) Assist local administration for ensuring arrangement of pure drinking water.

e) Set up field hospitals, if required.

f) Assist local authority in construction of temporary shelters.

g) Participate in reconstruction and rehabilitation operations if requested by the civil administration.

h) Undertake any type of work from a humanitarian point of view for the benefit of affected people.

i) Dispatch the detailed report to the coordination cell of the Prime Minister's Office and the EOC of the MoFDM stating all the aspects of relief and rehabilitation work for perusal of the NDMC concerning the progress of work relating to relief and rehabilitation.

4.2.1.2.2 Bangladesh Navy

The Bangladesh Navy will extend all assistance to the local administration of coastal areas during cyclone disasters, according to their ability and resources. Such assistance should be rendered within their limitation of normal equipment and vessels. Such assistance should be in the shape of transportation of relief materials from Chittagong to offshore islands and from Narayanganj/Khulna to Barisal/Patuakhali (only in those areas where depth of water is sufficient for such transportation). These vessels will carry medical teams composed of naval and civilian doctors and medicines supplied by or through Deputy Commissioners.

In the event of a severe cyclonic situation, they should remain alert for performing any special assignment of the Government due to emergency. In addition to implementing their own work plans, the Bangladesh Navy will perform the following duties.

Risk Reduction

a) Develop a sectoral risk mitigation and preparedness strategy plan by conducting a detailed sectoral risk assessment of Bangladesh Navy.

b) Ensure budgetary provision for the implementation of the plan.
c) Establish an effective monitoring and evaluation system to ensure effective utilization of resources.
d) Undertake staff education and awareness training. Provide training to its entire staff on earthquake preparedness.
e) Prepare and update the departmental contingency plan (special emphasis can be given on cyclones) with annual drills to be organized to review the preparedness status.
f) Conduct survey of the working area and share the survey findings with the DMB, DM&RD.
g) Establish a sectoral risk communication system.

EMERGENCY RESPONSE

Normal Times

a) The Navy will designate three Disaster Management Focal Points at Naval Headquarters, Khulna and Chittagong.
b) Arrange training for the Naval Force on emergency response, relief and recovery.
c) Undertake emergency response planning including:
d) Warning and alerting signals.
e) Communications systems.
f) Exercises and assessment of response preparedness.
g) Security of installations, ships, equipment and personnel.
h) Responding to civil administration.
i) Identification of resources to assist response and relief operations.
j) Identification of suitable water transports.
k) Designation of three focal points in NHQ, Khulna and Chittagong.
    i. Ensure institutional arrangement for long-term relief operations at short notice
    ii. Operations Directorate of Naval Headquarters will keep contact with Meteorological Department/Ministry of Food and Disaster Management for receipt of warning signals and required arrangements in advance
    iii. Prepare a list of serviceable water transports for relief and rescue operations for use by all concerned during a cyclone disaster
    iv. Impart training to staff about rescue and rehabilitation activities
    v. Test the effectiveness of own Action Plan adopted for Disaster Management as per the SOD through annual drills and take steps for its improvement
l) Prepare plans for the protection of the ships, equipment, installations, goods and personnel of Bangladesh Navy against disasters.

Alert and Warning Stage

a) Issue warning orders to all units.
b) Will collect and exchange information with IOTWS and BMD on regular basis through Sea level Data Monitoring unit at Chittagong, and during emergency will act accordingly.
c) Establish disaster control room in Naval Headquarters and provide telephone numbers of Director of Naval Operations (office and residence), control room and duty officer to the Prime Minister's coordination cell, EOC at the MoFDM, Control Room of Bangladesh Army and Air Force.
d) Take necessary arrangement for protection of ships and installations, personnel and equipment of Bangladesh Navy likely to be affected by the disaster.
e) Designate one Liaison Officer to the coordination cell of the Prime Minister and keep contact with the EOC at the MoFDM, and Control Room of Bangladesh Army and Air Force.

Disaster Stage

a) Deploy ships as requested to assist civil administration.
b) Assist local administration by the provision of:
    i. Damages, losses and needs assessments
    ii. Medical services
    iii. Transport and distribution of relief goods
    iv. Restoration Communications and off shore operation
c) Arrange requisite manpower in Control Rooms of Naval Headquarters, Chittagong and Khulna.
d) Keep all ships and stations ready for launching cyclone relief operations at short notice.
e) Naval Headquarters shall keep close liaison with the Control Room of the Prime Minister's coordination cell and EOC at the MoFDM.
f) Adopt all possible security steps in close cooperation and coordination with the concerned civil authority.
g) At the directives of Naval Headquarters, the ships/stations will assist the civil authorities.
h) It will regularly send a report on the activities to the Control Rooms of Prime Minister's office coordination cell and EOC at the MoFDM.

Early Recovery and Rehabilitation Stage

a) Determine the requirement of relief and rehabilitation after damage, losses and needs assessment (DLNA) through the affected areas and advise AFD and DMB on the necessary steps.
b) Assist the local administration in all possible ways for relief and rehabilitation programmes in the affected areas.
c) Assist the civil authority with the distribution of relief materials among the affected people.
d) Continue assistance with all steps undertaken by the local/civil authority until the return of normalcy.
e) Prepare detailed reports on all aspects of relief and rehabilitation and submit the same to the NDMC.

4.2.1.2.3 Bangladesh Air Force

The role of Bangladesh Air Force in combating national disaster is important. Bangladesh Air Force will have to be prepared for facing any situation created as a result of disaster. In addition to normal functions it will perform the following duties.

Risk Reduction

a) Develop a sectoral risk mitigation and preparedness strategy plan by conducting a detailed sectoral risk assessment of Bangladesh Air Force.
b) Ensure budgetary provision for the implementation of the plan.
c) Establish an effective monitoring and evaluation system to ensure effective utilization of resources.
d) Establish a sectoral risk communication system of the Ministry.
e) Prepare and periodically update the agency contingency plan.
f) Undertake staff education and awareness training to its entire staff on earthquake management and other disaster management.
g) Operationalize the contingency plans through organizing annual drills on preparedness and revise the plan if required.

EMERGENCY RESPONSE

Normal Times

a) Designate one Disaster Management Focal Point at Air Force Headquarters and stations and inform all concerned, including the DMB.
b) Establish the Disaster Control Room with updated aerial maps of flood prone areas, coastal areas and offshore islands. Maintain all updated particulars/data about airstrips and helipads.
c) Pre-arrange effective procedures, for the receipt of meteorological messages from Meteorological Department and other sources.
d) Prepare contingency plans for the protection of own aircraft, equipment and installations and for responding to the call of the civil authority and also formulate standing orders.
e) Undertake training on emergency response, relief and recovery.
f) Undertake emergency response planning including:
    i. Warning and alerting signals
    ii. Communications systems
    iii. Exercises and assessment of response preparedness
    iv. Security of installations, aircraft, equipment and personnel
    v. Responding to civil administration
    vi. Identification of resources to assist response and relief operations
    vii. Identification of suitable airstrips, helipads
    viii. Identification of aircraft for transport and reconnaissance

Alert and Warning Stage

a) Issue precautionary directives to all concerned.
b) Keep transport aircraft and helicopters in readiness.
c) Take precautionary steps for keeping aircraft and equipment of the Bangladesh Air Force in cyclone-prone areas at a safer place.
d) Designate one Liaison Officer to the Prime Minister Coordination cell according to necessity and maintain liaison with the EOC at the MoFDM and Control Room of Army and Navy.
e) Provide the telephone numbers of the Director of Air Operations (Office and Residence) of control room and of duty officer to the Control Room of the Prime Minister's coordination cell, EOC at the MoFDM, and Control Room of Army and Navy.

Disaster Stage

a) Keep constant watch on the cyclone/flood situation.
b) Furnish any additional meteorological information, if collected through own sources, to the concerned authority in order to supplement the information of BMD and BWDB.
c) Keep transport aircraft and helicopters ready for primary trial flight as soon as the weather becomes normal for rescue work and assessment of loss and damage on due to cyclones.
d) In case of severe floods, assist with airlifts according to the necessity of relief operations by civil authority.
e) Ensure use of military airfield for emergency search, relief, response and temporary deport of relief goods.

Rehabilitation Stage

a) Conduct an aerial survey to assess of the nature and extent of loss and damage in cyclone/flood affected areas and send a report of findings to the NDMC and IMDMCC.
b) Evacuate seriously injured persons to nearest hospitals.
c) Supply transport aircraft and helicopters for the survey/visit of affected areas by concerned authorities.
d) Carry relief materials like food and water to the affected areas and deliver them to people by airdrop, if required.

e) Assist the civil administration with helicopters for transportation of essential relief materials, medicines and medical teams to affected area.

f) Utilize wireless, radio, night vision technology, telephone communications of BAF as complementary to existing civil communication network for transmission of very important messages and images.

g) In the interest of overall relief operations, assume responsibility of any other activity as per directives of the Government.

h) Prepare a detailed report describing all the aspects of relief operations already in hand.

i) Provide one Liaison Officer for Relief Missions (Air Force) from friendly countries.

4.2.1.3 NGO Affairs Bureau

Risk Reduction

a) Issue directives to include disaster risk reduction considerations in the FD-6 Format.

b) Instruct NGOs to include disaster management messages in different skill and awareness campaign of NGOs.

c) Instruct NGOs working in urban areas to prepare earthquake contingency plan and their management practices.

d) Ensure input of DMB for DRR projects of NGOs.

EMERGENCY RESPONSE

Normal Times

a) Designate one senior staff as Disaster Management Focal Point to participate in the IMDMCC and NGO coordination committee meetings of MoFDM.

b) Establish and maintain a database of the NGOs having programmes in humanitarian field.

c) Establish communication linkages with the NGOs.

Warning/Alerting Stage

a) Instruct NGOs to disseminate the warning signal to the communities.

Disaster Stage

a) Direct all NGOs to extend cooperation and help to the DDMC and UzDMC as required.

b) Instruct NGOs to assist local administration by the provision of:

i. Evacuation of the affected people to safer places
ii. Damages and needs assessments
iii. Medical services
iv. Transport and distribution of relief goods
v. Communications
vi. Holding collection of micro-credit installments in the affected areas
vii. Ensure immediate assistance for release of NGOs' international humanitarian goods from air/sea port

Rehabilitation Stage

a) Develop and establish a guideline for streamlining the early recovery and rehabilitation activities of the Government, international, national and local NGOs and other actors.

b) Coordinate the early recovery and rehabilitation activities of NGOs.
c) Maintain a database on the overall contribution of different actors by geographical areas.

4.2.2 Ministry of Food and Disaster Management (MoFDM)

The Ministry of Food and Disaster Management (MoFDM) is the focal point of the Government for disaster-related issues. The DM&RD will be responsible for the disaster management issues.

4.2.2.1 Disaster Management and Relief Division (DM&RD)

The DM&RD will be responsible for the disaster management issues. The DMB will assist the DM&RD and Ministry with all necessary information during normal time, alert and warning stage, disaster stage and post-disaster recovery stage. The division will supply information to NDMC and IMDMCC and assist them in taking decisions. The Secretary of the DM&RD, MoFDM will control the activities of all officials engaged either directly or indirectly for emergency relief work.

Risk Reduction

a) Designate a senior staff as the Focal Point of the DM&RD.
b) Create and establish national policy, planning and legislative frameworks for comprehensive disaster management in Bangladesh with the following strategic goals:
    i. Professionalizing the disaster management system
    ii. Mainstreaming risk reduction
    iii. Strengthening institutional mechanisms
    iv. Empowering at risk communities
    v. Expanding risk reduction programming across hazards, risks and sectors
    vi. Strengthening emergency response systems
    vii. Developing and strengthening networks
c) Prepare and periodically review and update the National Plan for Disaster Management and revise the SOD after a regular interval.
d) Develop specific guidelines and templates facilitating mainstreaming disaster management principles and practices across hazards, sectors and within national development planning processes at all levels.
e) Conduct national, District, Upazila and Union level hazard, risk and vulnerability assessments; prepare risk reduction action plans (RRAP) and its implementation strategies.
f) Conduct mapping to identify the disaster-prone Upazilas and special disaster-prone areas under such Upazilas and the population likely to be affected by the disaster.
g) Will review the inter-ministerial earthquake contingency plan every six months.
h) Will keep prepared the EOC to deal with earthquake emergencies.
i) Will ensure availability of the earthquake risk maps of all vulnerable areas and its elements.
j) Coordinate with the city development authorities and the Ministry of Public Works to ensure proper execution of the Building Codes.
k) Prepare earthquake risk reduction action plan and contingency plans for emergencies.
l) Coordinate inter-sectoral risk reduction efforts of the Government.

EMERGENCY RESPONSE

Subject to the approval of the Minister, the Secretary, DM&RD will take decisions on the following matters.

a) Relax any Standing Regulation (Standing Order) on relief distribution in the public interest.

Normal Times

a) Review the own Action Plan of the Ministry on disaster management every 3 (three) months.
b) Identify the disaster Upazilas and special disaster areas under such Upazilas and the population likely to be affected by the disaster.
c) Update the list of foreign and private agencies willing to participate in the disaster preparedness, emergency response and rehabilitation programmes.
d) Preserve information regarding food, relief materials and transports usable at all levels during disaster.
e) Direct all concerned for ensuring availability of the SOD at village, Union, Upazila and District DMCs and to stakeholders.
f) Arrange meetings of the NDMC and IMDMCC to assess the disaster preparedness of different Ministries, agencies, departments, local governments, autonomous bodies, CPP, BDRCS, NGOs, etc.
g) Ensure non-stop telecom link of the Ministry with District and Upazila Headquarters.
h) Issue necessary orders for proper coordination of steps relating to disaster and response.

Alert and Warning Stage

a) Issue orders for dispatch of relief materials to required places and to keep the transports ready.
b) To select a Focal Point in the Ministry and to inform all concerned about his/her designation and telephone number.
c) To direct the DMB to open EOC of its own, open Control Room at all levels related to disaster activities and also to reactivate the EOC located at MoFDM.
d) Ensure direct communication with BMD and BWDB, and issue orders for collection of inputs (warning message and signal) from the department.
e) Ensure publicity of warning signals through radio, television, fax, telephone, e-mail, mobile phones and all other means of mass communication. Also, inform Ministries, agencies, departments, CPP, BDRCS, NGOs, Deputy Commissioners and other concerned agencies and officials.
f) Keep the EOC open 24hrs a day.
g) Call a meeting of the CPP Implementation Board and inform the decisions to all concerned.
h) Inform the Chairman of the NDMC, the Prime Minister and the Chairman of the IMDMCC about the disaster situations and the steps taken to meet them.
i) Ensure convening of meetings of the concerned District, Upazila and Union DMCs.
j) Request the AFD to keep a helicopter and transport plane ready for reconnaissance of loss and damages and for relief operations.
k) Request the AFD and the BIWTC to keep water vessels ready for rescue and relief operations.
l) Issue directives to evacuate to safer places for saving life and property.
m) Request the Army through AFD to be ready for speedy mobilization to the affected areas.
n) Inform all concerned, especially the Chairs of DMCs (Divisional Commissioners, Deputy Commissioners, Upazila Nirbahi Officers, and Union Parishad Chairmen) and other concerned agencies about great danger signals and the arrangement to be made in this respect.
o) Instruct District and Upazila authorities to requisition required transports for rescue and relief work.
p) Arrange for convening of the meetings of the NDMC and the IMDMCC.
q) In consultation with the BMD, issue instructions to local administration for evaluation of the people likely to be affected to safer places.
r) Ensure issuance of Warning Signals repeatedly through the Bangladesh Betar (Radio) and the BTV.
s) Ensure non-stop communication with District Control Room, CPP and BMD.
t) Arrange in advance necessary relief materials for the disaster areas.

u) Designate one Liaison Officer to the Prime Minister's co-ordination cell at the Prime Ministers office.

Disaster Stage

a) Request the Bangladesh Navy and Bangladesh Air Force to keep vessels and air planes ready for assessment of loss and damage and rescue operations as soon as weather becomes favorable.
b) Request the civil authorities to assist the AFD in relief and rescue operations on the basis of need.
c) Coordinate rescue and relief work with NGOs.
d) Arrange meetings of the NDMC and the IMDMCC.
e) Collect information on loss and damage.
f) Fix additional requirement of funds and materials for relief and rehabilitation work.
g) Quickly collect funds and relief materials for gratuitous relief.

Rehabilitation Stage

a) Arrange for housing building grant, test relief and Food for Work programmes.
b) Continue emergency rehabilitation work in affected areas until return of normalcy.
c) Coordinate rehabilitation programmes.

4.2.2.2 Food Division

The role of Food Division is important for maintaining adequate stocks of food grains in disaster areas in anticipation of the vulnerability and risk of natural hazards.

Risk Reduction

a) Adopt policies, plans and programmes to incorporate disaster risk reduction considerations into the national food security policy of the Government.
b) Consider current and future disaster risks in the estimation of food stock requirements.
c) Conduct vulnerability and risk assessment of foods infrastructures facilities and take measures i.e. retrofitting and prepare contingency plan for the HQs, District and field offices. Consider current and future risks and BNBC while designing new storage facilities and infrastructures.
d) Strengthen food storage facilities and ensure regular maintenance of the storage facilities to avoid damages.
e) Issue necessary orders with the instruction to the relevant departments to ensure implementation of the risk reduction policies of the food division.
f) Ensure support to social safety net programme of the Government.

EMERGENCY RESPONSE

Normal Times

a) Select a person as the Disaster Management Focal Point and take steps for the establishment of a Control Room.
b) Designate one Liaison Officer for keeping link with the Control Room of the DM&RD.
c) Advise DG Food to update the list of trucks, water transports, country boats etc with the names of owners and also the list of godowns with the quantity of goods stored therein. Review on a quarterly basis progress with implementation of the work plan of subordinate offices.
d) Take steps for the protection of stored food materials and other materials in food godowns and shift them to safer places, if required.
e) Ensure effective coordination with DRR for delivery of VGF, VGD and other test relief supports.

Alert and Warning Stage

a) Open the Control Room in the Division.

b) Designate one Liaison Officer to keep link with the EOC of the DM&RD.

c) Ensure normalcy in the food grain price.

Disaster Stage

a) Operate own Control Room round the clock (24 hrs) and maintain link with EOC of the division.

b) Collect through own sources reports of affected areas and send them daily to the IMDMCC.

c) If required, operate a special rationing system and open market sale in the affected areas and ensure an adequate supply of food to the people.

d) Take precautionary steps against hoarding and profit mongering and ensure normal price of commodities in the market.

Rehabilitation Stage

a) Arrange for rapid assessment of the loss, damage and needs and take the required steps quickly for the infrastructures and services under Food Division.

b) Arrange to prepare adequate plans for the repair and reconstruction of storehouses and provide funds for the purpose.

4.2.2.3 Disaster Management Bureau (DMB)

The Disaster Management Bureau was created under the Ministry of Disaster Management in 1992. Its responsibilities are noted below. Apart from its specific areas of responsibilities, the DMB will maintain different cluster groups and its responsibilities, maintain and share the updated response status including funding gaps, coordination between the Local Government Institutions (LGIs) Inter-Cluster Coordination, etc.

Risk Reduction

a) Advise the government on all matters relating to disaster management.

b) Propose legislation on disaster preparedness and mitigation and other instructions.

c) Maintain liaison with different government agencies, aid-giving agencies, NGOs and Voluntary Organizations and ensure their maximum cooperation and coordination in all matters of disaster management.

d) Prepare guidelines/instructions for reducing cyclone, flood, earthquake and other disaster risks and vulnerabilities.

e) Prepare guideline for mitigation of disaster and mainstreaming disaster risk reduction with the assistance of Planning Commission and other relevant agencies for devising steps to reduce disaster risk.

f) Provide training to government officials, elected representatives and others on cyclone, flood, earthquake and other disaster management in support with the ministries, local government departments and NGOs.

g) In support of the Geological Survey of Bangladesh, make available the earthquake risk maps of vulnerable areas.

h) Prepare earthquake risk maps of the most vulnerable cities.

i) Prepare a list of the search and rescue equipments and transports/vessel required for earthquake, cyclone, flood, tsunami and other disaster response management and keep the government informed.

j) Procure search and rescue equipments for earthquake, cyclone, flood, tsunami and other disaster response and distribute to the proper responding authority.

k) After completion of the 1st phase of the project for "procurement of equipment for search and rescue operation for earthquake and other disasters", will take steps for further extension of the project as required by the government.

l) Ensure DRR activities in the coastal districts of the country and facilitated livelihood activities of

the affected people through Emergency 2007 Cyclone Recovery and Restoration project and by taking other appropriate projects and activities.

m) Organize an annual drill on earthquake preparedness and simulation exercise on cyclones, floods and hazards with the relevant first responding organizations/DMCs and review the preparedness status/position.

n) Conduct research on earthquake disaster management, drought mitigation, livelihood support and disaster recovery funding etc.

o) Conduct research on climate change effect and coping mechanism of any new hazards.

p) Assist, coordinate and monitor the activities of the relevant agencies to ensure proper implementation of the Building Codes.

q) Analyze the risk maps to be produced by the Geological Survey of Bangladesh and prepare guidelines with suggestions and recommendations for house-building projects.

r) Produce earthquake vulnerability and risk reduction plan and guideline for hazard specific contingency planning and ensure its proper execution.

s) Conduct all related activities for tsunami risk reduction.

t) Support the Ministry in the:

    i. Establishment of the national policy, planning and legislative frameworks for comprehensive disaster management in Bangladesh

    ii. Preparation and implementation of framework for Action Plan on disaster management at District, Upazila and Union levels

    iii. Development of specific guidelines and templates facilitating mainstreaming disaster management principles and practices in the national development planning processes at all levels

    iv. Coordinating the inter-sectoral risk reduction efforts of the government

EMERGENCY RESPONSE

Normal Times

a) Undertake various activities for creating awareness among the people, government employees and people of other professions for reducing risks during disaster.

b) Provide secretarial support to the NDMAC on disasters.

c) Arrange publication and distribution of the SOD, National Disaster Management Plan and other related guidelines.

d) Impart training to the government employees, elected representatives and others on disaster management in cooperation with different Ministries, local authorities, training institutions, Academies and NGOs.

e) Establish an EOC and DMIC with improved communication facilities at national level and to disseminate inputs/information to government and private agencies.

f) Distribute books, maps and other information to those associated with disaster management.

g) Monitor obstacles to the Action Plan or project implementation on probable disaster risks to lives and properties, preparedness, disaster response and mitigation, and inform the DM&RD.

h) Collect and preserve lists with location, condition and ownership of cyclone shelters, embankments, platforms at higher than flood level (flood-proofing).

i) Coordinate the activities of NGOs regarding disaster management.

j) Ensure awareness-raising campaigning on weather signals.

k) Arrange public awareness programmes at regular intervals in radio and television on various disaster-related issues.

l) Organize meetings/seminars/workshops at national, District, Upazila and Union levels to increase awareness about disasters through concerned DMCs and other organizations.

m) Ensure liaison with the Ministry of Education and Ministry of Primary and Mass Education for inclusion of disaster topics in the curricula of schools, colleges and Universities.

n) Facilitate publicity of cyclone signals at the community level through posters, cultural functions,

documentary films etc.

Alert and Warning stage

a) Ensure receipt of warning signals of imminent disasters by all concerned officials, agencies and mass communication media.
b) Assist the DM&RD for undertaking emergency programmes in risk areas by different agencies and the people in the structured areas.
c) Ensure publicity and of awareness-raising campaigning on newly-introduced early warning system all around the country.
d) Ensure publicity of *Gano Durjog Barta* after issuing Signal No. 4.
e) Introduce local warning (siren) system on tsunami and storm surge.
f) Activate EOC and keep touch with other agencies for making their Action Plan effective and also to activate the Control Room.
g) Publish daily bulletins during disaster period for foreign embassies and UN Missions.
h) Instruct local authorities for assessment of loss and damage and requirement of relief.

Disaster Stage

a) Keep EOC open on non-stop basis (24 hours).
b) Assist the DM&RD for formation of groups for primary assessment of loss and damage and needs.
c) Establish and institutionalize damage, loss and need assessment cell at DMB.
d) Assist the IMDMCC for ensuring coordination among government, NGOs and different agencies for relief and rehabilitation activities.
e) Monitor progress of rescue, relief and rehabilitation operations, identify the problems and needs and to draw the attention of the proper authority.
f) Assist the DM&RD in supplying required information to the Economic Relations Division, Ministry of Information, foreign agencies, NGOs etc.
g) Supply information to foreign missions and UN agencies including all international organizations and the World Bank regularly through daily news bulletins.
h) Keep the Ministry informed about the progress of use of materials in relief and response operations.
i) Ensure deployment of procured and distributed equipment for search and rescue operation.

Rehabilitation Stage

a) Supply information/input to concerned authority for the preparation of rehabilitation plan.
b) Ensure adoption of steps for minimizing future disaster risks in the rehabilitation plans.
c) Undertake post-mortem of steps taken in the overall management in the emergency response of disaster, prepare reports on the basis of experience/knowledge acquired in this respect, and publish the same and bring required changes accordingly in the training programmes and future policy.

4.2.2.4 Directorate of Relief and Rehabilitation (DRR)

This Directorate will perform the following tasks in addition to its normal duties.

Risk Reduction

a) Develop and establish guidelines and procedures to assess hazard risks and vulnerabilities at the community level.
b) Conduct national, District, Upazila and Union level hazard, risk and vulnerability assessments and mapping to identify the disaster Upazilas and special disaster areas under such Upazilas and the population likely to be affected by the disaster.

c) Design and implement the safety net programmes to contribute to the community level risk reduction efforts Introduce agency contingency planning.
d) Organize regular training for the selected volunteers on earthquake preparedness.
e) Organize training on earthquake preparedness and response for selected DRR officials.

EMERGENCY RESPONSE

Normal Times

a) Ensure stock, security and maintenance of adequate materials in disaster-prone areas.
b) Utilize the materials received under the Food for Works Programme for construction of roads to raised places and shelter places and for tree plantation.

Alert and Warning Stage

a) Open Control Room in the Department and maintain link with the EOC of the Ministry.
b) Direct all officials to remain alert.
c) Inform the Ministry about relief preparedness in affected areas.
d) Send Daily Situation Report to the Ministry.
e) Keep information about the available quantity of relief materials and food grains in the LSD and CSD of the affected areas.

Disaster Stage

a) Ensure quick dispatch of relief materials to affected areas.
b) Instruct field officers for helping the local administration in evacuation and rescue operations.
c) Place the water transports at the disposal of appropriate authority for transportation of relief materials and evacuation and rescue operations of affected people.
d) Inform the Ministry about the requirement of relief materials.
e) Inform the Ministry instantaneously about special relief.
f) Ensure proper account keeping of the use of allotted relief materials.

Rehabilitation Stage

g) Recommend allocation of relief materials after assessing the requirement by touring the affected areas with intimation to the Ministry.
h) Ensure quick supply of house building grants, gratuitous relief and other materials in accordance with the delegation of powers.
i) Recommend to the Ministry for allocation of (needed) house building grant, test relief, gratuitous relief and other materials beyond delegation of power.
j) Issue required government order.
k) Continue the most essential rehabilitation work.
l) Submit the consolidated expenditure accounts to the government.

4.2.2.4.1 Duties of DRR Officials at District and Upazila Level

The District Relief and Rehabilitation Officer (DRRO) and the Project Implementation Officer (PIO) will perform the following functions in their respective areas under the supervision of the Concerned DMC chair, Deputy Commissioner (DC) and Upazila Nirbahi Officer (UNO).

Risk Reduction

a) Ensure formation of Upazila and Union DMCs and arrange training on all disaster management especial training on earthquake preparedness.
b) Establish a standard assessment procedure to identify community and household level risks and

vulnerabilities.

c) Assist the preparation and implementation of the risk reduction action plans prepared by the Union, Pourashava and Upazila and District DMCs with the coordination efforts of the government and non-governmental organizations.

d) Coordinate all risk reduction activities of the government and NGOs.

e) Arrange training and workshops on disaster-related issues regularly by keeping the DMB informed.

f) Ensure that the risk factors of disaster and the possibilities of reduction of risks have been fully considered while preparing and implementing the District and Upazila development programmes.

g) Provide necessary support to District, Upazila and Union disaster management committees to create local level fund appropriate for the implementation of the risk reduction action plans.

h) Ensure speedy and effective publicity of forecasts and warnings relating to disasters (tornado, cyclone, tidal surge, earthquake, landslide, river erosion, tsunami, heavy rainfall, no rainfall, drought, flood, water logging, high tide, cold wave, etc.) among all officials of the District, relevant individuals/organizations and take measures to send the messages to the concerned individuals at the Union, Pourashava and Upazila levels.

EMERGENCY RESPONSE

Normal Times

a) Preserve materials and implements of relief.

b) Ensure fitness of relief materials.

c) Prepare local level contingency plans.

Alert and Warning Stage

a) Arrange opening of control room in the office of DC and UNO.

b) Keep the DC and UNO informed of the condition of the areas likely to be affected by disaster.

c) Submit proposal to the Directorate of Relief and Rehabilitation for strengthening the stock of relief materials and to transfer the materials of the storehouses likely to be affected to safer places with the approval of the DC.

d) Assist coordination of activities among voluntary groups and other agencies at the District and Upazila levels.

e) Keep vigilance on the security of water transports engaged in relief work.

f) Inspect the identified relief centres and send reports to DMB and DRR.

Disaster Stage

a) Finalize arrangement for sending the relief materials to destinations.

b) Help with the rescue operations.

c) Make the primary assessment of loss of lives and properties and send report to UNO and DC.

d) Arrange distributing of relief materials according to approval and supervise and monitor the distribution by the Union authority.

Rehabilitation Stage

a) Send a detailed report of loss, damage and needs to the DC, DRR and DMB.

b) Arrange quick disbursement of house building grant, gratuitous funds and other relief materials to the affected people.

c) Send report of relief and rehabilitation activities to DRR.

d) Keep the evaluation accounts of relief activities ready for audit.

e) Arrange employment of disaster-affected people through test relief.

4.2.2.5 Cyclone Preparedness Programme (CPP)

4.2.2.5.1 Cyclone Preparedness Programme (Headquarters, Dhaka)

Risk Reduction

a) Establish a Focal Point to attend the meetings of the NDMC and IMDMCC and other national level disaster management related committees
b) Incorporate disaster risk reduction considerations into the CPP policies, plans and programmes
c) Collaborate with national committees related to disaster risk reduction
d) Allocate resources and arrange training on risk reduction for its staff and the volunteers

EMERGENCY RESPONSE

Normal Times

a) Organize preparedness programmes in disaster areas on continuing basis and in order to assess the state of preparedness, hold drills in the months of April and September every year.
b) Ensure recruitment and training of volunteers before the month of April every year.
c) Ensure formation of Unit, Union and Upazila Committees.
d) Ensure establishment of Union and Upazila Offices, holding of meetings at Union and Upazila level.
e) Ensure issue of warning signal kits to the leaders of volunteers and use by them.
f) Ensure wireless communication between CPP Headquarters and Upazila Office and between Upazila Office and Union Office.
g) Instruct local level DMCs for selection of shelters, and high-rise safe places and inform people about evacuation plans.
h) Make public awareness about cyclone signals and with the help of DMB, popularize preparedness plans, through discussion meetings, posters, pamphlets, films and drama etc.
i) Operate fax machines for ensuring non-stop communication with meteorological department.

Alert Stage

a) Establish Control Room at CPP headquarters and in regional offices and assist District, Upazila and Union authorities in the establishment of Control Rooms.
b) Maintain close liaison with BMD and the DMIC.
c) Receive special weather bulletins from BMD and send them to Upazila and regional offices and to instruct the Upazila offices to send them to Union offices as quickly as possible.
d) Instruct the volunteers to listen to normal radio news/CPP radio news. To communicate with union group leaders through radio or via liaison volunteers and to advise union leaders and their colleagues to instruct the volunteers for starting work according to guidelines of cyclone instructions booklet published by CPP.
e) Keep the CPP Implementation Board Chairman and the Members informed about the cyclone.
f) Alert the DCs, Upazila Executive Officers, Union Parishad Chairman and members and local non-governmental organizations.

Warning Stage

a) Propose calling of emergency meeting of the CPP Implementation Board.
b) Verify whether the volunteers of the CPP have started work at field level.
c) Advise people about evacuation under proper protection of animals, poultry and other domestic animals to raised land and *killas*.
d) Instruct CPP Development Officer for advising Chairman of the UzDMC to call meeting.
e) Instruct Development Officer for calling a meeting of Union DMC.
f) Implement the decisions taken in the emergency meeting of the implementation Board.

g) Instruct Development Officer for cooperation in the implementation of the decisions of the Upazila and Union DMCs.

h) Send the special weather bulletins through wireless to Regional, Upazila and Union Offices.

i) Ensure that the people are properly warned (about the disaster) through the Development Officer and volunteers.

j) Keep the Chairman, Implementation Board; Director General, DMB; DRR and BDRCS informed at regular intervals about the local situation.

Disaster Stage

a) Coordinate its' own activities with those of all concerned agencies and non-governmental agencies.

b) Ensure rescue operations and first aid by development officers and volunteers in times of need.

c) Instruct development officer to maintain wireless communication and to keep touch with headquarters at regular intervals and to transmit loss and damage report as soon as it is received.

d) Instruct the Union Group leaders to maintain wireless communication and to keep touch with the development officer frequently and to instruct the Development Officer to send the reports of loss and damage received from fields to Regional/Central Office.

Rehabilitation Stage

a) Instruct every Union leader to send a primary report of loss and damage in their respective areas to the Development Officer.

b) Instruct the field office to carry out the following tasks:

   i. To assist in the programmes of vaccination, prevention medicines and other health measures

   ii. To participate in the rehabilitation programmes

   iii. To assist in coordinating the activities of non-governmental organizations (NGOs)

4.2.2.5.2 Field Level CPP

Risk Reduction

a) Establish a Focal Point to participate in all the disaster management committee meetings.

b) Participate in the process of local level disaster risks and vulnerability mapping of the Directorate of relief and rehabilitation and preparation of the risk reduction action plans.

EMERGENCY RESPONSE

Normal Times

a) Organize simulated drills continuously in disaster areas and monitor the status of preparedness drill participated by the people in April and September every year.

b) Select volunteers and complete their training according to rules of the CPP before April, and organize grouping of families of evacuation in times of need.

c) Make physical verification of equipment to facilitate allotted to the leader of volunteers and their condition and undertake their repairs/replacement, if needed.

d) Examine the wireless system and keep it running in order to maintain communication between CPP Headquarters, Upazila and Union level offices.

e) Educate and create awareness amongst the local people about the cyclone preparedness programme and the understanding of different warning signals.

f) Earmark shelter places, killas and safe raised land and to keep them fit for use and to publicize to

the people about the evacuation plan.

g) Make the people and the volunteers aware of the dangers of resistance to disaster preparedness activities, in coordination with Upazila and Union Parishad administration.

Alert Stage

a) Set up Control Room and maintain contact with Upazila, Union offices and CPP Headquarters.

b) Maintain close link with the Meteorological Department and other offices and collect information about cyclone.

c) Receive special weather bulletins from CPP Headquarters and to communicate the same to local offices.

d) Alert the chairman of District/Upazila/Union DMCs, members, religious leaders, local elites, teachers and persons connected with different organizations.

e) Advise the CPP volunteers to listening to radio broadcasts in order to ensure that work of the volunteers specified in the booklet published by CPP by the Union group leaders and their colleagues is started.

Warning Stage

f) Request DC/UNO/Upazila and UP Chairman to call emergency meeting of the respective DMC(s).

g) Assist in the implementation of the decisions taken in the emergency meeting.

h) Depute CPP volunteers for shifting the livestock, poultry and other domestic animals to raised land, killas under proper safety measures.

i) Instruct every field office to inform all offices under its control about the special weather bulletins.

j) Warn the people about the disaster.

k) Advise the people to go to shelter place in the event of evacuation order and to assist them in the process.

l) Give the final warning to the people by using megaphone, light signals and flash lights.

m) Keep Upazila and District administration, CPP Central Headquarters and DMB and others concerned informed about the field level disaster situation report.

n) Assist other agencies and non-governmental organizations in the implementation of their programmes.

Disaster Stage

a) Keep wireless in operation and maintain communication with CPP Central Office and to send the loss and damage statement to concerned authority as soon as it is received.

b) Conduct rescue work in coordination with Union and Upazila authority and provide first aid according to need.

c) Assist local authority in relief distribution.

Rehabilitation Stage

a) Collect data on loss and damage due to cyclone, prepare report and send it to CPP Headquarters, Union DMC, Upazila and District administration.

d) Assist local administration in the burial of dead bodies and animal carcasses.

e) Assist in inoculation-vaccination drive and other health measures.

f) Participate in the rehabilitation programme with non-governmental organizations (NGOs) and other agencies.

4.2.2.6 Directorate of Food (DG Food)

The role of DG Food is important for maintaining adequate stocks of food grains in disaster areas. In addition to normal function of the directorate, the DG must ensure the following duties are performed

through it organization DG Food.

Risk Reduction

a) Incorporate disaster risk reduction considerations into the national food security policy of the government.
b) Consider current and future disaster risks in the estimation of food stock requirements.
c) Conduct vulnerability and risk assessment of foods infrastructures facilities and take measures i.e. retrofitting and prepare contingency plan for the HQs, District and field offices. Consider current and future risks and BNBC while designing new storage facilities and infrastructures.
d) Ensure regular maintenance of the storage facilities to avoid damages.
e) Issue necessary orders with the instruction to the relevant departments to ensure implementation of the risk reduction policies of the DG Food.

EMERGENCY RESPONSE

Normal Times

a) Select the Focal Point for disaster management issues and take steps for the establishment of a Control Room.
b) Designate one Liaison Officer for keeping link with the Control Room of the DM&RD.
c) Update the list of trucks, water transports, country boats etc with the names of owners and also the list of godowns with the quantity of goods stored therein. Review on a quarterly basis progress with implementation of the work plan of subordinate offices.
d) Alert every one about the imminent cyclone/flood in cyclone/flood prone areas and ensure security and suitable custody of food storehouse, silo, food stock, water transport, road transport etc.
e) If required, arrange for supply of food materials and their distribution on emergency basis.
f) Take steps for the protection of stored food materials and other materials in food godowns and shift them to safer places, if required.
g) Arrange adequate advance stock of food materials in secured places in disaster areas and examine the stock in LSDs and CSDs.
h) Rice and Wheat will be the main stock in disaster areas.
i) Coordinate all matters with local administration well in advance including the transportation of food materials.
j) Inform DM&RD, MoFDM regularly concerning the stocks of food supplies in disaster Districts and Upazilas.
k) Prepare detailed work plan and review all preparedness programmes taken beforehand in April and September every year.
l) Maintain the updated list of trucks, water transports, country boats etc with the names of their owners. Also maintain particulars of stocks, storehouse and the updated quantity of stored grains.
m) Ensure adequate security arrangement of stored food and when necessary ensure the transport of food suppliers.
n) Coordinate all activities with concerned Ministry/Department and local administration well in advance and arrange for transports for the movement of food grains.
o) Keep advance stocks of adequate food grains in safe places in disaster areas and examine the stock of the LSDS and CSDs.
p) Arrange dispatch, supply and distribution of food supplies on emergency basis, if required.
q) Take adequate protective measures for food supplies kept in stock in food and other godowns and arrange for their transfer to safer places, if required.

Alert and Warning Stage

a) Open the Control Room in the Directorate.

b) Designate one Liaison Officer to keep link with the EOC of the MoFDM.
c) Alert all officials of the probable disaster areas about the imminent disaster.
d) Ensure normalcy in the food grain price.

Disaster Stage

a) Operate own Control Room round the clock (24 hrs) and maintain link with EOC of the MoFDM.
b) Collect through own sources reports of affected areas and send them daily to the IMDMCC through the DMB.
c) If required, operate a special rationing system and open market sale in the affected areas and ensure an adequate supply of food to the people.
d) Take precautionary steps against hoarding and profit mongering and ensure normal price of commodities in the market.
e) Assist and help the local administration in all possible ways for the evacuation, rescue and relief operations.
f) Arrange to deliver food supplies immediately as per Delivery Order of DC/UNO on the directive of the MoFDM or NDMC.
g) Enquire about the loss or damage of food items and food godowns, quantify them and prepare plans for their quick repair and reconstruction.
h) Prepare a daily food stock and distribution report for the affected areas and send the same to the EOC of the MoFDM.
i) With the approval of the government, start operation of special rationing and open market sale of food supplies and ensure continuous supply of food supplies.
j) Ensure legal action against profit mongers and hoarders and keep the market price of food supplies stable and normal.
k) Assist and cooperate with the local administration in all possible ways for evacuation, rescue and relief operations.
l) Enquire about loss/damage of food supplies and storehouse and after quantifying the same prepare estimates for their quick repair and reconstruction. These should then be submitted to the MoFDM for obtaining funds from the NDMC and IMDMCC.

Rehabilitation Stage

a) Arrange for rapid assessment of the loss, damage and needs and take the required steps quickly.
b) Arrange to prepare adequate plans for the repair and reconstruction of storehouses and provide funds for the purpose.
c) Make regular announcement concerning the production of daily necessities of food items, their stock position and ensure their continuous supply.
d) Arrange storage space for the receipt and dispatch of relief materials.
e) Continue efforts in all possible ways for the rehabilitation of affected people with the cooperation of MoFDM, other Ministries and local administration until the return of normalcy.
f) Arrange to supply food grains in the affected areas. Start repair and reconstruction work of godowns immediately as per approved procedure.
g) Arrange immediate release of food supplies as per delivery order of DCs/UNO or in consultation with MOFDM or NDMC.
h) Arrange godown space for the receipt and dispatch of relief materials.
i) Continue all out efforts in all possible ways for the rehabilitation of affected people in cooperation with the MoFDM, other Ministries, local councils and local administration until return of normalcy.
j) Strengthen the distribution programme of food supplies.

4.2.2.6.1 Field Offices of the Directorate of Food

The Field offices of the Directorate of Food located in the Districts and Upazilas, the LSDs, the CSDs and the Silos in addition to their individual, joint or combined duties during normal times will perform the following duties in their respective areas.

Risk Reduction

a) Assess the food demand of the area considering the current and future disaster risks.
b) Establish a network with food grain traders.
c) Maintain the minimum food stocks through timely procurement of food grains from the local market.

EMERGENCY RESPONSE

Normal Times

a) Establish and operate an Information Centre in the office to maintain link with the local Disaster Management/Relief Coordination Committee.
b) Designate one Liaison Officer for keeping the link with the local DMCs.
c) Review on a three monthly basis the preparedness programme of subordinate offices, CPP, food grain traders and local councils in respect of their respective work plans and alert all concerned, about preventive measures regarding the security of food supplies/items, storehouse, installations, transports and machinery.
d) Maintain an updated list of trucks, water transports, country boats etc with the names of owners and drivers and capacity and particulars of stock in the storehouse(s).
e) Take security steps for the protection of silos, food materials, food and water transports etc in disaster areas.
f) Examine every 3 months the supply, movement and distribution arrangement of food supplies.
g) Take protective steps for the safety of stored food and other materials and if required arrange to shift them to safer places.
h) Arrange adequate storage of food supplies at safe places in disaster areas and inspect the stock in LSDs and CSD.
i) Rice and wheat will be the main stock in disaster areas.
j) Coordinate with local administration about food storage, security and transportation of food materials.

Disaster Stage

a) Keep communication with the EOC of the MoFDM and local DMC.
b) Designate one Liaison Officer at the Control Room of local Disaster Management/Relief Coordination Committee.
c) Assist local administration in all kinds of rescue, evacuation and relief operations.
d) Submit daily reports to supervisory authority or the DG, Food Directorate about stock position and damage to stock.
e) Arrange to start special rationing and open market sale of rice and wheat as per government directives and ensure uninterrupted supply of food materials.
f) Take effective legal steps against hoarding and profit mongering and try to keep market price stable and normal.
g) Assist and cooperate with the local administration and local council in all possible ways in their evacuation, rescue, relief and rehabilitation programmes.
h) Arrange a survey to determine the extent of loss and damage of food godowns and prepare plans for the repair and reconstruction of damaged godowns and submit proposals for sanction of funds for implementation.

Rehabilitation Stage

a) Arrange to assess loss and damage quickly to enable rapid repair/recovery.
b) Start the repair and reconstruction work of the godowns rapidly on the basis of funds received.
c) Arrange uninterrupted supply of food items.
d) Arrange rapid release of food supplies as per delivery order of DC/UNO or in consultation with the MoFDM.
e) Arrange storage space for receipt and dispatch of relief materials.
f) Assist local administration in relief and rehabilitation programmes.
g) Strengthen food distribution work among target groups.
h) Submit regular reports on food supply and distribution situation.

4.2.3 Ministry of Home Affairs

The Fire Service and Civil Defence, Police, Ansar, Village Defence Party, Bangladesh Rifles, Bangladesh Coast Guards all have important role to play in search and rescue, security, relief operations and disaster information management. These Forces under the control of Ministry of Home Affairs are generally deployed in the affected areas and their services are placed under the control of DCs or UNOs.

Ordinarily these Forces will assist the local administration in the preparation of Action Plans, preparedness arrangements and local standing orders. The Ministry will ensure that these agencies play an active role in performing their own responsibilities. The Ministry will regularly review the following disaster-related issues of agencies/Forces under its control:

a) Action Plan for disasters
b) Necessary equipment, transports and other materials to combat disaster.
c) Telecommunication facilities in possible disaster affected areas.
d) Training on Disaster Management.
e) Disaster preparedness drills
f) Preparation of the necessary legislation

Besides implementation of normal duties towards combating emergency situations during disaster and of own Action Plans the Secretary will perform the following:

Risk Reduction

a) Develop a sectoral risk mitigation and preparedness strategy plan through conducting a detailed sectoral risk assessment of the Ministry.
b) Ensure budgetary provision for the implementation of the plan of the Ministry.
c) Establish an effective monitoring and evaluation system to ensure effective utilization of resources.
d) Undertake staff education and awareness training.
e) Establish a sectoral risk communication system of the Ministry.
f) Develop a sectoral and organizational contingency plan of its risk reduction and management activities.
g) Introduce agency contingency plan to face with possible earthquake-related disasters.
h) Organize training for BDR, Police, Ansar, VDP, BFS&CD officials on search and rescue.

EMERGENCY RESPONSE

Normal Times

a) Designate one Liaison Officer in the Ministry as Focal Point and inform all concerned including DMB.
b) Designate one Liaison Officer to the Control Room of DMB of the MOFDM.
c) Ensure preparedness steps by concerned people of the agencies under control of the Ministry

in the disaster area regarding security of wireless equipment, transports, goods and installations.

d) Ensure all-out cooperation to the civil authorities by agencies like Police, Ansar, Village Defence Party, Coast Guards, Fire Services and Civil Defence regarding warning and warning signals dissemination, evacuation, rescue and relief activities during disaster emergency and during post disaster period for rehabilitation and maintenance of Law and Order.

e) Ensure maintenance of Law and Order in disaster threatened areas during the alert/warning stage, disaster stage and rehabilitation stage.

f) Ensure adequate budget provision for the performance of emergency duties as instructed by NDMC and MoFDM.

g) Arrange training of officers and staff on disaster management of BDR, Police, Coast Guard, Ansar, VDP, Fire Brigade and Civil Defence in disaster areas.

Alert and Warning Stage

a) Ensure readiness of the departments/Forces under the control of the Ministry in threatened areas and ensure implementation of their Action plans in alert/warning stages.

Disaster Stage

a) Operate the Control Room in the Ministry.

b) Designate one Liaison Officer for keeping contact with the EOC at the MoFDM.

c) Collect information on Law and Order situation and issue the necessary instructions.

d) Ensure quick mobilization of the BDR, Coast Guard, Ansar and Village Defence Party (remain stand-by and move as per government instructions).

e) Ensure cooperation and assistance to local administration and concerning BDR, Police, Ansar, VDP, Fire Brigade and Civil Defence to rescue and evacuation of people, animals and birds in shelter/safe places, killas and high rise lands.

f) Ensure round the clock operation of disaster control room in the Head Offices of BDR, Police, Ansar, VDP, Fire Service and Civil Defence and sending of regular information to the EOC at the MoFDM.

g) Keep the subordinate field level Forces active and coordinate with local administration and the MoFDM.

h) Collect loss and damage information from head offices of BDR, Police, Ansar, Coast Guards, and Fire Brigades regularly and send them to NDMC/IMDMCC and MoFDM.

i) Supervise the field level work of BDR, Police, Ansar, VDP, Coast Guards etc.

Rehabilitation Stage

a) Evaluate the services rendered, identify deficiency if any and correct it.

b) Withdraw BDR, Ansar, and VDP quickly after they finish their work relating to disaster.

c) Send a detailed report after completion of all works related to rescue, relief and rehabilitation by Police, BDR, Ansar, VDP, Fire Service & Civil Defence to NDMC/IMDMCC and MOFDM.

4.2.3.1 Bangladesh Rifles (BDR)

The Bangladesh Rifles as a part of civil administration can play an important role in combating disasters in far flung areas of the country. They must be called upon to aid of the local civil administration on request. But in far-flung areas where it is difficult for civil administration to operate, the concerned BDR sectors will have to combat disaster of their own accord.

The Contingency Action Plan of Bangladesh Rifles will enable all concerned in disaster-affected areas to start their activities at the appropriate time. The members of Bangladesh Rifles will perform their assigned task under the agency/department made responsible to achieve the target as per government directives.

Risk Reduction

a) Develop the risk mitigation and preparedness strategy plan of the Bangladesh Rifles through the detailed sectoral risk assessment.

b) Develop and implement an action plan on the mitigation and preparedness strategy plan developed through a formal sectoral risk assessment.

c) Design and implement a capacity building programme on risk reduction.

d) Introduce agency contingency plan on earthquake-related disasters.

e) Assist DMB and GSB to produce earthquake risk maps of the vulnerable areas.

EMERGENCY RESPONSE

Normal Times

a) One Liaison Office will be designated as the Focal Point in the Headquarters of the Bangladesh Rifles.

b) Impart training to selected persons to combat disaster.

c) Prepare a list of shelter/safe places, hospitals and food godowns.

d) Coordinate wireless communication arrangements situated within the areas most likely to face the brunt of disaster and the capability and assigned responsibility of the other agencies.

e) Take advanced preparations for receipt of disaster-related alert/warning signals from BMD and other sources.

f) Every member of the Force should know the meaning of warning signals.

g) Inspire the local population to listen to weather/flood bulletins and to work accordingly.

h) Arrange for rehearsals in cyclone/flood measures in association with other agencies in cyclone/flood prone areas and examine the standard of preparedness at all levels. Take protective steps for the security of their own lives, assets, equipment, installations, water transports and road transports.

i) Supply additional wireless sets to BOPs in cyclone-affected areas.

Alert and Warning Stage

a) Members of the BDR will issue warning notice through Upazila administration to local people of areas likely to be affected on the basis of warning/alert signals issued by BD/FFWC and broadcast/telecast by Radio/TV.

b) Form teams for rescue/relief operations.

c) Local BDR Sectors will assist local civil authority in the distribution of necessary transport, fuel, medicine and relief materials to the affected people.

d) Sectors will establish contact with local administration and decide to gather/evacuate people and materials for sending to safe places.

e) One officer will supervise the work of the teams.

f) Keep in touch with the Control Room of BDR Headquarters day and night (24 hours).

g) If necessary take any other preparedness steps.

h) Gather all members and materials of the Force as far as possible.

i) Establish a Control Room at BDR HQ and send one Liaison Officer there to assist local administration in rescue, relief and rehabilitation work and maintain Law and Order strictly in cooperation with police according to work distribution.

j) Depending on the gravity of situation, cooperate with the local administration for using wireless facility for contacting local DMC or MOFDM.

k) Alert people at the level of BOP.

Disaster Stage

a) After assessment of loss and damage, inform local administration, DMB and BDR Headquarters.

b) Shift injured persons to pre-selected places.
c) Retrieve dead bodies and arrange burial.
d) Retrieve valuable assets.
e) Ensure deployment of concerned teams in their respective areas.
f) Ensure performance of duties by concerned teams in their respective areas.
g) Arrange for primary medical care to injured persons.
h) Assist local administration in evacuation operations.
i) Distribute food, drinking water and clothing among the affected persons.
j) Send maximum information as far as possible in respect of disaster affected areas to the Control Room of the Bangladesh Rifles.
k) Send daily situation report to BDR Headquarters.
l) Fix up reserve/additional team if deployment of additional manpower is considered necessary.
m) Assist civil administration for keeping law and order in affected areas.
n) Issue orders for other works, if necessary.
o) Send information relating to disaster from Bangladesh Rifles Headquarters to the EOC at the Ministry of Food and Disaster Management with copy to Ministry of Home Affairs.
p) Alert people at BOP level.
q) Arrange to keep maximum number of teams in the sector.
r) Maintain wireless communication between BOP battalion and Sector Headquarters.

Rehabilitation Stage

a) Help local people for quick construction/reconstruction of houses for shelter.
b) Help local administration in distribution of relief among affected people.
c) Coordinate with and assist in mass vaccination programmes in affected areas.
d) Ensure receipt of relief materials without any hindrance to affected people.
e) Submit detailed report of activities on relief and rehabilitation to the Ministry of Home Affairs.
f) Operational procedure for the sectors in areas other than seacoasts.

Location

(i) Rajshahi Sector	:	This sector is located in Rajshahi city
(ii) Rangpur Sector	:	This sector is located in Rangpur town
(iii) Dinajpur Sector	:	This sector is located in Dinajpur town
(iv) Mymensingh Sector	:	This sector is located in Mymensingh town.
(v) Sylhet sector	:	This sector is located in Sylhet town
(vi) Comilla Sector	:	This sector is located in Comilla town
(vii) Rangamati Sector	:	This sector is located in Rangamati town.
(viii)Dhaka Sector	:	This sector is located in Dhaka town.
(ix) Kushtia Sector	:	This sector is located in Kushtia town

Duty

Train up the additional manpower and members of Bangladesh Rifles and keep them in preparedness for rendering assistance to District and concerned authorities for relief and rehabilitation work as per their advice at the time of disaster.

4.2.3.2 Bangladesh Police

Because of their presence all over the country, besides playing very important role in all places of disaster response, Bangladesh Police will perform the following duties.

Risk Reduction

a) Conduct an inventory to identify vulnerable establishments. Introduce agency contingency plan.
b) Liaison with DMB to identify earthquake risk areas. Provide instructions to the police to keep prepared and when necessary participate in the search and rescue and relief operations in the emergency situation.
c) Organize annual drills on earthquake preparedness and review the preparedness status.
d) Strengthen the vulnerable buildings through retrofitting.
e) Use the risk maps prepared through the formal risk assessments to establish new infrastructure.
f) Strengthen the police radio network.
g) Establish alternative communication channel to be used during emergencies.
h) Keep the different government informed on the police radio networks.
i) Assist the community in building community awareness on disaster risk reduction.
j) Maintain the database on the equipments can be used in search, rescue and relief operations.

EMERGENCY RESPONSE

Normal Times

a) Designate one Liaison Officer in the Directorate as the Disaster Management Focal Point.
b) Impart training to the members of Police Force in first aid, evacuation, rescue and relief operations.
c) Identify the 'High Risk' and 'Risk' areas for cyclones/floods and other disasters and instruct the existing police installations located in those areas for keeping themselves in readiness for undertaking emergency rescue, evacuation and relief operations.
d) Coordinate the wireless frequency of Bangladesh Police with the wireless network of Bangladesh Rifles, Bangladesh Water Development Board, MOFDM, Bangladesh Red Crescent Society, DMB, Bangladesh Railways, CPP, BIWTA and BIWTC etc.

Alert and warning stage

a) Establish the Disaster Control Room at Headquarters, Range and District level.
b) Designate one Liaison Officer for keeping contact with the Control Room of the MOFDM.
c) Ensure of VHP communication system of Bangladesh Police and issue cautionary instructions to all concerned and exchange information with disaster management stakeholders.
d) Keep appropriate connections with the police installations in areas likely to be affected by disaster.
e) Fix up road and water transports and keep them in readiness for movement towards affected areas at short notice.
f) Keep direct contact with different levels of officials like Divisional Commissioner, DC, UNO, Chairman and others and cooperate with local administration and local DMC for taking any steps to combat any situation.
g) Instruct all concerned to accord priority to disaster-related wireless messages if require by any appropriate official.

Disaster Stage

a) On receipt of directives from the appropriate authority for evacuation, organize in close cooperation with local people, agencies, and local administration the endangered people for evacuation and undertake evacuation operations.
b) Mobilize reserve police force to the affected areas if required as soon as such mobilization is possible, maintain effective law and order and safety of the evacuated people.
c) Keep close watch on any criminal and anti-state activity in the area and take stern measures, if necessary.
d) Ensure acquisition of vehicles for debris disposal etc. immediately after a disaster.
e) Ensure law and order situation and internal (critical infrastructures) and external traffic control

in disaster affected areas.

Rehabilitation Stage

a) Arrange security of government property and installations damaged in the disaster.
b) If necessary, arrange for control of transports in areas around damaged roads, bridges etc.
c) Assist the local administration/local agencies in the rescue operations of stranded people and in the burial work of dead human bodies and animal carcasses after discovery.
d) Render emergency assistance and first aid to injured persons and disaster affected people.
e) If necessary assist local administration in the establishment of relief shelter places.
f) Assist the local administration in putting a stop to theft and misuse in relief operations, especially relief materials.
g) Participate in reconstruction and rehabilitation work until return of normalcy.

4.2.3.3 Directorate of Ansar and VDP

Because of their existence all over the country, Ansar and Village Defence Party (VDP) can play an important role in Disaster Preparedness and post disaster periods. Their disaster-related activities include publicity of warning signals, rescue, evacuation, security, law and order situation and rehabilitation operations.

Risk Reduction

a) Develop a sectoral risk mitigation and preparedness strategy plan through conducting a detailed sectoral risk assessment.
b) Ensure budgetary provision for the implementation of the plan
c) Establish an effective monitoring and evaluation system to ensure effective utilization of resources.
d) Undertake staff education and awareness training especially for earthquake and fire fighting, so that they can work as disaster volunteer.
e) Establish a sectoral risk communication system of the Ministry.
f) Develop a sectoral contingency plan of t its risk reduction and management activities. Create awareness on earthquake preparedness among all staff.
g) Form the following groups for earthquake emergency management:
    i. Committee for Search and rescue
    ii. Committee for Debris cleaning
    iii. First Aid
    iv. Evacuation and relief management
h) Liaison with DMB to organize drills on earthquake preparedness and review the preparedness status/position.
i) Coordinate with DMB to identify earthquake vulnerable areas within their working areas.

EMERGENCY RESPONSE

Normal Times

a) Impart Training to members of Ansar and VDP on their allotted duties in respect of Warning/Alert signal, evacuation, rescue, first aid, relief and rehabilitation.
b) The Ansar and VDP company is to be divided into following platoons for their engagement in disaster and relief work.
    i. Shifting and Rescue Platoon
    ii. Relief Platoon
    iii. Reconstruction Platoon

iv. First aid Platoon

c) Arrange basic and refresher training to company/platoons cited at (b) above.

d) Arrange cyclone rehearsals before cyclone season in all cyclone-prone areas every year in April and September as per the instructions of DC or the DMC.

e) Issue instructions to Ansar and VDP units at all levels for informing about the above SOD.

f) Maintain contact with DMB, DC, CPP, BRCS and UNO/Chairman for coordination of the work in which participation of Ansar and VDP is necessary.

g) Identify shelter places for people and livestock and keep contact with CPP, volunteers and local people for coordination on proper allocation of duties.

h) Earn confidence of the people of coastal areas and offshore islands through publicity of cyclone warning signals.

i) Assist Upazila and Union Parishad in the maintenance of earthen mounds and cyclone shelters to ensure their use as shelter places.

j) Ansars should remain ever ready to participate in evacuation operations as per directives issued through Bangladesh Betar or by any other authority in cooperation with local DMC.

k) The District and Assistant Adjutant of Ansars should keep close contact with District and Upazila Police, Red Crescent, Fire Services and Civil Defence and organize disaster preparedness programmes for fighting cyclone/flood situations.

l) The District Adjutant of Ansars should make sure that all officials will be visiting the disaster areas as frequently as possible and that they are familiar with the environment, communications etc of those areas.

Alert and Warning Stage

a) Open the Control Room in the Directorate Headquarters and issue cautionary instructions to all concerned.

b) Ensure dissemination of cautionary instructions to community level as quickly as possible.

c) Warn the Ansar and VDP companies.

d) Keep contact with DC, UNO, Union Parishad Chairman and other concerned government offices/agencies for proper coordination.

Disaster Stage

For Cyclone

a) Visit every house in areas under threat to be hit by cyclone if possible and inform threatened people quickly about danger signal.

b) Evacuate people in danger to safer place on the instructions of the appropriate authority.

c) Guard residential houses of evacuated people to take security measures if possible.

d) Arrange service and Law and Order in cyclone shelter or places where people have been evacuated under orders of the appropriate authority.

For Floods

a) All officials should contact the local administration for orders and reach the place of occurrence in disaster-affected areas instantaneously if ordered by DC/UNO.

b) Local Ansar platoons under the command of officer/platoon commander will bury the dead bodies and animal carcasses as well as undertake rescue operations.

c) Distribute relief materials among the affected people sincerely. Also keep watch on the safety of assets of people evacuated elsewhere from their residence.

d) Those who are trained in vaccination against epidemic should immediately start vaccination work in association with Health Department.

e) Prepare and dispatch a report of the flood loss and damage and epidemic.

f) Take necessary steps for control of crime in affected areas in association with the police.

Rehabilitation Stage

a) Report to the local administration for duty in groups by going to the affected area.
b) Assist the local authority if required in rescuing stranded distressed people and bringing them to relief shelters.
c) Assist the local administration with enforcing discipline in relief shelter places.
d) Assist the local people and administration with providing relief and medical care to distressed people.
e) Ensure prevention of deterioration of health and sanitation conditions in affected areas and assist in the burial of dead bodies and animal carcasses.
f) Assist the distressed people in reconstruction of their houses or in any other work being imbued with the idea of self-help and mutual assistance.
g) Assist local authority in compiling correct report of loss and damage.
h) Participate in any long-term rehabilitation programme including agri-rehabilitation under implementation by government or any other agencies.

4.2.3.4 Fire Service and Civil Defence (FSCD)

In addition to its normal functions the department will undertake the following.

Risk Reduction

a) Conduct a country assessment to identify the current and future needs of the services of FSCD.
b) Identify the locations for the establishment of the Fire Brigade Offices.
c) Prepare an action plan with indicative budget to establish adequate number of Fire Brigade Offices.
d) Strengthen the Fire Brigade Offices manpower and equipment support.
e) Design and implement an awareness programme to improve the understanding of mass people on fire safety, rescue operation, safe evacuation and first aid.
f) Strengthen the vulnerable building considering earthquake and fire and other structures of Fire Brigade.
g) Prepare and update the agency contingency plan every six months.
h) Liaison with the Geological Survey Group to ensure receipt of earthquake risk maps and prepare risk reduction action plans for the earthquake vulnerable areas.
i) Record and update the equipments list and identify need for search and rescue operations before and after disaster.
j) Organize from time-to-time drills on earthquake preparedness and emergency management and review the preparedness status.
k) Prepare and update an inventory database on organizations involved in response and blood donations.
l) Develop urban volunteer for urban disaster i.e. earthquake and fire. Train them periodically in coordination with DM&RD, DMB and City corporations.

EMERGENCY RESPONSE

Normal Times

a) Designate one Liaison Officer as Focal Point and inform all concerned.
b) Contact voluntary social welfare agencies, educational institutions etc and enlist volunteers and train them to combat cyclone, floods, fire, earthquake and other disasters.
c) Train up volunteers (in coordination with CPP, BDRCS, local administration, Police Directorate and all concerned organizations) for implementation of coordinated Action plan regarding safety of assets and food godowns, evacuation and rescue of people and livestock, and relief and rehabilitation related work at normal, disaster and rehabilitation stages.
d) Prepare a list of trained people with their addresses and keep them updated.

e) Collect equipment for fire brigade and volunteers and relief materials and store them at fire brigade.
f) Strengthen the Fire Brigade Radio Network.

Alert and Warning Stage

a) After receipt of the warning signal, alert all units of Fire Service and Civil Defence for taking steps and keep them on standby.
b) Arrange drill for fire extinguishing, rescue, evacuation and transportation of injured persons and prepare coordinated Action Plans in cooperation with District/Upazila administration and concerned local agencies.
c) Coordinate activities by keeping close contact with the local administration, police, BDRCS and other Welfare agencies.
d) Evacuate distressed people and resources (livestock) from vulnerable areas to shelters or any other safe places.

Disaster Stage

a) Establish Control Room at Headquarter, Division and District level, contact the Divisional Commissioner, DC, UNO and concerned DMC and work as per their directives.
b) As soon as the disaster has occurred, the local units of Fire Service and Civil Defence at District and Upazila level of affected areas should immediately contact the local administration and obtain instructions for carrying out disaster relief operations.
c) All volunteers of the FSCD should assemble at the nearest Fire Service and Civil Defence station.
d) All operational staff and officers of Fire Service and Civil Defence should immediately deploy to the affected areas and with the assistance of local authority perform the work of fire extinguishing, rescue, First aid, evacuation, transportation of injured persons, pumping out water from food godowns etc.
e) If required, the senior most officers will increase the strength of the service by bringing workers from less affected areas.
f) The senior officer will supervise the work of his services and extend cooperation and coordination with other services working in the affected areas. All other offices of the Directorate will cooperate with him.
g) Keep the local control room informed about the progress of work.
h) Engage the volunteers and assign tasks suitable to individuals.
i) Remain active for fighting anti-social work and assist the police.

Rehabilitation Stage

After completion of emergency operations, the workers of the Fire Service and Civil Defence will take up responsibility of the following post disaster relief and rehabilitation work with the assistance of the local administration and other welfare agencies.

a) Take care of affected people and provide food, shelter and services.
b) Retrieve Government and personal property.
c) Repair damaged houses.
d) Dismantle unsafe buildings and construction frame works.
e) Supply pure drinking water.
f) Remove garbage and bury or remove dead bodies and animal carcasses with the help of Union Parishad and/or Anjuman-e-Mafidul Hasan or Anjuman-e-Mufidul Islam or any other similar agency.
g) Give mass vaccination.
h) Give relief materials to the affected people and assist in their rehabilitation.
i) Search for lost people and reunite them with their respective family.

j) Establish information centre.

4.2.3.5 Bangladesh Coast Guards

In addition to its normal functions the department will undertake the following.

Risk Reduction

a) Conduct a country disaster risk assessment to identify the current and future needs of the services of Bangladesh Coast Guards.
b) Identify the locations for the establishment of the Offices.
c) Prepare an action plan with indicative budget to establish adequate number of Offices.
d) Strengthen the Coast Guard Offices manpower and equipment support.
e) Design and implement an awareness programme to improve the emergency support from the coast guards especially, safe evacuation and first aid.

EMERGENCY RESPONSE

Normal Times

a) Designate One Liaison Officer as Focal Point and inform all concerned.
b) Prepare a list of trained people with their addresses and keep them updated.
c) Collect equipment for BCG and relief materials and store them at the Offices.
d) Strengthen the Radio Network.

Alert and Warning Stage

a) After receipt of the warning signal, alert all units of BCG for taking steps and keep them on standby.
b) Arrange drill for fire extinguishing, search& rescue, evacuation and transportation of injured persons and prepare coordinated Action Plans in cooperation with District/Upazila administration and concerned local agencies.
c) Coordinate activities by keeping close contact with the local administration, police, BDRCS and other Welfare agencies.
d) Evacuate the distress people and resources (livestock) from the vulnerable areas to shelters or any other safe places.

Disaster Stage

a) Establish Control Room at Headquarter, and Field Offices, contact the Divisional Commissioner, DC, UNO and concerned DMC leaders and work as per their directives.
b) As soon as the disaster has occurred, the local units of BCG at District and Upazila level of affected areas should immediately contact the local administration and obtain instructions for carrying out disaster relief operations.
c) Keep the local control room informed about the progress of work.
d) Engage the volunteers and assign tasks suitable to individuals.
e) Remain active for fighting anti-social work and assist the police.
f) Ensure search and rescue operation and emergency medical treatment in the offshore islands and in the sea and inform to DMB.

Rehabilitation Stage

a) After completion of emergency operations, the workers of the BCG will take up responsibility of the following post disaster relief and rehabilitation work with the assistance of the local administration and other welfare agencies.
b) Take care of affected people and provide food, shelter and services.

c) Retrieve Government and personal property.
d) Repair damaged houses.
e) Supply pure drinking water.
f) Remove garbage and bury or remove dead bodies and animal carcasses with the help of concerned DMC.
g) Give relief materials to the affected people and assist in their rehabilitation.
h) Search for lost people and reunite them with their respective family.
i) Establish information centre.

4.2.4 Ministry of Defence

In addition to its normal functions the Ministry will undertake the following.

Risk Reduction

a) Conduct a thorough risk assessment of defence issues associated with natural and man made hazards and disasters.
b) Develop a risk reduction/preparedness strategy of the Ministry for risk reduction activities.
c) Undertake risk reduction activities to ensure the safety and security of personnel, infrastructure and resources in high-risk areas.
d) Undertake planning in cooperation with the DM&RD, MoFDM for the use of the Armed Forces in aid to the civil authorities on the basis of requisition and requirement.
e) Ensure appropriate Planning for the security of the people, equipment, establishment infrastructure, transports etc. of the cyclone/flood-prone areas before the start of the disaster seasons.
f) Provide awareness training to all its staff on earthquake preparedness and develop a policy.
g) Organize drills on earthquake preparedness and emergency management.
h) Prepare a detailed plan of action on the search and rescue equipments, infrastructure, relief items and security of the affected people.
i) Introduce a policy to map out the earthquake vulnerable areas and the possible damage and loss.

EMERGENCY RESPONSE

Normal Times

a) Designate a responsible person as the Disaster Management Focal Point and maintaining liaison with concerned authorities and inform all concerned.
b) Ensure necessary and appropriate preparedness along with the required equipments to extend all out supports with regards to the security/evacuation/rescue purposes of the people especially in the disaster areas before the season starts.
c) Ensure effective supports to provide to the civil authorities with regards to dissemination of warnings signals, evacuation, rescue and rehabilitation operations as and when required.
d) Develop sectoral emergency response system.
e) Prepare a contingency plan of the Ministry.
f) Ensure budget allocation for disaster emergency work on the basis of the decision by NDMC.
g) Ensure effective coordination of line organizations to help civil authorities in respect of dissemination of warning signals, evacuation, rescue and rehabilitation operations.
h) Coordinate with the MoFDM for utilization of Armed Forces in aid of the civil authorities on the basis of requisition and requirement by the MoFDM in times of need.

Alert and Warning Stage

a) Operate Control Room round the clock (24 hrs).
b) Depute one Liaison Officer for the EOC at the MoFDM.
c) Collect disaster information from the BMD, FFWC and inform all concerned including the MoFDM.

Disaster Stage

a) Maintain full time coordination with the EOC at the MoFDM and Control Rooms of Armed Forces in order to collect information about the situation regularly.

b) Help to maintain coordination between the MoFDM and the AFD for the smooth work of the Field Task Force.

Rehabilitation Stage

a) Terminate relief operations by the Armed Forces at the appropriate time in consultation with the NDMC.

b) Collect reports on relief and rehabilitation operations by the Armed Forces and the civil authorities to the NDMC/MoFDM.

4.2.4.1 Bangladesh Meteorological Department (BMD)

In addition to normal duties, the Bangladesh Meteorological Department will perform the following duties.

Risk Reduction

a) Develop sectoral risk mitigation and preparedness strategy of the department.

b) Ensure budgetary provision for risk reduction activities and programs.

c) Undertake continuous improvement of cyclone forecast and warning systems.

d) Ensure improvement of cyclone forecast processes/procedures/methodologies, and continuous monitoring of the weather conditions, dissemination of all information in this regard on a regular basis.

e) Improve the equipment facilities for quickest dissemination of the information/warnings to all concerned, such as fax, E-mail arrangements must be established with all Print and electronic medias and MoFDM.

EMERGENCY RESPONSE

Normal Times

a) Develop sectoral emergency response system.

b) Develop a contingency plan.

c) Keep ever careful watch over weather conditions, and ensure improvement of cyclone forecast procedures and supply of information on regular basis.

d) Ensure full time effectiveness of the quickest channel of communication for disseminating weather warnings to all concerned. Fax, email and other message transmission arrangement must be established between SWC of BMD and Radio, Television and the MoFDM.

Alert Stage

a) Issue as soon as possible the alert warning signals of cyclone, at least 36 hours ahead of formation of depression in the Bay of Bengal.

b) Supply information through Fax/telephone/tele-printer to CPP about the formation of depression in Bay of Bengal so as to allow CPP to take appropriate actions including dissemination of information to all concerned.

c) Issue warning signals code 'Whirlwind' as per Annexure-A to all concerned officials through telephone, tele-printer, telegram, fax, email etc.

d) Prepare and submit Special Weather Bulletin and broadcast/publicize the same through national news media such as the all stations of Radio and Television and in national newspapers for the benefit of the general people. In case of Local Cautionary Signal no. 3, arrange for adequate and full time coordination between SWC of the BMD, Bangladesh Betar, and Bangladesh Television for publicity beyond normal broadcasting hours.

e) Send Special Weather Bulletins to EOC at the MoFDM, the DRR, the CPP and BRCS for undertaking adequate arrangements.

Warning Stage

Publicize warning signals at each of the following specified stages.

(a)	Warning	24 hours before
(b)	Danger	At least 18 hours before
(c)	Great Danger	At least 10 hours before

The same warning signals are to be repeated to the EOC at the MoFDM, Control Room of the DMB, the DRR, the CPP and the BDRCS.

The following information should be mentioned in the signals to be disseminated.

a) Position of the storm centre.
b) Velocity and direction of the storm.
c) Mention of the Upazilas of the Districts likely to be affected, if possible.
d) Appropriate time of commencement of gale wind at different places (velocity above 32 miles/hour or 51.84 km/hour).

In case of danger signals messages are to be sent to the addresses under code name "Hurricane" as per Annexure-A through Fax/telephone/tele-printer or telegraph. In case of great danger signals messages should be sent to the addresses under code name "Typhoon" as per Annexure-A through Fax/telephone/tele-printer or telegraph. For the purpose of Inland Water Transportation, appropriate separate messages should be sent to addresses mentioned therein through Fax/telephone/tele-printer or telegraph under code name "Water ways and Authority" mentioned in Annexure-A.

Alert/Warning signals should be sent to the concerned authorities for publicity through all centres of Bangladesh Betar and Bangladesh Television.

Rehabilitation Stage

a) Work in collaboration with the DMB to perform the following tasks.
    i. Compare the severity of cyclone with that of warning signal
    ii. Collect data from affected areas for research purpose
    iii. Obtain opinion of the people about the signals issued

4.2.4.2 Bangladesh Space Research and Remote Sensing Organization (SPARRSO)

In addition to normal duties, the SPARRSO will perform the following duties.

Risk Reduction

(a) Develop required satellite images and mapping to support sectoral risk mitigation and preparedness strategy.
(b) Ensure budgetary provision for risk reduction activities and programs.
(c) Undertake continuous improvement of image support to disaster forecast and warning systems.

EMERGENCY RESPONSE

Normal Times

(a) Designate one senior staff as the Focal Point of this SPARRSO.
(b) Supply analyzed information on drought, flood, cyclone, tornado, storm surge etc satellite images

to BMD, FFWC, DAE and Agricultural Information Service and DMB.

4.2.5 Ministry of Water Resources

In addition to normal duties, the Ministry of Water Resources will perform the following duties.

Risk Reduction

(a) Incorporate disaster risk reduction considerations into the water sector policies, plans and programmes.
(b) Develop sectoral risk mitigation and preparedness strategy of the Ministry of Water Resources.
(c) Ensure budgetary provision for risk reduction activities and programs.
(d) Ensure implementation of the risk reduction programmes and activities through establishing an effective monitoring and evaluation system.
(e) Establish a sectoral risk communication system.

EMERGENCY RESPONSE

Normal Times

(a) Designate one senior staff as the Focal Point of this Ministry.
(b) Participate in the meeting of NDMC and IMDMCC and direct BWDB to implement the decisions taken in the meetings.
(c) Issue directives to all its department and divisions to ensure execution of all the relevant decisions of the meetings of NDMC, IMDMCC and NDMAC.
(d) Issue directives to all its divisions down to the District, Upazila and Union Parishad level to support civil administration, NGOs and civil society.
(e) Mainstream disaster management principles and practices within the Ministry.
(f) Ensure disaster risk reduction is mainstreamed in development policies.
(g) Ensure budgetary provision for the Ministry for its risk reduction and management activities.
(h) Undertake risk reduction activities, which includes embankment construction in high-risk areas, sluice gate operations, and embankment maintenance.
(i) Operate and manage the Flood Forecasting and Warning Centre (FFWC), and the Flood Information Centre (April-November).
(j) Monitor water levels of all major river systems.
(k) Provide weekly flood situation reports.
(l) Undertake risk reduction activities that ensure the control or reduction of loss and damage from recurring floods.
(m) Develop a sectoral contingency plan for disaster risk reduction and management activities of the Ministry.

Cautionary/Warning Stage

(a) Monitor water levels of all major river systems.
(b) Provide flood forecasting and warnings.
(c) Ensure effective communication, information and reporting during emergency response and recovery operations.

Disaster Stage

(a) Provide daily flood reports.
(b) Protect sluice gates, repair breaches, leakages and weak points in embankments.
(c) Ensure quick assessment of damage and take necessary action.

(d) Ensure effective dissemination of warning signals of the Ministry.

Rehabilitation Stage

(a) Undertake loss and damage, and needs assessments and manage the repair, reconstruction and rehabilitation of infrastructure.

(b) Ensure the restoration of infrastructure, logistics and installations for domestic, industrial and export use projects. Projects connected with agriculture, fisheries and industrial rehabilitation will be given the highest priority.

4.2.5.1 Bangladesh Water Development Board (BWDB)

As a part of its normal functions, Bangladesh Water Development Board will perform the following duties.

Risk Reduction

(a) Support the Ministry in incorporating disaster risk reduction considerations into the water sector policies, plans and programmes.

(b) Develop an action plan based on sectoral risk mitigation and preparedness strategy of the Ministry of Water Resources.

(c) Implement the risk reduction programmes and activities.

(d) Improve the flood prediction system including technologies and modeling.

(e) Strengthen the Flood Forecasting and Warning centre with improved technology and expert manpower.

(f) Design the embankments considering the current and future risks of all hazards.

(g) Building the risk reduction capacity of the field level officials.

EMERGENCY RESPONSE

Normal Times

(a) The FFWC of BWDB will act as Focal Point and the Deputy Director in Charge of the Centre will act as Liaison Officer.

(b) Undertake operation of sluice gates and other water discharging devices in completed embankment areas.

(c) Monitor continuously the condition of the embankment and repair the breaches and weak points in adequate manner.

(d) Operate the FFWC from April up to November.

(e) Open warning sub-centres at field level offices of Superintendent Engineer/Executive Engineer.

(f) Collect special weather bulletins regularly from the Meteorological Office.

Cautionary/Warning Stage

(a) Issue directives and warnings to field level officials through sub-centre.

(b) Designate one Liaison Officer for maintaining liaison with DMB.

(c) Make continuous arrangement for ascertaining the leakage, breach, collapse, damage etc in the embankment. Undertake repair work on top priority basis with the participation of local people.

(d) Keep ready required equipment/materials for use in the affected areas.

(e) Extend assistance to local civil administration in rescue, evacuation and relief operations and instruct lower level officers to make technical knowledge, equipment articles and transports etc available.

Disaster Stage

(a) Operate the Control Room day and night (24 hours), warn all concerned about the imminent disaster and alert all to take security steps for the safety of lives, assets, machineries, transports, materials etc.

(b) Identify the technical manpower and materials required for the emergency repairs of

loss/damage to installations and supply lines.

(c) Request the MoFDM regarding all appropriate assistance requirements for emergency rehabilitation.

(d) Undertake actions in the exigency of circumstances to safeguard human lives, property and evacuation.

Rehabilitation Stage

(a) Determine the extent of loss/damage in details and, if possible, prepare rehabilitation plans with estimates of expenditures by providing funds from own department or with additional funds from other sources.

(b) Implement suitable projects for the stability of newly formed offshore islands.

(c) Assist civil administration and other agencies in all possible ways in the rehabilitation activities.

4.2.5.2 Field Offices of Chief Engineer/Superintending Engineer/Executive Engineer/Assistant Engineer (Cyclone-Related) of the BWDB

The field level officials and staff of BWDB shall perform the following duties in their respective areas.

Risk Reduction

(a) Conduct local level assessment and prepare the local level risk reduction plan in the water sector.

(b) Construct the embankments as per the design approved by the BWDB suitable to the local context.

(c) Conduct the situation analysis and maintain a database on the existing infrastructure such as embankments, polders and sluice gates. Carry out regular maintenance work to strengthen the system.

(d) Construct protecting embankments in time and maintaining satisfactory standard after receiving approval of the authority.

EMERGENCY RESPONSE

Normal Times

(a) The Chief Engineer or Superintending Engineer will identify the Disaster Focal Points in their respective offices and inform the FFWC.

(b) Arrange to collect special weather bulletins/news and inform all concerned at field level and direct for security steps in embankments and other installations.

(c) Attend the meeting of the local DMC.

(d) The Chief Engineer at field level will appoint Liaison Officer for communicating with the local DMC.

(e) Coordinate and cooperate with civil administration for rescue, evacuation and relief operations and make available implements, materials, transports and technical assistance to them.

(f) Repair leakage, breaches, holes, and weak points in the embankment in their own area and also repair the broken sluice gates. Also keep ready the materials at suitable place for repair purpose.

(g) Appoint guards for protecting the polders against entry of saline water during tidal bore whipped up by cyclonic storm and also to protect damage to sluice gates.

(h) Submit reports at regular intervals to higher authority stating the condition of sluice gate, embankment and other works and progress of repair and reconstruction.

Alert and Warning Stage

(a) Take precautionary steps for protection of the lives of the employees of BWDB and secure BWDB assets, machinery, transports etc.

(b) Maintain link with the local DMC and coordinate activities with other agencies.

(c) Give priority to emergency construction of physical infrastructure and repair and maintenance.

Disaster Stage

(a) Ensure non-stop operation of information centre day and night (24 hrs.) and send liaison officer to the local DMC.

(b) Inform the information centre of BWDB and Control Room of the local administration about any disaster.

(c) Assist and support the local administration for rescue, evacuation and relief activities.

(d) Repair any damage, unserviceable installations and supply source by organizing technical persons and materials.

(e) Assess damage/loss and initiate action plan for repair, reconstruction and reinstallation as soon as possible after the recession of water in accordance with the short term and perspective plan of the government.

(f) Take preventive action on emergency basis through tours in the affected area.

(g) Request the local civil administration or DMC in case of any difficulty or any exceptional circumstances, the solution of which is beyond the control of own office.

(h) On exigencies, take any suitable action for the protection of lives and property and evacuation in coordination with the civil administration and DMC.

Rehabilitation Stage

(a) After assessing the loss/damage, prepare plan and designs, as quickly possible for repair, reinstallation and reconstruction of physical infrastructure, embankments, and sluice gates at required places.

(b) Assist and cooperate with the civil administration in relief activities as far as possible.

(c) Identify places for the construction of embankments as protective measure against future disasters like tidal bore or floods, prepare plans and request for approval and sanction of funds from the concerned authorities.

4.2.5.3 Bangladesh Water Development Board (Flood-Related Activities)

In addition to normal functions and Contingency Plan on floods, the BWDB will also perform the following duties.

Risk Reduction

(a) Conduct sectoral risk assessment and develop a long term risk reduction action plan for the sector.

(b) Consider all hazard risk and use the historical disaster data and information while designing the embankments, protection walls, sluice gates and other infrastructure.

(c) Keep budget provision for building of protection walls, repairing of embankments, sluice gates and lock gates in disaster areas.

EMERGENCY RESPONSE

Normal Times

(a) Ensure efficient management of FFC and improve procedure for flood forecasts and after necessary revisions inform the appropriate authority.

(b) Operate "Flood Information Centre" from April to November every year.

(c) Establish flood information Sub-Centre at field level from April every year.

(d) Collect, during monsoon period, weather forecasts, water level of all principal rivers originating from different places in Bangladesh and India. The BWDB will request the Ministry of Water Resources regarding the receipt of information from India.

(e) Inform all concerned regularly about daily weather news and issue regular press bulletins.

(f) Alert MoFDM and concerned DCs.

(g) Inform all concerned about weekly flood situation reports.

(h) Instruct all subordinate offices in April every year about the following:

  (i) Coordination with local administration

  (ii) Supply of required implements, materials, transports, articles and technical know how

(j) Inform DMB and MoFDM about operation of Information Cell of the Board.

(k) Ensure Coordination with IMDMCC, MOFDM and DMB.

(l) Designate one Liaison Officer in Board Office to maintain link with the EOC of the MoFDM. Deputy Director of FFWC will be in charge of this responsibility.

Alert and Warning Stage

(a) Since flash floods visit within shortest possible time, so take steps to alert all through telephone, telex and wireless according to needs.

(b) Appoint guards to locate leakage, breach, and holes in embankments and also alert warning centres. Take steps for repairing work on emergency basis by month of April through employment of local people. For this purpose, materials and implements are to be stored at suitable place.

(c) Keep the officials alert for the security of life, supplies, goods in stock and implements.

Disaster Stage

(a) Operate information cell and Flood Control Centre day and night and send a Liaison Officer to the EOC of the Ministry of Food and Disaster Management.

(b) Inform IMDMCC and the EOC of the MoFDM about brewing up of any special situation.

(c) Ensure gathering of all technical people and raw materials for the repair of damage to installations and supply source.

(d) Give all support and assistance to local civil administration for rescue, evacuation and relief operations through field level administrative machinery.

(e) Issue the following orders as per delegation of powers, to field level officials of Chief Engineer/Superintending Engineer/Executive Engineer/Assistant Engineer of BWDB:

  (i) To perform duties as member of DMC of their own area

  (ii) To gather all technical people and materials for repair work of damage caused to installations and supply sources

  (iii) To make plan and programme for repairing, reconstruction and reinstallation according to short and long term planning of the government within shortest possible time after assessment of loss/damage and recession of water

(f) Appoint supervisors for frequent visit to affected areas.

(g) In case of any difficulty in flood disasters or if any matter not possible to solve or if help of the IMDMCC/NDMC is needed, request for intervention by the MOFDM.

(h) Take any suitable step in the exigency of circumstances for protection of life and properties.

(i) Send daily flood reports to following offices:

  (1) President's Office

  (2) Prime Minister's Office

  (3) Ministry of Food and Disaster Management

  (4) Ministry of Home Affairs

  (5) Ministry of Information

  (6) Secretary, Ministry of Agriculture

  (7) Secretary, Ministry of Water Resources

  (8) Secretary, Ministry of Fisheries and Live Stock

  (9) Secretary, Ministry of Power, Energy and Mineral Resources

  (10) Secretary, Ministry of Education

  (11) Secretary, Roads and Highways Division

(12) Secretary, Railways Division
(13) Secretary, Ministry of Water Transport
(14) Secretary, Ministry of Health and Family Welfare
(15) Secretary, Ministry of Industries
(16) Secretary, Ministry Local Government, Rural Development and Cooperatives.
(17) Secretary, Ministry of Social Welfare
(18) Secretary, Ministry of Defence
(19) DG, Disaster Management Bureau
(20) DG, Relief and Rehabilitation Directorate
(21) Director-General, Radio/Television
(22) Concerned Chief Engineers
(23) Concerned Deputy Commissioners
(24) Concerned Upazila DMC leaders

Rehabilitation Stage

(a) Quickly assess the loss and damage and prepare required plans for repair and reconstruction work on priority basis.
(b) Ensure the restoration of infrastructure, logistics and installations in shortest possible time for domestic, industrial and export use projects. Projects connected with agriculture, fisheries and industrial rehabilitation will be given top priority.
(c) Render assistance and cooperation in the rehabilitation programme of civil administration and other agencies.
(d) Prepare new plans and designs for the control, reduction of loss/damage and prevention of recurrence of floods.
(e) Evaluate the strengths and weaknesses of the current operations with a view to providing guidelines for future planning.

4.2.5.3.1 Flood Forecasting and Warning centre (FFWC)

In addition to normal functions and Contingency Plan on floods, the will also perform the following duties:

Risk Reduction

(a) Conduct flood risk assessment and develop a long-term risk reduction action plan for floods and other water-related disaster.
(b) Continue research in extending the lead-time for flood and flash flood forecasting and main linkages with regional flood forecasting sources.
(c) Identify the flood-prone areas in Bangladesh.
(d) identify the flash flood-prone areas in Bangladesh.

Alert and Warning Stage

(a) Take steps to alert all stakeholders through telephone, cell phone, email, telex and wireless according to needs regarding floods and flash floods.
(b) Inform DMB and BMD about the long, mid and short term flood foresting information for ensuring better preparedness.

4.2.5.4 Field Level Offices of Chief Engineer/Superintendent Engineer/Executive Engineer/Assistant Engineer (Flood-Related) of BWDB

In addition to their normal functions, these offices will perform the following duties in the light of delegation of powers in their respective spheres:

Risk Reduction

(a) Conduct local level assessment and prepare the local level risk reduction plan in the water sector.

(b) Construct the embankments as per the design approved by the BWDB suitable to the local context.

(c) Conduct the situation analysis and maintain a database on the existing infrastructure such as embankments, polders and sluice gates. Carry out regular maintenance work to strengthen the system.

(d) Construct protecting embankments in time and maintaining satisfactory standard after receiving approval of the authority.

(e) Strengthen the data collection system for flood forecast.

EMERGENCY RESPONSE

Normal Times

Ensure the following:

(a) Manage the Flood Information Centre from April up to November every year.

i. Arrange to collect information on rainfall and water level at different points of rivers originated in India

ii. Submit flood forecast, through respective Head of Office, to Flood Control Room of BWDB and the Control Room of the Ministry of Water Resources

(b) Inform and alert BWDB, Ministry of Water Resources, and EOC of the MoFDM, concerned DCs and UNOs about the increase of flood level and flash floods.

(c) Inform all concerned about the weekly flood position.

(d) Attend meeting of the local DMC.

(e) Ensure support and assistance to local administration regarding rescue, shifting and relief operations with required mechanical implements, transports and materials and tactical support.

(f) Designate one Liaison Officer for keeping the link with local Disaster Control Room.

(g) Alert all concerned speedily by telephone, fax, wireless etc. as flash floods allow very little time.

(h) Complete repair of leakage, holes etc in the embankments of respective areas before April every year and keep the materials/implements for emergency work ready at convenient place and complete the on-going projects like construction of embankments and gates. The board will identify earmark funds and responsibilities for these works.

Alert and Warning Stage

(a) Arrange for guards for sluice and lock gates to avoid loss.

(b) Send reports to higher officials about conditions of sluice gates, embankments and installations and progress of their repair.

(c) Take precautionary steps for the protection of life, assets, equipment and transports.

Disaster Stage

(a) Operate Flood Information Centre day and night (24 hrs) on a full time basis and send Liaison Officer to the local disaster Control Room.

(b) Inform Flood Control Cell of BWDB and local Disaster Control Room about any untoward incident.

(c) Support and assist the local civil administration in rescue, evacuation and relief operations in respective areas.

(d) Repair the damaged installations and supply sources by managing technical manpower and materials.

(e) Assess loss and damage as soon as the flood waters recede, prepare plans, designs for emergency repair, reconstruction, reinstallation under the short and long term perspective plan. The BWDB

will assign responsibility and arrange funds.

(f) Supervise works by paying repeated visits to affected areas and take preventive measures on emergency basis.

(g) In case of difficult problem/situation beyond the control of concerned office, ask for help of the IMDMCC through local Civil Administration or the MoFDM.

(h) Take any suitable action in the exigency of circumstances for saving life and assets and also for evacuation.

Rehabilitation Stage

(a) Assess loss and damage and prepare plans and designs for repair, reinstallation or reconstruction according to necessity on priority basis.

(b) With the help of local agency/non-governmental organization, restore physical infrastructure, sluice gate, water drains and re-establish within minimum possible time.

(c) Co-operate and assist civil administration, and other agencies, including NGOs in the rehabilitation activities.

(d) Prepare project designs of new type with a view to preventing floods in specific areas. The field offices of Water Development Board will send daily flood situation report to the following offices:

(i) Control Room of the Ministry of Food and Disaster Management

(ii) Chairman, Water Development Board

(iii) Concerned Divisional Commissioner

(iv) All Deputy Commissioners of the affected areas

(v) All Upazila Nirbahi Officers of the affected areas

4.2.6 Ministry of Agriculture

In addition to normal duties of the Ministry, the Secretary will ensure preparation of own work plan and implementation thereof. Full utilization of time is to be ensured for determination of disaster loss and damage and planning of agricultural rehabilitation. The Secretary, Ministry of Agriculture will ensure the following duties are performed.

Risk Reduction

(a) Designate a senior staff as Disaster Management Focal Point of the Ministry.

(b) Ensure participation of different levels relevant staff in the NDMC, MoFDM, IMDMCC, District, Upazila and Union level DMC meetings.

(c) Ensure a sectoral risk assessment exercise and prepare risk reduction action plan involving all its departments.

(d) Ensure budgetary provision to support implementation of the sectoral risk reduction action plan.

(e) Develop programme for research with regards to hazard analysis and its affect in agriculture.

(f) Allocate more resources in the agricultural research for disaster resilient technological innovations.

(g) Direct all concerned bodies of the Ministry to consider and incorporate Disaster Risk Reduction Activities in the process of developing their development plans.

(h) Develop, approve and introduce methodologies for integrating Disaster Management Plan at local level offices within their development planning processes.

(i) Ensure partnerships with different stakeholders including Research based Institutions, NGOs and CBOs.

(j) Ensure a process of updating Agriculture Extension operational field manuals and guidelines.

(k) Support in institutionalizing training on Disaster Risk Reduction Approaches in agri-sectors.

(l) Instruct DAE to undertake awareness initiatives among communities on the importance of disaster risk reduction in agriculture.

(m) Ensure incorporation of disaster risk reduction considerations in the programmes and policies and plans of the Ministry and its agencies.

(n) Coordinate the ongoing disaster risk reduction activities by relevant offices

(o) Strengthen collaboration with National and International research organizations.

(p) Allocate funds as per the budgetary provision for undertaking various risk reduction activities, such as staff capacity building, repairing/re-construction, seed storage, various required analysis etc.

(q) Establish and operate own control room to obtain report on crop damage.

(r) Establish control room and alert all concerned for safe custody of Seed, fertilizers, insecticides, agri-implements upon receiving cyclone/flood forecast.

(s) Prepare a sectoral contingency plan for disaster management and risk reduction activities of the ministries.

EMERGENCY RESPONSE

Normal Times

(a) Develop and regularly update the contingency plan for the agricultural sector.

(b) Review on three monthly basis preparedness arrangements according to own work plan.

(c) Arrange effective steps for receipt of reports and dispatch of directives.

(d) Identify disaster areas likely to be affected.

(e) Make necessary preparations for the receipt of seed, seedlings, fertilizer and agri-implements by the affected people under loan/grant.

(f) Make necessary preparations for shifting of stored seeds and implements, if required, to safer places.

(g) Arrange for keeping stocks of seeds, fertilizers and insecticides.

(h) Arrange for stock of seeds suitable for the disaster areas.

(i) Arrange for seedling beds according to season and keep them in stock (to be done in places nearer to disaster areas).

(j) Arrange to keep power tillers at Upazila Headquarters of the disaster areas to meet emergency requirement of land cultivation.

(k) Arrange for training of various levels of officers for participation in different steps of cyclone preparedness activities.

(l) Arrange to keep stock of all essential commodities at places convenient for quickest distribution without any loss of time during rehabilitation stage.

Disaster Stage

(a) Designate one Liaison Officer for keeping the link with the EOC of the MoFDM.

(b) Direct all offices of different levels to extend cooperation and help to the Divisional Commissioner, DCs, UNO and Union Parishad Chairman as required.

(c) Arrange survey to determine the extent of loss/damage of crop fields and seed storage offices godown and prepare appropriate plan for the immediate repairing and reconstruction.

Rehabilitation Stage

(a) Quantify the loss and damage under the existing rules within the quickest possible time and finalize planning of agricultural rehabilitation.

(b) Distribute agri-inputs and implements on emergency basis to the affected area(s).

(a) Arrange for approval of the plan and allocation of funds.

(b) Ensure availability of adequate supply of seeds, seedlings, fertilizers, and agri-implements, including irrigation inputs for agricultural rehabilitation in the affected areas and quickly transport them to the people.

(c) Arrange for the distribution of agri-inputs and agri-loan through Bangladesh Bank.

(d) Assemble all assets for disaster management and rehabilitation schemes and action plans for the rehabilitation of affected people, if required.

(e) Ensure the proper use of all aid/assistance and loans to farmers.

(f) Submit a weekly report to NDMC and IMDMCC. After completion of the rehabilitation schemes a detailed report should be submitted.

(g) Manage any type of assistance from international and national voluntary agencies and utilize them under intimation to the MoFDM.

(h) Ensure timely preparation of master rolls of relief distribution in cash or kind and its preservation and submission in time.

(i) Arrange to allocate funds for the purchase and distribution of seeds, fertilizers, implements for post disaster relief operations.

4.2.6.1 Department of Agricultural Extension (DAE)

The DG, Department of Agricultural Extension (DAE) will perform the following duties in addition to his normal functions.

Risk Reduction

(a) Establish a Disaster Risk Reduction Focal Point.

(b) Support the Ministry of Agriculture in developing methodologies for integrating Disaster Management Plan at local level offices within their development planning processes.

(c) Establish partnerships with different stakeholders including Research based Institutions, NGOs and CBOs.

(d) Updating the Agriculture Extension operational field manuals and guidelines.

(e) Support in institutionalizing training on Disaster Risk Reduction Approaches in agri-sectors.

(f) Develop and implement strategies to improve the farmers' knowledge base on disaster risk reduction in agriculture.

(g) Undertake risk reduction activities to include managing stocks of seeds, seedling beds, fertilizers, insecticides and agri-implements.

(h) Manage awareness and education activities within the agricultural sector, and with staff on disaster risk reduction, hazard and threat analysis.

EMERGENCY RESPONSE

Normal Times

(a) Designate the Disaster Management Focal Point in the DAE.

(b) Examine the preparedness every three months according to the Contingency Action Plan.

(c) Establish the Control Room and on receipt of cyclone/flood forecast alert instruct all concerned for safe custody of seeds, fertilizers, insecticides, agri-implements etc.

(d) Identify high land in consultation with local officials for seedling beds for recouping loss in areas likely to be affected.

(e) Take steps to fight severe crop loss.

(f) Identify the areas likely to be affected in cooperation with other concerned office/agency.

(g) Ensure necessary steps for the receipt of seedlings/seeds, fertilizers, agri-implements etc by the affected people.

(h) Examine the stock of seed, fertilizer, insecticides, irrigation implement etc and arrange purchase or imports, if required.

Disaster Stage

(a) Operate own Control Room and obtain report on crop damage.

(b) Send report of crop damage to the Ministry of Agriculture.

(c) Determine extent of loss and damage of crops, stock and implements etc.

(d) Make rehabilitation schemes through field level offices located at Divisional, District and Upazila level.

(e) Arrange transport for the distribution of seeds, seedlings, fertilizers, insecticides, agri-implements etc at the right time in the affected areas.

(f) Instruct officers at different levels for extending assistance and cooperation according to the needs of all from the DC, UNO and the Union Parishad Chairman.

(g) Determine the necessity of crop loans and ensure receipt of agri-loan by farmers through Upazila Agri Loan Committee.

(h) Distribute agri-inputs and implements.

Rehabilitation Stage

(a) Determine the financial and material necessity for rehabilitation in the affected areas after assessing loss/damage.

(b) Take collective efforts through field level officials for making available seed, seedlings, fertilizers, agri-implements etc for immediate agri-rehabilitation in affected areas.

(c) Arrange immediate distribution of agri-inputs and implements.

(d) Arrange to assist the farmers through field level officials for agri-rehabilitation.

(e) Educate the people through radio, television, newspaper etc about agri-rehabilitation.

(f) Ensure fair utilization of distributed aid/assistance or loans through training, inspection and supervision by local field level officials.

(g) Send final report to the Ministry of Agriculture after completion of rehabilitation programmes following weekly progress reports.

(h) Ask for assistance from international and voluntary agencies through the Ministry of Agriculture after ascertaining the additional requirement of agricultural inputs.

4.2.6.1.1 Field Offices of the DAE

The field offices of the DAE at Divisional, District and Upazila level will perform the following duties in addition to their own duties.

Risk Reduction

(a) Attend all the meetings of the UzDMC.

(b) Conduct risk assessment in the agricultural sector of the area and prepare risk reduction action plan.

(c) Ensure effective implementation of the plans and programmes to reduce the current and future risks in the agricultural sector.

(d) Establish partnerships with different stakeholders including Research based Institutions, NGOs and CBOs.

(e) Organize field demonstrations to further explore for technological innovations to address current and future risks including climate change impacts.

(f) Undertake risk reduction activities to include managing stocks of seeds, seedling beds, fertilizers, insecticides and agri-implements.

(g) Organize awareness and education activities within the agricultural sector, and with staff on disaster risk reduction, hazard and threat analysis.

EMERGENCY RESPONSE

Normal Times

(a) Perform responsibilities assigned by DG, DAE and operate control room.

(b) Identify and select high land locally for cultivation of seedlings for meeting the demand in

affected areas.

(e) Take appropriate steps for meeting serious crop loss of the area.

(f) Identify the likely areas to be seriously affected by disaster in coordination with other offices/agencies/organizations.

(g) Make preparations for ensuring the availability seeds/seedling, fertilizers, and agri-implements to people in the affected area.

(h) Submit a proposal for emergency purchase of seed, fertilizer, insecticides, and agri-implements/inputs to DAE after examining the stock.

Disaster Stage

(a) Operate the Control Room for collection of information about crop loss.

(b) Send reports of loss/damage of crop and seedlings to the Ministry of Agriculture.

(c) Determine the extent of loss and damage of crops, stocks and implements.

(d) Prepare schemes for rehabilitation through field offices at regional, District and Upazila levels.

(e) Build up stock of seeds/seedlings, fertilizers, insecticides, and agri-implements by transporting the same to the best-located centres in affected areas for quickest distribution without any loss of time.

(f) Help and assist the local administration for evacuation, rescue and relief operations.

(g) Verify the necessity of crop loan and ensure its receipt by Upazila agri loan committee.

(h) Distribute agri-inputs and implements.

Rehabilitation Stage

(a) Submit proposal to appropriate authority for financial and material rehabilitation in affected areas after ascertaining loss and damage.

(b) Bring together all efforts for availability of seeds, seedlings, fertilizers, agri-implements etc for quick agri-rehabilitation in affected areas.

(c) Distribute agri-inputs and implements rapidly to help the farmers for their rehabilitation.

(e) Educate the farmers through training and field visits in rehabilitation matters.

4.2.6.1.2 Agricultural Information Services (AIS)

(a) Agriculture information service will collect early warning information on drought, flood, flash flood, salinity from different early waning centre and disseminate to the community level and copy to DMB for possible mitigation and coping measures.

4.2.6.1.3 Bangladesh Agricultural Development Corporation (BADC)

The Chairman, BADC will ensure the following in addition to his normal duties.

Risk Reduction

(a) Explore for innovative technologies suitable for the current and future climatic conditions through farmers' field demonstrations.

(b) Establish strong linkages with all the agricultural research agencies and the extension departments to test and validate new technological options.

(c) Establish and maintain a database of all agencies involved in agricultural research and extension services.

(d) Arrange stocking of seeds according to necessity.

(e) Ensure timely supply of agricultural inputs to the farmers at a reasonable price.

EMERGENCY RESPONSE

Normal Times

(a) Designate the Focal Point in the principal office of the Corporation.

(b) Establish contact points at field level under disaster management programmes.

(c) Examine every three months the status of preparedness in the subordinate and associate offices as per own Action Plan.

(d) Ensure preparedness of all concerned regarding the recent serious crop disaster.

(e) Take necessary steps for the receipt of seeds/seedlings by affected people under loan/grant.

(f) Make preparations for shifting of seed in stock to a safer place.

(g) Arrange stocking of seeds according to necessity.

(h) Arrange availability of spare parts for the repair of deep and shallow tube wells.

Disaster Stage

(a) Operate Control Room and keep in close touch with the Ministry of Agriculture.

(b) Prepare assessments of loss and damage and send it to the Ministry of Agriculture.

(c) Prepare rehabilitation programme and review the same and arrange funds accordingly.

(d) Prepare schemes for shifting/transportation of seed, seedlings etc for storage at a well-located place for quick distribution.

(e) Help and assist the local administration for evacuation, rescue and relief operations.

Rehabilitation Stage

(a) Prepare schemes for rehabilitation after rapid assessment of loss/damage for agri works-under irrigation.

(b) Mobilize all efforts for making necessary materials like seeds/seedlings available for reaching the people for rehabilitation in affected areas in the shortest possible time.

(c) Help the farmers in all possible ways for repair of deep tube-wells and water pumps used for irrigation.

4.2.7 Ministry of Fisheries and Livestock

The Secretary of Ministry will ensure following responsibilities in addition to his normal duties. The Ministry also needs to take proper management practices on prevention and control of Emerging Zoonotic diseases with potential risk of human health and specific focus on Avian Influenza.

Risk Reduction

(a) Designate the Focal Point for Disaster in the Ministry.

(b) Conduct sectoral risk assessment with an especial emphasis on bird flu and other related zoonotic diseases and prepare a sectoral risk reduction action plan.

(c) Ensure budgetary provision of the Ministry to ensure implementation of the plan.

(d) Mainstream disaster management principles and practices within the national development plan of the MoFL.

(e) Develop programme for research with regards to hazard analysis and its affect in fisheries and livestock.

(f) Ensure budgetary provision of the Ministry for its disaster management affairs.

(g) Implement the policy of undertaking risk assessment and risk reduction activities that affect the services of the Ministry.

(h) Ensure prevention and control of emerging Zoonotic diseases with potential risk of human health with specific focus to Avian Influenza

(i) Implement the policy of undertaking training, awareness and education programs with livestock and fisheries industries concerning risk assessment and risk reduction activities.

(j) Manage emergency preparedness including the identification of high lands for livestock shelter, and the stockpiling of animal and poultry emergency stocks of vaccines and medicines.

(k) Prepare and manage an inventory of livestock and poultry numbers in high-risk areas.

(l) Develop schemes and systems for the management of livestock during emergencies, including the provision of emergency feeding, livestock evacuation, and for post event industry rehabilitation.

(m) Manage risk to the trawler fleet by ensuring that all boats are registered with the Marine Fisheries Department, and that all boats have suitable safety equipment including radio and wireless and life jackets.

(n) In consultation with the BWDB, undertake risk reduction activities in salt-water ingestion, by ensuring government embankments and sluice gates are constructed to a proper height and sufficient strength.

(o) In coordination with the Bangladesh Agricultural Development Board, ensure the availability of power driven pumps for evacuating coastal ponds.

(p) Implement awareness activities with fishermen regarding hazards, risks and risk reduction options, including individual preparedness for cyclone/flood season.

(q) Develop a sectoral risk mitigation and preparedness strategy plan of the Ministry.

(r) Develop an emergency sectoral response plan of the Ministry.

(s) Establish a risk communication system of the Ministry.

(t) Prepare a sectoral contingency plan for disaster management and risk reduction activities of the ministries.

(u) Ensure incorporation of disaster risk reduction considerations in the programmes and policies and plans of the Ministry and its agencies.

(v) Coordinate the ongoing disaster risk reduction activities by relevant offices.

EMERGENCY RESPONSE

Normal Times

(a) Examine the preparedness status every three months as per own Contingency Action Plan for ensuring security and protection of valuable assets through fruitful utilization of time at rehabilitation stage.

(b) Take the required steps for the collection and dispatch of reports.

(c) Identify probable areas likely to be affected by disaster.

(d) Open separate emergency funds so that the post-disaster recovery needs can be met immediately.

(e) Train up and make the officials of Fisheries and Livestock about disaster preparedness, loss and damage to environment and rehabilitation.

Alert and Warning Stage

(a) Instruct different levels of officials of the Directorate under his control for taking security steps for protection of own buildings and stores and keeping all measures at the highest stage of preparedness.

(b) Designate one Liaison Officer for keeping link with the EOC of the DM&RD and Disaster Management Bureau.

(c) Instruct officers at different levels of the Directorate to render all types of assistance to and cooperation with Divisional Commissioners/Deputy Commissioners, Chairman, Upazila Disaster Management Coordination Committee, Chairman, UDMC and CPP Officials.

Rehabilitation Stage

(a) Arrange quick inspection and survey of loss and damage of all assets and stores together with that of cattle, poultry, fisheries, fish hatcheries, fish ponds, trawlers and other structures.

(b) Finalize evaluation of loss and damage and prepare short and long term rehabilitation schemes in respect of livestock, poultry, fish farms, hatchery, fishing trawler, training and research institutes, medicines and chemicals etc and submit report to appropriate authority for funds.

(c) Implement approved schemes through release of funds.

(b) Coordinate with the local administration and other Ministries for rehabilitation programmes

(c) Prepare completion report of relief and rehabilitation programmes and submit to National Disaster Management Council.

(d) Develop plans for the import of livestock, as necessary during rehabilitation operations.

(e) Undertake field operations to support affected people, fishermen, pisciculturists, and farmers in the protection, relief and rehabilitation of livestock or fisheries stock as appropriate, including health care aspects, feeding, stocking and stock protection.

(f) Provide technical advice on the issues of relief, rehabilitation on the livestock and fisheries industries.

4.2.7.1 Department of Livestock Services (DLS)

The department of Livestock Services (DLS) will perform the following duties in addition to normal duties.

Risk Reduction

(a) Designate a Disaster Management Focal Point.

(b) Consider disaster And Climate change risks in the plan of action of the DLS.

(c) Implement the action plan.

(d) Undertake training, awareness and education programs with poultry and livestock industries concerning risk assessment and risk reduction activities including bio-security management of livestock and poultry farms.

(e) Manage emergency preparedness including the identification of high lands for livestock shelter, and the stockpiling of animal and poultry emergency stocks of vaccines and medicines.

(f) Prepare and manage an inventory of livestock and poultry numbers in high-risk areas.

(g) Develop schemes and systems for the management of livestock during emergencies, including the provision of emergency feeding, livestock evacuation, and for post event industry rehabilitation.

(h) Support the Ministry of Fisheries and Livestock and prepare a sectoral contingency plan for disaster management and risk reduction activities of the ministries.

EMERGENCY RESPONSE

Normal Times

(a) Designate one Liaison Officer in the Directorate as Focal Point for disaster management

(b) Review every three months about the state of preparedness as per the Directorate's own Contingency Action Plan and maintain liaison with subordinate offices, officials of concerned field level government offices and CPP

(c) Alert all field officers in the concerned cyclone/flood-prone area to take security steps before the start of cyclone/flood season for the purpose of protection of own assets such as stores in poultry farms, shelter place for cattle in the cattle farms etc.

(d) Select and earmark high lands in consultation with local administration and CPP, for use as shelter of livestock for their protection against severe floods during flood season and against tidal bores during cyclones.

(e) Arrange for emergency stocks of medicines and articles for protection and control of livestock and poultry, against contagious and infectious diseases.

(f) Arrange a survey of the number of livestock and poultry in cyclone/flood-prone areas and prepare an inventory. Update the same at regular intervals.

(g) Assist the local administration with shifting of livestock to safer places in the event of imminent cyclone/tidal bore and prepare plans for vaccination and treatment well in advance.

(h) Prepare schemes for supplementary arrangements for rehabilitation of livestock and recouping their loss.

(i) Take up schemes for procurement of animal feed on emergency basis for distribution in the affected areas.

(j) Take steps for training of field level and mid level officials and staff to cope with cyclones/floods, environmental pollution, and works

Disaster Stage

(a) Designate one Liaison Officer in the DLS for maintaining link with the EOC of the MoFDM.

(b) During floods assist the local administration for operations relating to the rescue and shifting of stranded livestock and poultry.

(c) During floods, arrange for the quick vaccination and treatment of livestock and poultry at shelter places.

(d) Conduct vaccination of animals in affected areas (before floods).

Rehabilitation Stage

(a) Prepare measures for the purchase of livestock under loan and supply of animal feed as rapid relief and coordinate with other Ministries/Department.

(b) Arrange a rapid survey to assess the loss and if necessary import livestock.

(c) Form veterinary and dispatch Veterinary Doctors Teams on emergency basis for affected area.

(d) Prepare measures for the rehabilitation of livestock and supplementary arrangement for lost cattle wealth. The DLS will maintain permanent fund for this purpose.

(e) Prepare measures for the procurement of animal feed on emergency basis for distribution in affected areas. The Directorate of Livestock will arrange emergency funds for this purpose.

(f) Send to IMDMCC reports containing information of lost/dead livestock/poultry, diseased livestock/poultry and epidemics.

(g) During floods, send a report of shifted/rescued livestock to IMDMCC with the address of shelter places.

(h) Assist, and cooperate with the local administration for organizing relief and rehabilitation immediately.

(i) Assist local administration for returning livestock to respective area and to the owners from the evacuation centres.

(j) Assist the affected people for procurement of food to livestock and poultry until return of normal supply.

(k) Implement all schemes on emergency basis for rehabilitation of livestock including selected animals.

(l) Implement the import plans of livestock and poultry for distribution in the affected areas.

4.2.7.1.1 Field Offices of the DLS

In addition to their own responsibilities the offices of DLS at District, Upazila and Union level will perform the following duties within their respective areas.

Risk Reduction

(i) Designate a Disaster Management Focal Point to participate in all the Disaster Management Committee Meetings and record meeting minutes.

(j) Identify the local level risks in the livestock sector and prepare a local level risk reduction action plan.

(k) Implement the action plan utilizing the allocation under Annual Development Programme budget.

(l) Prepare and manage an inventory of livestock and poultry numbers in high-risk areas.

(m) Undertake training, awareness and education programs with the small and medium poultry and livestock farmers concerning risk assessment and risk reduction activities.

(n) Prepare the local level contingency plan for disaster management and risk reduction activities of the ministries.

EMERGENCY RESPONSE

Normal Times

(a) Every year in the month of April before the start of cyclone season alert all field level officials of the Directorate and the farmers will review the preparedness for safety of livestock, poultry and domestic animals and their feed.

(b) In order to keep the animal wealth under a disciplined safety arrangement starting from the lowest level, examine the preparedness measures as per own Contingency Action Plan in the cyclone/tidal-bore prone areas with the subordinate offices, CPP and farmers representatives.

(c) In order to protect livestock/poultry against the onslaught of cyclone/tidal bore, select local high land, hillocks or fortified earthen mounds for use as their shelter place in consultation with the local administration and publicize the same locally.

(d) Arrange for emergency stocks of medicines and implements in cyclone/tidal bore prone areas for fighting and control of infections and contagious diseases of livestock and poultry.

(e) Ensure reserve stock of animal feed in cyclone/tidal bore prone areas.

(f) Conduct survey in the cyclone/tidal bore prone areas in April every year for a census of livestock and poultry.

(g) Arrange orientation training locally for cyclone disaster preparedness of own officials/staff.

Disaster Stage

(a) Designate one Liaison Officer for the local Disaster Control Room.

(b) Arrange assistance to local administration and people/agencies including Union Parishad for rescue and evacuation operations of stranded livestock and poultry during floods.

(c) Arrange vaccination and treatment of livestock and poultry in shelter places during floods.

(d) Arrange wholesale vaccination programme of animals in affected areas during floods.

Rehabilitation Stage

(a) Prepare measures for loan/grant for purchasing of livestock and supply of animal feed in affected areas.

(b) Conduct immediate survey for determination of damage, loss and needs, and arrange import of livestock from other areas.

(c) Send field teams on emergency basis for treatment of animal in affected areas.

(d) Send a detailed report to departmental head containing the numbers of lost livestock/poultry, diseased livestock/poultry.

(e) Collect the latest reports of the location of every livestock shelter and number of shifted/collected livestock at every such shelter.

(f) Assist, and cooperate with local administration in all matters for organizing immediate relief and rehabilitation work.

(g) Prepare local measures of supplementary arrangements for recoupment of loss of perished livestock and poultry and for rehabilitation of affected livestock and poultry.

(h) Prepare procurement plan of animal feed and other feed for emergency distribution in the affected areas.

(i) Assist the farmers for the return of livestock to owners from evacuation centres.

(j) Assist affected people for procurement of feed for livestock and poultry.

(k) Arrange for receipt of loans from Bangladesh Bank for purchase of livestock and poultry for rehabilitation of livestock and poultry including selected animals.

4.2.7.2 Directorate of Fisheries (DoF)

The Directorate of Fisheries will perform the following duties in addition to its normal functions.

Risk reduction

(a) Designate one Disaster Management Focal Point and inform all concerned authorities including the DMB.

(b) Consider disaster risks in the plan of action of the Directorate of Fisheries.

(c) Implement the action plan.

(d) Undertake training, awareness and education programs with fish farmers concerning risk assessment and risk reduction activities.

(e) Support the Ministry of Fisheries and Livestock and prepare a sectoral contingency plan for disaster management and risk reduction activities of the ministries.

EMERGENCY RESPONSE

Normal Times

(a) Ensure that all concerned field officers of the DoF take safety measures well before the start of flood season for protection of pisiculture ponds, chemicals, implements, water and road transports including own assets in respective offices.

(c) Verify before granting of fishing license to each fishing trawler whether it possesses wireless and radio set and the fishing boats have registration of Marine Fisheries Department.

(d) Take suitable legal and administrative steps for ensuring that all fishing boats/trawlers, engaged in fishing in the Bay of Bengal possess radio receiving set and life jackets for every person present.

(e) Prepare and maintain a list of government and privately owned fishery assets in cyclone/tidal bore prone areas and update them at regular intervals.

(f) Undertake census of fishermen population in cyclone-prone areas and compile suitable Upazila wise census report and update the same at regular intervals.

(g) Prepare a list of seagoing fishing vessels (with address of owners) for their use as rescue vessel and maintain the same.

(h) Ensure, in consultation with Bangladesh Water Development Board, that government embankments and sluice gates are constructed with proper height and sufficient strength to withstand entry of saline water due to tidal bore.

(i) Coordinate with BADC regarding the availability of power driven pumps for pumping out saline water from coastal ponds.

(j) Arrange for training and orientation of field level officers, staff and fisherman community about preparedness for fighting cyclones, environmental loss and damage and for rehabilitation. Arrange training of field level officers and staff of the Ministry of Fisheries and Livestock and the DoF.

Disaster Stage

(a) In consultation with BWDB, ensure that the sluice gates of the embankments have been constructed adequately, these are well fortified and able to sustain ingress and release of saline water and sufficiently strong to withstand the pressure of waves due to tidal bore and block ingress of saline water.

(b) Undertake immediate census of loss of fish resources and prepare long term relief and rehabilitation programmes for public and private fishery sector.

(c) Assist the local administration with the requisition of ocean going vessels for rescue operations.

(d) Operate the Control Room in the Directorate and send the Liaison Officer to the local DMC.

Rehabilitation Stage

(a) Coordinate with the local administration and Bangladesh Agricultural Development Corporation regarding the availability of power pumps for pumping out saline water from government and privately owned ponds (In case of cyclone disaster).

(b) Undertake immediate preparation of long term relief and rehabilitation scheme with for public and privately owned fishery resources and implement it.

(c) Prepare a list of affected pisciculturists and fisherman.

(d) Provide technical advice to private pisciculturists about affected ponds and farmers, for making them fit again for pisiciculture.

(e) Assist, and cooperate with the local administration for relief and rehabilitation programmes.

(f) Undertake programs for extending loan and grant to affected fisherman and fish farmers.

(g) Extend technical advice for supply of fish and pisiciculture to affected pond owners.

4.2.7.2.1 Field Offices of Fisheries Directorate

The field officers of Fisheries Directorate at Divisional, District and Upazila level and of projects will perform the following duties in addition to own normal functions.

Risk Reduction

(o) Designate a Disaster Management Focal Point to participate in all the DDMC Meetings.

(p) Identify the local level risks in the livestock sector and prepare a local level risk reduction action plan.

(q) Implement the action plan utilizing the allocation under Annual Development Programme budget.

(r) Prepare and manage an inventory of livestock and poultry numbers in high-risk areas.

(s) Undertake training, awareness and education programs with the small and medium poultry and livestock farmers concerning risk assessment and risk reduction activities.

(t) Prepare the local level contingency plan for disaster management and risk reduction activities of the ministries.

EMERGENCY RESPONSE

Normal Times

(a) Every year before the start of cyclone/flood season the field officers of DoF will alert the farmers and fisherman about necessary steps for the safety and security of fishing boats, trawlers, fishing gears, fishing implements, fish fries and stock hatchery and fishing farmers in cyclone/flood-prone areas.

(b) Examine the status of preparedness with the subordinate offices, CPP Pisciculturists and fisherman representatives according to the own Contingency Action Plan taken up in the DoF.

(c) Identify the permanent safe place for proper safe keeping of fishing boats, trawlers and fishing gears during disaster time.

(d) Ensure existence of wireless and radio set in each trawler before issue of fishing license.

(e) Ensure, through proper administrative steps, that fishing boats/trawlers engaged in fishing in the Bay of Bengal have a functioning wireless receiver, life jacket for each person in the boat/trawler.

(f) Prepare updated list of government and privately owned fishery assets in disaster areas and maintain it.

(g) Maintain the survey reports and statistics of fishermen population, pisiciculturists and fish

farms in disaster areas.

(h) Maintain a list of fishing boats, trawlers and ocean going vessels along with the names of owners/drivers in the concerned areas.

(i) Maintain full time communication with the officials of BWDB for ensuring operation and maintenance of embankments and sluice gates in concerned areas for the purpose of blocking entry of saline water due to pressure of tidal bore.

(j) Ensure adequate operation of sluice gates.

(k) Coordinate with the local officials of the BADC for the availability of power pumps for pumping out saline water from the ponds in cooperation with CPP in times of need.

(l) Receive training about cyclone preparedness, determination of environmental loss/damage and rehabilitation.

Disaster Stage

(a) Assist local administration for requisition of ocean going vessels (in times of cyclone disaster) for relief, rehabilitation and rescue work.

(b) Open the Control Room and send the Liaison Officer to the local DMC.

Rehabilitation Stage

(a) Arrange for an immediate survey to determinate loss/damage of government and privately owned fishery assets and prepare projects for long term relief and rehabilitation and send the same to appropriate authority.

(b) In coordination with local administration and BADC, take steps for the import of required number of power pumps through government and private funds, if possible.

(c) Ensure implementation of long-term relief and rehabilitation programmes in fishery development sector and send reports of progress to higher authority.

(d) Inspire and assist the affected pond fish farmers for rehabilitation.

(e) Assist local administration in relief and rehabilitation.

(f) Arrange Pisiciculture loan to fisherman/fish farmers.

4.2.8 Ministry of Health and Family Welfare

The officers and the staff of the Ministry of Health and Family Welfare, Directorate of Health Services and its attached agencies will be responsible for providing curative and preventive health service to the people during disaster. The Ministry will also keep vigilant eye for ensuring health care to the affected areas soon after disaster by sending medical teams on an emergency basis. The Ministry of Health and Family Welfare should ensure that the Health Directorate performs the following duties.

Risk Reduction

(a) Designate a senior staff in this Ministry as the Focal Point.

(b) Ensure participation in all Meetings of NDMC, IMDMCC and MoFDM.

(c) Instruct all its divisions to follow up the decisions of the Meetings of NDMC, IMDMCC and MoFDM linked to its own Ministry's roles and responsibilities.

(d) Incorporate disaster risk reduction considerations into the policies, plans and programmes of the Ministry of Health and Family Welfare.

(e) Ensure budgetary provisions for its risk reduction and management activities of the Ministry.

(f) Establish a risk reduction communication system of the Ministry.

(g) Ensuring implementation of the risk reduction programmes in the health sector through establishing an effective monitoring and evaluation system.

(h) Develop a contingency plan of its risk reduction and management activities of the Ministry.

(i) Liaison with the Geologist and MoFDM on the preparedness activities in the identified vulnerable areas.

(j) As part of earthquake preparedness programme provide training on first aid and life safety measures to the volunteers, members of the village protection group, Ansar, primary school teacher and religious leaders.

(k) Develop plan for establishing temporary hospitals in case the health centres and hospitals are being damaged by earthquake.

(l) Ensure infrastructure and lifeline safety of hospital with backup facilities for earthquake and other disasters and retrofitting the infrastructure to face an earthquake.

EMERGENCY RESPONSE

Normal Times

(a) Prepare an earthquake contingency plan and update in every year.

(b) Examine the Ministry's cyclone preparedness Contingency Action Plan in April and September every year and coordinate with concerned office/department. Hold mobilization drills with CPP and other concerned agencies in disaster areas.

(c) Train up volunteers on cyclone preparedness programmes of disaster areas, members of Village Defence Party, Ansars, Primary School teachers and religious leaders about oral saline, first aid and preventive measures against diseases.

(d) Ensure adequate availability of ambulances, medicine, vaccines, surgical equipments etc. in the Upazila Health Centres of disaster areas.

(e) Prepare the Upazila wise list of medical and para-medical personnel of disaster area and send the same to concerned DCs.

(f) Ensure preparedness of Upazila Health Complex for meeting additional requirement of disaster and post-disaster period.

(g) Educate people about health care through radio, television, newspaper and other media during floods and after cyclones.

(h) Form Medical Team with required medicines/equipment in disaster areas and inform all concerned.

(i) Establish temporary hospitals in Health Sub-Centres and cyclone shelters to meet the emergency needs. If hospitals and Health Centres are destroyed by cyclone, then to set up improvised hospitals in cyclone shelters.

(j) Ensure active participation in the meeting of IMDMCC and coordinate with health-related activities of other offices.

(k) Designate one officer in the Ministry as Focal Point for disaster management affairs.

(l) Chalk out a contingency plan for disaster management of this Ministry together with all its divisions.

(m) Develop a sectoral emergency response plan of the Ministry.

Alert and Warning Stage

(a) To ensure through the Director General of Health Directorate, formation of medical teams and their dispatch at short notice and also to ensure supply of adequate medicine and first aid at the threatened area.

Disaster Stage

(a) Designate one Liaison Officer to maintain the link with the EOC of the MoFDM.

(b) Set up Control Room and operate it round the clock (24 hrs).

(c) Ensure proper performance of duties by the DG Health Services as mentioned in para 10(1) below.

(d) Arrange food and accommodation for evacuees in cyclone shelters.

(e) Manage the provision of primary health care in affected areas.

(f) Manage in-hospital patients in hazard-affected areas, including their evacuation to shelters if

necessary, or to alternate hospitals.

(g) Examine all supply sources of drinking water and manage the protection of these sources from pollution.

(h) Manage the provision of safe drinking water, including the provision of water purification tablets or bleaching powder, within affected areas and in cyclone shelters, or other evacuation centres.

(i) Manage the health and medical aspects of response, relief and recovery operations.

Rehabilitation Stage

(a) Remain vigilant about break out/possibility of any epidemic and take effective steps against its spreading.

(b) Undertake preventative measures against disease epidemics, including typhoid and cholera.

(c) Send report of health-related activities in affected areas to National Disaster Management Council.

(d) Mange and allocate necessary funds as per budgetary provisions

4.2.8.1 Directorate General of Health Services (DGHS)

Directorate General of Health Services (DGHS) shall ensure performance of the following duties in addition to its normal functions.

Risk Reduction

(a) Support the Ministry of Health and Family Welfare in incorporating disaster risk considerations with the sectoral policies and prepare agency contingency plan for earthquake and other disaster.

(b) Conduct sectoral risk assessment, prepare and implement risk reduction action plan of the Ministry. Take appropriate measures for structural and non-structural risk of health infrastructure and facilities.

(c) Undertake risk assessment and risk reduction activities, including vulnerability assessment of health care facilities and infrastructure.

(d) Undertake awareness, training and education campaigns about health care, mass casualty management (MCM) including public health, hygiene, sanitation and safe drinking water.

(e) Liaison with geological survey team to ensure receipt of the earthquake risk maps.

(f) Plan for an effective health care services during and after earthquake emergencies.

(g) Undertake programme to provide health services to the people and in the hospitals of the affected areas.

(h) Ensure establishment of mobile or field hospital and medical team and ensure availability of drinking water and electricity supply in the field hospitals and emergency shelter centres of the affected areas.

(i) Establish an information hub to ease the health care and treatment services during emergencies.

EMERGENCY RESPONSE

Normal Times

(a) Prepare an earthquake contingency plan and update in every year.

(b) Review every three months about cyclone, flood, earthquake and other disaster preparedness plans with the officers/staff of subordinate offices and also about standby Medical Team, medicine, vaccine and other supplies.

(c) Designate one officer of the DG Health as the Focal Point.

(d) Form alternative medical team with required medicines, equipment and supplies and start temporary hospitals at short notice in times of need.

(e) Coordinate with the local administration at all levels according to Directorate's own work

plan.

(f) Review the availability of sufficient medicine and surgical instruments in cyclone-prone areas.

(g) Prepare list of medical and para-medical manpower and update the list every year.

(h) Arrange food and accommodation for evacuees in the cyclone centres.

(i) Ensure availability of medicine, vaccine, public health arrangement and drinking water in cyclone shelter and arrange for treatment of injured persons.

(j) Educate people about health care through Television, Radio, Newspaper and other media.

(k) Determine demand for additional manpower, materials and medicine and arrange funds from budget provision.

(l) During disaster, the supply of power and water may be disrupted any time. Therefore alternative arrangement must be ensured to maintain the power and water supply.

(m) Health Directorate will establish an information bank and ensure sufficient quantity of life saving drugs in disaster area.

Alert and Warning Stage

(a) Alert the officers/staff of the DG Health Services of disaster areas as soon as cyclone/flood danger signal is received from the MoFDM/Storm Warning Centre/FFWC and in case of occurrence of any disaster will ensure healthcare.

(b) Operate a Control Room and inform the IMDMCC and the MoFDM

(c) Arrange to send medical team to probable affected areas in consultation with the DMB.

(d) In addition to own transports, arrange additional necessary road and water transports with the assistance of local authority.

(e) Warn the field level offices about safety of stores, medicines and assets.

(f) Designate one Liaison Officer for keeping the link with the Ministry of Health and Family Welfare and the EOC of DMB.

Disaster Stage

(a) Operate the Control Room round the clock (24 hrs).

(b) Arrange immediate primary health and medical care to affected people and if required send Medical Team(s).

(c) Arrange to evacuate the patients and injured persons to cyclone shelter/hospital/field hospital and assist the subsequent work.

(d) Supply water purification tablet, bleaching powder etc and strictly comply with the rules of health care and health services at cyclone shelters and ensure supply of pure drinking water.

(e) Examine all supply source of drinking water and ensure arrangements for protection from pollution and necessary prevention measures.

(f) Arrange additional beds and medical treatment in local and nearby hospitals.

(g) Take preventive measures against cholera and typhoid.

(h) Remain always alert in respect of outbreaks of occurrence of epidemic and take effective measures against the spread of diseases.

(i) Send daily report of casualties among injured and ailing persons to the DMB with copy to the Ministry of Health and Family Welfare.

Rehabilitation Stage

(a) Continue arrangements for preventive steps against cholera and typhoid till completion of vaccination programme in the affected areas.

(b) Continue treatment of patients.

(c) Remain always alert against outbreaks of any type of epidemic and take preventive steps

against its spreading.

(d) Continue efforts for health care, health education and population control.

(e) Start re-cleaning of the water source as soon as saline water recedes from the affected areas.

(f) Send a detailed report about steps taken to the IMDMCC.

(g) Keep a watchful eye on the nutrition status of affected people and render the required advice and assistance to them.

4.2.8.1.1 Field Office of the DG Health Services

The District Civil Surgeon and the Health Administrator of Upazila Health Complex, during emergencies will perform the following duties in addition to their normal functions within their respective jurisdictions.

Risk Reduction

(a) Manage the preparedness of health facilities and services, including ambulance, medicine, vaccines, and surgical equipment at Upazila level.

(b) Train volunteers about oral saline, first aid and preventative medicine.

(c) Prepare lists of medical and para-medical personnel in high-risk areas.

(d) Conduct planning for medical support in Health Sub-Centres and cyclone shelters.

(e) Ensure provision of electricity and telecommunications services in high-risk areas, and establish alternate methods for the provision of these services.

(f) Creating awareness on earthquake management among all field staff.

(g) Prepare a list of agencies with all the details that can be involved in emergency management including the blood banks.

(h) Assist the local administration to identify vulnerable locations.

(i) Liaison with the Public Health and Engineering department to ensure supply of drinking water. Advice and support the NITOR for the rehabilitation of the disable due to earthquake.

EMERGENCY RESPONSE

Normal Times

(a) Prepare and earthquake contingency plan and update regularly.

(b) Maintain the full particulars of medical and para medical personnel (both government and private) and update the same every year. Arrange to increase the efficiency of medical teams through ad-hoc training. Review every three months the position of stores, medicines and manpower to combat disaster and take necessary steps to meet the deficit.

(c) Verify the availability of serviceable surgical instruments and medicines during disaster.

(d) Review the situation of stand-by medical teams, demand for medicine and its availability, vaccines, stores and implements and store them area-wise in disaster areas.

(e) Plan operations of mobile and temporary hospitals, on the basis of past experience if necessary.

(f) Coordinate with the local administration.

(g) Ensure security of stores, medicines, documents and transports against hazards of cyclones and floods.

Alert and Warning Stage

(a) Activate the Control Room and designate one Liaison Officer for the local DMC(s) and inform all concerned.

(b) In case of grave situation keep a number of medical teams on stand-by for sending them to probable affected areas immediately and also some other teams to threatened areas.

(c) Arrange to call up, according to necessity, additional manpower and support services from the higher authority.

(d) Arrange necessary road and water transport with the assistance of the local authority in addition

to available departmental resources.

(e) Verify the cleanliness and health care arrangements of cyclone shelters, health sub-centres and relief centres and take steps for their improvements.

(f) Arrange food and accommodation for patients, helpless and distressed people equally and supply the same to them.

(g) Arrange to educate rural people about health care, sanitation and environment through departmental officers, NGOs and local government institutions as means of disaster preparedness.

(h) Ensure security of health centre and stores, and if necessary shift them from disaster areas to safer place or cyclone shelter.

Disaster Stage

(a) Operate the Control Room round the clock (24 hrs) and send reports and information to the controlling officer.

(b) Send one Liaison Officer to the local DM Control Room.

(c) According to necessity, arrange to operate the Health Complex and Health Sub-Centre by recouping the complementary equipment, manpower and usable materials through proper supply for the purpose of emergency repair.

(d) Arrange immediate primary and regular medical care to affected people. If necessary, arrange additional bed and medical care in local and nearby hospitals.

(e) Shift patients and injured persons to cyclone shelters/hospitals/Health Sub-Centres.

(f) Observe strictly the rules of health care and cleanliness in temporary hospitals, cyclone shelter and health Sub-Centres and also ensure supply of water purification tablets, bleaching powder etc along with drinking water.

(g) Examine all the supply sources of drinking water and ensure prevention of pollution.

(h) Start vaccination work of targeted people.

(i) Start effective publicity against the spread of any epidemic.

(j) Send daily list of casualty due to disease and other ailments to the higher authority.

(k) Collect and maintain all documents related to death for dispatch to the proper authority.

Rehabilitation Stage

(a) Remain ever alert for prevention of spread of epidemic and take preventive steps.

(b) Continue educative publicity on health and family planning issues through departmental employees with the help of NGOs.

(c) Make all sources of drinking water in disaster area pollution free.

(d) Send detailed report to appropriate authority.

(e) Take steps for projects to eliminate malnutrition and the provision of health care services.

4.2.9 Ministry of Environment and Forest

Disasters can deteriorate the environment. Disasters can also happen due to deterioration of environment. Afforestation can contribute in a big way for the decrease of disasters like cyclones, floods, draughts etc. Therefore the Ministry of Environment & Forests has a special role to play in disaster management and climate change risk reduction, especially in normal period and during rehabilitation stage. The Ministry of Environment and Forests will perform the following duties through two Divisions like Forest and Environment Department under its administrative control.

Risk Reduction

(a) Designate a senior staff in the Ministry as the Focal Point to establish contacts with NDMC, MOFDM and IMDMCC and all concerned committees.

(b) Establish a task force in the Ministry to ensure framing of a working guideline and a risk reduction action plan for the Ministry.

(c) Ensure top most priority for forestation especially in the coastal areas, Chars and islands involving local people.

(d) Ensure effective supports to various local and national NGOs for social forestation.

(e) Ensure proper and effective protection of the existing forests of the country and formulate appropriate law from protecting environmental degradation for emission of polluting gases or liquid by the chemical industries.

(f) Ensure budgetary provision for its risk reduction activities.

(g) Ensure planning on climate change and research activities.

(h) Undertake risk management and risk reduction programs (including the provision of funding) such as forest mangrove afforestation and the expansion of forestation in coastal areas and coastal islands.

(i) Manage the environment, including environmental degradation and the impacts of hazards on such degradation.

(j) Legislate for the protection of the environment against chemical and other pollutants.

(k) Undertake forestation projects on roads and embankments in high-risk areas.

(l) Assist community risk reduction activities such as local forestation programs.

(m) Manage community awareness programs on hazards and the environment.

(n) Develop a sector wise Risk mitigation and preparedness strategy plan.

(o) Develop a sectoral emergency response system.

(p) Prepare a contingency plan for the Ministry.

EMERGENCY RESPONSE

Normal Times

(a) Designate one Liaison Officer in the Ministry as the Disaster Management Focal Point.

(b) Attach top-most priority to expansion of forestation in coastal areas and coastal islands.

(c) Encourage forests mangrove afforestation.

(d) Keep a watchful eye on deterioration of environmental situation by disaster to avoid creation of great risk.

(e) Ensure the implementation and allocation of funds for expansion programmes of afforestation.

(f) Frame an appropriate law for preventing environmental disaster in chemical industry or industry emitting environment polluting gas or liquid.

Alert and Warning Stage

(a) Issue warning and instructions to departmental offices and staff of the forests and environment Departments for taking necessary steps at field level for the protection of life and property.

Disaster Stage

(a) Open the Control Room in the Ministry and keep link with the EOC at the MoFDM.

(b) Take steps for prompt removal of uprooted trees on the roads.

Rehabilitation Stage

(a) Keep watchful eye on the influence of disaster on environment for safety of environment and take necessary steps through manpower and other materials of Forests and Environment Departments in coordination with local administration, social and non-governmental agencies.

4.2.9.1 Department of Forests

In addition to normal responsibilities, the Forest Department (FD) will perform the following duties.

Risk Reduction

(a) Assist the Ministry of Environment and Forest to develop policies and legislation to protect the protect the forest.

(b) Prepare a guideline to ensure afforestation in the coastal areas, chars and islands involving local people.

(c) Ensure effective supports to various local and national NGOs for social forestation.

EMERGENCY RESPONSE

Normal Times

(a) Prepare intensive afforestation projects on roads and embankments in cyclone-prone areas and implement them.

(b) Accord priority to mangrove afforestation in cyclone-prone areas.

(c) Encourage and assist community afforestation programmes in disaster areas.

(d) Impart training to manpower of Department of Forests for publicity of disaster signals among local people and rescue operations of endangered people.

Alert and Warning Stage

(a) Issue directives to departmental employees in disaster areas for protection of departmental assets and to help local people in times of need.

(b) Establish one Control Room at department's headquarters.

Disaster Stage

(a) Issue instructions to departmental officers/staff for assistance to local people of the disaster affected areas and help at times of need.

(b) Remove uprooted trees from roads.

Rehabilitation Stage

(a) Assess the loss and damage to forestry assets and submit report to IMDMCC and the Ministry of Environment and Forests.

4.2.9.2 Department of Environment

Besides normal functions the Department of Environment will perform the following duties.

Risk Reduction

(a) Conduct research to identify national and local level natural disaster and climate change risks and impacts and adaptation options.

(b) Develop and implement the National Adaptation Plan of Action.

(c) Design and implement small scale projects to protect biodiversity.

(d) Establish and maintain database on global, regional and local level environmental changes.

(e) Participate in different international negotiations.

(f) Introduce environmental impact assessment as a prerequisite for any invest project.

(g) Design and implement different training and awareness programmes to improve the knowledge and understanding of people at all levels.

EMERGENCY RESPONSE

Normal Time

(a) Identify important obstacles to environmental situation in disaster areas and take up plans for their care.

(b) Advise local administration about the control and prevention of possible environmental pollution after occurrence of disaster.

Alert and Warning Stage

Same as (a) and (b) above.

Disaster Stage

(a) Keep a watchful eye on the environmental situation in disaster-affected areas and keep ready for taking necessary actions.

Rehabilitation Stage

(a) Conduct environmental impacts assessment (EIA) and advise the government for appropriate measures.

(b) Advise and assist the local administration to take preventative measures against deterioration of environmental situation after identifying quickly the possible reasons for such deterioration after disaster and removing/controlling the same in time.

4.2.10 Ministry of Information

Ministry of Information can play an important role in the matter of boosting up the morale of the people through the mass media in facing the emergency with coolness, courage and strong determination for minimizing the loss and damage of floods and cyclones. This Ministry will also assist the government employees of all levels in creating awareness and consciousness regarding their responsibilities and duties towards the people in relation to preparedness and response to disasters.

The Secretary of the Ministry will perform the following duties:

Risk Reduction

(a) Designate a senior staff in this Ministry as the Disaster Management Focal Point.

(b) Identify one liaison officer for each division of the Ministry.

(c) Issue directives to the radio, television, news media, press information department, Mass communication department, films & publications department to promote dissemination of risk reduction information in the electronic and print media.

(d) Regulate and monitor the performance of Radio, Bangladesh Television, News Media, Press Information Department, Mass Communication Department and Films and Publications Department in their allocated roles and responsibilities.

(e) Undertake mass education and awareness activities through television, radio and other media, which should include actions for individual, family and community in pre-impact preparation, and post impact response, relief and recovery.

(f) Establish a system in TV and Radio, which will ensure interpretation of technical aspects of warning terminology into an understandable message for common people at risk.

(g) Arrange wide publicity of cyclone and flood warnings and signals.

(h) Prepare a contingency plan of the Ministry.

(i) Establish strong liaison with MoFDM.

(j) Ensure budgetary provision for managing risk reduction activities.

(k) Prepare agency contingency plan to secure from earthquake effect the staff, equipment and spare parts.

(l) Arrange massive media campaign for public awareness on earthquake preparedness through media. (In this regard Director, GSB will ensure supply of information of earthquake risks in a public friendly language).

(m) Broadcast the individual and household measures to be undertaken to safe lives and livelihoods. Director General, DMB will ensure supply of relevant information.

(n) To abide by the Building Code in future constructions arrange mass publicity on earthquake risk mitigation (Ministry of Public Works will support on this).

(o) Publicize the short and medium term relief and rehabilitation measures of the government and its departments for the affected population.

EMERGENCY RESPONSE

Normal Times

(a) Popularize the techniques for preparedness and survival during pre-disaster, disaster and post-disaster period including leaflets/booklets supplied by the Disaster Management Bureau and concerned Ministry through television, Radio and other publicity media.

(b) Arrange wide publicity with the help of mass media about the cyclone and flood warning signals with necessary explanations (Director, BMD will provide details of explanatory notes in simple and easily understandable language).

(c) Ensure strict performance of the allotted duties by Radio, Bangladesh Television, News Media, Press Information Department, Mass Communication Department and Films and Publications Department/normal times and especially during cautionary/warning and disaster stages.

(d) Take proper and adequate security steps for the protection of own installations and properties.

(m) Ensure all-out supports to all these mass media as required for early warning dissemination.

(n) Instruct all its offices to extend support to the District, Upazila and UP level administration.

Alert and Warning Stage

(a) Set up a Control Room in the Ministry and designate one Liaison Officer for maintaining link with the Control Room of the MoFDM.

(b) Ensure frequent publicity of precautionary and warning signals according to the advice of the BMD, and disseminate clear information regarding the duties of the people in the risk zones.

(c) In case of cyclones ensure frequent publicity of latest weather bulletins to reflect the correct position of cyclone.

(d) Arrange quick collection of weather bulletins and their dissemination to maintain their news value.

(e) Take steps for the protection of own properties.

Disaster Stage

(a) Operate the Control Room round the clock (24 hrs).

(b) Ensure that the news to be broadcast reflects the true and clear presentation of the actual position and does not create panic in the mind of the people and also advises them to desist from taking unreasonable steps.

(c) Take steps for publicity of news and directives relating to the situation requested by NDMC and IMDMCC.

(d) Arrange visit to affected area by the local and foreign journalists in the interest of publication of accurate and true report in the newspapers.

Rehabilitation Stage

(a) Arrange dissemination of information of the short and long term measures of different Ministries, Departments/Agencies for relief and rehabilitation of the affected people.

4.2.10.1 Bangladesh Betar (Radio Bangladesh)

The role of Bangladesh Betar at every stage of pre-disaster, disaster and post disaster periods is very important. On government orders Bangladesh Betar would, especially at the stage of pre-disaster period, alert the people and motivate them and inform them about the disaster situation and their duties in this respect. The responsibility of Bangladesh Betar about disaster will be the following:

Risk Reduction

(a) Establish and maintain communications (telephone, fax, email) with BMD, FFWC, MoFDM and T&T board

(b) Design and implement awareness and public education programmes in cooperation with the BMD and MoFDM, including individual, family and community prevention, preparedness and response actions, warning signals and their meaning.

(c) Publicize short talks on government disaster risk management policy and practice.

(d) Organize awareness campaigns on the revised signaling system of cyclonic storm for the river and sea port.

(e) Prepare agency contingency plan to secure from earthquake effect the staff, equipment and spare parts.

(f) Broadcast the individual and household measures to safe lives and livelihoods.

(g) Create mass awareness through radio broadcasting.

(h) Arrange broadcasting of the necessary information relating to proper execution of building codes for earthquake risk mitigation

(i) Arrange broadcasting of the govt. instructions/standing orders on earthquake disaster management.

(j) Broadcast programmes for the people of the affected areas for their mental boost up.

(k) Broadcast special programme on life safety measure, rescue, securing/reserving of household utensils, drinking water during emergences.

EMERGENCY RESPONSE

Normal Times

(a) Publicize special programme for earthquake and other disaster awareness for household preparedness.

(b) Establish and maintain quickest communication channels with BMD, Flood Forecasting and Warning Centre and T&T Board and ensure continuous operation of these channels.

(c) Establish non-stop communication arrangement with DMB and BMD through fax (and email).

(d) Publicize special action plans in cooperation with BMD and the MoFDM for the information of the people and taking up activities for disaster prevention, mitigation and preparedness.

(e) Publicize programmes relating to the meaning of warning signals in cooperation with the BMD, DMB and CPP.

(f) Ensure audio briefing from the cyclone forecaster of the Storm Warning Centre (SWC) based on weather charts, radar and satellite pictures while broadcasting special weather bulletins.

(g) Ensure stand-by arrangement to continue round the clock transmission if so ordered.

Alert Stage

(a) Broadcast weather forecast from all Broadcasting Stations on receiving warning signals 1, 2, 3 from Meteorological Department and announce it at regular intervals.

Warning Stage

(a) On receipt of warning signal No. 4, arrange to broadcast the same along with the explanations received from the BMD on hourly basis and on the advice of the MoFDM continue the broadcast without any interval after the normal broadcasting hours.

(b) Broadcast the announcement of the DM&RD MoFDM from Dhaka Radio station. If required the Radio Stations at Chittagong, Rajshahi, Sylhet, Rangpur and Khulna will broadcast the instructions of the local authority. It will be desirable to use the local dialect in the broadcast.

(c) Broadcast the Flood Warning on receipt of the same.

(d) Broadcast danger signal in case of cyclone every 30 minutes and great danger signal every 15 minutes and continue the broadcast after normal broadcasting hours if so advised by the Ministry of Food and Disaster Management.

(e) Broadcast the evacuation order for the population living in vulnerable areas to the local administration/authority if so instructed by the MoFDM.

Disaster Stage

(a) (In case of cyclone) Broadcast danger signal every 30 minutes and great danger signal every 15 minutes and continue to do so even after normal broadcasting hours on the advice of the MoFDM.

(b) Broadcast information relating to disaster prevention.

(c) Broadcast safety programmes on matters relating to survival, rescue and domestic belongings and drinking water, health etc.

Rehabilitation Stage

(a) Broadcast programmes to keep the morale of the people in affected area high.

(b) Broadcast short and long-term rehabilitation measures.

4.2.10.2 Bangladesh Television

Bangladesh Television will perform the following duties at different stages of disaster.

Risk Reduction

(a) Establish contact with BMD and ensure proper functioning of telephone and tele-printer to prevent possible disconnection, arrange, if necessary, non-exchange Magneto telephone line of T&T Board. Arrange fax communication (email) with BMD, FFWC and DMB at all times.

(b) Telecast special TV programmes in different channels such as talk shows, debate competitions, short films, teledrama, on hazards, risk reduction, risk treatment strategies, response and recovery coordination, public safety and preparedness activities at individual, family and community level.

(c) Telecast special education and awareness programs in coordination with the BMD, DMB and the MoFDM.

(d) Telecast short films and videos on disaster management.

(e) Prepare the agency contingency plan to secure from earthquake effect the staff and the equipments.

(f) If need be install transmission tower and the equipments to mitigate the earthquake risk.

(g) Broadcast short films and other information programmes on earthquake management.

(h) Arrange broadcasting of all government disaster-related notice.

(i) Telecast necessary information how to reduce the earthquake risks including the proper execution of the building codes.

(j) Arrange broadcasting of the govt. instructions/standing orders on earthquake disaster management.

EMERGENCY RESPONSE

Normal Times

(a) Telecast special programmes as authorized by the BMD and the MoFDM for information and action of the public.

(b) Telecast special precautionary signals of the Meteorological Department along with their meanings.

(c) Ensure audio briefing from cyclone forecaster of the Storm Warning Centre (SWC) and video representation of radar and satellite pictures along with verbal information while telecasting special weather bulletins.

(d) Show short films and video on the preparedness during flood, cyclone, earthquake and other disasters.

Alert Stage

Soon after receipt of signal Nos. 1, 2 and 3 from the Meteorological Department, Bangladesh Television shall immediately telecast them through all its Sub-Centres as well as from Dhaka Centre and continue to do so at regular intervals. Also telecast flood warnings issued by the Flood Forecasting and Warning Centre.

Warning Stage

(a) Bangladesh Television must telecast on receipt of warning signal No. 4 along with explanation given by Meteorological Department every one hour and continue such telecast if advised by the Ministry of Food and Disaster Management without any interval even after normal broadcasting hours. As soon as signal No. 3 is hoisted, Bangladesh Television will establish contact with the Ministry of Food and Disaster Management on full time basis for non-stop broadcast beyond normal broadcasting time.

(b) Ensure audio briefings from the cyclone forecaster (SWC) and video representation of radar and satellite pictures while telecasting special weather bulletins.

(c) Dhaka Television shall telecast all announcements issued by the Ministry of Food and Disaster Management and the Meteorological Department.

(d) Announce instruction relating to precautionary measures issued by the Ministry of Food and Disaster Management and the Meteorological Department.

(e) Telecast in details the flood warnings when received.

Disaster Stage

(a) In case of cyclones, telecast Danger Signals every 30 minutes and Great Danger Signal every 15 minutes and continue to do so beyond normal broadcasting hours if advised by the Ministry of Food and Disaster Management.

(b) Telecast the directions of the Ministry of Food and Disaster Management issued to local administration/authority for evacuations of population from risk areas to safer places.

(c) Telecast survival devices and advice regarding rescue and protection of domestic belongings and drinking water.

Rehabilitation Stage

(a) Telecast programmes to keep the morale of the affected people high.

(b) Telecast short and long term programmes regarding rehabilitation.

4.2.10.3 Mass Communication Department

The Mass Communication Department shall perform the following duties regarding disaster:

Risk Reduction

(a) Support an increased public awareness including information on hazards, risk reduction, risk treatment strategies, response and recovery coordination, public safety and preparation activities at individual, family and community level, using videos, through cinema, films, booklets and other mass information methods.

(b) Publicize instructions regarding physical infrastructure to reduce loss and damage.

(c) Create public awareness at national and local levels through producing of video, cinema, film, slide, booklets and pot songs on earthquake disaster management.

(d) Arrange publicity for the follow-up of the Building for earthquake risk mitigation.

(e) Arrange film show in the cinema hall on how to protect lives and livelihoods from earthquake.

EMERGENCY RESPONSE

Normal Times

(a) To increase public awareness about disaster by publicizing Mass Communication Department will do the following through video, cinema, films, slides, booklets etc.

i. Measures to be adopted in normal times for the reduction/mitigation/preparedness of disaster helpful for reducing loss and damage during disaster

ii. Duties and responsibilities during disasters for emergency response

iii. Publicize instructions regarding physical infrastructure to reduce loss and damage form the disaster

(b) Take technical advice on the above subjects from the DMB.

Alert and Warning Disaster Stage

(a) Keep the people of the disaster areas informed through different publicity media about their duties at these stages.

Rehabilitation Stage

(a) At this stage conduct publicity work in affected area with a view to keeping mental spirit of the people high and bringing normalcy to life. Specially advise people in respect of epidemic, self-reliance in reconstruction work, general security, agricultural rehabilitation etc.

4.2.10.4 Press Information Department (PID)

The PID shall perform the following duties regarding disaster management.

(b) Ensure regular publicity campaign in mass media through various article, handouts and government press release on different hazards, risk and disasters.

(c) Ensure awareness raising campaign for better understanding about the information dissemination of disaster.

(d) Collect and disseminate information regarding disaster to the international and national m mass media.

(e) Issue proper information to the mass media to avoid panic created by any base less reporting.

4.2.10.5 Department of Films and Publications

The department shall perform the following duties regarding disaster management.

(b) Produce/develop various film, tell-of slogans, communication messages regarding disaster management activities on different hazards.

(c) Prepare various films and documentary on field learnings to encourage publics for better preparedness of people during disaster.

4.2.11 Ministry of Posts and Telecommunications

Risk Reduction

(a) Designate a senior staff as the Ministry as Disaster Management Focal Point and establish contacts with disaster management committees and DM&RD.

(b) Prepare contingency plan for Ministry and other telecommunication infrastructures and facilities.

(c) Establish direct communication link with Indian Ocean Tsunami Warning system for Tsunami warning.

(d) Make link with global telecommunication system for cyclone and other warning/forecasting support.

4.2.11.1 Bangladesh Telecommunication Regulatory Commission (BTRC)

Risk Reduction

(a) Designate a senior staff as the Disaster Management Focal Point and establish contacts with NDMC, IMDMCC and NDMAC.

(b) Issue directives to all level offices to support NDMCC, IMDMCC and NDMAC down to Divisional Commissioner, DC, TNO and UP-Chairperson wherever necessary.

(c) Establish networks with all the mobile phone companies and use those for speedy dissemination of early warning information to the community.

(d) Mange the risk assessment and risk reduction activities for preventing damage or loss to services and infrastructure such as mail and post, government records, cash and other valuables as planned.

(e) Instruct concerned authorities to Prioritize effective steps in keeping telephone services operational day and night before hand.

(f) Assist MoFDM and BMD in establishing an effective early warning system.

(g) Undertake sectoral risk assessment and prepare a sectoral risk mitigation and preparedness plan.

(h) Ensure budgetary provision for risk reduction activities.

(i) Establish strong communications and coordination with MoFDM.

(j) Instruct all telephone and internet service providers to follow the instructions and ensure supports required in disaster situations.

(k) Form a task force comprising of management and technical staff who will work in a disaster situation.

(l) Arrange effective training to increase the capacity of the task force members on how to deal with and respond in disaster situation.

(m) Prepare a contingency plan for risk reduction and management involving all its departments.

(n) Reallocate its resources including staff if necessary.

EMERGENCY RESPONSE

Normal Times

(c) Designate one Liaison Officer as the Disaster Management Focal Point.

(d) Prepare plans beforehand for emergency post-disaster posts, telecommunications and telegram services in disaster areas.

(e) Ensure fruitful steps for preventing loss to mail/posts, government records, cash money and other valuable materials like stamps, seals, saving certificates and important records etc.

Alert and Warning Stage

(a) Open the Control Room and operate it.

(b) Designate one Liaison Officer for keeping link with EOC at the Ministry of Food and Disaster Management and the Disaster Management Bureau.

(c) Ensure allocation of frequency on emergency basis to wireless communication at the time of imminent disaster.

(d) Ensure distribution of warning signals through mobile phone, fax, telephones, telegraph and emails to pre-determined centres quickly.

(e) Establish wireless link with all inhabited islands.

Disaster Stage

(a) Take effective steps for maintenance of telephone services day and night.

(b) Prepare list of emergency telephone and tele-printer of Ministries/Divisions/Directorates and other agencies like Red Crescent, CPP and other voluntary Organizations and keep them running. Take immediate steps for complaints received from Control Rooms of Ministries engaged in disaster preparedness and emergency works and from such agencies.

(c) Keep contact with the service providers and extend all supports.

(d) Keep alternative communication arrangement for use in emergency work and if necessary keep it ready for operation in affected areas.

Rehabilitation Stage

(a) Keep a team of technicians ready for emergency repair and reinstallation of snapped telephone/telegraph communications.

(b) Implement the plan of required connections for telephone/telegraph/wireless broadcasts in disaster areas.

4.2.11.2 Bangladesh Telecommunication Company Limited (BTCL)

The Chairman of BTCL, in addition to BTCL's normal work and implementation of work plan (contingency plan), will perform the following duties.

Risk Reduction

(a) Conduct sectoral risk and vulnerability assessment and prepare a risk reduction action plan.

(b) Implement the plan.

EMERGENCY RESPONSE

Normal Times

(a) Designate one Liaison Officer in the BTCL Headquarters as the Disaster Management Focal Point.

(b) Establish information centre at the BTCL Headquarters and sub-ordinate offices in disaster areas.

(c) Arrange protection and security of own manpower, installations and assets in disaster areas.

Alert and Warning Stage

(a) Make plans for essential telephone services during disaster time in disaster areas.

(b) Keep persons responsible for installation of telephone, mechanical engineers and technicians ready with equipment for the purpose of emergency repair and reconstruction of telephone and telegraph lines.

Disaster Stage

(a) Take effective steps on priority basis for keeping telephone services operational day and night.

(b) Keep the emergency telephones and tele-printers operational at Ministries/Divisions/Directorates and other agencies like Red Crescent, CPP and other

voluntary organizations rendering emergency services.

(c) Solve immediately the complaints received from the Control Rooms of Ministries/Agencies engaged in cyclone preparedness and very essential programmes.

(d) Store communication sets for emergency use in disaster areas and keep them ready for supply.

(e) Provide telephone connections to the deployed areas in case of deployment of Armed Forces Division.

Rehabilitation Stage

(a) Make emergency repair and reinstallation of disrupted telecommunication during disaster. Take special steps for telecommunication installations in coastal islands.

(b) Prepare projects for rehabilitation/reconstruction of destroyed telephone and tele-printer services and submit them to the Planning Commission for allocation of funds.

4.2.11.3 Director General, Bangladesh Post Offices

Besides normal function and implementation of its own Action Plans (contingency plan), Director General will perform the following duties.

Risk Reduction

(a) Conduct sectoral risk and vulnerability assessment and identify the vulnerable structure, design and implement a plan to strengthen the buildings.

(b) Identify safe places for construction of new structures.

EMERGENCY RESPONSE

Normal Times

(a) Designate one Liaison Officer in the Directorate as the Disaster Management Focal Point.

(b) Arrange for training in pre-disaster days of own employees regarding priority works to be done in disaster areas.

(c) Identify one Liaison Officer for keeping contact with field offices and Control Room of the Ministry of Posts and Telegraphs and the EOC at the DM&RD, MoFDM.

(d) Arrange rehearsals/drills in disaster areas in the months of April and September every year.

Alert and Warning Stage

(a) Take steps for the protection and security of departmental manpower, installations and properties in areas likely to be affected by cyclones/floods.

Disaster Stage

(a) Take appropriate steps to ensure the security of posts and telegraph services with the assistance of subordinate officials and others.

(b) Maintain emergency post and telegraph services in disaster-affected areas.

(c) Take effective steps for the prevention of damage to mails, government records, cash and valuable articles like postage stamps, seals, saving certificates, important records etc.

Rehabilitation Stage

(a) If necessary, establish temporary post offices for rendering postal services to returnees from Relief Centre/Disaster Shelter to their houses in respective areas for rehabilitation.

(b) Assist in the efforts of the local authorities for keeping the postal services operational during evacuation, rescue, relief and rehabilitation operations.

(c) Issue instructions to all concerned people explaining the benefit of keeping postal services operational during disaster period.

4.2.12 Ministry of Local Government, Rural Development and Co-operatives

Risk Reduction

(a) Develop a sectoral risk mitigation and preparedness strategy plan through conducting a detailed sectoral risk assessment.

(b) Ensure budgetary provision for the implementation of the plan and establish an effective monitoring and evaluation system to ensure effective utilization of resources.

(c) Encourage local government to consider disaster risk when developing roads, bridges and culverts, and other local infrastructure.

(d) Encourage local government to construct hazard resilient helipads in off shore islands.

(e) Support education and awareness campaigns to ensure people undertake risk reduction activities, including preparedness activities prior to cyclone/storm season.

(f) Establish a sectoral risk communication system of the Ministry.

(g) Prepare and periodically update the agency contingency plan especially earthquake contingency plan.

(h) Follow the BNBC and take necessary measure to ensure its proper execution.

(i) To mitigate earthquake risks in the construction and urban planning arrange training programmes for government engineers, planners and the architects on infrastructure and urban planning.

(j) Work with the GSB to identify earthquake risks and ensure involvement of specialist engineers in the reconstruction works of the affected areas.

EMERGENCY RESPONSE

Normal Times

(a) Prepare maps showing population areas, deep wells, protected ponds and other sources of drinking water.

(b) Undertake preparedness activities including managing reserve stocks of tube wells and spare parts, organizing public health engineering units, and ensuring emergency supplies.

(c) Ensure the repair and maintenance of cyclone shelters, schools, high lands, fortified earthen mounds, and private buildings to be used as shelters in high-risk areas.

Disaster Stage

(a) Ensure the operation of Disaster Management Coordination Committees at sub-national level.

(b) Ensure the evacuation of the population as directed ensuring protection of women and children.

(c) Ensure the availability of safe drinking water in affected areas, including undertaking emergency repairs to damaged tube wells.

(d) Organize rapid assessment of damage and vulnerability of people giving special attention to women and children (orphaned, separated, displaced) in coordination with Ministries of Women and Children Affairs and Social Welfare.

Rehabilitation Stage

(a) Ensure quick assessment of damage, losses and reconstruction needed and take immediate necessary action.

(b) Organize the reconstruction of houses on a self-help basis.

(c) Arrange repair and re-sinking of tube wells through the DPHE.

(d) Repair or reconstruct small roads, culverts and bridges.

(e) Ensure effective communication, information and reporting during emergency response and recovery operations.

4.2.12.1 Local Government Division (LGD)

Besides normal functions and implementation of it's of own Action Plans, LGD will perform the following duties.

Risk Reduction

(a) Designate one Liaison Officer in the LGD as the Disaster Management Focal Point.

(b) Ensure that design of all the structure considers local context and the current and future all hazard risks especially earthquake risk.

EMERGENCY RESPONSE

Normal Times

(a) Encourage local government agencies for building roads, bridges and culverts for communication to cyclone shelters and growth centres.

(b) Encourage concerned local government and agencies for the construction of fortified earthen mounds and helipads in offshore islands, Union Parishad compounds in coastal areas and Upazila Headquarters.

(c) Encourage the people of cyclone-prone areas to construct at least one brick build residential building with one small room. Advise people to keep the foundations of their residence above flood and storm surge level.

(d) Advise Union Parishads to coordinate their activities with those of Village Defence Party, Ansar, Family Planning Worker, Agriculture/Livestock/Fishing/Education Department employee, union social workers, community youth group, NGOs and CPP volunteers.

(e) Ensure storage of emergency supplies by relief authority and other agencies at Upazila level and rescue materials at Union Parishad Headquarters.

(f) Organize necessary public health engineering units at all levels.

(g) Prepare maps showing population concentration and deep wells, protected pond and other sources of drinking water.

(h) Ensure reserve stock of tube wells and spare parts.

Alert and Warning Stage

(a) Establish one Control Room in the Local Government Division

(b) Designate one Liaison Officer to keep in touch with the EOC at the MoFDM and DMB.

(c) Alert all concerned about cyclone/flood disaster.

(d) Ensure formation of committee for rescue, relief and rehabilitation work and village volunteer team.

(e) Ensure necessary coordination with all concerned Ministries/relief agencies.

(f) Fix up cyclone shelters, fortified earthen mounds, high lands, private building, schools and safe high lands for sheltering people and livestock in cyclone/flood-prone areas considering special facilities as far as possible for women children and people with disability.

Disaster Stage

(a) Ensure operation of the Control Room round the clock (24 hrs).

(b) Ensure operation of Disaster Management Coordination Committees at various levels.

(c) Ensure evacuation of the population on receipt of orders for such evacuation.

(d) Engage one Upazila level officer for looking after administrative works of every cyclone shelter.

(e) Ensure availability of drinking water at times of need.

(f) Keep in touch with local administration on whole time basis.

(g) Direct local government institutions for extending assistance to the Deputy Commissioner and the Upazila Nirbahi Officer for rescue and relief operations.

(h) Ensure availability of repair workers for emergency repair of damaged tube wells in every affected Upazilas. Send technicians from unaffected areas to the affected areas.

Rehabilitation Stage

(a) Quantify the loss/damage.

(b) Assist rescue and relief operations at all levels.

(c) Organize reconstruction of damaged houses on self help basis with local assets and materials received from the government.

(d) Arrange repair and re-sinking of tube-wells through the DPHE.

(e) Take up repair/reconstruction work of small roads, culverts and bridges damaged by cyclone/flood.

(f) Ensure cooperation among Union Parishad/Upazila Parishad/Municipal Corporation and Town Committees for keeping the price of essential commodities stable.

(g) Direct DPHE for preparation of schemes for sinking of deep and shallow tube-wells in cyclone-prone areas soon after the occurrence of disaster and arrange funds for the purpose.

(h) Direct the LGED for preparation of schemes for small roads, bridges, culverts in cyclone/flood prone areas and community centres like shelter places in disaster coastal areas and arrange funds for such programmes.

4.2.12.2 Local Government Engineering Department (LGED)

Besides normal duties and implementation of its own Action Plans (contingency plans), the LGED and the Engineers will be responsible for the following works in their respective areas subject to their own delegation of powers.

Risk Reduction

(a) Designate one Liaison Officer in the LGED as the Disaster Management Focal Point.

(b) Consider all hazard risks in preparing the Action Plan of the LGED.

(c) Draw up plans of feeder roads, bridges and culverts and complete their construction keeping provision for easy flow of waters and easy discharge of tidewaters.

(d) Encourage and inspire people through Union Parishads for construction of two storied buildings if possible. Suggest that at least one room on the roof of cyclone/flood resisting brick built residential house for the purpose of using them as shelter place during cyclone/flood.

(e) Prepare maps identifying population centres, water holes (wells), protected ponds/water reservoir/tube-wells for drinking water and other water sources.

(f) Prepare and periodically update the agency contingency plan.

(g) Follow Building Code and take necessary measure to ensure its proper execution where necessary.

(h) To mitigate earthquake risks in the construction and urban planning arrange training programmes for government engineers, planners and the architects on infrastructure and urban planning.

(i) Work with the GSB to identify earthquake risks and ensure involvement of specialist engineers in the reconstruction works of the affected areas.

EMERGENCY RESPONSE

Normal Times

(a) Repair and maintain small roads, bridges and culverts for communication to cyclone shelters, educational institutions, community centres and health centres for the purpose of providing easy communication for evacuation and security during disaster.

(b) In cyclone-prone areas, advise for raising the banks of water reservoir (pond) above the level of cyclone induced tidal bore and in other places above flood level so that the water reservoir can be used by people as supply source of drinking water and the banks can be used as shelter place for animals. Several rows of trees should be planted.

(c) Maintain stock of Baily bridges for bridge and culverts, and for repairing the breach on roads for the purpose of quick movement of relief materials.

(i) Keep the foundations level of cyclone shelter under the control of Upazila Parishad above flood level and undertake regular maintenance work.

(j) Train the Engineer, including Secretary of the Union Parishad and technical and non-technical employees in disaster preparedness and management programmes and make them known to the people.

Alert and Warning Stage

(a) Operate one Control Room in the Directorate's head office.

(b) Attend the meeting of Local DMC and assist in evacuation, rescue and relief operations.

(c) Alert all concerned about the imminent disaster and take precautionary steps for the security of materials, stock and implements.

(d) Ensure steps for removing blockades of flow of water in small roads.

(e) Help in identifying shelter places, fortified earthen mounds, private buildings, schools and Madrasahs and high safe places in disaster areas for use as shelter place of people and livestock.

Disaster Stage

(a) Ensure operation of the Control Room round the clock (24 hrs) and assist in evacuation, rescue and relief operations.

(b) Coordinate with Inter-Ministerial Disaster Management Coordination Committee.

(c) Ensure communication with cyclone/flood shelters and take up immediate repair work, if necessary.

Rehabilitation Stage

(a) Assess and quantify loss, damage and needs.

(b) Assist in rescue and rehabilitation works at all levels.

(c) Organize reconstruction of damaged houses, small roads, bridges and culverts on self help basis with materials from local source and these received from the government.

(d) Take up repair/reconstruction works of small roads, bridges and culverts damaged in disasters.

(e) Prepare short and long-term programmes for indispensable small roads, for the purpose of communication, evacuation and relief operations during disaster.

4.2.12.3 Rural Development and Cooperatives Division (Including Bangladesh Rural Development Board)

Besides performance of normal duties and implementation of own work plans the Rural Development and Cooperatives Division/Bangladesh Rural Development Board will perform the following duties.

Risk Reduction

(a) Designate One Liaison Officer as the Disaster Management Focal Point.

(b) Consider all hazard risks in preparing the Action Plan of the Rural Development and Cooperatives Division/BRDB.

(c) Undertake training, awareness and education programs for the beneficiaries of with the small and medium poultry and livestock farmers.

(d) Support education and awareness campaigns concerning risk assessment and risk reduction activities.

EMERGENCY RESPONSE

Normal Times

(i) Create an emergency fund for quick management of following subjects to combat disaster.

(ii) Utilize TCCA and KSS for rural development works in disaster areas.

(iii) Organize special training courses at TCCA for cooperative members on house construction, land cultivation etc on the basis of mutual assistance and self-help.

Alert and Warning Stage

(a) Operate the Control Room in BRDB Headquarters, TCCA, ATCCA and BRDB Field Offices and coordinate with the local administration at different levels for implementation of post disaster recovery Action Plans.

(b) Attend meeting of Local Disaster Management Committee and help in evacuation, rescue and relief operations.

(c) Alert all about imminent disaster through office executives of BRDB, ATCCA and TCCA and ensure safety measures for security of godowns, stocks, stores, implements and materials.

Disaster Stage

(a) Help the local administration through TCCA for identifying shelters for people and livestock, shift TCCA stock to safer place by keeping the local administration informed and organize members of cooperative societies in the evacuation team through TCCA.

(b) After ascertaining the loss of life and loss/damage of property and requirement of relief and rehabilitation immediately inform concerned Ministry/Office.

Rehabilitation Stage

(a) Determine the loss incurred by members of cooperative societies and after ascertaining the demand for production loan arrange for distribution of loan according to rules.

(b) Help people for ascertaining the demand for various inputs and preparing production programmes and assist in their procurement from different agencies.

(c) Ensure the preparation of production programmes by officials for primary agri-cooperative societies and other societies and after consolidating the demand for loan, arrange for necessary sanction and quick release of fund.

(d) Arrange loan for meeting the demand of loan for affected members by cyclone.

(e) Prepare separate and specific programmes for the rehabilitation of each class of people.

(f) Implement separate programmes for procurement of irrigation tube-well parts, sinking of tube-wells/re-sinking, repairs etc in affected areas.

(g) Organize the people and NGOs jointly for taking up development schemes for mopping up loss/damage.

(h) Encourage and assemble the farmers for adopting joint programmes for agri-production and establishment of nursery for distribution of seedlings among affected farmers.

(i) Ensure that the officials organize BBS and MBBS among distressed people with NGOs, if necessary, and in order to employ them in income generating activities consolidate training and loan needs.

(j) The Cooperative Directorate will work side by side in close cooperation with the BRDB at all levels.

4.2.12.4 Department of Public Health Engineering (DPHE)

Ensuring safe drinking water due to arsenic contamination in the ground water and also salinization in the surface water in the coastal belt become a huge challenge for the DPHE. The issue becomes more important especially during disaster period when in absence of safe drinking water people are forced to use polluted water due to which diarrhoea disease breaks out in epidemic form. Besides performance of normal duties DPHE should carry out the following.

Risk Reduction

(a) Identify local level risks related to safe drinking water and hygiene practices through community consultation and prepare the risk reduction action.

(b) Develop joint strategy to utilize the resources of the government, NGOs and other private sector actors in ensuring implementation of the risk reduction action plan developed.

(c) Coordinate activities of NGOs and other private sector actors to ensure synergies and avoid duplication.

(d) Provide technical support to promote hygiene and maintain the standards.

(e) Establish an effective monitoring and evaluation mechanism to ensure effective utilization of resources.

EMERGENCY RESPONSE

Normal Times

(a) Identify disaster areas and ensure sinking of sufficient number of tube-wells for continuous supply of safe drinking water.

(b) Keep stock of spare parts for repairing the tube-wells likely to be damaged in disaster (tidal bore/floods).

(c) Keep stock of sufficient quantity of bleaching powder in disaster areas.

(d) Fix up technical/repair team for employment in cyclone/flood-prone areas.

(e) Review the stock position of spare parts and bleaching powder every six months and ensure for sufficient stock.

(f) Encourage construction of hygienic low cost water resistant latrines for disaster areas.

(f) Keep reserve tube-wells and water resistant latrines for distribution in relief camps, cyclone shelters or in areas where such facilities have been damaged.

(g) Ensure the availability of cash funds for meeting contingency expenditure in emergency.

(h) Provide training to the potentially vulnerable population for the effective use of Water Purification Tablets (WPT) and beaching powders.

Alert and Warning Stage

(a) Form tube-well repair teams and keep them on stand-by for traveling to possible distressed areas.

(b) Examine the position of spare parts of tube-wells in areas threatened by disaster and if necessary arrange for additional stock.

Disaster Stage

(a) Order repair teams for traveling to the affected areas washed away by tidal bore/flood waters for repairing/tending/cleaning of tube-wells/water supply lines.

(b) Arrange for the supply of drinking water on emergency basis to areas where normal supply has been disrupted (Man can live for longer period without food than without water).

Rehabilitation Stage

In coordination with the DMC and on orders of the Committee.

(a) Maintain the supply of drinking water under special arrangement.

(b) Make available sufficient quantify of bleaching powder for maintaining adequate hygienic condition in shelters, relief camps etc.

(c) Supervise repair/rehabilitation work of tub-well/water supply system and ensure availability of required manpower/spare parts for speedy completion of work.

4.2.12.5 Dhaka WASA

In addition to normal duties and appropriate implementation of agency work, Dhaka WAS will carry out following tasks.

Risk Reduction

(a) Designate one responsible person in the WASA as the Disaster Management Focal Point.

(b) Ensure participation in all Disaster Management Committee's Meetings starting from National to Upazila level for planning, rescue, evacuation and rehabilitation works.

(c) Undertake a sectoral risk assessment initiative and develop procedures for alternative water supply system and sewerage and drainage system.

(d) Prepare WASA contingency plan for earthquake and natural disaster.

(e) Arrange training of WASA official for agency services during and after disaster.

4.2.13 Ministry of Housing and Public Works

In addition to normal duties and appropriate implementation of Ministry's work plans the Secretary of the Ministry of the Housing and Public Works will ensure implementation of the following in the most effective way as per SOD.

Risk Reduction

(f) Designate one responsible person in the Ministry as the Disaster Management Focal Point.

(g) Ensure participation in all Disaster Management Committee's Meetings starting from National to Upazila level for planning, rescue, evacuation and rehabilitation works.

(h) Undertake a sectoral risk assessment initiative with a view to develop a plan of action.

(i) Issue directives to ensure proper execution of the Bangladesh National Building Code (BNBC).

(j) Develop policies and procedures for funding repairs and reconstruction of Govt. infrastructure, facilities and structures in hazard impact areas.

(k) Ensure post hazard impact and risk assessment issues are considered in any reconstruction activities.

(l) Develop and implement a training programme for its staff at different levels on disaster risk reduction in the housing and public works sector.

(m) Establish a strong monitoring system to monitor the quality of construction works of the government and in the private sector.

(n) Prepare a contingency plan for the Ministry as a whole to handle any disastrous situation involving all its divisions and field offices.

(o) Ensure budgetary provision for all kinds of initiatives and responses.

(p) Establish a risk reduction communication system within and across the Ministry.

(q) Prepare and periodically update the agency contingency plan.

(r) Prepare a full-fledged earthquake-related BNBC and take necessary measure to ensure its proper execution.

(s) To mitigate earthquake risks in the construction and urban planning arrange training programmes for government engineers, planners and the architects on infrastructure and urban planning.

(t) Work with the Geological Survey of Bangladesh to identify earthquake risks and ensure involvement of specialist engineers in the reconstruction works of the affected areas.

EMERGENCY RESPONSE

Normal Times

(a) Designate one Liaison Officer in the Ministry as the Disaster Management Focal Point.

(b) Participate in all DMCs from national up to Upazila level for planning, rescue, evacuation and rehabilitation work.

(c) Take precautionary steps for the protection of government property against possible loss and damage during disaster.

(d) Coordinate disaster management activities with concerned Ministries and local authorities.

(e) Issue directives to all divisions and field offices to develop their own plan in coordination with the Ministry to respond in the natural hazards.

(f) Issue directive to take precautionary measures for protection of Govt. Properties from possible loss and damage during disaster.

Alert and Warning Stage

(a) Issue cautionary instructions to all concerned.

(b) Set up Control Room in the Ministry.

(c) Designate one Liaison Officer for keeping link with the EOC at the MoFDM as well as with the DMB.

(d) Instruct all officials at District and Upazila levels for keeping manpower and materials prepared for protection and repair of government property.

(e) Protect all government stock, materials etc and ensure their safety by shifting them to safer place, if necessary.

(f) Direct public works Directorate to send necessary workers and materials from other areas to areas likely to be affected for fighting emergency situations.

(g) Keep link with local authority and coordinate activities of all programmes.

Disaster Stage

(a) Identify disaster areas especially Upazilas likely to be affected by the disaster.

(b) Protect government stock, materials and properties.

(c) Ensure the availability of additional manpower and materials to be deployed to affected areas, and for the protection and repair of government property.

(d) Direct Public Works Directorate in supporting affected areas by sending additional manpower and materials to assist in response, relief and recovery operations, and for the strengthening and repair of government property, or damage to infrastructure.

(e) Issue directives to evacuate to a safer place for saving life and records.

(f) Place workers in the Control Room and keep in touch with the EOC at the MoFDM and also with the DMB to know the extent of damage to infrastructure.

(g) If necessary, direct the PWD for taking up strengthening and repair work on emergency basis in threatened areas.

Rehabilitation Stage

(a) Prepare loss and damage statistics, including the nature and volume of reconstruction or repair works.

(b) Undertake post hazard impact analysis and identify possible mitigation options.

(c) Prepare detailed programmes with estimates for protection of government property in case of similar disasters in future and submit it to appropriate authority.

(d) Arrange and ensure budgetary provision/funds for the emergency disaster risk reduction requirements for the Ministry.

(e) Ensure quick allocation of financial supports for meeting probable reconstruction operations requirements.

(f) Repair, rehabilitate and reconstruct government property, including the preparation of detailed work plans, programmes and estimates of cost for immediate and longer-term reconstruction to government property.

(g) Coordinate with concerned other Ministries and local authorities in all rehabilitation programmes.

(h) Provide technical assistance and supervise reconstruction work as per request.

4.2.13.1 Public Works Department (PWD)

In addition to normal duties and implementation of its own Action Plan, the PWD will perform the following duties at Headquarters and through its subordinate offices at Divisions, District and Upazila levels as per departmental delegation of powers.

Risk Reduction

(a) Ensure proper execution of the BNBC.

(b) Include current and future disaster risks in the policies, programmes and guidelines of all the development works of the Department.

(c) Prepare manual explaining seismic capacity evaluation and earth proofing design.

(d) Prepare and periodically update the list of the vulnerable structure and disseminate the information to concerned.

(e) Disseminate the Technical information related to earthquake and Tsunami to engineers.

(f) Support the retrofitting works.

EMERGENCY RESPONSE

Normal Times

(a) Organize training programmes and awareness campaigns with the civil engineers involved in the construction works and the masons to ensure proper execution of the Building Codes.

(b) Establish a strong monitoring system to monitor the quality of construction works of the government and in the private sector.

Alert and Warning Stage

(a) Establish the Control Room to keep in touch with field level offices and the local Disaster Management Committee.

(b) Alert all concerned after receipt of cautionary signals.

(c) Keep manpower and materials ready for protection and repair of government property.

(d) Protect all government stock and ensure their security by shifting them to safer place, if necessary.

(e) If necessary, send materials and workers from other places to areas likely to be affected, for meeting emergency situation and keep Headquarters and concerned local DMC informed about it.

Disaster Stage

(a) Coordinate with all activities by keeping in touch with local administration and assist in the evacuation, rescue and relief operations.

(b) Assess loss and damage and prepare estimates for repair and reconstruction and arrange funds for it.

(c) Assist in rescue work of people in distress.

(d) Participate, if necessary, for shifting of stock/property.

Rehabilitation Stage

(a) Start as quickly as possible repair and reconstruction work of government property damaged in the disaster.

(b) Arrange repair and reconstruction works immediately and prepare long-term perspective of damaged government property.

(c) Coordinate with local administration and authorities in relief and rehabilitation work.

(d) Prepare detailed programmes, work plans and estimates for protection of government property in similar disaster in future and submit them to appropriate authority.

(e) If necessary, extend technical assistance and supervision to reconstruction work.

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4.2.13.2 Urban Development Authority (RAJUK, CDA, KDA, RDA & NHA)

Risk Reduction

(a) To identify vulnerable areas contact with the GSB to ensure receipt of the earthquake risk maps. Integrate earthquake micro-zonation mapping in detail areas planning of the city.

(b) Create measures and provide technical support for the constructing of high rise buildings in the affected areas following BNBC.

(c) Include the specific measures (provisions for wide roads for smooth running of the transports involved in rescue work, arrange for building of emergency shelters in the open/free space in every Para) in the urban development planning for mitigation of earthquake disaster.

(d) Collect earthquake risk maps and conduct survey to progressively cover all the buildings and other structure in the working area on. If necessary, plan for emergency measure.

(e) Work with the local people to stop construction of the buildings and other structure for smooth running of the vehicles. Maintain liaison with the law enforcing agencies to ensure its full implementation.

(f) Provide training on urban planning and retrofitting of the buildings to engineering planning organizations and the builders.

(g) Execute the BNBC to construct any buildings and mansions in the very important places.

(h) Assist categorizing safe and vulnerable buildings and other structure.

(i) If necessary assist in emergency storage and repairing works (especially for hospitals, emergency shelters and so on).

(j) In the rehabilitation stage execute BNBC and the earthquake resistant building code.

EMERGENCY RESPONSE

Normal Times

(a) Organize training programmes and awareness campaigns with the civil engineers involved in the construction works and the masons to ensure proper execution of the BNBC.

(b) Establish a strong monitoring system to monitor the quality of construction works of the government and in the private sector.

Alert and Warning Stage

(a) Establish the Control Room to keep in touch with field level offices and the local DMCs.

(b) Alert all concerned after receipt of cautionary signals.

(c) Keep manpower and materials ready for protection and repair of government property.

(d) Protect all government stock and ensure their security by shifting them to safer place, if necessary.

(e) If necessary, send materials and workers from other places to areas likely to be affected, for meeting emergency situation and keep Headquarters and concerned local DMC informed about it.

Disaster Stage

(a) Coordinate with all activities by keeping in touch with local administration and assist in the evacuation, rescue and relief operations.

(b) Assess loss and damage and prepare estimates for repair and reconstruction and arrange funds for it.

(c) Assist in rescue work of people in distress.

(d) Participate, if necessary, for shifting of stock/property.

Rehabilitation Stage

(a) Start as quickly as possible repair and reconstruction work of government property damaged in the disaster.

(b) Arrange repair and reconstruction works immediately and prepare long-term perspective of damaged government property.

(c) Coordinate with local administration and authorities in relief and rehabilitation work.

(d) Prepare detailed programmes, work plans and estimates for protection of government property in similar disaster in future and submit them to appropriate authority.

(e) If necessary, extend technical assistance and supervision to reconstruction work.

4.2.14 Ministry of Establishment

Risk Reduction

(a) Issue directives to incorporate disaster management considerations in the human resource development policies and guidelines of all the ministries and departments.

(b) Issue directives to public training institutes and academies to include disaster management module in all the training courses and develop disaster management training course considering different public service cadres roles in SOD.

(c) Establish a risk reduction communication system within and across the Ministry.

(d) Develop risk mitigation/preparedness strategy/plan of the Ministry.

(e) Develop an emergency sectoral response system.

(f) Develop a contingency plan of the Ministry.

EMERGENCY RESPONSE

Normal Time

(a) Maintain a pull of trained manpower capable of handling with large scale disasters for urgent placement in the disaster affected areas.

(b) Establish an incentive package to encourage and retain the efficient and qualified staff working in the hard to reach areas.

Disaster Stage

(a) Deploy the qualified and efficient people in disaster stricken areas to handle with the emergencies.

Rehabilitation Stage

(a) Deploy the relevant highly skilled people to handle with reconstruction activities.

4.2.15 Ministry of Finance

Risk Reduction

(a) A senior officer in the Ministry will act as the Focal Point of ensuring mobilization of all necessary financial resources for all the activities related to the Government's whole Disaster Risk Reduction approaches and initiatives.

(b) Designate a senior staff as the liaison officer in the Ministry for disaster management activities.

(c) Identify one liaison officer in each of the divisions of the Ministry for disaster management activities.

(d) Develop funding policy and establish a disaster risk reduction fund as per the direction of the NDMC.

(e) Mainstream disaster management principles and practices within national financial development processes and policies.

(f) Ensure necessary financial allocation with regards to the request made by concerned Ministries, Departments and bodies.

(g) Establish close communication and contacts with concerned Ministries, Committees and Bodies for supporting their planned activities related to Risk Reduction initiatives with regards to financial supports.

(h) Ensure approval of necessary financial resources for Disaster Impact and Risk Assessment of concerned Ministries/Departments/Committees.

(i) Develop and implement a Disaster Management Training Policy for Finance Ministry staff.

(j) Develop, approve and introduce methodologies for integrating disaster management planning for resources mobilization at various levels within financial development planning processes.

(k) Ensure participation in National Disaster Management Council (NDMC), Inter-Ministry Disaster Management Coordination Committee (IMDMCC) and National Disaster Management Advisory Committee (NDMAC) meetings.

(l) Issue necessary instructions and guidelines to all concerned regarding criteria for making financial requirements for Finance Ministry.

(m) Manage and maintain all accounts under the responsibility of the Chief Accounts Officer (Finance Division).

EMERGENCY RESPONSE

Normal Times

(a) Arrange and ensure budgetary provision/funds for the emergency disaster risk reduction requirements.

(b) Ensure financial supports for the preparedness activities of various Ministries, Departments, Upazila, UP etc, such as**:** training, capacity building, warning system development/learning exercises, mock etc.

(c) Establish strong coordination with MoFDM and NDMC.

(d) Prepare a contingency plan of the Ministry.

Disaster Stage

(a) Ensure quick allocation of financial supports for relief and early recovery operations and activities.

(b) Prepare loss and damage statistics, including the nature and volume of relief materials, in close liaison with MoFDM.

(c) Manage the timely delivery of foreign equipment and relief materials including the release of international relief materials through the Customs Department.

Rehabilitation Stage

(a) Ensure quick allocation of financial supports for meeting rehabilitation and probable reconstruction operations requirements.

(b) Monitor compliance of policies and procedures for funding for repairs and reconstruction of public infrastructure, facilities and structures in hazard impact areas as developed.

(c) Support ERD/MoA/MoFDM in the provision of foreign government/agency assistance.

(d) Ensure post hazard impact risk assessment issues are considered in any reconstruction activities or funding proposals.

4.2.15.1 Finance Division

Besides normal responsibilities, the Finance Division will perform the following duties.

Risk Reduction

(a) Designate one Liaison Officer in the Ministry as the Disaster Management Focal Point.

(b) Ensure necessary financial allocation as per the request made by concerned Ministries, Departments and Bodies to implement their respective risk reduction plans and programmes.

(c) Develop necessary instructions and guidelines for all concerned regarding criteria for making financial requirements for Finance Ministry.

(d) Support the Ministry of Finance to develop, approve and introduce methodologies for integrating disaster management planning for resources mobilization at various levels within financial development planning processes.

EMERGENCY RESPONSE

Normal Times

(a) Made budgetary provision for the emergency management in the revenue budget.

(b) Arrange for the necessary funds as per decision of the NDMC.

Disaster Stage

(a) Ensure quick allocation of funds for meeting relief operations.

(b) Control all accounts under the responsibility of the Chief Accounts Officer with advice and cooperation.

(c) Keep ready for mobilizing resources for construction of infrastructure, public facilities and structures required to recoup loss and damage.

Rehabilitation Stage

(a) Participate in the macro level loss, damage and needs assessments of the government and prepare the consolidated budget for rehabilitation and reconstruction work of all ministries and place it to the Ministry of Finance for final approval.

4.2.15.2 Economic Relations Division

In addition to normal functions the Economic Relations Division will perform the following duties.

Risk Reduction

(a) Designate one Liaison Officer in the Division as the Disaster Management Focal Point.

(b) Seek proposal from the concerned ministries and departments to contribute in the sectoral risk reduction.

(c) Mobilize external funds for disaster risk reduction activities.

EMERGENCY RESPONSE

Normal Times

(a) Establish networks with the multilateral and bilateral partners for quick mobilization of

external support during disaster and take step to collect funds for disaster risk reduction and climate change impact fund project from development partners.

(b) Maintain a database on the past support of the external agencies during emergencies.

(c) Establish a policy guideline for external support during disaster emergencies.

Disaster Stage

(a) Keep a watch on disaster situation and statistics of loss/damage incorporation with DM&RD and DMB.

(b) Keep ready all information regarding the nature and volume of relief materials. Facilitate request letter for International search and rescue operation, if needed. The information should be similar to information compiled by the Ministry of Foreign Affairs.

Rehabilitation Stage

Make efforts for foreign assistance as per demand and request of the DM&RD, MoFDM and the Ministry of Foreign Affairs.

4.2.15.3 Internal Resources Division (National Board of Revenue)

Besides its normal functions, the Internal Resources Division will perform the following duties.

Risk Reduction

(a) Create a policy framework to promote risk reduction across sectors through tax exemption or other means.

(b) Develop guideline for quick custom clearance of relief goods.

(c) Develop guideline for custom duty on equipment to be used for disaster risk reduction and emergency response management.

(d) Establish disaster management training programmes for NBR officials.

Response Management

Normal Times

(a) Designate one Liaison Officer in the Division as the Disaster Management Focal Point.

(b) Direct the Customs Department for speedy release of relief materials.

Disaster and Rehabilitation Stage

(a) Ensure clearance and exemption of revenues for quick release of humanitarian relief equipment/materials of all disaster stakeholders from air and sea ports as per government instructions.

4.2.16 Ministry of Planning

Risk Reduction

(a) Designate one senior staff in the commission as the Focal Point to establish contacts with NDMC, MOFDMC and IMDMCC.

(b) Ensure participation of the Ministry of Planning in NDMC and IMDMCC meetings.

(c) Issue directives to incorporate disaster risk reduction and lessons learnt from the previous projects in the development project planning and appraisal process.

(d) Ensure technical and budgetary provision to support its risk reduction and management activities in whole of Govt. Strategies.

(e) Make priority of mitigation projects, based on formal hazard and risk analysis, which could include but not limited to embankments, forestation, and jetties at coastal islands, coastal roads, tele-communications and shelter places.

EMERGENCY RESPONSE

Normal Times

(a) Develop an emergency response system within the Ministry.

(b) Prepare a contingency plan to support in preparedness and emergency situation causes by natural and man made hazards.

Disaster Stage

(a) Allocate funding on priority basis to the concerned ministries to meet the relief needs in the severely affected areas.

Rehabilitation Stage

(a) Allocate funding for the repair and reconstruction of infrastructure.

(b) Ensure a post impact hazard and risk analysis in undertaken and that risk treatment strategies are included in repair and rehabilitation funding proposals.

4.2.16.1 Planning Commission

The Planning Commission has an important role regarding allocation of funds on priority basis for disaster mitigation and rehabilitation projects. Investment of funds in disaster mitigation and rehabilitation projects is in reality investment to keep development programmes active. This should be borne in mind while preparing development programmes and projects.

Risk Reduction

(a) Establish a policy guideline:

i. To ensure incorporation of disaster risk reduction considerations in the development programme design and appraisal process

ii. To ensure that all the investment projects and programmes will not create new risks and vulnerabilities

iii. To ensure mainstreaming and institutionalization of disaster risk reduction in development planning process

(b) Allocate more funds for the projects that would not create new risks and vulnerabilities to hazards.

(c) Establish a strong monitoring and supervision system to ensure compliance with the Government's procedure with regard to disaster risk reduction issues.

EMERGENCY RESPONSE

Normal Times

(a) Accord appropriate priority to disaster mitigation projects like embankments, afforestation, jetty at coastal islands, roads in coastal areas (necessary for evacuation and relief work), telecommunications, fortified earthen mounds and construction of shelter places.

Rehabilitation Stage

(a) Allocate funds for the repair, reconstruction of damaged infrastructure after considering their overall loss and damage.

4.2.17 Ministry of Women and Children Affairs (MWCA)

Risk Reduction

(a) Designate a senior staff in the Ministry as the Disaster Management Focal Point.

(b) Establish close contact with the IMDMCC and MoFDM and other disaster management committees.

(c) Arrange capacity building programme for the Upazila and UP level staff on risk reduction focusing on women and children protection rights involving staff/officials from ministries of social welfare, local government and rural development and DMB.

(d) Develop a sectoral risk mitigation and preparedness strategy plan.

(e) Incorporate risk mitigation and risk reduction elements in all the development programmes and plans of the MWCA.

(f) Prepare checklist/indicators to ensure that all relevant development projects and plans have provisions for empowerment of women and children including adolescents in the community.

(g) Undertake risk assessment and risk reduction programme for women and children with respect to disaster including safely prepositioning of relief items and protection and psychosocial support kits for children and adolescents.

(h) Ensure budgetary provision for risk reduction and short-term response programme for immediate mitigation of vulnerability for women and children.

EMERGENCY RESPONSE

Normal Times

(a) Ensure that the newly constructed cyclone shelters create separate facilities for women, children, elderly and the disabled.

(b) Incorporate disaster preparedness elements in all the awareness training programmes of the Ministry.

(c) Consider risk reduction and preparedness in the designing of all the income generating schemes being offered.

(d) Develop an emergency sectoral community-based response services and system.

(e) Develop contingency plan of the Ministry.

Warning/Alert Stage

(a) Work with BMD and MoFDM to ensure that women, children and elderly and the disabled receive timely warning messages and are able to evacuate safely on time.

Disaster Stage

(a) Allocate funding and human resource for the rapid assessment of vulnerability of affected women and children in coordination with Local Government Division, Department of Social Services, DMB and Shishu Academy.

(b) Coordinate and regular monitor responses and services to the needs of women and children and other vulnerable groups.

(c) Ensure establishment of data collection system and dissemination of information of major protection concerns, gaps needs and assistance provided.

(d) Raise awareness of the rights of children and women for special protection measures and monitoring and reporting the fulfillment of the rights of these vulnerable groups.

Rehabilitation

(a) Ensure that the rehabilitation needs and priorities of women, children and elderly are considered in the rehabilitation plan of all ministries and departments.

4.2.17.1 Department of Women Affairs

Besides the normal function the department will carry out the task on disaster management.

(a) Ensure participation of the representation form the department in different disaster management committees.

(b) Ensure women participation in the preparedness and disaster management activities.

(c) Play active role to identify the gender gap and ensure its implementation in all disaster management activities.

(d) Provide livelihood support to women and children disaster victims.

4.2.18 Ministry of Law, Justice and Parliamentary Affairs

Risk Reduction

(a) Designate a senior staff in the Ministry to act as a liaison officer for all matters related to disaster Risk Management.

(b) Advice the MoFDM and the DMB on drafting of legal documents.

(c) Expedite the process of approval of the policies and guidelines outlined in the National Disaster Risk Management Policy Framework by the NDMC through establishing close contact with PM office.

(d) Assist the PM office to expedite the process of approval/endorsement of the Disaster Management Act, SOD and any other legal documents on disaster risk reduction and emergency response.

(e) Identify the sectoral risk and develop a sectoral risk reduction action plan of the Ministry.

(f) Ensure budgetary provision of the Ministry for its risk reduction and management activities.

EMERGENCY RESPONSE

Normal Times

(a) Establish a policy guideline to resolve any legal issues arises during disaster in particular related to guardianship for orphans, property dispute, and inheritance etc.

(b) Establish a sectoral risk communication system.

(c) Develop risk mitigation and preparedness strategy plan of the Ministry.

(d) Develop a sectoral emergency response system of the Ministry.

Disaster Stage

(a) Ensure proper representation of the Ministry in the meeting of the IMDMC and NDMC meetings and assist in formulating legislation.

(b) Updating parliament on the ongoing happenings and ensure effective supports.

4.2.19 Ministry of Social Welfare

The Secretary of the Ministry of Social Welfare will perform the following duties in addition to normal duties and implementation of the Ministry's own work plans.

Risk Reduction

(a) Designate one person in the Ministry as the Disaster Management Focal Point.

(b) Develop action plan for risk reduction and disaster preparedness for the vulnerable section of people and prepare implementation strategy to be shared, adopted and applied at the community level.

(c) Build basic skill and competency of Upazila social services officers and union social workers in the thematic areas of child protection including rapid assessment, coordination, care for orphan separated and vulnerable children, psychosocial support and protection from possible abuse, violence and exploitation.

(d) Ensure volunteers groups who are selected and trained in disaster management also receive training on child protection during disasters.

(e) Purchase and safely pre-positioning of relevant supplies such as family kits, education and psychosocial support kits with strategic areas and also with the relevant institutions.

EMERGENCY RESPONSE

Normal Times

(a) Ensure a disaster preparedness and response plan sensitive to women and children is produced and reviewed on annual basis and coordinated and shared with the administrative authorities at all level.

(b) Designate one Liaison Officer in the Ministry as the Disaster Management Focal Point.

(c) Form volunteer groups through the Directorate of Social Service and train them in disaster management programmes and keep the volunteer groups ready with necessary stock and implements.

(d) Review annually the disaster preparedness plans with the concerned Social Welfare office and coordinate own work plans with all level of administrative authority.

(e) Undertake and strengthen vocational training programs for landless families living near embankments.

(f) Organize social welfare workers area wise for work in case of a disaster.

Alert and Warning Stage

(a) Keep in full time (24 hrs) touch with all concerned and keep the MoFDM informed about the main events.

(b) Designate one Liaison Officer for keeping link with the EOC at the MoFDM and also with the DMB.

(c) On orders of appropriate authority, assist the local administration through own field officers and agencies for alerting people in disaster preparedness and make sure that children women, disabled and elderly people are made aware of any evacuation plan and procedures and given preference.

Disaster Stage

(a) Through Department of Social Services, engage social worker where necessary for the care of the people and render immediate assistance including structural care and psychosocial support for children affected by disaster.

(b) Assist local authorities in organizing and operating relief centres and child friendly spaces (CFS) in coordination with local government authorities, NGOs, local volunteers group.

(c) Support orphanages in affected areas, provide medical and other care to orphans and ensure their protection and integration at the community or alternative care facilities assessing the best interest of the child.

(d) Operate the Control Room and keep in touch with the DMB and the EOC at the MoFDM.

(e) Conduct rescue and relief work and assemble workers and volunteers for survey of loss and damage taking into consideration the protection and vulnerability of women children and people with disabilities.

(f) Engage social workers as required for deployment to affected areas to coordinate, manage and monitor child-friendly spaces and referral services for the protection of children.

Rehabilitation Stage

(a) Participate in rescue, relief and rehabilitation work programme ensuring protection from harm and equitable access to basic services and livelihoods support for vulnerable groups.

(b) Enhance the capacity of concerned line departments and NGOs to address recovery and rehabilitation issues in an efficient and child and gender sensitive manner.

(c) Introduce and strengthen family and community-based approaches to the protection, rehabilitation, and reintegration of vulnerable individuals and ensure that orphan and separated children remain with and are cared for by their families/caregivers to the extent possible. Use institutional/orphanage care only as a last resort and for the shortest possible time.

(d) Establish local/community-based systems for monitoring, reporting and following up on vulnerable people during the return and resettlement process and undertake awareness raising to prevent family separation for children.

(e) Prepare a practical plan for social-economic rehabilitation of disabled, widows and children and submit to the competent authority.

(f) Assist in the implementation of rehabilitation programmes of the government and other authorities provide technical support and continue all efforts until the return of normalcy.

4.2.19.1 Department of Social Services

Besides the normal function the department will carry out these task on disaster management:

(a) Ensure participation of the representation from the department in different disaster management committees.

(b) Ensure disabled and other disadvantaged groups' participation in the preparedness and disaster management activities.

(c) Play active role for safe and caring evacuation, search and rescue operation for disabled persons.

(d) Issue directive for the field office to ensure safe and caring evacuation, search and rescue operation for disabled and disadvantaged group members.

(e) Provide livelihood support to disabled and disadvantaged group disaster victims through different projects.

(f) Ensure participation all registered NGOs under the department in disaster risk reduction and emergency response activities and send progress report to DMB for better coordination.

4.2.20 Ministry of Shipping

In addition to performance of normal duties and responsibilities during disaster, this Ministry will have to play an important role and in that eventuality, the main work of this Ministry will be to ensure assembling and placing into service, at short notice, the water transports of Shipping Directorate, BIWTA, BIWTC and private owners of disaster affected areas as per requirement of the Ministry of Food and Disaster Management and other government agencies.

Risk Reduction

(a) Designate one senior staff in the Ministry as the Disaster Management Focal Point.

(b) Develop a risk mitigation and preparedness strategy plan.

(c) Implement the plan of undertaking risk reduction activities including managing navigability of waterways (dredging, channel clearing), jetty construction and response and relief planning (maintain list of suitable shipping).

(d) Ensure budgetary provision of the Ministry for its disaster management activities.

(e) Ensure a sectoral risk assessment of the Ministry.

(f) Prepare a sectoral risk reduction action plan.

EMERGENCY RESPONSE

Normal Times

(a) Designate one Liaison Officer as the Disaster Management Focal Point in the Ministry.

(b) Maintain the list of ships/vessels of BIWTA, BWTC and private owners. In this list names of owners and addresses will be mentioned so that these can be requisitioned at short notice. These ships and vessels should be principally used for the following duties:

  (i) Evacuation of people prior to disaster

  (ii) Evacuation of marooned and distressed people and livestock

  (iii) Transportation of food grains from food godowns

  (iv) Transportation of relief materials, medical supplies and people engaged in relief work

  (v) Maintain communication systems and re-establish the same where it has been snapped

(c) Construct jetties in all islands and maintain water channels so that the ships employed in rescue and relief work can reach the islands.

(d) Undertake dredging of river ways regularly and remove blockades to waterways so that the ships/vessels can ply easily for the purpose of evacuation, rescue, and relief work.

Alert and Warning Stage

(a) Establish the Control Room after receipt of warning signal and appoint staff.

(b) Designate one Liaison Officer for keeping link with the EOC at the MoFDM.

(c) Maintain link with BIWTA, BIWTC and all ports.

(d) On receipt of warning signals pursuant to forecast, select places with easy communication for identification of stations at positions nearest to these places and after collecting the ships from the areas likely to be affected, shift them to safer place.

(e) Arrange to requisition private water transports through appropriate authority, if required.

(f) Alert all stations and subordinate offices to take appropriate preparations.

(g) Assist in the shifting operations of population/livestock to safer places according to government decisions.

(h) Coordinate with local authority and other Ministries and assist them in evacuation, rescue and relief operations in all possible ways.

(i) Keep ready emergency repair teams with required implements/materials in fast moving water transports and at port.

(j) Ensure safe transportation of water vessels.

(k) Ensure running of ferry services efficiently.

(l) Fix up available coasters for transport of relief and emergency food materials.

(m) Instruct Port Authority to accord priority to arrival of vessels carrying relief and food materials to port jetty and delivery of their cargo.

(n) Ensure quick repair of ships damaged in disaster and easy supply of POL.

(o) Take up security steps for own installations, stores, equipment etc and shift transportable stores, installations and equipment to safer place.

(p) Send daily reports to the EOC at the MoFDM about information received through own channels regarding cyclone situation and all actions.

(q) Keep ship/water transports at earmarked stations outside affected areas, if necessary and shift them to safer places if required. In this respect, establish prior coordination with other Ministries and local government officials.

Disaster Stage

(a) Operate the Control Room round the clock (24 hrs) seven days a week during disaster.

(b) Ensure the availability of ships in affected areas and engage them according to necessity of local civil authority, MoFDM and other government agencies.

(c) Send ships to affected areas from other places, if required.

(d) Take up steps for rescue of own installations; stores and equipment from affected areas.

(e) Direct the concerned port authority for speedy delivery of relief and food materials received as grant or imported from foreign countries.

(f) Quantify loss/damage of own assets and prepare estimates and arrange for their reconstruction/repair.

(g) Ensure speedy repair and easy supply of POL for ships damaged in the disaster.

Rehabilitation Stage

(a) Reinstall water communication in affected area.

(b) Continue all efforts for relief and rehabilitation programmes.

(c) Fix up BIWTC-owned vessel for transportation of relief and food materials received from foreign countries under import or grant and chartered vessels of chartering committee to meet the internal demand and issue necessary instructions to them.

(d) Keep ready vessels/water transports anchored at stations in unaffected areas for proceeding towards affected areas if necessary. In this respect, coordinate with other Ministries and local government officials.

4.2.20.1. Bangladesh Inland Water Transport Corporation (BIWTC)

Besides normal work of the corporation BIWTC will perform the following duties.

Risk Reduction

(a) Develop and maintain a database of all the water transport to be used for evacuation, carrying relief goods and manage relief operations.

(b) Made budgetary provision for the repair and maintenance of the water transport.

(c) Undertake a risk assessment and identify vulnerable jetties, ships and ferries.

(d) Keep budgetary provisions for risk mitigation and preparedness activities of the Ministry.

(e) Organize educational and awareness programmes for the Ministry and its agency staff on how to keep the asset and infrastructure safe from any disaster risk.

EMERGENCY RESPONSE

Normal Times

(e) Designate a Liaison Officer as the Disaster Management Focal Point in the corporation for disaster-related issues.

(b) Provide all water transports and facilities for requisition by the government for evacuation of population before disaster.

(c) Provide water transports on requisition for evacuation of marooned and affected people and livestock.

(d) Give water transports on requisition for following purposes:

  (i) to bring food grains to food godowns and to dispatch from the godowns

  (ii) to shift relief materials, medical supplies and workers engaged in relief works from one place to another

  (iii) to maintain communication link and reinstate the same at place where it has been snapped

(e) Provide ferry service, if necessary, for quick dispatch of relief materials for relief operations.

(f) Assist in requisitioning privately owned water transports.

Alert and Warning Stage

(a) Establish the Control Room at the BIWTC Headquarters and maintain communication through own network, with field level offices/officials/committee.

(b) Designate one Liaison Officer for maintaining link with Ministry of Shipping, MoFDM and DMB.

(c) Once the cyclone warning has been received, select one port nearest to the area likely to be affected by disaster, which is safe and easily accessible and assemble there the water transports from threatened area.

(d) Establish a link with all ports and alert all subordinate offices, take protective actions for the security of own installations, stores, equipment and shift similar transportable stores, installations and equipment to safer place.

(e) Keep ready emergency repair team with equipment and materials in water transports, capable of plying with speed and at all ports.

(f) Keep ships on stand-by for evacuation of people to nearest safe places.

(g) Coordinate with the local authorities and assist the government, if required, in evacuation, rescue and relief works.

(h) Maintain safe operation of water transports and ferry services.

(i) Fix up required number of BIWTC Coasters for transportation of relief and emergency food supplies.

(j) Send daily reports of cyclone situation and other activities received from own source to the EOC at the Ministry of Food and Disaster Management with copy to Ministry of Shipping.

(k) Keep ship/water transport stand-by at prefixed stations in unaffected areas and if necessary take them to convenient places for evacuation, rescue and relief operations in coordination beforehand, with the Ministry of Shipping, MoFDM and local government officials.

Disaster Stage

(a) Operate the Control Room on a full time basis (24 hrs) seven days a week.

(b) Ensure safety of ships in the affected areas and employ them as per requirement of local civil authority, Ministry of Food and Disaster Management and other government agencies.

(c) If necessary, send ships from other stations to the affected areas.

(d) Take steps to secure own installations, stores and equipment of the affected areas.

(e) Arrange for quick repair of damaged ships and for easy supply of POL.

Rehabilitation Stage

(a) Render all help to relief and rehabilitation operations.

(b) Direct BIWTC ships and vessels hired by them for transportation of relief and food materials.

(c) Make all arrangements for the assessment of damage to BIWTC installations, equipment and ships due to disaster and take all steps for recouping the loss and restaging normal activities.

4.2.20.2 Bangladesh Inland Water Transport Authority (BIWTA)

In addition to normal activities, BIWTA will perform the following duties.

Risk Reduction

(a) Identify one Liaison Officer in BIWTA as the Disaster Management Focal Point for disaster-related issues.

(b) Participate in the meeting of Disaster Management Committee and assist in project preparation for rescue, relief and rehabilitation operations.

(c) Take security steps for protection of own ships, shore facilities, signals, waterway marks, lighthouse and buoys.

EMERGENCY RESPONSE

Normal Times

(a) Make arrangement for waterway marks, signals, buoys, lighthouses and regular dredging work along with coast for improvement of water communications and maintain them.

(b) Strengthen the rescue naval fleet and keep it ready with appropriate equipment at safe port.

Alert and Warning Stage

(a) Open one Control Room at BIWTA Headquarters and appoint workers.

(b) Identify one Liaison Officer for keeping contact with EOC at the MoFDM, Ministry of Shipping and BIWTC.

(c) Inform BMD and DMB and FFWC about the collected information Tide Guess Monitoring Boaya.

(d) Alert all concerned of subordinate offices and installations for necessary preparedness.

(e) Arrange for rescue team with required equipment and materials and keep them at readiness.

(f) Take protective steps for the safety of own installations, stores, equipment etc and if necessary shift transportable stores, installations, materials to safer place.

(g) Send regular reports about damage/loss and reconstruction to IMDMCC and MoFDM with copy to the Ministry of Shipping.

Disaster Stage

(a) Operate the Control Room round the clock (24 hrs) seven days a week.

(b) Coordinate activities with the local authority and extend necessary assistance for safe waterways for ships and water transports in the interest of evacuation, rescue and relief operations on emergency basis.

(c) Arrange rescue fleet armed with adequate equipment and keep them stand-by at safe stations nearest to affected area.

Rehabilitation Stage

(a) Quantify loss/damage of own jetty, stations, installations etc and prepare estimates and arrange for their reconstruction/repair.

(b) Send regular reports of loss/damage and rehabilitation/reconstruction to IMDMCC and MoFDM with copy to Ministry of Shipping.

(c) Prepare schemes for short/long term repair/reinstallation of direction indicative buoys and light houses and also prepare estimates of funds for their implementation.

(d) Arrange for the retrieval of sunken vessels and reinstall the separated coastal line indicators on emergency basis for the sake of quick transportation of relief materials.

(e) Send detailed report after completion of relief and rehabilitation operations, to NDMC/MoFDM and Ministry of Shipping.

4.2.20.3 Department of Shipping

In addition to normal activities, Department of Shipping will perform the following duties.

(a) Identify one Liaison Officer in the Department as the Disaster Management Focal Point for disaster-related issues.

(b) Participate in the meeting of Disaster Management Committee.

(c) Monitor trans-boundary transportation of hazardous materials in sea.

(d) Ensure precautionary measures for hazardous, toxic biological, oil spills, radioactive waste materials to ensure seawater is free from pollution.

(e) Maintain liaison with international maritime organizations for collecting and disseminating information regarding maritime hazards.

(f) Prepare contingency plan for large-scale disasters.

4.2.20.4 Chittagong Port Authority

In addition to normal activities, the port authorities will perform the following duties:

(a) Identify one Liaison Officer in the authority as the Disaster Management Focal Point for disaster-related issues.

(b) Ensure safety of berthing and cargo handling facilities during a catastrophic disaster.

(c) Prepare contingency plan for the port.

(d) Ensure that soon after a disaster the port (cargo handing, warehouses) will be ready to support disaster response activities.

(e) Facilitate quick delivery of search, rescue operation equipments and relief goods during disaster.

(f) Alert all concerned and ships after having early warning and signals.

4.2.20.5 Mongla Port Authority

In addition to normal activities, the port authorities will perform the following duties.

(a) Identify one Liaison Officer in the authority as the Disaster Management Focal Point for disaster-related issues.

(b) Ensure safety of berthing and cargo handling facilities during a catastrophic disaster.

(c) Prepare contingency plan for the port.

(d) Ensure that soon after a disaster the port (cargo handing, warehouses) will be ready to support disaster response activities.

(e) Facilitate quick delivery of search and rescue operation equipments and relief goods during disaster.

(f) Alert all concerned and ships after having early warnings and signals.

4.2.21 Ministry of Communications

It is the responsibility of the Ministry of Communications to maintain uninterrupted communications, especially to maintain railway connections to the nearest railways in disaster areas for transportation of food and relief materials. Under the SOD, the Ministry and its departments will perform the following duties.

Risk Reduction

(a) Designate one senior staff in the Ministry as a Disaster Management Focal Point.

(b) Issue directives to develop a disaster risk management guideline of communication for all divisions.

(c) Establish close contact with MoFDM and NDMC.

(d) Develop risk mitigation and preparedness strategy plan of the Ministry.

(e) Ensure preparation and implementation of sectoral risk reduction action plan.

(f) Ensure sufficient budget provisions for repair and maintenance to infrastructure.

(g) Coordinate risk reduction measures with BWDB and all divisions of the Ministry.

(h) Conduct risk reduction activities including repair and maintenance, improvement and strengthening infrastructure such as raising railway lines, roads, strengthening culverts and bridges and ensuring risk to infrastructure is reduced.

(i) Develop a risk communication system within the Ministry.

(j) Develop an emergency sectoral response system.

(k) Develop a sectoral contingency plan.

EMERGENCY RESPONSE

Normal Times

(a) Manage roads, railways and other communication infrastructure to support response, relief and rehabilitation operations, including when necessary giving priority to the movement and transport of relief materials and workers.

Alert and Warning Stage

(a) Ensure an effective dissemination of warning signal.

Disaster Stage

(a) Ensure uninterrupted communication system in the disaster affected areas, and as such take emergency action for quick assessment of damage and the quality of reconstruction of work.

(b) Coordinate the provision of additional manpower and resources to disaster affected areas, including the provision of members of defence services with assigned duties for communication services.

(c) Ensure all services and infrastructure are maintained, or where disrupted plan for alternate services, routes and networks.

(d) Where necessary, construct temporary infrastructure such as link roads, or temporary bridging.

(e) Monitor all infrastructures for damage and provide regular reports.

(f) Reallocate its resources including staff if necessary.

Rehabilitation Stage

(a) Be prepared for, and conduct immediate repairs to damaged infrastructure.

(b) Ensure effective communication, information and reporting during emergency response and recover operations.

(c) Take all necessary steps to protect infrastructure and services.

4.2.21.1 Bangladesh Bridge Authority

It is the responsibility of the Ministry of Communications to maintain uninterrupted communications, especially to maintain railway connections to the nearest railways in disaster areas for transportation of food and relief materials. Under the SOD, the Roads and Railways Division and Jamuna Bridge Division of the Ministry will perform the following duties.

(a) Prepare agency contingency plan.

(b) Keep operationalized the agency contingency plan.

(c) Share the agency reading information received from earthquake measuring equipments/Galmitre with Geological Survey of Bangladesh and Bangladesh Meteorological Department.

(d) Inform updated observation report on BBA infrastructures to concerned authority after happening an earthquake or catastrophic disasters and ensure regular monitoring.

4.2.21.2 Bangladesh Railway

Risk Reduction

(a) Designate one Liaison Officer of the organization as the Focal Point and inform all concerned.

(b) Issue disaster management guidelines to all railway departments.

(c) Consider current and future risks in the design of any new infrastructure.

(d) Prepare agency contingency plan and ensure the all storage facilities and transportation are ready to use for disaster response operations as per government instructions.

(e) Ensure use of essential recovery vehicles and equipment for search, rescue and relief operations during and after disaster.

(f) Keep operationalized the agency contingency plan.

(g) Share the agency reading information received from earthquake measuring equipments/Galmitre with Geological Survey of Bangladesh and Bangladesh Meteorological Department.

EMERGENCY RESPONSE

Normal Times

Review the current emergency plans in the light of past disasters.

(a) Coordinate the security measures with BWDB, Roads and Railways Division, Jamuna Bridge Division, Ministry of Water Transport and the Ministry of Energy and Mineral Resources.

(b) Repair railway lines, raise railway embankments and strengthen railway culverts and bridges.

(c) Issue directives to concerned railway authority for patrol guards at weak points of railway lines during emergency.

Alert and Warning Stage

(a) Establish Control Room in Railway Headquarters.

(b) Issue cautionary instructions to railway districts of those areas likely to be hit by disaster.

(c) Designate Liaison Officer for keeping contact with the EOC at the MoFDM.

(d) One suitable officer will send an emergency message relating to disaster to railway authority through railway communication network.

(e) Keep revised timetable of railway services ready in case of danger due to disaster.

(f) Stock construction materials for repair of railway lines and bridges.

Disaster Stage

(a) Inform NDMC and IMDMCC and the MoFDM on the basis of information collected through railway channels.

(b) Strengthen guarding and inspection of railway bridges and lines.

(c) Assist and advise the concerned authority regarding maintaining traffic and relocating of such traffic in the interest of security.

(d) Take appropriate steps for the protection of stored items, equipment, implements, rolling stock and railway engines against loss or destruction.

(e) Ensure arrangements for evacuation of affected people to railway stations.

Rehabilitation Stage

(a) Arrange survey of railway assets.

(b) Assist concerned authority for assessment of loss incurred by affected people due to disaster and of their requirements.

(c) Send list of overall loss and damage to the EOC at the MoFDM for the information of NDMC and IMDMCC.

(d) Repair damage to railway lines and restart disrupted railway services as soon as possible.

(e) Assist the local authority with rescue, relief and rehabilitation programmes.

(f) Assemble adequate materials for return of normal condition in case of damage to important junction stations and installations.

(g) Arrange for sending food grains and other relief materials on priority basis according to necessity.

4.2.21.3 Bangladesh Road Transport Authority

Protection of uninterrupted road transportation is of special importance in any disaster situation for the transportation of relief workers and materials. To ensure this, under the SOD, Bangladesh Road Transport Authority will perform the following duties.

Risk Reduction

(a) Designate one Liaison Officer in the office as the Focal Point.
(b) Consider current and future risks in the design of any new infrastructure.
(c) Prepare agency contingency plan.
(d) Keep operationalized the agency contingency plan.
(e) Share the agency reading information received from earthquake measuring equipments/Galmitre with GSB and BMD.

EMERGENCY RESPONSE

Normal Times

(a) Issue appropriate guidelines for all concerned within the authority for protection of essential road transports.
(b) Ensure sufficient budget provision for repair and maintenance of bridges, culverts, roads and embankments so that they can withstand the pressure of tidal bore or floodwaters after severe cyclones.
(c) Review emergency preparedness measures in the light of past experience.

Disaster Stage

(a) Open the Control Room on full time basis (24 hrs).
(b) Maintain full time link with the EOC at the Ministry of Food and Disaster Management.
(c) Send important information received through own channel to IMDMCC and MoFDM.
(d) Strengthen patrol duty on important bridges and roads.
(e) Repair roads if road communication is snapped and conduct transports through alternative roads.
(f) Assemble all possible materials for repair of roads and bridges and send to the affected areas as early as possible.
(g) Arrange for any other activity if considered necessary.

Rehabilitation Stage

(a) Create alternative route immediately if road becomes unserviceable.
(b) Start repairing and reconstruction work of damaged/destroyed roads and bridges immediately.
(c) Give priority to transports carrying relief workers and relief materials.
(d) Assess the extent of damage to roads, bridges and culverts and send reports NDMC and MoFDM and, if necessary, ask for additional funds to meet the emergency situation.
(e) Make all efforts for maintaining communication on temporary and permanent basis and continue them for the purpose of socio-economic development of the affected areas and for the welfare of cyclone/flood affected people.

4.2.21.4 Roads and Highways Department

The Chief Engineer of Roads and Highways Department and all offices under him (as per delegation of powers) will perform the following duties in addition to normal duties and own directorate's work plan and implementation thereof.

Risk Reduction

(a) Consider current and future disaster risks in the design of any infrastructure.
(b) Strengthen the roads and embankments, light bridges and culverts, so that they can withstand the tidal bore/high floods whipped up by cyclones.

(c) Prepare agency contingency plan.

(d) Keep operationalized the agency contingency plan.

(e) Share the agency reading information received from earthquake measuring equipments/Galmitre with Geological Survey of Bangladesh and Bangladesh Meteorological Department.

EMERGENCY RESPONSE

Normal Times

(a) Issue instructions to all levels of officials of the Roads and Highways Directorate for the maintenance of roads and ensure maintenance programme of important road communications uninterruptedly.

(b) Repair the week points of the road network in disaster areas and maintain them in satisfactory condition.

(c) Review the current emergency schemes twice a year in the light of past experience and strengthen the disaster preparedness.

(d) If necessary, issue directives for the construction of link roads and temporary bridges and for starting ferry services.

(e) Arrange patrol duty on important embankments, bridges and roads that are likely to be damaged in cyclone/tidal bore/floods.

(f) Keep all equipment for road building ready for emergency repair works.

Alert and Warning Stage

(a) Designate one Liaison Officer for maintaining link with the EOC at the MoFDM.

(b) If necessary, assemble transports and maintenance equipment and send them to important installations.

(c) Protect the infrastructure, construction materials, equipment, stores etc against loss and damage and destruction.

(d) If necessary, plan alternative roads for transportation.

Disaster Stage

(a) Operate Control Room round the clock (24 hrs).

(b) Maintain full time link with the EOC at the Ministry of Food and Disaster Management.

(c) On receipt of any important information through its own channel, inform National Disaster Management Council and Disaster Management Bureau.

(d) Strengthen patrol duty on important bridges and roadways.

(e) Arrange transportation through alternative roads in the event of disruption of normal road communication.

(f) Take appropriate steps for the security of ferry equipment, stores and installations in disaster area.

(g) If necessary, take any other steps.

Rehabilitation Stage

(a) Repair and reconstruct immediately damaged/destroyed roads and bridges.

(b) Construct alternative roads for return of normalcy to the communication system.

(c) Give priority to transports carrying relief workers and materials and other essential stores.

(d) Collect information on loss/damage and quantify them and send reports to NDMC and MoFDM and if necessary, ask for additional funds to meet the emergency situation.

(e) Make all efforts and continue them for keeping road communications intact on temporary and permanent basis for the welfare of the distressed people and for socio-economic development in these areas.

4.2.21.5 Bangladesh Road Transport Corporation

Bangladesh Road Transport Corporation will perform the following disaster-related activities in addition to normal duties.

(a) According to government directives, arrange transports in the areas having road communications for evacuation of the people.

(b) Extend all cooperation to local administration for rescue, evacuation, relief and rehabilitation work.

(c) Provide truck fleet, on receipt of government orders, for transportation of relief materials, house-building materials and debris clearance equipment to the affected areas.

4.2.22 Ministry of Industries

In addition to its normal functions, the Ministry of Industries will perform the following duties.

Risk Reduction

(a) Designate a senior staff as the Focal Point of the Ministry.

(b) Ensure participation in IMDMCC and DMC meetings.

(c) Examine hazard impact at national and sub-national industry level, based on formal hazard and risk analysis.

(d) Mainstream disaster management principles and practices in development planning processes of the Ministry.

(e) Develop research programs with regards to hazards analysis and of the Ministry.

(f) Monitor sectoral risk reduction activities and programs and keep NDMC informed of the progress.

(g) Ensure disaster risk management issues are considered when constructing new factories or industries.

(h) Develop business continuity policy and procedures at industry and higher levels.

(i) Prepare sectoral risk reduction action plan.

(j) Ensure budgetary provisions of the Ministry for disaster management activities.

(k) Establish a risk communication system of the Ministry.

(l) Develop an emergency sectoral response system.

EMERGENCY RESPONSE

Normal Times

(a) Ensure factories and industries in high-risk areas undertake preparedness activities prior to cyclone/flood season to include awareness and education programs, review of emergency plans at factory/establishment level, and conduct exercise and testing of plans.

(b) Ensure that factories and industries established in high-risk areas undertake hazard and risk analysis and develop proper business continuity plans based on this analysis.

(c) Designate one Liaison Officer in the Ministry as the Disaster Management Focal Point.

(d) Ensure all possible steps for the security of manpower, implements, stock, installation/factory etc.

(e) Ensure structure based security steps in the industrial concerns of cyclone and flood-prone areas.

(f) Ensure training on preparedness programmes to be adopted at different levels on cyclone/flood disasters by all manpower employed in all factories and establishments in cyclone/flood-prone areas.

(g) Develop a sectoral contingency plan.

Disaster Stage

(a) Direct all concerned for full cooperation and assistance to the local administrative authority in their rescue, evacuation, relief and rehabilitation programmes.

(b) Instruct all corporations, authorities and industrialists who have factories in cyclone and flood-prone areas to arrange, through rehearsals, for their protection, security and maintenance as a step towards disaster preparedness.

Rehabilitation Stage

(a) Undertake post-impact damage assessment, including a determination of costs associated with the repair and reconstruction of affected industry.

(b) Ensure a post-impact hazard and risk analysis in undertaken and that risk treatment strategies are included in industry repair and rehabilitation funding proposals.

(c) Determine probable expenditure for repair and reestablishment of damaged industrial concerns.

(d) Instruct damaged industries to submit project proposals for their rehabilitation and allocation of funds to Planning Commission/Ministry.

(e) Support affected industries in the submission of post impact repair and rehabilitation funding proposals to the Ministry of Planning/Planning Commission,

(f) Mange and allocate necessary funds and resources.

4.2.23 Ministry of Education

Besides implementation of its own Action Plans (contingency plans) and performance of normal duties, this Ministry will perform the following duties.

Risk Reduction

(a) Designate one senior staff in the Ministry as the Disaster Management Focal Point.

(b) In consultation with DMB, DM&RD, include disaster-related subjects in the curricula of all schools, college, training institutes, teachers training colleges, technical colleges, and university at all levels.

(c) Use hazard and risk maps in the design of new school buildings and other educational facilities to avoid current and future risks, especially earthquake risk.

(d) Make provisions of separate facilities for male and female in the school buildings to be used as shelter during disaster.

(e) Construct all educational facilities following BNBC guideline as at least two storied buildings in high-risk cyclone and flood areas.

(f) Prepare a sectoral risk reduction action plan for its risk reduction and management activities.

(g) Ensure sectoral risk assessment of the Ministry.

(h) Ensure budgetary provision for risk reduction activities of the Ministry.

(i) Organize disaster safety, evacuation and first aid drills at least twice a year in all educational institutes.

EMERGENCY RESPONSE

Normal Times

(a) Identify one Liaison Officer in the Ministry as Disaster Management Focal Point.

(b) Establish linkages with IMDMCC and NDMC .

(c) Conduct awareness and education training for teachers and students in high-risk areas on action to be taken during response and recovery operations, and conduct response and recovery exercises in conjunction with CPP every April and September.

(d) Arrange for warm up training of teachers and students of disaster areas about the steps to be taken at different stages of disaster and if necessary, organize them, through coordination with local authority, as volunteers and inspire them for rescue, evacuation and relief works.

(e) Ensure as far as possible construction of all educational institutions as two-storied building in cyclone and flood-prone areas.

(f) Ensure appropriate repair and maintenance of primary school buildings in cyclone-prone areas.

(g) Ensure wide scale disaster preparedness rehearsals by educational institutions with CPP in the months of April and September every year for enhancement of education and consciousness among people of the disaster areas.

(h) Introduce disaster-related subjects in the curricula of schools and colleges in association with the DMB.

(i) Prepare a contingency plan of the Ministry for disaster management activities.

Disaster Stage

(a) In the event of possible visit by severe cyclones/floods, place required number of educational institutions and their buildings, under the control of the local administration for use as shelter and relief centre if necessary.

(b) Organize teachers and students, in coordination with local authorities, as volunteers for rescue, evacuation and relief work.

Rehabilitation Stage

(a) Determine the extent of loss in educational institutions and submit proposals for their repair.

4.2.24 Ministry of Primary and Mass Education

Besides implementation of its own Action Plans (contingency plans) and performance of normal duties, this Ministry will perform the following duties.

Risk Reduction

(a) Designate one responsible person in the Ministry as the Disaster Management Focal Point.

(b) Designate one liaison officer in each division.

(c) Establish linkages with NDMC.

(d) Use hazard and risk maps in the design of new school buildings and other educational facilities to avoid current and future risks.

(e) Issue instruction to all primary school management to undertake necessary measures to protect school buildings/ensure minimal damage from any disaster.

(f) Construct all primary educational facilities as two storied buildings in high-risk cyclone and flood areas.

(g) Include disaster-related subjects in the curricula of all primary and mass education programmes and schools.

(h) Conduct awareness and education training for teachers and students in high-risk areas on action to be taken during response and recovery operations, and conduct response and recovery exercises in conjunction with CPP every April and September.

(i) Ensure the proper maintenance and repair of buildings in flood/cyclone areas.

(j) Develop risk mitigation and preparedness strategy plan of the Ministry.

(k) Develop an emergency sectoral response system for the risk reduction activities of the Ministry.

(l) Establish a risk communication system within the Ministry.

(m) Prepare a contingency plan of its disaster management activities.

(n) Support to conduct earthquake drills in schools, especially in schools in urban areas (Dhaka, Chittagong, Rajshahi, Rangpur, Sylhet and Mymensingh).

EMERGENCY RESPONSE

Normal Times

(a) Identify one Liaison Officer in the Ministry as Disaster Management Focal Point.

(b) In consultation with DMB, DM&RD include disaster-related subjects in the curricula of all schools and primary teachers training institutes.

(c) Arrange for warm up training of teachers and students of disaster areas about the steps to be taken at different stages of disasters and if necessary, organize them, through coordination with local authority, as volunteers and inspire them for rescue, evacuation and relief works.

(d) Ensure appropriate measures of BNBC while constructing schools and repair and maintenance of primary school buildings in cyclone/flood-prone areas.

(e) Ensure wide scale disaster preparedness rehearsals by educational institutions with CPP in the months of April and September every year for enhancement of education and consciousness among people of the disaster areas.

(f) Provide primary schools and buildings under the control of local authorities for use as shelter and relief centres as necessary.

(g) Organize teachers and students, in coordination with local authorities, as volunteers for rescue, evacuation and relief work.

(h) Ensure an effective sectoral dissemination of warning signals.

(i) Ensure effective sectoral communication, information and reporting system.

Disaster Stage

(a) In the event of possible visit by severe cyclones/floods, place required number of educational institutions and their buildings, under the control of the local administration for use as shelter and relief centre if necessary.

(b) Prepare a number of educational institutes to provide education during floods and soon after cyclones.

Rehabilitation Stage

(a) Determine the extent of loss in educational institutions and submit proposals for their repair.

4.2.24.1 Directorate of Primary Education

Besides its own work plan (contingency plan) and normal responsibilities, this Division will perform the following duties.

Risk Reduction

(a) Designate one Liaison Officer as the Disaster Management Focal Point.

(b) In consultation with the Disaster Management Bureau include disaster-related subjects in the curricula of all primary schools and mass education programmes.

(c) Ensure, as far as possible, the construction of all primary educational institutions as multi-purpose disaster shelters.

(d) Prepare agency contingency plan and keep operationalized the agency contingency plan.

EMERGENCY RESPONSE

Normal Times

(a) Arrange orientation training for teachers and students of disaster areas about the steps to be taken at different stages of disasters and if necessary organize them through coordination

with local authority as volunteers and inspire them for rescue, evacuation and relief works.

(b) Ensure appropriate repair and maintenance of primary school buildings in cyclone-prone areas.

(c) Ensure wide scale disaster preparedness rehearsal by educational institutions with CPP in the months of April and September every year for enhancement of education and consciousness among people of the disaster areas.

(d) Introduce disaster-related subjects in the curricula of primary schools and mass education programmes in association with the Disaster Management Bureau.

Disaster Stage

(c) In the event of possible visit by severe cyclones/flood, place required number of primary schools under the control of local administration, for use as shelter and relief centres, if necessary.

Rehabilitation Stage

(a) Determine the extent of loss in primary schools and submit proposals for their repair.

4.2.25 Ministry of Chittagong Hill Tract Affairs

Risk Reduction

(a) Designate a senior staff in the Ministry as the Disaster Management Focal Point.

(b) Instruct its all divisions to support to all concerned Ministries and departments.

(c) Maintain close liaison with Prime Minister Office, IMDMCC and MoFDM.

(d) Undertake a sectoral risk assessment and prepare a risk reduction action plan of the Ministry.

(e) Implement the risk reduction action plan of the Ministry.

(f) Ensure budgetary provision of the Ministry for risk reduction activities.

EMERGENCY RESPONSE

Normal Times

(a) Implement the policy of undertaking capacity building programme for the staff on risk reduction and risk management especially on earthquakes.

(b) Provide practical support to the Ministry of Environment and Forest to carry out necessary awareness programmes on the protection of environment degradation.

(c) Budget allocation for the risk reduction management initiatives.

(d) Establish necessary contact with Defence Ministry for evacuation and rescue.

(e) Undertake emergency response planning including**:** warning and alerting signals; communications systems; responding to civil administration; identification of resources to assist response and relief operations.

(f) Develop a sectoral contingency plan of risk reduction and management activities of the Ministry.

Disaster Stage

(a) Assist local administration by the provision of: damages and needs assessments; medical services; medical evacuation; transport and distribution of relief stores, medicines and medical staff; transport of food and drinking water, including airdropping when necessary; communications and aerial reconnaissance.

(b) Ensure effective dissemination of warning signals.

(c) Ensure and manage fund allocation as per budget.

4.2.25.1 Chittagong Hill Tract Development Board

In additional to normal functions the CHDF will carry out the following functions.

(a) Ensure environmental and ecological balance by protecting natural resources, water reservoirs, mountains and hills.

(b) Take steps not to cut into the hill and mountains.

(c) Assess earthquake vulnerability and prepare earthquake contingency plan for CHT areas.

4.2.26 Ministry of Science and Information & Communication Technology

Risk Reduction

(a) Designate a senior staff in the Ministry as the Disaster Management Focal Point.

(b) Ensure participation in IMDMCC meeting.

(c) Instruct to plan for reviewing the existing warning technological facilities.

(d) Undertake initiative to identify updated technological warning system.

(e) Ensure availability of modern technology needs to be replacing the existing warning technology.

(f) Develop a plan and extend required assistance to DMIC for development of modern warning system.

(g) Develop business continuity policy and procedures at industry and higher levels.

(h) Mainstream disaster management principles and practices in development planning processes of the Ministry.

(i) Ensure disaster risk management issues are considered when constructing new factories or industries.

(j) Develop research programs with regards to hazards analysis and of the Ministry.

(k) Monitor sectoral risk reduction activities and programs and keep NDMC informed of the progress.

(l) Develop a sectoral risk mitigation and preparedness system.

(m) Establish a risk communication system of the Ministry.

(n) Develop an emergency sectoral response system of the Ministry.

(o) Establish a sectoral risk communication system of the Ministry.

(p) Ensure budgetary provisions for its risk reduction and management activities of the Ministry.

(q) Prepare agency contingency plan.

(r) Conduct research on earthquake risk in Bangladesh.

(s) Keep operationalized the agency contingency plan.

(t) Share the agency reading information received from earthquake measuring equipments/Galmitre with GSB and BMD.

EMERGENCY RESPONSE

(a) Ensure the effective dissemination of warning signals.

(b) Identify the disseminated warning information and guide concerned departments to update for better performance of the technology.

(c) Examine hazard impact at national and sub-national industry level, based on formal hazard and risk analysis.

4.2.26.1 Bangladesh Atomic Energy Commission

In addition to normal activities, the commission will perform the following duties.

(a) Monitor and ensure safety of all nuclear and radioactive materials and equipments used in different health services facilities, industrious, research laboratories and other institutes.

(b) Ensure proper action on all nuclear and radioactive hazards and incidents.

4.2.27 Ministry of Youth and Sports

Risk Reduction

(a) Designate a senior staff in the Ministry to act as Disaster Management Focal Point.

(b) Ensure participation in the IMDMCC meetings.

(c) Identify volunteers and ensure training on disaster management. Include disaster management issues in the training module and prepare especial courses on disaster management in YTCs.

(d) Establish effective communication with DM&RD, MoFDM and DMIC.

(e) Ensure a sectoral risk assessment of the Ministry.

(f) Ensure developing sectoral risk reduction plan.

(g) Ensure budgetary provision and allocation of resources.

(h) Arrange awareness and education activities within the Sectors.

(i) Allocate funds for undertaking various staff capacity building, training, establishing effective communication, hazards and threat analysis activities as per budgetary provision.

(j) Develop a sector wise risk mitigation and preparedness strategy plan.

(k) Develop a sectoral risk mitigation and preparedness plan. Develop an emergency sectoral response system of the Ministry.

(l) Establish a risk communication system of the Ministry.

(m) Develop a contingency plan for its risk reduction and management activities of the Ministry.

EMERGENCY RESPONSE

(a) Ensure establishment and maintenance of communication with the disaster management information centre (DMIC).

(b) Take necessary steps to activate available resources of the Ministry including the trained volunteers to support responses.

(c) Prepare situation reports and ensure its proper dissemination including to DMIC.

(d) Undertake specific responsibilities as per the sectoral contingency plan.

(e) Reallocate its resources including staff if necessary.

4.2.27.1 Department of Youth Development

Besides the normal function the department will carry out the task on disaster management.

(a) Ensure participation of the representation from the department in different disaster management committees.

(b) Ensure participation of youth organization in the preparedness and disaster management activities on voluntary basis.

(c) Issue directives for the field offices to ensure youth participations in disaster management activities.

(d) Include disaster management training ion relevant course and introduce new course on disaster management for all youth training centres.

4.2.28 Ministry of Religious Affairs

Risk Reduction

(a) Designate a senior staff in the Ministry as the Disaster Management Focal Point.
(b) Ensure participation in the IMDMCC meetings.
(c) Establish effective communication with MoFDM and DMIC.
(d) Ensure developing sectoral risk reduction action plan.
(e) Keep budgetary provision for risk reduction activities.
(f) Develop a sector-wise risk mitigation and preparedness strategy plan.
(g) Ensure participation of religious leaders while preparing risk reduction plan and prepare them through training on DRR and CC issues so that they disseminate messages in communities through mosques.
(h) Ensure budgetary provision and allocation of resources.

EMERGENCY RESPONSE

Normal Times

(a) Arrange awareness and education activities within the sectors.
(b) Establish strategic partnership with religious leaders, NGOs to raise awareness in the community, especially in disaster areas.
(c) Allocate budgetary provision for undertaking various staff capacity and awareness building, training, establishing effective communication, hazards and threat analysis activities.
(d) List volunteers among religious leaders Imams and provide training on disaster preparedness especially on non-structural vulnerabilities of earthquake through Islamic Foundation.
(e) Develop a contingency plan for its risk reduction and management activities of the Ministry.

Warning/Alerting Stage

Mobilize the trained volunteers to:

(a) Ensure establishment and maintenance of communication with the disaster management information centre (DMIC).
(b) Take necessary steps to activate available resources of the Ministry to support responses.
(c) Prepare situation reports and ensure its proper dissemination including to DMIC.
(d) Undertake specific responsibilities as per SOD followed by sectoral plan.
(e) Reallocate its resources including staff if necessary.

4.2.29 Ministry of Cultural Affairs

Risk Reduction

(a) Designate a senior staff in the Ministry as the Disaster Management Focal Point.
(b) Ensure participation in the IMDMCC meetings.
(c) Establish effective communication with MOFDM and DMIC.
(d) Undertake sectoral risk assessment and develop risk mitigation and preparedness strategy plan involving NGOs, CBO and UP in view of developing cultural activities as awareness building and education purposes for DRR and CC.
(e) Involve civil society organizations while preparing risk mitigation and preparedness plan.
(f) Mainstream disaster management principles and practices within the Ministry's development programmes.
(g) Ensure budgetary provision and allocation of resources for risk reduction activities.

EMERGENCY RESPONSE

Normal Times

(a) Arrange awareness and education activities on disaster risk and emergency management within the sectors.

(b) Allocate budgetary provision for undertaking various staff capacity building, community awareness, establishing effective communication, hazards and threat analysis activities.

(c) Develop a contingency plan for its risk reduction and management activities of the Ministry.

(d) Ensure NGOs, CBO, Pourashava and UP's participation in mass awareness efforts and activities especially in the disaster areas.

(e) Establish working relation with electronic and print media in the process of awareness building initiatives.

Alerting Stage

(a) Ensure establishment and maintenance of communication with the disaster management information centre (DMIC).

(b) Activate and mobilize the NGOs, CBOs, Pourashava and UP members for community alerting

Disaster Stage

(a) Take necessary steps to activate available resources of the Ministry to support responses.

(b) Reallocate its resources, including staff if necessary.

4.2.30 Ministry of Civil Aviation and Tourism

This Ministry will perform the following duties in addition to its normal functions.

Risk Reduction

(a) Designate a senior staff in the Ministry as a Disaster Management Focal Point.

(b) Issue directives to all the divisions/directorates to develop a disaster risk reduction plan.

(c) Establish close contact with the Ministry of Food and Disaster Management and ensure development of own plan of action.

(d) Undertake risk assessment of different essential services, depots, aircrafts, and tourist establishments.

(e) Undertake risk reduction initiatives to ensure the resilience of existing infrastructure to hazards and to reduce possible vulnerability of services and systems.

(f) Prepare and implement a sectoral risk reduction action plan.

(g) Ensure budgetary provision for its risk reduction activities.

(h) Undertake risk reduction measures to ensure safety of the passengers and tourists.

(i) Instruct all divisions and directorates to establish coordination among them and develop an effective plan for risk reduction.

(j) Conduct staff awareness and education on disaster risk reduction and effectiveness in the disaster situation.

(k) Ensure a post impact hazard and risk analysis is undertaken and that risk treatment strategies are included in repair and rehabilitation activities.

EMERGENCY RESPONSE

Normal Times

(a) Undertake planning to ensure uninterrupted services during hazard impact.

(b) Provide air service for evacuation of seriously injured persons from operating airports on the directive of Inter-Ministerial Disaster Management Coordination Committee/National Disaster Management Council.

(c) Extend full cooperation to local administration for rescue, evacuation, relief and rehabilitation

operations.

(d) Use good offices if necessary for procurement of aircraft from the Flying Club etc in times of need by the Ministry of Food and Disaster Management for emergency relief operations.

(e) Ensure quick air traffic clearance of aircraft arriving with relief materials from abroad.

(f) Ensure appropriate parking and flight facilities of aircraft engaged in rescue/relief work at airports.

(g) Prescribe policy for collection of fee for landing and flights of aircrafts on relief missions from friendly countries.

(h) Shift imperiled air traffic services to safer place.

(i) Make quick repairs of affected airports.

(j) Manage stocking levels of fuel, spare parts and other items in all central stores of civil aviation, airports, tourist infrastructures located especially at disaster areas.

(k) Procure aircraft for relief operations as requested by MoFDM.

(l) Prescribe the policy for the levy and collection of landing and flight fees for foreign aircraft engaged in relief operations.

Disaster Stage

(a) Provide evacuation air services as directed by the IMDMCC/NDMC.

(b) Ensure support in evacuation by air if requested by the IMDMCC/NDMC, especially seriously injured persons, affected by disaster.

(c) Ensure quick air trafficking clearance for foreign aircraft arriving with relief materials.

(d) Ensure enough landing space for aircrafts engaged in relief operations.

(e) Manage infrastructure and services during hazard impact to ensure safety of infrastructure and continuity of services.

Rehabilitation Stage

(a) Arrange stocks of fuels and other essential petroleum products may be required during emergency response, relief and recovery operations.

(b) Ensure air traffic clearance foreign aircraft carrying relief materials and personnel.

(c) Ensure parking and flight services for aircraft engaged in rescue or relief work.

(d) Make repairs to affected airports to ensure their availability after hazard impact.

(e) Arrange infrastructure and continuity of services during hazard impact to ensure safety of infrastructure and continuity of services.

(f) Undertake loss and damage assessment.

(g) Undertake long-term rehabilitation action of the infrastructure as necessary.

4.2.30.1 Civil Aviation Authority of Bangladesh

In addition to normal activities, the Authority will perform the following duties.

(g) Identify one Liaison Officer in the authority as the Disaster Management Focal Point for disaster-related issues.

(h) Ensure safety of air traffic navigation system during disaster and prepare a back up support of human resource and equipments.

(i) Prepare contingency plan for the all the airports.

(j) Ensure that soon after a disaster the airport, runway (cargo handing, warehouses) will be ready to support disaster response programme (search and rescue personnel, equipment etc.).

(k) Facilitated quick delivery of search and rescue operation equipments and relief goods during disasters.

(l) Alert all concerned and air crafts after having early warning and signals.

4.2.31 Ministry of Land

In addition to normal activities, the Ministry will perform the following duties.

Risk Reduction

(a) Designate a senior staff in the Ministry as the Disaster Management Focal Point.
(b) Attend all the IMDMCC meetings.
(c) Use hazard maps and develop a sector wise risk mitigation and preparedness strategy plan.
(d) Ensure participation of land Ministry while preparing risk reduction plan.
(e) Consider disaster risks in land use planning and land zoning and ensure mainstreaming disaster risk reduction in settlement planning.
(f) Develop and establish the policy for settlements in *char* and *khas* lands.
(g) Establish a sectoral risk communication system of the Ministry.
(h) Develop a contingency plan for its risk reduction and management activities of the Ministry.
(i) Mainstream disaster management principles and practices within the Ministry's development activities.
(j) Keep budgetary provision for risk reduction activities.
(k) Allocate budgetary provision for undertaking various staff capacity building, training, establishing effective communication, hazards and threat analysis activities.

EMERGENCY RESPONSE

Normal Times

(a) Arrange awareness and education activities within the sectors.
(b) Establish strategic partnership with electronic media, NGOs and CBO to raise awareness amongst people on river erosion as an effect of hazards.
(c) Establish effective communication with MoFDM and DMIC.

Disaster Stage

(a) Ensure establishment and maintenance of communication with DMIC.
(b) Take necessary steps to activate available resources of the Ministry to support responses.
(c) Prepare situation reports and ensure its proper dissemination including to DMIC.
(d) Undertake specific responsibilities as per SOD followed by sectoral plan.
(e) Reallocate its resources including staff if necessary.
(f) Take necessary steps in taping assistance of the water resources Ministry where required.
(g) Ensure effective communications, information and reporting during emergency response and recovery operations.

4.2.32 Ministry of Foreign Affairs

The Ministry, in addition to normal responsibilities, will perform the following duties.

Risk Reduction

(a) Designate a senior staff as the Focal Point to maintain necessary liaison with NDMAC, MoFDM, IMDMCC and NDMC.
(b) Support and represent the Government's disaster risk reduction activities and achievements at international forums as directed.

(c) Establish and maintain contact with Donors/INGOs and foreign governments through Bangladesh Missions abroad.

(d) Provide technical advice and support to NDMC/MoFDM/IMDMCC on the procedure for the provision of foreign government/agency relief and recovery support.

(e) Assist other Ministries in the development of systems and procedures for the provision of foreign government/NGOs' support to disaster-affected areas.

(f) Create systems and procedures within Bangladesh Missions abroad to ensure timely provision of relief and recovery support from foreign government/NGOs.

EMERGENCY RESPONSE

Normal Times

(a) The Ministry will designate one Liaison Officer as the Disaster Management Focal Point.

(b) Issue directives to all Bangladesh Missions to establish effective contacts with the International Red Crescent Societies/Red Cross Societies.

(c) Ensure that Bangladesh Mission in Geneva, Brussels and New York are updated on the disaster situation in the country and ready to brief potential sources for any possible aid/assistance.

(d) Advise Bangladesh Missions abroad to keep uninterrupted and close contact with the Department of Humanitarian Affairs (DHA) and the IFRCS.

Alert and Warning Stage

(a) Ensure to keep Bangladesh Missions at Geneva, New York and Brussels alert and knowledgeable about the disaster position in the country and be prepared to provide briefings to any possible aid/assistance source.

Disaster Stage

(a) Submit requests for international assistance to foreign governments/agencies as directed by GoB/NDMC.

(b) Advise the NDMC and the MOFDM/IMDMCC about the procedure for request to source of assistance and render close cooperation.

Rehabilitation Stage

(a) Keep in close touch with the Ministry of Home Affairs and the MoFDM for making issuance of visa easier to persons who are likely to come from abroad for relief work.

(b) Keep the donor foreign governments, international donor agencies and other donors informed about the manner of use of their donations.

(c) Ensure sending of appropriate letter of appreciation to donor governments either through their embassies in Dhaka or through our embassies located in their countries.

(d) Take appropriate measures to return back home for the fishermen and others who are forced to cross international boundaries during cyclones, storm surges or any other disaster.

4.2.33 Ministry of Textiles and Jute

The Ministry, in addition to normal responsibilities, will perform the following duties.

Risk Reduction

(a) Designate a senior staff in the Ministry as the Disaster Management Focal Point.

(b) Ensure participation in the IMDMCC meetings.

(c) Establish effective communication with MoFDM and DMIC.

(d) Undertake sectoral risk assessment and develop risk mitigation and preparedness strategy plan.

(e) Ensure participation of both the divisions of the Ministry while preparing risk reduction plan.

(f) Mainstream disaster management principles and practices within the Ministry's development programmes.

(g) Ensure budgetary provision and allocation of resources for risk reduction activities.

(h) Implement the risk mitigation and preparedness plan of the Ministry.

EMERGENCY RESPONSE

Normal Times

(a) Arrange awareness and education activities within the sectors.

(b) Establish strategic partnership with NGOs to raise awareness among textile and jute sector workers.

(c) Allocate budgetary provision for undertaking various staff capacity building, training, establishing effective communication, hazards and threat analysis activities.

(d) Develop a contingency plan for its risk reduction and management activities of the Ministry.

Disaster Stage

(a) Ensure establishment and maintenance of communication with the DMIC.

(b) Take necessary steps to activate available resources of the Ministry to support responses.

(c) Prepare situation reports and ensure its proper dissemination including to DMIC.

(d) Undertake specific responsibilities as per SOD followed by sectoral plan.

(e) Reallocate its resources including staff if necessary.

4.2.34 Ministry of Commerce

In addition to normal functions the Ministry will perform the following duties:

Risk Reduction

(a) The Ministry will closely monitor on the supply and price of the essentials and commodities and collect reports from the local offices.

(b) Develop a sectoral risk mitigation and preparedness strategy plan of the Ministry.

(c) Establish a risk communication system within and across ministries.

(d) Develop an emergency sectoral response plan.

(e) Ensure budgetary provision of the Ministry.

EMERGENCY RESPONSE

Normal Times

(a) Designate one Liaison Officer in the Ministry as the Disaster Management Focal Point.

(b) Prepare a sectoral contingency plan.

Alert and Warning Stage

(a) Warn all concerned at the appropriate time and arrange for the protection and security of own manpower and stored goods, if exists, in areas expected to be hit by disaster.

Rehabilitation Stage

(a) Prepare plans for import of construction materials like CI sheet, cement etc for reconstruction of houses and fertilizers and seeds, if necessary for production of agri-products as per demand of concerned Ministry/Agency and process them.

(b) Take steps for the import of preventive and curative raw materials and medicines to meet the requirements on emergency basis.

(c) Ensure supply of daily necessities at fair price in affected areas.

(d) Ensure import of necessary goods for the people of affected areas.

(e) The officials of the Ministry and the Directorates will keep close watch on the price situation of commodities, their supply and distribution in disaster-affected areas and send reports in this respect to the Ministry.

(f) Arrange for the supply of food materials like salt, pulses, vegetables, edible oil, milk, potatoes etc. other than food grains

4.2.35 Ministry of Power, Energy and Mineral Resources

In addition to implementation of its own Action Plans (contingency plans), the Ministry (including subordinate agencies) will perform the following duties.

Risk Reduction

(a) Designate one responsible person in the Ministry as the Disaster Management Focal Point.

(b) Issue necessary detail directives to the respective staff on their duties and responsibilities as a precautionary for disaster and post disaster situation.

(c) Prepare a sectoral risk reduction action plan of the Ministry.

(d) Ensure a sectoral risk assessment of the Ministry for disaster management activities.

(e) Ensure budgetary provision of the Ministry for its risk reduction and management activities.

(f) Undertake and mange risk reduction programs to ensure the resilience of infrastructure to hazards, and to reduce the vulnerability of services and systems.

(g) Undertake planning to ensure uninterrupted services during hazard impact.

(h) Conduct staff awareness and education.

(i) Undertake risk assessment of powerhouses.

(j) Manage stocking levels of spare parts and other items in all central stores of Power Development Board/Rural Electrification Board located at Chittagong, Comilla, Barisal, Khulna, Iswardi, Bogra and Rangpur.

(k) Develop risk mitigation and preparedness strategy plan of the Ministry.

(l) Develop an emergency sectoral response system.

(m) Establish a risk reduction communication system within and across the ministries.

(n) Prepare a contingency plan of the Ministry for its risk reduction activities.

(o) Introduce agency contingency plan on earthquake management.

(p) Create awareness on earthquake management among all staff.

(q) Take necessary measures to train its entire staff in emergency management.

(r) Maintain database to estimate the stock of all the electric equipments, dangerous chemicals in the severely affected areas.

(s) Ensure that all the newly constructed buildings installed earthquake preventive equipments and or undertake earthquake preventive measures.

(t) Ensure that all the electric and gas transmission plants have an automatic shut down system to avoid fire outbreaks and accidents.

(u) Ensure to produce risk maps to gradually cover the whole country through geological survey.

EMERGENCY RESPONSE

Normal Times

(a) Besides performance of normal duties and responsibilities by the departments under control some measures are to be kept in readiness so that power house, supply/distribution of power is not damaged and power system is not seriously hampered. Quick repair of damaged power installations is to be ensured by restoration of power supply to keep important installations (like hospitals, radio/television, civil and social installations) operational.

(b) Issue detailed instructions to the employees about their duties and responsibilities at precautionary, disaster and post-disaster stages of natural disasters.

(c) Arrange regular workshop/on-the job training for working employees in disaster areas on disaster issues.

(d) Ensure establishment and maintenance of communication with the disaster management information centre (DMIC).

Alert and Warning Stage

(a) Arrange preparedness measures for the protection of power houses located in far flung areas of the country against flooding due to tidal bore/flood waters. Arrange to keep in stock parts of 132 KV tower; 33 KV tower/Poles, 11 KV poles, LT poles, line conductor of different size; transformer of different size and running diesel generator sets along with spare parts in all central stores of Power Development Board/Rural Electrification Board located at Chittagong, Comilla, Barisal, Khulna, Iswardi, Bogra and Rangpur.

(b) After announcement of cyclones/floods or any other disaster warning signal, establish one control room for keeping uninterrupted communication with local administration and law and order agencies.

(c) Designate one Liaison Officer for keeping contact with Dhaka Headquarters, Local Disaster Management Committee and different damaged stations.

(d) Keep communication with all bases.

(e) Arrange for evacuation of staff/officers to nearest safe shelter place.

(f) Arrange lighting arrangement for population, transport, implements, materials and emergency power line.

(g) Shut down quickly the nearest power house/sub-station for preventing accident in case of snapping of conducting wire.

(h) Constitute central Disaster Management Committee on a permanent basis and at stations in different affected areas.

Disaster Stage

(a) Operate the Control Room round the clock (24 hrs).

(b) Ensure quick supply of necessary materials including repair equipment, transformers etc for re-installations of damaged lines/repairs.

(c) Resume as quickly as possible power supply in affected areas. In case of requirements of further strengthening, Dhaka Headquarters should be informed.

(d) Take necessary steps to activate available resources of the Ministry to support responses.

(e) Reallocate its resources including staff if necessary.

(f) Undertake urgent repairs to infrastructure to ensure supply.

(g) Manage stocks of fuels and other essential petroleum products during emergency response, relief and recovery operations.

Rehabilitation Stage

(a) Continue all efforts for resumption of power supply and return of normalcy.

(b) Conduct loss and damage assessment.

(c) After assessment of loss/damage due to disaster send requirement of funds for resumption of power supply and reconstruction to headquarters for information and to higher authority for arranging allotment of funds.

(d) Plan and prepare projects for reinstallation/rehabilitation and submit project proposals to appropriate authority.

(e) Prepare situation reports and ensure its proper dissemination including to DMIC.

(f) Undertake long term rehabilitation to infrastructure as necessary.

4.2.35.1 Petroleum and Mineral Resources Division

In addition to normal duties and responsibilities, this division will ensure, through the appropriate agency like Bangladesh Petroleum Corporation, supply of petroleum products to the areas affected by cyclones/tidal bores or any other disaster.

Risk Reduction

(a) Designate one responsible person in the Division as the Disaster Management Focal Point.

(b) Undertake risk assessment and prepare a risk reduction action plan of the Bangladesh Petroleum Corporation (BPC).

(c) Undertake and mange risk reduction programs to ensure the resilience of infrastructure to hazards, and to reduce the vulnerability of services and systems.

(d) Undertake planning to ensure uninterrupted services during hazard impact.

(e) Conduct staff awareness and education.

(f) Develop an emergency sectoral response system.

(g) Establish a risk reduction communication system within and across the ministries.

(h) Prepare a contingency plan of the Bangladesh Petroleum Corporation (BPC) for its risk reduction activities.

EMERGENCY RESPONSE

Normal Times

(a) The Bangladesh Petroleum Corporation will ensure that no damage occurs to petroleum distribution centre/station and its transport network.

Alert and Warning stage

(a) Bangladesh Petroleum Corporation (BPC) will alert its oil marketing companies, agency/dealers and all others concerned with distribution of petroleum products about the possible disasters and ensure sufficient stock of petroleum products.

(b) Ensure especially the stock of kerosene, petrol (motor spirit) and other petroleum products in distribution centres/stations located in and around areas likely to be affected.

(c) The Bangladesh Petroleum Corporation will make quick arrangement for recoupment, if there is less stock in the above mentioned distribution centres/stations or there is likelihood of quick depletion of stock.

Disaster Stage

(a) The Bangladesh Petroleum Corporation will make emergency arrangement for availability of petroleum products in all distribution centre/station in times of need in and around affected areas.

(b) Maintain round the clock communication with the fuel oil companies and supplies of petroleum products in concerned areas for coordination regarding availability of POL and its supply and distribution to affected people.

Rehabilitation Stage

(a) The above-mentioned activities will continue even after the end of disaster.

(b) The field Officers of Bangladesh Petroleum Corporation and its marketing companies and other concerned should participate with interest in post-disaster relief operations and related stages of distribution of petroleum products.

(c) They will maintain whole time communication with administration until completion of relief operations. The officials and representatives of oil companies will also work as members of regional and local DMCs.

4.2.35.2 Geological Survey of Bangladesh (GSB)

GSB will perform the following tasks in relation to the earthquake risk reduction activities in Bangladesh.

Risk Reduction

(a) Designate one responsible person from the GSB as the Disaster Management Focal Point.
(b) Undertake risk assessment and prepare a risk reduction action plan of the Geological survey of Bangladesh (GSB).
(c) Undertake and manage risk reduction programs to ensure the resilience of infrastructure to hazards, and to reduce the vulnerability of services and systems.
(d) Undertake planning and ensure uninterrupted services during and after hazard impact.
(e) Conduct GSB staff awareness and education on disaster risk.
(f) Develop a sectoral emergency response system to face the hazard impact.
(g) Establish a risk reduction communication system within and across the ministries.
(h) Prepare a contingency plan of the GSB for its risk reduction activities and introduce it to the agency contingency plan.
(i) Produce risk maps to successively cover all earthquake vulnerable big cities and ports.
(j) Take necessary measures to distribute earthquake risk maps to the relevant departments.
(k) Establish Geological Centre to conduct survey and research on earthquake risks and make liaison with international as well as national organizations like BMD, Bangladesh Atomic Energy Research Commission and BUET and other academic institutes.
(l) Support the Ministry of Housing and Public Works and its departments, the city development authority and related organizations/institutions to introduce appropriate policy on earthquake-proof building design.
(m) Support the electric and gas transmission agencies and companies to improve automatic shut down system.
(n) Identify and analyze the geological situation of buildings that are affected from earthquakes.
(o) Carry out research on rock/soil properties and their structure of the whole country to know the site effects of earthquakes.
(p) Complete the geological mapping programme at least at the 1: 50000 scale covering the whole country and 1:5,000 scale up to District level city areas. The map will tell about the spatial distribution of different geological units and their characteristics.
(q) Upgrade the structure and tectonic maps of the country showing active faults, inactive faults and lineaments.
(r) Take necessary steps to prepare a new seismic and tsunami zoning map of Bangladesh using up to dated data, technology and knowledge.
(s) Contribute to earthquake hazard related policy making.
(t) Take necessary steps to build up the awareness among the people through training, seminar workshop, etc and will co-operate other agencies working on such activities.
(u) Prepare earthquake intensity and damage map immediately after an earthquake considering geological, engineering, socio-economic loss etc.

EMERGENCY RESPONSE

Normal Times

(a) The GSB will ensure that no damage occurs to its infrastructures and centres/stations.

Alert and Warning stage

(a) GSB will alert its agencies and other relevant organization on disasters.

4.2.35.3 Department of Explosives

In addition to normal activities, the department will perform the following duties.

(a) Monitor and ensure safety transportation of explosives, corrosive, inflammable liquid gas and acidic materials in order to have preparedness on industrial disasters.
(b) Ensure proper action on liquid spills, gas emissions and explosions to secondary hazards and disasters.

(c) Issue gas free certificate before breaking or dismantling condemned ships facilities and industries.

4.2.36 Ministry of Labour & Employment

Risk Reduction

(a) Designate a senior staff in the Ministry as the Disaster Management Focal Point.
(b) Ensure participation in the IMDMCC meetings.
(c) Establish effective communication with MOFDM and DMIC.
(d) Undertake assessment of industrial labour risk and prepare a risk reduction strategy.
(e) Establish a guideline to ensure labour safety and improve the working conditions.
(f) Introduce a policy to compensate workers working in hazardous condition as well as to insure them from any unforeseen disasters.
(g) Make budgetary provision for undertaking various staff capacity building, training, establishing effective communication, hazards and threat analysis activities.

EMERGENCY RESPONSE

Normal Times

(a) Establish strategic partnership with concerned ministries.
(b) Arrange awareness and education activities for the industrial labourers on safety measures.
(c) Develop a contingency plan for its risk reduction and management activities of the Ministry.

Disaster Stage

(a) Ensure establishment and maintenance of communication with the DMIC.
(b) Take necessary steps to activate available resources of the Ministry to support responses.
(c) Prepare situation reports and ensure its proper dissemination including to DMIC.
(d) Undertake specific responsibilities as per SOD followed by sectoral plan.
(e) Reallocate its resources including staff if necessary.

4.2.37 Ministry of Liberation War Affairs

Risk Reduction

(a) Designate a senior staff in the Ministry as the Disaster Management Focal Point.
(b) Ensure participation in the IMDMCC and relevant committee meetings.
(c) Establish effective communication with MoFDM and DMIC.
(d) Undertake assessment of risk and prepare a risk reduction and preparedness strategy plan for the Ministry.
(e) Keep budgetary provision for risk reduction activities.

EMERGENCY RESPONSE

Normal Times

(a) Arrange awareness and education activities within the sectors.
(b) Establish strategic partnership with concerned ministries.
(c) Undertaking various staff capacity building, training, establishing effective communication, hazards and threat-analysis activities.
(d) Develop a contingency plan for its risk reduction and management activities of the Ministry.

Disaster Stage

(a) Ensure establishment and maintenance of communication with the DMIC
(b) Take necessary steps to activate available resources of the Ministry to support responses.
(c) Prepare situation reports and ensure its proper dissemination including to DMIC.
(d) Undertake specific responsibilities as per SOD followed by sectoral plan.
(e) Reallocate its resources including staff if necessary.

4.2.38 Ministry of Expatriates' Welfare & Overseas Employment

Risk Reduction

(a) Designate a senior staff in the Ministry as the Disaster Management Focal Point.
(b) Ensure participation in the IMDMCC meetings.
(c) Establish effective communication with MOFDM and DMIC.
(d) Undertake assessment of risk with regard to overseas job market and the country hazard and disaster threat and prepare a risk reduction and preparedness strategy plan for the Ministry and agencies.
(e) Keep budgetary provision for risk reduction activities.

EMERGENCY RESPONSE

Normal Times

(a) Arrange awareness and education activities within the sectors.
(b) Establish strategic partnership with Overseas Employment agencies to raise awareness amongst workers regarding coping with the possible hazards in their working countries/places while providing orientation.
(c) Undertaking various staff capacity building, training, and establishing effective communication, hazards and threat analysis activities.
(d) Maintain communication with the Ministry of Foreign Affairs to inform about specific disaster countries and Bangladeshi employees.
(e) Develop a contingency plan for its risk reduction and management activities of the Ministry.

Disaster Stage

(a) Establish an information cell on the overseas employees and prepare a database to disseminate to concerned families and bodies if any disaster situation arises.
(b) Establish strong communication and ensure assistance from the foreign ministry if any disaster breaks out in any of the overseas country of employment.
(c) Ensure establishment and maintenance of communication with the DMIC.
(d) Take necessary steps to activate available resources of the Ministry to support responses.
(e) Prepare situation reports and ensure its proper dissemination including to DMIC.
(f) Undertake specific responsibilities as per SOD followed by sectoral plan.
(g) Reallocate its resources including staff if necessary.
(h) Manage and allocate necessary funds and resources as per budgetary provisions of the Ministry.

4.2.39 Other Ministries

In the event of proclamation of emergency to combat any national disaster, every Ministry has to contribute its own efforts to resist/reduce loss and damage and restoration of normalcy. The Ministries where the SOD did not describe any specific roles and responsibilities, will follow the section No 4.1 General Roles and Responsibilities of all Ministries, Divisions, Departments and Government Owned Corporation and develop and implement their own action plan on risk reduction and response management.

PART 5: RESPONSIBILITIES OF FIELD LEVEL OFFICIALS, LOCAL GOVERNMENT ELECTED REPRESENTATIVES & HUMANITARIAN ORGANIZATIONS

5.1 Divisional Commissioner

According to the Standing Orders, in the event of any emergency situation, the concerned Divisional Commissioner will coordinate among divisional level officers of different Ministries, Departments, Offices, agencies, local administration and non-government organizations. The divisional level officers on receipt of order through the Government or Divisional Commissioner or through any other authorities will implement them in close coordination with and instructions from the authority. The Divisional Commissioner will perform the following duties.

Risk Reduction

(a) Ensure the constitution of DDMCs and City Corporation DMCs with its activation, ensure receipt of directives and information and draw benefits from available training facilities.

(b) Arrange training and workshops on ` issues regularly by keeping the DMB informed.

(c) Prepare a comprehensive report on the list of vulnerable community and location map based on the compilation of 'hazard, vulnerability and risk assessment report' prepared by the DDMCs and submit the same to the DMB.

(d) Prepare comprehensive short, medium and long-term risk reduction action plans at divisional level based on the compilation of short, medium and long-term risk reduction action plans prepared by DDMCs and submit the same to the DMB.

(e) Ensure that the risk reduction action plans are fully aligned with the development plan's priority areas.

(f) Provide necessary support to district and city corporation DMCs to create local level funds appropriate for the implementation of the risk reduction action plans.

(g) Establish direct linkage with DMIC and ensure speedy dissemination of early warning messages to the district and city corporation levels.

(h) Support the district and city corporation DMCs to organize drills on the dissemination of warnings/forecasts, evacuation, rescue and primary relief operations with assistance.

(i) Ensure preparation of the earthquake contingency plans for big cities and ports

(j) Make standby arrangements/rosters to serve in the emergency operation centre to manage the earthquake disasters.

(k) Coordinate and liaison with the Ministry of Information to create public awareness on earthquakes.

(l) Prepare word specific detailed earthquake risk maps to identify affected buildings, houses, school, community centre, mosque, road, bridge, electric pools and lines, water supply line (large tanks for water reserve), gas line and so on.

(m) Ensure security in the earthquake-affected areas' vulnerable school buildings, hospitals, clinics and other structures.

(n) To organize drills for earthquake preparedness arrange training for all the concerned.

(o) Support the Department of Works and city development authority for execution of the national building code and earthquake resistant building code.

(p) Inspect with engineers of the public works department and experts the affected buildings and send the information on safe and unsafe buildings.

(q) Ensure law and order with the law enforcing agencies.

(r) Coordinate and liaison with the ministry of Information for dissemination of information on damage and loss and the emergency operations. Encourage the people to face with the challenging situations.

Emergency Response

Normal Times

(a) Review the overall preparedness level in the Division twice a year and advise corrective steps in case of any weakness or deficiency.

(b) Ensure effectiveness of District, Upazila and Union level DMCs.

(c) Ensure formation of team of volunteers and their effective training and knowledge for reaching disaster-warning signals to field level and also for evacuation, search, rescue and relief, and rehabilitation operations.

(d) Ensure availability of transport facilities for reaching cyclone/flood warning signals and relevant materials to volunteers.

(e) Ensure drills on disaster preparedness by the people of disaster-prone areas for acquiring knowledge and consciousness of such preparedness in coordination with concerned departments, local administrative agencies, and local offices, CPP, BDRCS and FSCD.

(f) Inform different departments, agencies and field level concerned people under their control about the Standing Orders.

(g) Ensure improvement, repair and maintenance of embankments for their protection against the repeated occurrence of cyclone/tidal bore. Ensure effectiveness of sluice gates so that water from tidal bore inside the embankments can quickly pass outside through them.

(h) Ensure appointment and stay of officers and staff of important agencies engaged in disaster preparedness and relief works.

(i) Identify risky and high-risk cyclone/flood areas and prepare contingency plans to combat the problems.

(j) Determine the volume of assets of all agencies and advise them to remain alert according to necessity.

(k) Ensure appropriate maintenance of coastal areas and embankments in coastal islands, including shelters, helipads and fortified earthen mounds.

(l) Ensure supplies of sufficient drinking water in all cyclone shelters, and healthcare facilities.

(m) Arrange survey of buildings and installations for use during disaster time and for their area wise reservation for use as shelter/relief centre.

(n) Help the Deputy Commissioner(s) with additional fund for disaster preparedness, if necessary.

(o) Encourage and ensure appropriate implementation of coastal afforestation programmes.

(p) Ensure appropriate orientation and training on disaster preparedness of all the officers of concerned departments from Upazila up to Division level within the Division.

(q) Arrange annual drills for assessing the level of cyclone and flood disaster preparedness within the Division and ensure such disaster preparedness.

(r) Arrange sufficient medical assistance for post-disaster medical treatment and control of contagious diseases and ensure stock of essential medicines.

Alert and Warning Stage

(a) Ensure that all concerned in areas likely to be affected by imminent cyclone/flood receive warning signals and work accordingly.

(b) Establish one Control Room and operate it by minimum number of staff.

(c) Ensure establishment of District Disaster Management Control Room and keep contact with the same.

(d) Take other appropriate precautionary steps.

(e) Maintain contact the whole time with the EOC at the MoFDM and also keep contact with the Control Rooms of the Districts under his control.

(f) Instruct all concerned to remain in readiness for responding to call of emergency.

Disaster Stage

(a) Ensure alerting the people of the areas likely to be affected by the imminent danger.

(b) Advise concerned Deputy Commissioners to keep road and water transports, relief and medical teams ready and to move to affected areas at short notice.

(c) On receipt of order for evacuation, ensure its compliance in disciplined manner overcoming all fears and threats with the help of all government manpower and CPP volunteers and other agencies.

(d) Implement orders received from NDMC/IMDMCC and the MoFDM or take any other step (if considered appropriate).

Rehabilitation Stage

(a) Visit disaster-affected areas on emergency basis and determine the extent of loss and damage and volume and nature of relief required.

(b) Keep communication with NDMC, IMDMCC, MoFDM/EOC and DMB.

(c) Ensure supply of food and drinking water and medical supplies to cyclone/flood shelters.

(d) Visit affected areas and recommend to Government for additional assistance.

(e) Coordinate activities of voluntary organizations.

(f) If necessary, request through MoFDM and NDMC for allocation of more funds/materials.

(g) Visit and coordinate the implementation of various rehabilitation programmes in own area.

(h) Coordinate the activities of non-government organizations in rehabilitation programmes.

5.2 Deputy Commissioner

The Deputy Commissioner will be known as the superior Executive Officer of the District under his/her administrative control in respect of all activities related to disaster preparedness, response and relief and rehabilitation. All district level officers of the Ministries, Departments, Directorates and Agencies will be responsible for the implementation of Standing Orders. He/she will also coordinate and supervise the implementation of specific provision of Standing Orders earmarked for the Upazila. The Deputy Commissioner will perform the following duties.

Risk Reduction

(c) Ensure the constitution of District and Upazila DMCs with its activation, ensure receipt of directives and information and draw benefits from available training facilities.

(d) Arrange training and workshops on disaster-related issues regularly by keeping the DMB informed.

(e) Prepare a comprehensive report on the list of vulnerable community and location map based on the compilation of 'hazard, vulnerability and risk assessment report' prepared by the Upazila disaster management committees and submit the same to the DMB.

(f) Prepare comprehensive short, medium and long-term risk reduction action plans at divisional level based on the compilation of short, medium and long-term risk reduction action plans prepared by Upazila DMCs and submit the same to the DMB.

(g) Ensure that the risk reduction action plans are fully aligned with the development plan's priority areas.

(h) Provide necessary support to Upazila disaster management committees to create local level funds appropriate for the implementation of the risk reduction action plans.

(i) Establish direct linkage with DMIC and ensure speedy dissemination of early warning messages to the District and Upazila levels.

(s) Support the Upazila disaster management committees to organize drills on the dissemination of warnings/forecasts, evacuation, rescue and primary relief operations with assistance.

Emergency Response

Normal Times

(a) Review the overall disaster preparedness level in the District every three months and try to remove the weaknesses, if any.

(b) Ensure operation of activities of Upazila and Union DMCs.

(c) Identify (unprotected) important places, the highly risky cyclone/flood-prone areas and prepare maps showing important places of the Upazila and Union, population, detailed preparedness facilities.

(d) Form team of volunteers at Upazila, Union, Ward and Village level and ensure their responsibilities like publicity of signals, rescue, evacuation and relief operations etc.

(e) Ensure effective training and orientation of the volunteers, formed for cyclone preparedness programme drawn through CPP and other agencies.

(f) Ensure supply of related implements to the volunteers for improvement of communication for publicity of cyclone/flood warning signals.

(g) Ensure that all officials of different departments and agencies are aware of Standing Orders related to disaster.

(h) Arrange tree plantation at shelter places for protection against the severity of tidal bore due to flood and cyclone and arrange proper maintenance of ponds, village roads, embankments and sluice gates.

(i) Form DDMC in the light of government notification.

(j) Prepare local contingency plans for disaster response.

(k) Conduct mobilization drills in April and September every year to know the nature and effectiveness of preparedness.

(l) Conduct population census in every newly formed chars and if possible encourage/assist people in constructing strong house. Otherwise, prepare plans for their evacuation to safer place.

(m) Keep ready updated list of important information like population, transport, water transport, food godown, stock of relief materials etc.

(n) Keep cyclone/flood shelter and fortified earthen mounds fit for use and ensure availability of sufficient water.

(o) Prepare a list of buildings, schools, colleges, establishments etc by conducting a regular survey annually so that people can use them during emergency as relief camp.

(p) Ensure extensive publicity among people about cyclone/flood warning signals and their importance.

(q) Encourage and ensure implementation of coastal afforestation programmes.

(r) Ensure preparation of Disaster Action Plan (contingency plan) by UzDMC and Upazila Nirbahi Officer to combat emergency situation.

(s) Ensure ever readiness in respect of all matters of cyclone preparedness programmes.

(t) Conduct, with the assistance of Disaster Management Bureau, orientation courses of all Upazila level officers and staff of cyclone/flood-prone areas on disaster and training programme on preparedness for cyclones/floods.

(u) Ensure calling of meetings now and then for proper formation of DDMC and evaluation of District Disaster Management Action Plans.

(v) Ensure full implementation of the responsibilities of DDMC during any emergency.

(w) Keep updated list of non-government agencies that are able to work on disaster management and coordinate their activities.

(x) Collect information on flood (in case of floods) from BWDB sub-centre.

Alert Stage

(a) Issue warning notice to all concerned for preparedness to meet possible accidents.

(b) Ensure that the endangered people have been warned through wireless arrangement of police, BDR and CPP and other communication system.

(c) Establish a Control Room and keep contact with the EOC at the MoFDM and Divisional Control

Room.

Warning Stage

(a) Call a meeting of the District Disaster Management Committee.

(b) Instruct concerned agency to hoist appropriate warning signal at specified place.

(c) Keep contact with the EOC at the MoFDM, Divisional Control Room and the control room at the concerned Upazila headquarters.

(d) Arrange wide publicity of cyclone danger/great danger signal among people of the area and ensure that the disaster signals are received by people of disaster-prone areas.

Disaster Stage

(a) Gather all necessary materials (manpower, transports, water transport, equipment and relief materials) and send to disaster affected area.

(b) Arrange to requisition necessary transports and water transports through appropriate authority.

(c) Ensure supply of drinking water to disaster affected areas.

(d) Call emergency meeting of District Disaster Management Committee.

(e) After receipt of evacuation order, ensure evacuation of people and materials through volunteers drawn from local administration, local agencies, police, Union Parishad, Ansar, VDP and CPP.

Rehabilitation Stage

(a) Visit affected areas on emergency basis, arrange for appropriate survey to determine loss/damage in the affected areas and necessity for help/assistance.

(b) Send a report of loss and damage in prescribed form and request for help and assistance.

(c) Establish relief centres at appropriate places and operate them.

(d) Conduct rescue operation of stranded or affected people in the islands.

(e) Conduct emergency and normal medical services and supply of food and drinking water. If Director General (Relief and Rehabilitation) cannot be contacted then spend Tk.10,000 (ten thousand) as one time relief and contingency expenditure. Afterwards request for post-facto sanction of Director General, Relief and Rehabilitation with reasons.

(f) Arrange for the repair of damaged tube-wells and sinking of new tube-wells. Arrange for making the pond water suitable for use for drinking purpose.

(g) Arrange assistance for repairing of residential houses of affected people and temporary shelters for them.

(h) Take steps for burial of dead human bodies and animal carcasses and also ensure prevention of epidemics due to deterioration of health situation.

(i) Render essential services through appropriate steps.

(j) Arrange for repair of roads, culverts, bridges etc and for their rehabilitation, if necessary.

(k) Prepare appropriate rehabilitation programmes in coordination with housing, agriculture and livestock officers and take steps for their quick approval and implement rehabilitation programmes quickly.

(l) Take steps for drawing out polluted saline water from areas inside roads and embankments.

(m) Take all necessary arrangement and steps until return of normalcy.

(n) Coordinate activities of non-government agencies engaged in rehabilitation work.

5.3 Upazila Nirbahi Officer

The Upazila Nirbahi Officer will be principally responsible for the implementation of Upazila level Action Plans in addition to his normal duties. He will also coordinate and supervise implementation of all work plans (contingency plan) of different Upazila and Union level offices of various ministries/agencies.

Upazila Nirbahi Officer will perform the following duties.

Risk Reduction

(a) Ensure the constitution of Upazila and Union DMCs with its activation, ensure receipt of directives and information and draw benefits from available training facilities.

(b) Arrange training and workshops on disaster-related issues regularly by keeping the DMB informed.

(d) Prepare a comprehensive report on the list of vulnerable community and location map based on the compilation of 'hazard, vulnerability and risk assessment report' prepared by the Union DMCs and submit the same to the DMB.

(e) Prepare comprehensive short, medium and long-term risk reduction action plans at divisional level based on the compilation of short, medium and long-term risk reduction action plans prepared by Union Disaster Management Committees and submit the same to the district disaster management committee.

(f) Ensure that the risk reduction action plans are fully aligned with the development plan's priority areas.

(g) Provide necessary support to Union disaster management committees to create local level funds appropriate for the implementation of the risk reduction action plans.

(h) Establish direct linkage with DMIC and ensure speedy dissemination of early warning messages to the Upazila and Union levels.

(i) Support the Upazila and Union DMCs to organize drills on the dissemination of warnings/forecasts, evacuation, rescue and primary relief operations with assistance.

Emergency Response

Normal Times

(a) Ensure formation of Upazila DMC according to government notification.

(b) Ensure formation of Union DMC according to government notification.

i. Ensure constitution of team of volunteers at Upazila/Union/Ward and village level for publicity of cautionary signals and rescue, evacuation to shelters/safe places and relief operations

ii. Ensure cooperation with cyclone preparedness programmes for making warning signals fruitful through volunteers and orienting them with the situations

iii. Ensure appropriate publicity of flood/cyclone warning signals through volunteers

iv. Ensure awareness of concerned people of different departments about SOD related issues and encourage them to perform tasks in the light of these orders

v. Ensure appropriate maintenance of embankments of the Bangladesh Water Development Board and ensure they are raised at level higher than flood level for use as safe shelter places

vi. Ensure implementation of coastal afforestation programme (if applicable)

(c) Maintain lists and maps of those areas that are generally affected by cyclone/floods.

(d) Prepare Upazila Disaster Management Action Plans consistent with the Standing Orders on issues like warnings, shelters, rescue, health care, evacuation, relief and rehabilitation, security and law and order etc and ensure their implementation at Union level.

(e) Ensure cyclone rehearsals and drills in April and September every year so that people concerned can implement the preparedness plans after proper training.

(f) Undertake survey of new settlements and ensure disaster preparedness of the people living there.

(g) Arrange construction of fortified earthen mounds, helipads and cyclone shelters at necessary

places especially like char areas and keep them effective.

(h) Help and assist with the implementation of cyclone preparedness programmes.

(i) Maintain list of all those voluntary organizations that will be called upon to participate in emergency and relief works during pre-disaster, disaster and post-disaster periods and keep coordination with various agencies.

(j) Maintain list of manpower and transports that can be used in emergency work.

(k) Ensure stocks of food, medicines, insecticides and tube-wells before flood/cyclone season.

(l) Ensure operation of Upazila Control Room with the cooperation of wireless facilities of the MoFDM, Police, T&T Board, BDR and CPP.

(m) Ensure appropriate repair and maintenance of community centres, cyclone shelters and fortified earthen mounds.

(n) Ensure stock of warning signal flags at Upazila/Union Office/CPP units.

(o) Implement the orders of Deputy Commissioner about cyclone preparedness.

(p) After examining the condition of embankments submit proposals for repair, if necessary.

(q) Take steps for popularizing by publicity through cinema shows, leaflets and posters distribution and programmes regarding cyclone warning signals and preparedness programmes.

(r) Identify and select places in cooperation with Union Parishad Chairmen/Cyclone Preparedness Programme, Union team leader for taking shelter by people in flood and tidal bore.

Alert and Warning Stage

(a) Operate the Control Room round the clock (24 hrs). One gazetted officer/one member of UzDMC will be in charge of Control Room.

(b) Keep manpower and transport ready for immediate movement.

(c) Send warning signals to Unions through special messenger/telephone and alert Union Parishad Chairmen.

(d) Caution people by establishing quick communication in char areas.

(e) Keep link with the District Control Room.

(f) Advise for opening of the Union Control Room.

(g) Call emergency meeting of the UzDMC.

(h) Instruct round the clock (24 hrs) operation of the Union Control Room.

(i) Ensure hoisting of warning signals at all warning centres.

(j) Inform all concerned about cyclone/flood warning signals. Mention the words “Cyclone Warning/Flood Warning” in all emergency news/information relating to cyclone/flood and ensure maintenance of logbooks from Upazila to Union level during emergency period.

(k) Help and assist for implementation of CPP (cyclone affected area).

Disaster Stage

(a) Ensure publicity of danger and great danger signals to the people through volunteers of CPP and other officials of Upazila/Union level, members of VDP/Ansar/BRDB member/Family Planning Workers/Choukiders/Block Supervisors/ Workers of Fishery and Livestock Department/teachers of educational institutions, employees of cooperatives, BWDB, Roads and Highways, T&T, LGED and Public Health Engineering and NGO workers.

(b) Ensure correct announcement of evacuation orders.

(c) Arrange evacuation of human beings and livestock to safer places like cyclone shelters, fortified earthen mounds, schools, community centre, other government buildings and high lands. Arrange for supply of food and clothing etc. For this purpose issue similar order to Union Parishad Chairmen.

(d) Keep water pots filled with drinking water and advise for similar action by Chairmen/Union Parishad Members.

(e) Arrange to special messengers to warn the population. Advice to wrap up drinking water, safety matches, dry food, green coconuts and utensils etc with plastic sheet and stock them under earth.

(f) Keep communications the whole time with the District Control Room and inform about local weather conditions.

(g) Keep watchful eye on the cyclone velocity/rising water level.

(h) Call emergency meeting of the Upazila Disaster Management Committee and advise all concerned to keep ready for facing the situation and implement the responsibilities of Standing Orders related to Disaster Management.

(i) Requisition transports, water transports etc for rescue and relief operations. In addition to this request Deputy Commissioner for supply of required type of transports, if necessary.

(j) Ensure taking all preparedness steps correctly.

(k) Coordinate with the activities of Army if requisitioned for rescue and relief work.

Rehabilitation Stage

(a) Arrange for rapid survey of the affected areas and inform the Deputy Commissioner and the MoFDM regarding the existing situation. Determine the extent of loss/damage with the opinion and assistance of various level officials at Upazila level and Union Parishad.

(b) Arrange for quick moving water transports for rescue operations.

(c) Arrange emergency expenditure for relief work from Upazila Development Fund.

(d) Send emergency relief materials to affected Unions.

(e) Arrange for supply of sufficient number of tube-wells in affected areas.

(f) Arrange necessary steps relating to health for prevention and cure of diseases for saving the life of human beings and live stock and cleanliness, supply of pure drinking water, food, primary medical supplies, tents and supply of fodder.

(g) In case of disruption of communication system, send messengers for collecting Union cyclone/flood reports and supply cyclone/flood-related information daily to District Control Room.

(h) Divide affected areas into relief regions and declare Upazila Headquarters as Regional Headquarters. For the purpose of conducting relief work entrust the work of the region to one officer. According to volume of loss and damage more than one region in an Upazila may be required and in that event one officer will be appointed for each region.

(i) Prevent mismanagement in relief work. Ensure quick distribution of relief materials, house building fund, cash relief and house building grant. Ensure proper management of emergency hospitals, relief centres and gruel kitchens etc.

(j) Arrange for the burial of dead bodies and dumping of carcasses under earth in cooperation with local administration, NGO, Volunteers of CPP and if necessary, members of Bangladesh Rifles, Army, Police, Ansars, VDP and workers of Family Planning/Fishery/Agriculture/Livestock Departments. Arrange for draining out of saline water from households and crop fields.

(k) Submit proposals for necessary demand, through appropriate authority, for various grant, loan and relief materials for undertaking relief operations.

(l) Coordinate relief activities of voluntary and non-government agencies.

(m) Arrange for the rehabilitation of people of the affected areas through Test Relief/Food for Works Programme/VGF etc and ensure successful implementation of these programmes.

(n) Implement the necessary measures relating to rescue, health, relief and rehabilitation work.

5.4 Chairman, Union Parishad

Risk Reduction

(a) Ensure the constitution of Union Disaster Management Committees with its activation, ensure receipt of directives and information and draw benefits from available training facilities.

(b) Arrange training and workshops on disaster-related issues regularly by keeping the UzDMC informed.

(c) Prepare a comprehensive report on the list of vulnerable community and location map based on the compilation of 'Hazard, vulnerability and risk assessment report' and submit the same to the UzDMC.

(d) Prepare comprehensive short, medium and long-term risk reduction action plans at divisional level based on the compilation of short, medium and long-term risk reduction action plans for the Union and submit the same to the UzDMC.

(e) Ensure that the risk reduction action plans are fully aligned with the development plan's priority areas.

(f) Facilitate work of NGOs to ensure coordination and synergies among different programmes and activities undertaken locally.

(g) Facilitate coordination among different actors. Provide necessary support to Union Disaster Management Committees to create local level funds appropriate for the implementation of the risk reduction action plans.

(h) Establish direct linkage with DMIC and ensure speedy dissemination of early warning messages to the district and Upazila levels .

(i) Support the UzDMC to organize drills on the dissemination of warnings/forecasts, evacuation, rescue and primary relief operations with assistance.

Emergency Response

Normal Times

In addition to the normal duties, Chairman, Union Parishad will perform the following duties.

(a) Arrange for training of a team of workers in the Union through CPP and local agencies for works relating to rescue, life saving, health care, cleanliness, supervision of gruel kitchen, vaccination/injection programmes etc. so that in times of need they can help and assist local volunteers.

(b) Assist, and coordinate with Cyclone Preparedness Programme (CPP).

(c) Help the Upazila Disaster Management Committee in all respects for raising awareness among people for CPP and inform people about their duties and responsibilities during cyclone/floods.

(d) Publicize cyclone-warning signals and make them popular among the people through cinema shows, distribution of leaflets and arrangement of meetings.

(e) Encourage people regarding voluntary tree plantation in coastal areas and advise them to plant trees around households.

(f) Arrange to keep warning signals ready for hoisting in all risky areas of the Union.

(g) Submit proposals for construction of new helipads/fortified earthen mounds and shelter places if the existing cyclone shelters/earthen mound/helipad are not considered sufficient.

(h) Prepare maps showing the vulnerable areas of the Union exposed to the threat of cyclone/flood and also indicate the areas that are likely to be hit most.

(i) Give special importance to the preparedness of the people in distant *char* (shoal) areas.

(j) Impart necessary preparedness training to pisciculturists and fishermen of the Union.

(k) Encourage people and fishermen to regularly listen to weather forecast from radio and to follow the instructions.

(l) Designate shelter places, high lands and government buildings for taking shelter during floods and tidal bore and inform people accordingly.

(m) Maintain a list of volunteers for participation in relief works during pre-disaster, disaster and post-disaster periods and keep in touch with different representatives.

(n) Maintain a list of transport/boats fit for use in emergency work.

(o) Ensure appropriate repair to roads, bridges and culverts to maintain communication links

with cyclone shelters, community centres, fortified earthen mounds and also for their maintenance.

(p) Every year arrange mobilization rehearsals and drills on disaster-related issues at Union level in coordination with CPP, local government and non-government organizations.

(q) Ensure protection, and security of source of drinking water, food godowns, seed and stock of fodder etc.

Alert and Warning Stage

(a) Operate the Union Control Room round the clock (24 hrs). Put one Union Parishad member in-charge of the Control Room.

(b) Maintain link with Union Parishad members, Union DMC and volunteers and inform them about the imminent cyclones/floods.

(c) Ensure hoisting of warning signals in all risky areas of the Union by the volunteers of CPP.

(d) Send special messengers to distant *char* (shoal) areas to inform about the position of cyclone.

(e) Advise all concerned to listen to weather reports broadcast by radio and to work accordingly.

Warning Stage

(a) Call meeting of Union Disaster Management Committee (UDMC).

(b) Arrange publicity about imminent danger by beating of drums or through megaphone and announce about the safe places and precautionary steps to be taken by the people.

(c) Form volunteer teams on emergency basis for evacuation of livestock and population from distressed situation created by the onslaught of flood/cyclone to safer places and for food, health care, security etc.

(d) Cooperate and coordinate with the activities of CPP volunteers and other volunteers.

Disaster Stage

(a) Ensure arrangement for publicity of danger/great danger signals in time by volunteers of CPP, members of Bangladesh Ansar and Village Defence Party.

(b) Ensure correct publicity about evacuation instructions to people in distant *char* land and own areas.

(c) Arrange for evacuation of population and livestock from dangerous areas to safer places like cyclone/flood shelters, fortified earthen mounds, community centres and other government buildings and also arrange for supply of food, clothing etc. Send similar instructions to all concerned for the same purpose.

(d) Keep the water pots filled with water and advise others to do likewise.

(e) Keep contact with the Upazila Control Room.

(f) Advise all concerned to listen to weather forecasts regularly and carefully and to know about the directions of cyclone and increase of floodwater above danger level.

(g) Send special messengers to warn people and advise them for keeping materials like drinking water in plastic pots, dry food, safety match etc and materials like green coconut, utensils and fodder under earth. Also advise people to shift livestock to appropriate safer place.

(h) The UDMC will call an emergency meeting and instruct all concerned to keep ready to combat the situation and to work as per Standing Orders relating to disaster management.

(i) Ensure all arrangement for preparedness correctly.

(j) Requisition sufficient number of transports and boats in the Union for rescue and relief works.

(k) Arrange for safe custody of assets of evacuated people and their maintenance.

Rehabilitation Stage

(a) Conduct rescue and relief operations round the clock (24 hrs) with the help of volunteers and UDMC and also arrange for speedboats for relief work.

(b) Arrange for a rapid survey in the affected areas and send through special messengers reports

of loss and damage to the UNO (if available) with recommendation for relief materials.

(c) Receive emergency relief materials from Upazila Headquarters.

(d) Arrange for the sinking of a sufficient number of tube-wells on emergency basis in the affected areas for drinking water after removing saline water from ponds, wells and tube-wells.

(e) Arrange for burial of dead bodies with the help of volunteers, VDP and if necessary with police, BDR and Army and disposal of carcasses. Also arrange for drainage of stagnant saline water from households and croplands.

(f) Ensure proper, fair and quick distribution of relief materials, houses, cash, house building grants etc and also proper operation of emergency hospitals, relief centres and gruel kitchens etc.

(g) Prepare list of losses and damages and send it to Upazila Control Room.

(h) Coordinate and supervise the activities of relief operations by voluntary organizations, volunteers and other organizations engaged in relief works.

(i) Prepare rehabilitation schemes for affected areas through Test Relief, Food for Works Programme, VGF, etc and arrange for their proper implementation.

(j) Perform the responsibility related to rescue, relief and rehabilitation as directed by the concerned authority (including preparation of report and submission thereof).

(k) Re-establish water and road communication through quick repair.

5.5 Responsibilities of Union Parishad Members

In addition to normal duties Union Parishad Members will perform the following responsibilities related to disaster issues:

Risk Reduction

(a) Attend regularly in the UDMC meetings and workshops.

(b) Participate in the community vulnerability and risk assessment process, prioritize the risks and prepare the risk reduction action plans of their respective Union.

(c) Ensure participation of different vulnerable groups in the vulnerability and risk assessment process.

(d) Assist the Union chairman to mobilize resources for the implementation of risk reduction action plan prepared through community risk assessment.

(e) Facilitate work of NGOs to ensure coordination and synergies among different programmes and activities undertaken locally.

Emergency Response

Normal Times

(a) Maintain detailed particulars of trained volunteers for the purpose of instant necessity.

(b) Earmark trained volunteers for various responsibilities for operation of emergency relief work.

(c) Combat disaster situations in their own areas better and keep the people aware and ready for rehabilitation work.

Precautionary Stage

(a) Announce in advance the warning/danger/great danger signals by megaphone, siren, warning notice, drums and beating empty kerosene cans. On receipt of instructions from Union Parishad Chairman or higher authority, announce danger signals without creating any panic.

(b) Listen to weather forecasts from radio regularly.

(c) Take quick steps after receipt of warning signals from the radio/Union Parishad Chairman or higher authority.

(d) Keep the emergency volunteer team ready for performing specific responsibilities like evacuation, first aid, health care, food, repair of damaged room/house, security etc.

(e) Cooperate and coordinate with CPP.

(f) Ensure hoisting of warning signals in risky areas.

Disaster Stage

(a) Perform any responsibility entrusted by the Union Parishad Chairman or higher authority and also other responsibilities related to rescue, relief and rehabilitation operations.

Rehabilitation Stage

(a) Help the Union Parishad Chairman in relief and rehabilitation work.

General Instructions

Members of Union Parishad will discharge the following functions:

(a) Advise people to listen Special Weather Bulletins broadcast by Bangladesh Betar after formation of low pressure.

(b) After hoisting of warning signals, advise all boats and trawlers to anchor near the coasts and to take shelter in safer places.

(c) Exchange weather related information with others.

(d) Advise packing of flattened rice, parched rice, treacle and drinking water, green coconut, utensils, safety matches etc in their polyethylene bag and keep them under the earth three feet deep so that these could be used in times of need. Also advise for covering the mouth of tube-well with plastic cover so that saline/polluted water cannot enter into them.

(e) Immediately after the announcement of evacuation, advise people to take shelter in nearby cyclone shelters, on fortified earthen mounds, brick built buildings, community centres or any other safer place. Advise for special attention to children, old and infirm people. Also advise for evacuation of livestock and other domestic animals, to high and safe lands.

(f) Advise people not to propagate rumors and also not to listen to such rumors.

(g) Advise for rescuing the affected people during and after disaster. If danger is apprehended for the loss of life of any human being or of property due to cyclone/flood or any other disaster, immediately advise for informing Union Parishad Chairman and Members.

(h) Advise for assisting Union Parishad and voluntary organization in all matters.

(i) Advise for primary medical care to injured/drowned people.

(j) Advise for removal of dead bodies and burial of the dead and for interment of carcasses.

(k) Advise for house construction, after disaster, on cooperative basis.

(l) Advise for complying with the instructions or request by the UDMC/Union Parishad Chairman and Member or any other higher authority regarding relief operations.

(m) Advise for recovering the source of drinking water.

5.6 Bangladesh Red Crescent Society (BDRCS)

The Bangladesh Red Crescent Society is a regulated auxiliary organization of the government. Its branch is spread all over the country. They complement governmental efforts during disaster. The society plays important role in the overall disaster preparedness and disaster combat programmes. BDRCS will perform the following duties within the ambit of own rules and regulations and organizational structure, in association with various governmental organizations.

Risk Reduction

(a) Establish a Focal Point to attend the meetings of the NDMC and IMDMCC and other national level disaster management related committees.

(b) Incorporate disaster risk reduction considerations into the BDRCS policies, plans and programmes.

(c) Collaborate with national committees related to disaster risk reduction.

(d) Allocate resources and arrange training on risk reduction for its staff and the volunteers.

Emergency Response

Normal Times

(a) BDRCS will take steps for disaster preparedness at all the levels and prepare plans.

(b) Appoint Red Crescent team of volunteers and workers in disaster-prone areas and arrange for their training.

(c) Take up educational and awareness raising programmes for the people to combat disaster.

(d) Arrange and participate in seminars, workshops and meetings for earning special efficiency and skill in disaster management.

(e) Keep contact with concerned Ministry/Department/Office/Agency interested in disaster/relief work, United Nation Organizations and non-government organizations.

(f) Ensure road communication for stocking and receipt of relief materials and maintenance of water transports.

(g) If possible, participate in the construction work of fortified earthen mound and flood shelter, cyclone shelter and linking them with various socio-economic and social development programmes.

(h) Take any other steps in connection with preparedness programme of the people to meet any emergency situation.

Alert Stage

(a) In case of cyclone, issue warning notice to all concerned including the CPP and relevant Red Crescent Unit.

(b) Ensure dissemination of warning signals, in case of cyclone, to workers of all levels of CPP.

(c) In case of cyclone, keep contact with CPP and the Control Room of SWC of BMD.

(d) Designate one Liaison Officer for maintaining link with the EOC at the MoFDM the Control Room of DMB.

(e) Issue instructions to Survey Assessment Team to be on standby

(f) Take any other steps, if necessary.

Warning Stage

(a) Operate the Control Room round the clock (24 hrs).

(b) Disseminate warning signals to all including the concerned Red Crescent Units.

(c) Ensure effectiveness of CPP at field level (for cyclone).

(d) If necessary send one Liaison Officer for the EOC at the MoFDM.

(e) Keep the Survey and Relief Team of Headquarters on standby in readiness with required transports.

(i) Attend the meeting of CPP Implementation Board and keep contact with MDMCC /MoFDM.

(j) If necessary, issue instructions for sending of employees, volunteers and materials to disaster affected areas from less disaster-prone areas.

(k) Disseminate the danger/great danger signal with proper explanation to all concerned (in case of cyclone warnings).

(l) In view of seriousness of situation send reserve employees and materials to advantageous places.

(m) Take part in evacuation programme of population with close cooperation of volunteers and local authority if directed by the appropriate authority.

(n) Operate Control Room full time and keep all time contact with the EOC at the MoFDM.

(o) Coordinate with principal non-government organization (NGOs) for possible works.

Disaster Stage

(a) Ensure survey of loss and damage in affected areas and dispatch of relief/medical teams and

arrival of concerned BDRCS units to the affected areas soon after the passage of disaster.

(b) Assist the local authority to determine loss and damage and requirement and supply information to these organizations and BDRCS Headquarters.

(c) Give emergency assistance to the disaster affected people, especially in the following cases.

(i) Help in rescue and evacuation work

(ii) Assist the local administration in organizing shelter places

(iii) Give first aid to injured persons

(iv) Arrange complementary food according to the need of distressed people

(v) Arrange preventive and limited curative treatment

(vi) Arrange for the necessary household materials and clothing to be dispatched to the seriously affected people

(d) Inform appropriate authority about loss and damage and requirement of affected people.

(e) Arrange for use of material, received from Red Crescent units in areas not affected by disaster and from Headquarters in areas affected by disaster.

(f) Send request for requirement of relief and rehabilitation operation after informing about loss and damage due to disaster to the International Federation of Red Cross and Red Crescent Societies (IFRCS) in coordination with DMB and DM&RD.

Rehabilitation Stage

(a) Participate in reconstruction and rehabilitation programmes in special circumstances.

(b) Take steps for correct and effective evaluation of preparedness work and for correcting errors/weakness in such work.

(c) Provide assistance to the local authority in any possible way for relieving the distress of people.

(d) Extend Cooperation to the NDMC and the MoFDM in the preparation of list of disaster-affected people and the requirement and probability of rehabilitation.

5.7 Other NGOs

NGOs, national and international, will complement governmental efforts during disaster. NGOs play important role in the overall disaster preparedness and disaster management programmes. NGOs will perform the following duties within the ambit of own rules and regulations and organizational structure, in association with various governmental organizations.

Risk Reduction

(a) Establish a Focal Point to attend the meetings of the relevant disaster management committees both at national and local levels.

(b) Incorporate disaster risk reduction considerations into NGO policies, plans and programmes.

(c) Collaborate with national committees related to disaster risk reduction.

(d) Allocate resources and arrange training on risk reduction for its staff and the volunteers.

Emergency Response

Normal Times

(a) NGOs will take steps for disaster preparedness at all levels and prepare plans.

(b) Appoint team of volunteers and workers in disaster-prone areas and arrange for their training.

(c) Take up educational and awareness raising programmes for the people to combat disaster.

(d) Arrange and participate in seminars, workshops and meetings for earning special efficiency and skill in disaster management.

(e) Keep contact with concerned Ministry/Department/office/Agency interested in disaster/relief work, United Nation Organizations and non-government organizations.

(f) Ensure road communication for stocking and receipt of relief materials and maintenance of water transports.

(g) If possible, participate in the construction work of fortified earthen mound and flood shelter, cyclone shelter and linking them with various socio-economic and social development programmes.

(h) Take any other steps in connection with preparedness programme of the people to meet any emergency situation.

Alert Stage

(a) In case of cyclone, issue warning notice to all concerned.

(b) Ensure dissemination of warning signals to the concerned community.

(c) In case of cyclone, keep contact with CPP and the Control Room of Storm Warning Centre (SWC) of BMD.

(d) Designate one Liaison Officer for maintaining link with the EOC at the MoFDM and the Control Room of DMB.

(e) Issue instructions to Survey Assessment Team to be on standby and take any other steps, if necessary.

Warning Stage

(e) Operate own Control Room round the clock (24 hrs).

(f) Disseminate warning signals to all.

(g) If necessary send one Liaison Officer for the EOC at the appropriate level.

(h) Keep the Survey and Relief Team of Headquarters on standby in readiness with required transports.

(i) Attend the meeting concerned disaster management committees.

(j) If necessary, issue instructions for sending of employees, volunteers and materials to disaster affected areas from less disaster-prone areas.

(k) Disseminate the danger/great danger signal with proper explanation to all concerned (in case of cyclone warnings).

(l) In view of seriousness of situation send reserve employees and materials to advantageous places.

(m) Take part in evacuation programme of population with close cooperation of volunteers and local authority if directed by the appropriate authority.

(n) Operate Control Room full time and keep all time contact with the EOC at the appropriate level.

(o) Liaison with MoFDM, DCs, UNOs and UP Chairman for possible cooperation.

Disaster Stage

(a) Assist in damages, losses and needs assessment in affected areas and dispatch of relief/medical teams and arrival of concerned relief and medical units to the affected areas soon after the passage of disaster.

(b) Assist the local authority to determine loss and damage and requirement and supply information to these organizations and own Headquarters.

(c) Give emergency assistance to the disaster affected people, especially in the following cases.

- i Help in rescue and evacuation work
- ii Assist the local administration in organizing shelter places
- iii Give first aid to injured persons
- iv Arrange complementary food according to the need of distressed people
- v Arrange preventive and limited curative treatment

vi Arrange for the necessary household materials and clothing to be dispatched to the seriously affected people

(d) Inform appropriate authority about loss and damage and requirement of affected people.

(e) Arrange for use of material, received from areas not attacked by disaster and from Headquarters in areas affected by disaster.

(f) Send request for requirement of relief and rehabilitation assistance to the donor agencies after informing NGO Affairs Bureau.

(f) Inform concerned DMCs and DMB about the response activities in order to have better coordination and avoid duplication.

Rehabilitation Stage

(a) Participate in reconstruction and rehabilitation programmes in special circumstances.

(b) Take steps for correct and effective evaluation of preparedness work and for correcting errors/weakness in such work.

(c) Provide assistance to the local authority in any possible way for relieving the distress of people.

(d) Extend Cooperation to the DMCs in preparation of list of disaster-affected people and the requirement and probability of rehabilitation.

(e) Ensure implementation of government guidelines (i.e. BNBC, shelter etc.) for infrastructure construction in the affected and disaster-prone areas.

APPENDIXES

APPENDIX 01

DISSEMINATION OF VARIOUS SPECIAL WEATHER BULLETINS ISSUED BY BMD

1.1. Recipients of signal code-named "Whirlwind".

Chittagong

1.1.1. Deputy Conservator, Chittagong Port
1.1.2. Chief Officer, Mercantile Marine Department, Chittagong.
1.1.3. Fisheries Harbour Management, Chittagong.
1.1.4. Deputy Commissioner, Cox's Bazar

Khulna

1.1.5. Chairman, Mongla Port Authority.

1.2. Recipients of signal code-named "Whir land/ Hurricane/ Typhoon"

1.2.1. Cabinet Secretary
1.2.2. Chief of Staff, Bangladesh Army
1.2.3. Chief of Staff, Bangladesh Air Force
1.2.4. Chief of Staff, Bangladesh Navy
1.2.5. Secretary to the President
1.2.6. Secretary to the Prime Minister
1.2.7. Secretary, Defence Division, Ministry of Defence
1.2.8. Secretary, Roads & Railways Division
1.2.9. Secretary, Bangladesh Bridge Authority
1.2.10. Secretary, Ministry of Water Resources
1.2.11. Secretary, Ministry of Posts and Telecommunications
1.2.12. Secretary, DM&RD
1.2.13. Secretary, Ministry of Information
1.2.14. Secretary, Ministry of Home Affairs
1.2.15. Secretary, Ministry of Civil Aviation and Tourism
1.2.16. Secretary, Local Government Division
1.2.17. Secretary, Rural Development and Cooperative Division
1.2.18. Secretary, Ministry of Water Resources (this need to be deleted)
1.2.19. Secretary, Food Division
1.2.20. Principal Staff Officer, Armed Forces Division.
1.2.21. Inspector General of Police
1.2.22. Chairman, BIWTA (Chief Executive, Conservancy & Pilot-2, BIWTA Motijheel, Dhaka)
1.2.23. Director, Surface Water Hydraulics- 2, Bangladesh Water Development Board
1.2.24. Chairman, T&T Board
1.2.25. Chairman, Civil Aviation Authority, International Airport, Dhaka
1.2.26. Chairman, Power Development Board

1.2.27. Chairman, Bangladesh Water Development Board
1.2.28. Chairman, Rural Electrification Board
1.2.29. Chief Engineer, Roads and Highways Department
1.2.30. Chairman, BIWTA
1.2.31. Chairman, BIWTC
1.2.32. Director General, Bangladesh Rifles
1.2.33. Director General, Fire Service and Civil Defence
1.2.34. Director General, Disaster Management Bureau
1.2.35. Director General, Directorate of Relief and Rehabilitation
1.2.36. Divisional Commissioner(s), all divisions
1.2.37. Deputy Commissioner (s), all districts

Chittagong Division

1.2.38. Chairman, Chittagong Port Authority, Chittagong, Mongla, Narayngonj and all rivers ports
1.2.39. Commodore Commanding, Chittagong, Bangladesh Navy,
1.2.40. Commodore Commanding, BN Flotilla, Chittagong
1.2.41. Fisheries Harbour, Chittagong
1.2.42. General Manager, Bangladesh Railways, Chittagong
1.2.43. Commandant, Marine Academy, Chittagong
1.2.44. Vice Chairman, EPZ, Chittagong
1.2.45. Deputy Commissioner, Chittagong
1.2.46. Deputy Commissioner, Cox's Bazar
1.2.47. Deputy Commissioner, Noakhali
1.2.48. Deputy Commissioner, Laxmipur
1.2.49. Deputy Commissioner, Chandpur

Barisal Division

1.2.50. Deputy Commissioner, Barisal
1.2.51. Deputy Commissioner, Bhola
1.2.52. Deputy Commissioner, Jhalakathi
1.2.53. Deputy Commissioner, Perojpur
1.2.54. Deputy Commissioner, Patuakhali
1.2.55. Deputy Commissioner, Barguna

Khulna Division

1.2.56. Commissioner, Khulna Division
1.2.57. Deputy Commissioner, Khulna
1.2.58. Chairman, Port Authority, Chalna
1.2.59. Deputy Commissioner, Satkhira
1.2.60. Deputy Commissioner, Bagerhat

1.3. Recipients of signal code-named "Typhoon"

Chittagong Hill Tracts-Region

1.3.1. Deputy Commissioner, Rangamati
1.3.2. Deputy Commissioner, Khagrachari
1.3.3. Deputy Commissioner, Bandarban

Chittagong Region

1.3.4. Deputy Commissioner, Chittagong
1.3.5. Deputy Commissioner, Cox's Bazar
1.3.6. Officer-in-Charge, Weather Observatory, Sitakunda
1.3.7. Officer-in-Charge, Weather Observatory, Swandip
1.3.8. Upazila Nirbahi Officer, Swandip

Comilla Region

1.3.9. Deputy Commissioner, Chandpur

Noakhali Region

1.3.10. Deputy Commissioner, Noakhali
1.3.11. Deputy Commissioner, Laxmipur
1.3.12. Deputy Commissioner, Feni
1.3.13. Officer-in-Charge, Class I Observatory, Maijdee Court, Noakhali
1.3.14. Officer-in-Charge, Pilot Balloon Observatory, Feni
1.3.15. Upazila Nirbahi Officer, Hatiya
1.3.16. Officer-in-Charge, Class I Observatory , Hatiya

Khulna Region

1.3.17. Deputy Commissioner, Khulna
1.3.18. Deputy Commissioner, Satkhira
1.3.19. Chairman, Mongla Port Authority, Bagerhat
1.3.20. Deputy Commissioner, Bagerhat
1.3.21. Officer-in-Charge, Class I Observatory, Gallamari, Khulna
1.3.22. Officer-in-Charge, Class I Observatory, Satkhira Khulna
1.3.23. Project Director, Coastal Embankment Project, Khulna

Barisal Region

1.3.24. Deputy Commissioner, Barisal
1.3.25. Project Director, Coastal Embankment, BWDB, Barisal
1.3.26. Deputy Commissioner, Bhola
1.3.27. Deputy Commissioner, Jhalakathi
1.3.28. Deputy Commissioner, Perojpur
1.3.29. Officer-in-Charge, PBO, Barisal
1.3.30. Officer-in-Charge, Class I Observatory, Bhola

Patuakhali Region

1.3.31. Deputy Commissioner, Patuakhali
1.3.32. Deputy Commissioner, Barguna
1.3.33. Officer-in-Charge, Weather Station, Khepupara
1.3.34. Officer-in-Charge, Class I Observatory, Gallamari, Khulna

1.4. Recipients of signal code-named "Waterways"

Comilla Region

1.4.1. Deputy Commissioner, Chandpur
1.4.2. Regional Manager, BIWTC, Chandpur

Noakhali Region

1.4.3. Deputy Commissioner and Officer-in-Charge, Cyclone Warning Signal, Noakhali
1.4.4. Deputy Commissioner, Feni
1.4.5. Deputy Commissioner, Laxmipur

Dhaka Region

1.4.6. Deputy Commissioner, Dhaka
1.4.7. Deputy Commissioner, Narayanganj
1.4.8. Regional Manager, BIWTC, Narayanganj
1.4.9. Deputy Commissioner, Narsingdi
1.4.10. Deputy Commissioner, Munshiganj

Faridpur Region

1.4.11. Deputy Commissioner, Faridpur
1.4.12. Deputy Commissioner, Rajbari
1.4.13. Superintendent of Police, Rajbari
1.4.14. Deputy Commissioner, Madaripur
1.4.15. Deputy Commissioner, Gopalganj
1.4.16. Deputy Regional Manager, BIWTC, Goalando
1.4.17. Deputy Commissioner, Shariatpur

Mymensingh Region

1.4.18. Deputy Commissioner, Mymensingh

Tangail Region

1.4.19. Deputy Commissioner, Tangail

Khulna Region

1.4.20. Deputy Commissioner, Khulna
1.4.21. Wing Commander, Bangladesh Rifles, Khulna
1.4.22. Regional Manager, BIWTC, Khulna
1.4.23. Divisional Forest Officer, Sundarban, Khulna
1.4.24. General Manager, Khulna Shipyard, Khulna
1.4.25. Deputy Commissioner, Bagerhat
1.4.26. Deputy Commissioner, Satkhira

Barisal Region

1.4.27. Deputy Commissioner, Barisal
1.4.28. Regional Manager, BIWTC, Barisal
1.4.29. Deputy Commissioner, Perojpur
1.4.30. Deputy Commissioner, Bhola

Patuakhali Region

1.4.31. Deputy Commissioner, Patuakhali
1.4.32. Deputy Commissioner, Barguna

Rajshahi Region

1.4.33. Deputy Commissioner, Rajshahi

1.4.34. Deputy Commissioner, Nowgaon

Pabna Region

1.4.35. Deputy Commissioner, Pabna

1.4.36. Deputy Commissioner, Sirajgonj

1.4.37. Works Inspector, Hardinge Bridge, Paksey, Bangladesh Railway

Rangpur Region

1.4.38. Deputy Commissioner, Rangpur

1.4.39. Marine Superintendent, BR Teestaghat, Fulchari

1.4.40. Deputy Commissioner, Kurigram

1.5. Recipients of signal code-named "Authority" or Kartipakkha'

1.5.1. Director (C&P, BIWTA)

1.5.2. Conservancy and Pilot Superintendent, Sylhet Section, BIWTA

1.5.3. Conservancy and Pilot Superintendent, Western Delta Section, BIWTA, Eastern Boyra, Khulna

1.5.4. Conservancy and Pilot Superintendent, Central Delta Section, BIWTA, Chandpur

1.5.5. Conservancy and Pilot Superintendent, BIWTA, Kishoreganj

1.5.6. Conservancy and Pilot Superintendent, Eastern Delta Section, BIWTA, Barisal

1.5.7. Conservancy and Pilot Superintendent, Eastern Delta Section, Taher Chamber, Agrabad R/A, Chittagong

APPENDIX 02

FORMATION AND MANAGEMENT OF EMERGENCY OPERATION RELIEF CENTRE

2.1 The UzDMC or Upazila Nirbahi Officer or DDMC or DC will open shelter space/ Emergency Operation/Relief Centres in times of necessity to save human lives and properties.

2.2 The Union Parishad/Pourashava/ Municipality Chairman in his capacity as Chairman of UDMC will organize and open Emergency Operation centres at carefully selected places like cyclone/multipurpose disaster shelter, educational institutions, community centre and other government places in consideration of the nature of disaster.

2.3 The concerned Union Parishad/Pourashava/Municipality Member/Commissioners will be in charge of the centre and at least 10 (ten) local volunteers will assist him in organizing, coordinating and managing the centre.

2.4 Required accommodation, health and sanitation, water supply and lighting arrangement should be ensured. For the supply of pure drinking water, shallow tube-well should be sunk with the help of DPHE.

2.5 Every step should be taken for the prevention of epidemics.

2.6 According to necessity, gruel kitchens may be opened on emergency basis with the permission of the DC(s) and cooked food may be supplied there. Olio or flat bread and vegetable may be served as food. Milk may be supplied to babies. Expenses on this account should be met from the Upazila/ District budget and local fund. Prior approval of the Director General, DRR shall have to be obtained for excess food grains or sanction of fund before commitment of additional expenditure. To run gruel kitchen, a stock of utensils should be gradually built up at Upazila level.

2.7 Strict control should be observed for admission into multipurpose disaster shelter and Relief Centre. Those who are not affected in the disaster should not be admitted to the Relief Centre.

2.8 Law and order in the shelters/ relief centres should be ensured with the assistance of Police, Ansar, Village Defence Party, Local Community Police and volunteers. The personal belongings of the affected people evacuated from their houses should be properly preserved.

2.9 First aid and health centres should be opened at the relief centres with the help of Upazila Health and Family Planning Officer. Local Red Crescent, CPP, representatives of designated organizations will ensure all cooperation in the centre.

2.10 Master roll and daily accounts of issue and receipt of relief materials should be maintained and preserved at each centre. One account register of cash receipt and issue should also be opened.

APPENDIX 03
MULTI-AGENCY DISASTER INCIDENT MANAGEMENT SYSTEM

3.1 The Incident command system (ICS) is a single standardized emergency management system designed to allow users to adopt an integrated organizational structure and management system. In ICS Management of any disaster incident will include the three clearly delineated functions of command, control and coordination (CCC). The overall control of events is the responsibility of one person known as the Disaster Incident Manager.

3.2 The Disaster Incident Manager is responsible for the control of the disaster incident and will assign tasks to agencies in accordance with the needs of the situation. The Disaster Incident Manager will specify: (a) what needs to be done; (b) by which agency; and (c) by what time. It also included the finance/administration, planning and logistics for the emergency.

3.3 The Disaster Incident Manager may assign tasks to agencies with specific response requirements but the individual agencies are responsible to determine how it is to be done. The duties of the Disaster Incident Manager will normally include:

- 3.3.1 Taking control of the disaster incident and establishing a Disaster Incident Management Point
- 3.3.2 Assessing the situation and advising the appropriate authorities and agencies
- 3.3.3 Determining priorities and time constraints
- 3.3.4 Determining the structure of the Disaster Incident Management Team (DMIT)
- 3.3.5 Developing a disaster incident plan in conjunction with members of the DIMT
- 3.3.6 Tasking response agencies and supporting services
- 3.3.7 Coordinating resources and support
- 3.3.8 Monitoring events and responding to changing circumstances
- 3.3.9 Reporting actions and activities to the appropriate agencies and authorities
- 3.3.10 Ensuring safety of all personnel at the disaster incident
- 3.3.11 Establishing media liaison procedures, and
- 3.3.12 Initiating recovery actions.
- 3.3.13 The Disaster Incident Manager may form a Disaster Incident Management Team (DIMT) made up of personnel to assist in the management of the disaster incident. A DIMT will assist in some or all of the following functions:
  - 3.3.13.1 Planning-- Assessing resource requirements, maintaining status on allocated resources and developing the incident plan.
  - 3.3.13.2 Intelligence--Gathering, maintaining, and reporting of information.
  - 3.3.13.3 Operations-- Assisting the disaster incident manager in the control and coordination of the disaster incident, assisting in the development of the disaster incident plan, and maintaining the disaster incident log.
  - 3.3.13.4 Logistics-- Identifying and coordinating the provision of support, equipment and supply services for the disaster incident.
  - 3.3.13.5 Communications-- Establishing and coordinating communications between agencies at the disaster incident site and to the EOC (if activated).
  - 3.3.13.6 Media management-- Liaising with the media, and developing/implementing a media plan for the disaster incident (may not be part of the incident management team, but must have direct access to it).

3.4 The Disaster Incident Management Team (DIMT) may work from:

- 3.4.1 A Disaster Incident Management Point located at the incident site, if the incident is located at a single point; or
- 3.4.2 A lead agency operations centre remote from the actual sites, if the incidents are located at various sites. If the DIMT is separated from the incident site, a site management structure will be required for the control/coordination of agencies at the sites.

3.5 Control Arrangements**--** Depending on the type of disaster incident, such as a major fire, a lead agency may have the responsibility for control of the activities within an inner perimeter with the control of the overall incident site being the responsibility of the Disaster Incident Manager.

3.6 It is imperative that all agencies responding to the disaster incident know who is the designated as Disaster Incident Manager.

3.7 IMDMCC will allocate responsibility to a lead agency for particular types of incidents. This should be reflected in emergency management arrangements and contingency plans as well as in relevant agencies' Standing Operating Procedures (SOP).

3.8 Agency Internal Arrangements**--** disaster **i**ncident management arrangements must not interfere with the internal arrangements of responding agencies. Response agencies have well-established chains of command and detailed internal management arrangements, and normally have specific responsibilities during particular types of disaster incidents. This is part of the command function.

3.9 Multi-Agency Disaster Incident Management System shall follow the schematic chart as shown in Figure 01.

3.10 In case of involvement of more than three agencies, the same principles will be followed. In case of management of the incident by the lead agency only, agency control room and command components will be not applicable.

3.11 **Agency Responsibilities.** Agencies likely to be involved in response to a complex incident should:

3.11.1 Confirm their specific areas of responsibility;

3.11.2 Undertake assigned tasks as specified by the Incident Manager in the incident plan;

3.11.3 Have adequate and sustainable communications to enable rapid information exchange as this is fundamental to command, control and coordination;

3.11.4 Foster close inter-agency coordination to ensure effective multi-agency incident management;

3.11.5 Regularly review liaison arrangements to ensure that there are no gaps or duplication in areas of responsibility; and

3.11.6 Practice inter-agency liaison as a fundamental aspect of each agency's training.

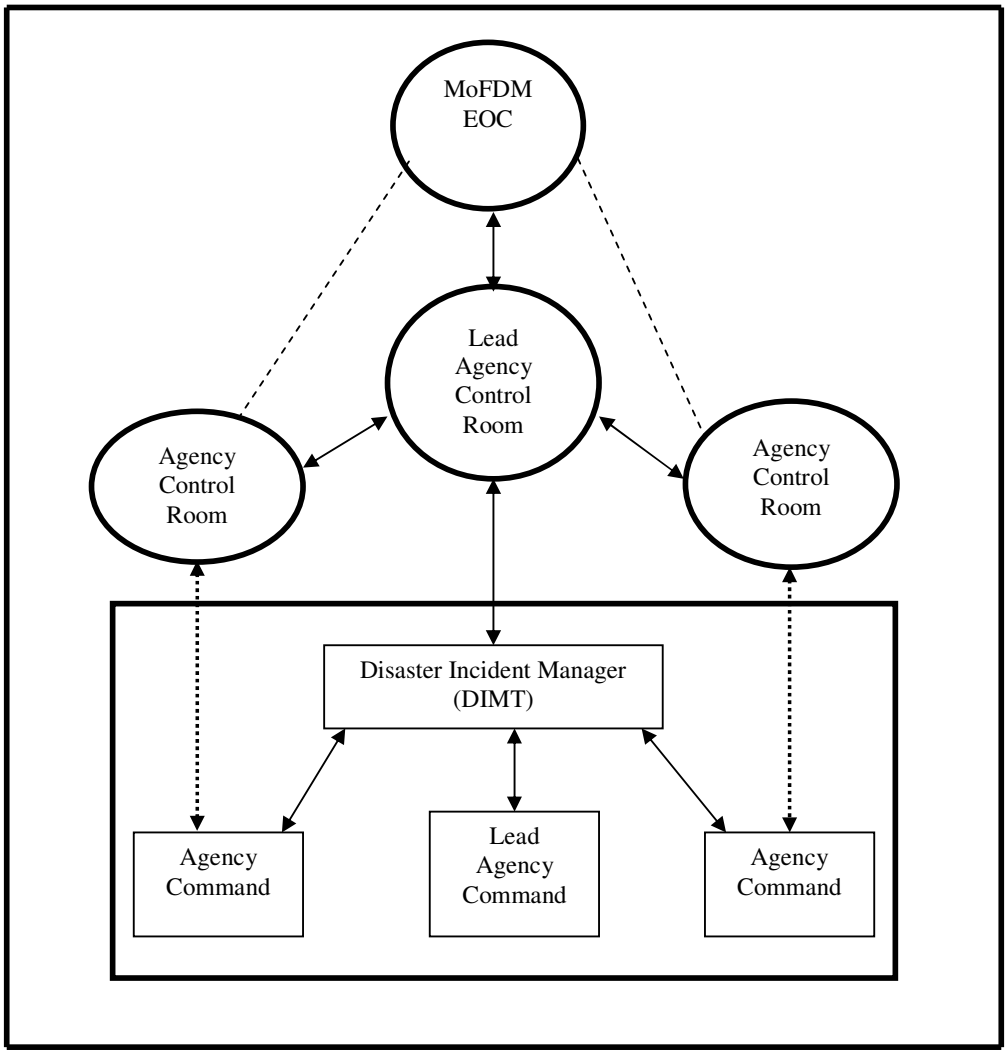
3.11.7 Noting these points, some degree of organizational autonomy may have to be sacrificed in the interests of effective coordination.

3.12 **Agency Field Officers.** Agency field officers are responsible to their own agencies. However, they must also be responsive to the Incident Manager for the performance of allocated tasks and may be part of the Incident Management Team. Field Officers are usually located with their agency at the site, or they may be located either at an agency operations centre or an EOC/Control Room. They must maintain communications with the Disaster Incident Management Team. This can also be achieved through the employment of a liaison officer.

3.13 **Liaison Officers**. The DIMT should include Liaison Officers from the attending response agencies. Liaison Officers are agency representatives who must be authorized to commit their agency's resources and, therefore, must have communications with their agency. Liaison Officers are provided by the supporting agency to the supported agency and may be the field officers of agencies. When requested, Liaison Officers should locate themselves at the Disaster Incident Management Point or controlling agency operations centre, or both, as soon as possible. They should depart as soon as their services are no longer required

3.14 Disaster Management Bureau, MoFDM will develop a detailed Multi-Agency Disaster Incident Management Guideline.

Figure: Disaster Incident Management System



APPENDIX 04
STOCK OF EMERGENCY RELIEF MATERIALS

4.1 In order to supply food and establish multipurpose disaster shelter during disaster, stock of food and construction materials should be built up in the Headquarters station of disaster prone districts/Upazila. District Relief and Rehabilitation Officer (DRRO) /PIO will keep account of these materials and ensure their proper maintenance.

4.2 These relief materials should be sent to Relief Centres on the instructions of Deputy Commissioner or District Disaster Management Committee. If disaster of highest magnitude is feared the Deputy Commissioner will send request letter much ahead to the Director General, DRR for additional allocation and also ensure sending of some relief materials to those places that are likely to be affected by the disaster.

4.3 The following materials are required for the management of relief work: (i)Rice/Ata (ii)Puffed rice, puffed/flattened rice (*muri/chira*), treacle, sugar (iii)Powdered milk, biscuits (iv)Various building materials (v)Dry food (vi)Bottled or can water (vii)Blankets (viii)Orsaline (ix)Portable water distillation plants and jerry cans

4.4 Besides, utensils, tarpaulins, tents and CI sheets are required in the relief centres. Receipt of funds from the Upazila/District_treasury should be ensured as soon as it resumes normal operation. Under public food distribution system, the CSDs and LSDs keep sufficient stock of rice and wheat for ensuring supply of food grains throughout the country. Puffed rice *(muri)* and treacle are easily available and these are welcomed by the common people as relief items. Because of their easy availability and the chance of the food becoming stale it is not necessary to stock them. In times of necessity the District Disaster Management Committee can buy these relief items from the local market. Stocks of various building/construction materials should also be built up at District/Upazila level.

4.5 Sufficiently ahead of cyclone/flood season, the Deputy Commissioner of the disaster prone districts should reappraise their respective position of cash fund or stock of any relief materials considering the Contingency plan of the area. If cash fund and or stocks of any relief materials appear to be inadequate it should be brought to the notice of the Director General, DRR.

APPENDIX 5
CLASSIFICATION OF CYCLONES

The following is the classification of the cyclone according to the intensity and velocity of wind:

(a) Depression : Wind speed 31 miles/hr or 50 km/hr
(b) Deep depression: Wind speed 32-38 miles/hr or 51-61 km/hr
(c) Cyclone : Wind speed 39-54 miles/hr or 62-88 km/hr
(d) Severe Cyclone : Wind speed 55-73 miles/hr or 89-117 km/hr
(e) Severe Cyclone with hurricane wind: Wind speed 74-105 miles/hr or 118-170 km/hr or more
(f) Super Cyclone: Wind Speed >106 mile/h or >171 km/hr

Classification of cyclones:

(b) **CATEGORY 1** *(tropical cyclone)*: Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings. A Category 1 cyclone's strongest winds are GALES with typical gusts over open flat land of 90 - 125 km/h. These winds correspond to Beaufort 8 and 9 (Gales and strong gales).

(c) **CATEGORY 2** *(tropical cyclone)*: Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings. A Category 2 cyclone's strongest winds are DESTRUCTIVE winds with typical gusts over open flat land of 125 - 164 km/h. These winds correspond to Beaufort 10 and 11 (Storm and violent storm).

(d) **CATEGORY 3** *(severe tropical cyclone)*: Some roof and structural damage. Some caravans destroyed. Power failures likely. A Category 3 cyclone's strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of 165 - 224 km/h. These winds correspond to the highest category on the Beaufort scale, Beaufort 12 (Hurricane).

(e) **CATEGORY 4** *(severe tropical cyclone):* Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures. A Category 4 cyclone's strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of 225 - 279 km/h. These winds correspond to the highest category on the Beaufort scale, Beaufort 12 (Hurricane).

(f) **CATEGORY 5** *(severe tropical cyclone):* Extremely dangerous with widespread destruction. A Category 5 cyclone's strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of more than 280 km/h. These winds correspond to the highest category on the Beaufort scale, Beaufort 12 (Hurricane).

TROPICAL CYCLONE SEVERITY		
Categories	**Winds**	**Typical effects (indicative only)**
Category 1	Strongest gust less than 125 km/h	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.
Category 2	Strongest gust 125 - 170 km/h	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings.
Category 3	Strongest gust 170 - 225 km/h	Some roof and structural damage. Some caravans destroyed. Power failure likely.
Category 4	Strongest gust 225 - 280 km/h	The port will experience severe weather from a storm of great intensity that is expected to cross over or near the port. Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failure.
Category 5 (egg. SIDR 2007)	Strongest gust more than 280 km/h	Extremely dangerous with widespread destruction.

APPENDIX 5
WARNING SIGNALS FOR SEA AND RIVER PORTS

The Government in the meeting held on 10 March 2008 approved the following revised Warning Signals and Special Weather Bulletin for Sea and River Ports

Sl. No.	Revised Signals for Sea Port	Sl. No.	Revised Signals for River Port	Wind Speed (km/h)	Probable Effect/Impact	Warning Messages for the Port	Message for the community
	Distant Cautionary Signal No. 1			51-61		▪ There is region of squally weather in the distance sea where storm may form ▪ Vessels leaving the seaport may confront with stormy weather	
	Distant Warning Signal No. II			62-88		▪ A storm has formed in the distant sea but the port is not yet threatened by the storm. All vessels including fishing boats and trawlers leaving the seaport may confront with stormy weather on the way	
1	Local Cautionary Signal No. III	1	Local Cautionary Signal No. III	40-50	▪ Branches of small trees may be broken ▪ Roof of the light houses may be flown away or damaged ▪ May damage the crops if the depression gain power and cross the coast	▪ A storm is likely to strike the area. ▪ All vessels including fishing boats and trawlers of 65 feet and under in length over North Bay should stay in safe until further notice	
2	Local Warning Signal No. IV	2	Local Signal No. IV	51-61	▪ Some of the coconut tree may be broken and some of the big trees may be uprooted ▪ Crop fields may be severely	▪ The port is threatened by a storm but it does not appear that the danger is as yet	▪Keep the valuables in safe ▪Stop outside mobility of children

					damaged ▪ Kacha and semi-pucca housed may be partially or fully damaged ▪ Selected areas and their low lying areas may experience low to moderate tide	sufficiently great to justify extreme precautionary measures ▪ All vessels including fishing boats and trawlers of 150 feet and under in length over North Bay and deep seas which are unable to withstand the wind speed of 61 km/h, will go for safe shelter until further notice	▪Regular listen the latest special weather bulletin disseminated by CPP volunteers and the instructions of the EOC of MoFDM ▪All the govt. and non-govt agencies should take measures to aware the people and wait until further notice from the EOC
3	Danger Signal No. VI	3	Danger Signal No. VI	62-88	▪ Many coconut trees may be broken and destroyed ▪ Many big trees may be uprooted ▪ Crops may be severely damaged ▪ Roofs of most of the Kacha and semi-pucca houses may be flown away or damaged ▪ Electricity supply and communication may be disrupted ▪ Selected areas and their low-lying areas may be flooded with …ft height tide.	▪ The port will experience severe weather from a sea storm of moderate intensity. ▪ All vessels including fishing boats and trawlers in the North Bay and deep sea will go in safe shelter.	▪ People within the warning area may take shelter in pucca buildings or cyclone shelters. People should stay away from the sea or river bank ▪ Keep eyes on the main areas which will/may hit first and stay in safe shelter until the severe storms end ▪ The first responding institutions should come forward to help people, especially the women, children, elderly and the disable and wait until further notice from the EOC
4	Great Danger Signal No. VIII	4	Great Danger Signal No. VIII	89-117	▪ Area within the warning area may experience severe negative impacts. ▪ Uncounted coconut and other big	▪ The port will experience severe weather from a sea storm of high intensity	▪People should be evacuated to safe buildings or cyclone shelters

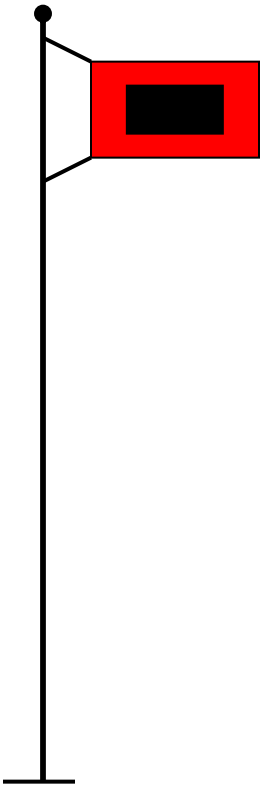
					trees may be destroyed or uprooted • Standing crops may be fully damaged • All the Kacha and semi-pucca houses may be severely damaged. • Light to moderate brick structure may also significantly affected • Electricity supply and communication may be heavily disrupted • Selected areas and their low-lying areas may be flooded with …ft height tide.	▪ All vessels including the fishing boats and trawlers over the North Bay and Deep sea will remain in safe shelter until further notice	▪Keep eyes on the main areas which will/may hit first and stay in safe shelter until the severe storms end ▪The first responding institutions should have full preparedness for emergencies and wait until further notice from the EOC
5	Great Danger Signal No. IX	5	Great Danger Signal No. IX	118-170	▪ Area within the warning area may experience severe negative impacts. ▪ Uncounted coconut and other big trees may be destroyed or uprooted ▪ Standing crops may be fully damaged ▪ All the Kacha and semi-pucca houses may be severely damaged ▪ Light to moderate brick structure may also significantly affected ▪ Electricity supply and communication may be heavily disrupted ▪ Selected areas and their low lying areas may be flooded with …ft height tide	▪ The port will experience severe weather from a sea storm with an intensity of a hurricane ▪ All vessels including the fishing boats and trawlers over the North Bay and Deep sea will remain in safe shelter until further notice	▪Evacuation of all people in safe buildings and cyclone shelters within the area should be completed ▪Keep eyes on the main areas which will/may hit first and stay in safe shelter until the severe storms end ▪The first responding institutions should have full preparedness for emergencies and wait until further notice from the EOC
6	Great Danger Signal No. X	6	Great Danger Signal No. X	≥171	▪ Area within the warning area may experience severe negative impacts ▪ Uncounted coconut and other big trees may be destroyed or uprooted ▪ Standing crops may be fully	▪ The port will experience a violent sea storm with an intensity of a super cyclone ▪ All the fishing boats and trawlers will	▪Evacuation of all people in safe buildings and cyclone shelters within the area should be completed ▪Keep eyes on the main areas which will/may

					damaged ▪ All the Kacha and semi-pucca houses may be severely damaged. ▪ Light to moderate brick structure may also significantly affected ▪ Electricity supply and communication may be heavily disrupted ▪ Selected areas and their low lying areas may be flooded with …ft height tide	remain in safe shelter until further notice	hit first and stay in safe shelter until the severe storms end ▪ The first responding institutions should have full preparedness for emergencies and wait until further notice from the EOC

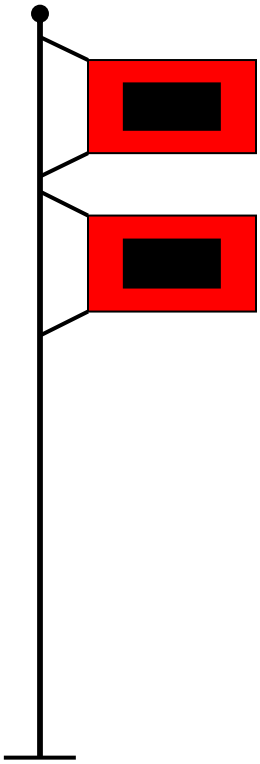
Immediately after the local Warning Signal No # IV is issued, the Disaster Management Bureau will take necessary measures including issuance of *Gono Durjog Bbarta* to raise awareness amongst the people of the possible affected areas about the possible consequences and the preparedness measures they have to undertake to safe their lives and livelihoods.

APPENDIX 07

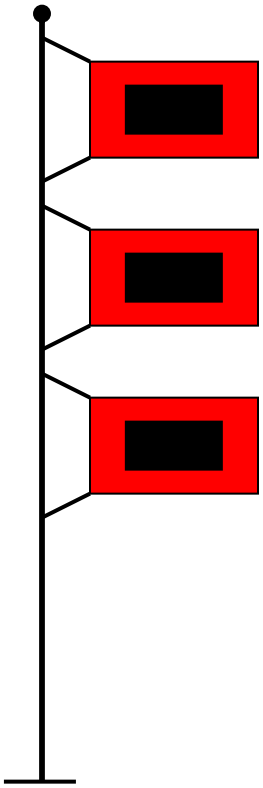
PROCEDURE FOR HOISTING CYCLONE WARNING FLAGS



SIGNAL NOS.
1, 2, 3



SIGNAL NOS.
4 & 6



SIGNAL NOS.
8, 9, 10

APPENDIX 08
FLOODS AND ITS CAUSES

Floods are regular phenomena in Bangladesh during monsoon. Every year during May-October period Bangladesh is generally visited by floods of two types – floods due to gradual rise of water level in rivers and canals, and flash floods due to heavy rains in hilly areas.

Due to gradual increase of water level at the sources of principal rivers of Bangladesh located outside the international geographical boundary, floods are created in the country through inundation of riverbanks. In such cases level of floodwater generally increases slowly but the rise creates floods in Comilla, Sylhet, Mymensingh, Tangail, Jamalpur, Kurigram, Gaibandha, Nilphamari, Lalmonirhat, Rangpur, Bogra, Dhaka, Faridpur, Rajshahi, Pabna, Sirajgonj and Kushtia areas. Simultaneously these districts witness sufficient rainfall, which deteriorates flood situations.

Due to intensive rains in upstream in Khasia-Jaintia, Garo and Tripura Hill Tracts regions in border areas outside Bangladesh there is sudden upsurge of water in rivers and rivulets resulting in sudden increase of water level inundating river banks thereby creating sudden floods causing immense loss to households, crops and lives and properties. In some areas intensive rainfall locally causes flash floods.

Causes of floods and its intensity

a) Heavy rainfall in the Himalayas and immense water volume due to melting of snow
b) Heavy rainfall in Assam valley and Northern Assam
c) Local heavy rainfall
d) Due to landslides upstream the alluvial soil raises the bed of rivers and canals
e) Large-scale tree felling in and around source of river, streams and water source
f) Blockade of natural drainage of water due to unplanned population settlement and construction of embankments
g) Formation of shoals in rivers and sand beds
h) Increase of sea level and its effect in low-lying areas

APPENDIX 09

UNION DISASTER MANAGEMENT PLAN (UDMP)

Union Parishad is the lowest administrative unit of Bangladesh. There is a Disaster Management Committee at the Union level. The elected Chairman of the respective Union Parishad chairs the UDMC. The Union Disaster Management Committee (UDMC) consists of the Union Parishad Chairman as the Chairperson and members comprising all the Government department head at Union level, members of Union Parishad, NGO leaders working in respective union and civil society members. Secretary of the respective Union Parishad acts as the member secretary of the committee. The committee is required to meet bimonthly during normal period and as and when necessary during emergency situation.

There will be a plan for each Union titled "Union Disaster Management Plan" comprising both disaster risk reduction and emergency response management to be prepared by the UDMC following a proper community risk assessment (CRA) procedure to be provided by MoFDM with the participation of vulnerable groups and the communities. The UDMP should highlight and articulate, among others, the following:

(a) Defining and redefining community risks to hazards utilizing both traditional and scientific knowledge.

(b) Total resource requirements and the planned action for the District:

   i. To take measures for prevention and mitigation of disasters by government agencies, NGOs, CBOs and the private sector within the district

   ii. Capacity building and preparedness measures to be taken by government agencies, NGOs, CBOs and the private sector

   iii. Strengthening emergency response management system plans and procedures in the event of a disaster

(c) The response plans and procedures in the event of a disaster, providing for –

   i. Allocation of responsibilities to the departments of the government at Union level and other DMC members

   ii. Procedure for mobilization of resources

   iii. Prompt response to disaster and relief thereof

   iv. Procurement of emergency supplies

   v. Operation of disaster shelters

   vi. Restoration of emergency services, such as water supply, gas supply, power, telecommunication, road links

   vii. Provision of emergency medical services

   viii. Burial of dead bodies

   ix. Trauma counseling

   x. The dissemination of information.

(d) Recovery plans and procedures delineating damage assessment procedure, restoration of damaged public infrastructure, resumption of educational institutions, restoration of livelihood, rehabilitation of affected people, especially the disabled, and elderly women and children.

(e) The UDMP shall be reviewed and updated annually.

(f) The copies of the UDMP shall be made available to all Union level stakeholders, UNOs and DCs.

(g) A copy of the UDMP will be sent to the Upazila Disaster Management Committee.

(h) The DMB will provide technical advice and capacity building services to all DMCs.

APPENDIX 10

UPAZILA DISASTER MANAGEMENT PLAN (UzDMP)

Upazila is an important and vital administrative unit of Bangladesh. There is an Upazila Disaster Management Committee (UzDMC) at the Upazila level. The UzDMC consists of the Upazila Nirbahi Officer as the chairperson and members comprising all Upazila level department heads, NGO leaders and civil society members. The PIO acts as the member secretary of the committee. Members of Parliament act as advisors of the committees. The committee is required to meet bi-monthly during normal period and as and when necessary during emergency situation.

There will be a plan for each Upazila titled "Upazila Disaster Management Plan" comprising both disaster risk reduction and emergency response to be prepared by the Upazila Disaster Management Committee by compiling all the Union Disaster Management Plans of the Upazila being received from the respective Union DMCs of the Upazila The UzDMP should highlight and articulate, among others, the following:

a) The areas in the Upazila vulnerable to different forms of hazards and risks.
b) Total resource requirements and the planned action for the district.
    i. To take measures for prevention and mitigation of disasters by government agencies, NGOs, CBOs and the private sector within the Upazila
    ii. Capacity building and preparedness measures to be taken by government agencies, NGOs, CBOs and the private sector
    iii. Strengthening emergency response management system plans and procedures in the event of a disaster
c) The response plans and procedures in the event of a disaster, providing for:
    i. Allocation of responsibilities to the departments of the government at Upazila level and other DMC members;
    ii. Procedure for mobilization of resources,
    iii. Prompt response to disaster and relief thereof;
    iv. Procurement of emergency supplies;
    v. Operation of disaster shelters,
    vi. Restoration of emergency services, such as water supply, gas supply, power, telecommunication, road links,
    vii. Provision of emergency medical services,
    viii. Burial of dead bodies,
    ix. Trauma counseling, and
    x. The dissemination of information.
d) Recovery plans and procedures delineating damage assessment procedure, restoration of damaged public infrastructure, resumption of educational institutions, restoration of livelihood, rehabilitation of affected people, especially the disabled, and elderly women and children.
e) The UzDMP shall be reviewed and updated annually.
f) The copies of the UzDMP shall be made available to all Upazila level stakeholders and members of DDMCs.
g) A copy of the UzDMP will be sent to the DDMC and DMB
h) The DMB will provide technical advice and capacity building services to all DMCs.

APPENDIX 11
DISTRICT DISASTER MANAGEMENT PLAN (DDMP)

There is a District Disaster Management Committee (DDMC) at the District level. The DDMC consists of the Deputy Commissioner of the District as the chairperson and members comprising all District level department heads, NGO leaders and civil society members. District Relief and Rehabilitation Officer (DRRO) acts as member secretary of the committee. Members of Parliament act as advisors of the committees. The committee is required to meet bi-monthly during normal period and as and when necessary during emergency situation.

There will be a plan for each District titled "District Disaster Management Plan" comprising both disaster risk reduction and emergency response to be prepared by the District Disaster Management Committee. This is a plan to be prepared by compilation of the Upazila and Pourashava Disaster Management Plans of the district being received from the respective Upazila and Pourashava/City Corporation DMCs. The DDMP should highlight and articulate, among others, the following:

a) The areas in the district vulnerable to different forms of hazards and risks especially earthquake risk.
b) Total resource requirements and the planned action for the district.
    i. To take measures for prevention and mitigation of disasters by government agencies, NGOs, CBOs and the private sector within the district,
    ii. Capacity building and preparedness measures to be taken by government agencies, NGOs, CBOs and the private sector
    iii. Strengthening emergency response management system plans and procedures in the event of a disaster
c) The response plans and procedures in the event of a disaster, providing for:
    i. Allocation of responsibilities to the departments of the government at district level and other DMC members
    ii. Procedure for mobilization of resources
    iii. Prompt response to disaster and relief thereof
    iv. Procurement of emergency supplies
    v. Operation of disaster shelters
    vi. Restoration of emergency services, such as water supply, gas supply, power, telecommunication, road links
    vii. Provision of emergency medical services
    viii. Burial of dead bodies
    ix. Trauma counseling
    x. The dissemination of information
d) Recovery plans and procedures delineating damage assessment procedure, restoration of damaged public infrastructure, resumption of educational institutions, restoration of livelihood, rehabilitation of affected people, especially the disabled, and elderly women and children.
e) The DDMP shall be reviewed and updated annually.
f) The copies of the DDMP shall be made available to all district level stakeholders, Divisional Commissioners, etc.
g) A copy of the DDMP will be sent to the DMB and all relevant ministries and divisions.
h) The DMB will provide technical advice and capacity building services to all DMCs.

APPENDIX 12

POURASHAVA/CITY CORPORATION DISASTER MANAGEMENT PLAN

Pourashava is at the bottom of the urban administrative tier of Bangladesh. There is a Disaster Management Committee at the City Corporation/Pourashava level. The Pourashava Chairman is the head of the committee. The members of the Committee are all Pourashava commissioners, representatives from all the Government departments, NGOs and CBOs. Chief Executive Officer of the Pourashava is the member secretary of the committee. The committee is required to meet monthly during normal period and as and when necessary during emergency situation. Besides, metropolitan cities in Bangladesh have City Corporation Disaster Management Committees with the Mayor as the Chairman and comprising members as it is in case of Pouroshavas.

There will be a plan for each Pourashava/City Corporation titled "Pourashava/City Corporation Disaster Management Plan" to be prepared by the "Pourashava/City Corporation Disaster Management Committee having linkages with the National Plan for Disaster Management. The PDMP/ CCDMP should highlight and articulate, among others, the following:

a) The areas in the Pourashava/City Corporation vulnerable to different forms of hazards and risks, especially earthquake risk.
b) Total resource requirements and the planned action for the Pourashava or City Corporation.
    i. to take measures for prevention and mitigation of disasters by government agencies, NGOs, CBOs and the private sector within the Pourashava or City Corporation
    ii. capacity building and preparedness measures to be taken by government agencies, NGOs, CBOs and the private sector
    iii. strengthening emergency response management system plans and procedures in the event of a disaster
c) The response plans and procedures in the event of a disaster, providing for:
    i. Allocation of responsibilities to the departments of the government at district level and other DMC members
    ii. Procedure for mobilization of resources
    iii. Prompt response to disaster and relief thereof
    iv. Procurement of emergency supplies
    v. Operation of disaster shelters
    vi. Restoration of emergency services, such as water supply, gas supply, power, telecommunication, road links
    vii. Provision of emergency medical services
    viii. Burial of dead bodies
    ix. Trauma counseling
    x. The dissemination of information
d) Recovery plans and procedures delineating damage assessment procedure, restoration of damaged public infrastructure, resumption of educational institutions, restoration of livelihood, rehabilitation of affected people, especially the disabled, and elderly women and children.
e) The PDMP shall be reviewed and updated annually.
f) The copies of the PDMP shall be made available to all Pourashava/city corporation level stakeholders, UNOs and DCs.
g) A copy of the PDMP will be sent to the District Disaster Management Committee and Disaster Management Bureau.
h) The DMB will provide technical advice and capacity building services to all DMCs.

APPENDIX 13

SOS FORM: APPROXIMATE LOSS AND DAMAGE AND EMERGENCY REQUIREMENT

Approximate Loss and Damage and Emergency Requirement

Name of Upazila_____

1.	Affected Unions (Number)	:	
2.	Number of affected people (Approx)	:	
3.	House Destroyed (Approx)	:	
4.	Death (Approx)	:	
5.	Search/Rescue	:	Necessary/Not necessary
6.	First Aid	:	Necessary/Not necessary
7.	Drinking water	:	Necessary/Not necessary
8.	Ready Food :		Necessary/Not necessary
9.	Clothing	:	Necessary/Not necessary
10.	Emergency shelter	:	Necessary/Not necessary

_____

* Please send this information as primary report within one hour after the occurrence of disaster or as soon as possible through telephone or wireless to Upazila Nirbahi Officer and District Administration and EOC at the Ministry of Disaster Management and Relief.

APPENDIX 14

FORM-D: ASSESSMENT OF LOSS AND DAMAGE

1	2	3	4	5			6	7	8	9	10	
Name of Upazila	Total Union (nos)	Total areas (Sq. km)	Char Areas (if) (sq km)	Total population (No)			Total families/ households	Cost of house Tk/Unit	Repairing Cost of house Tk/Unit	Other information (housing materials used)	Total disaster shelter (under LGED, DRR and other institutes)	Information source
												Baseline data/ Basic statistics
Name of Upazila	Affected Union (No)	Affected Area (Sq. km)	Affected char areas (sq km)	Affected population (No)	No. of dead buried/ burnt	No. of injured	Number of affected families	No. of house Fully damaged	No. of houses partially damaged	No of pacca house damaged	Shelter used during disaster (if)	

11		12		13		14				15		16		17	
Sheep and goat Population (No)		Cattle and buffalo Population (No)		Poultry Population (Chicken and Duck) (No)		Total crop land				Other farms (Pond fisheries, shrimp and other farms)		Total Power lines and accessories (unit)		Other infrastructure (if any) telecom Towers	
Death/washed out sheep and goats		Death and washed out cattle and buffalo including farms		Death and washed out poultry including farms		Fully damaged		Partially damaged		Other farm (Pond fisheries, shrimp, *Gher, fish fingerlings*		Damaged Power lines and accessories		Damaged other infrastructure (if any)	
Number	Taka/unit	Number	Taka/unit	No.	Taka/unit	ha	Taka/ha	ha	Taka/ha	ha	Taka/ha	Fully (cost tk)	Partially (cost tk)	Fully (cost tk)	Partially (cost tk)

Form for Assessment of damage and loss

18				19				20				21				22				23				24			
Total Mosques/Temples No				Carpeted roads (KM)				Other roads (Km)				Embankments (KM) River, Coastal, *Haor*				Total forest and nursery areas (ha)				Total Educational Institutes (College, primary and high schools, madrasha and other)				Total Telecom-communication means (tk)			
Number of damaged mosques/temples				Destroyed carpeted roads (KM)				Damaged other roads (Km)				Destroyed embankments (KM)				Damaged forests and nursery (ha)				Damaged educational institutes (College, primary and high school, madrasha and other)				Damaged Telecom-communication means (tk)			
Fully		Partially		Fully		Partially		Fully		Partially		Fully		Partially		Fully		Partially		Fully		Partially		Fully		Partially	
no	Tk/ unit	no	tk/ unit	km	Tk/ km	km	Tk/ km	km	Tk/ km	km	tk/km	km	Tk/ km	km	Tk/ km	ha	tk/ ha	ha	Tk/ ha	no	Tk/ unit	no	Tk/ unit	no	tk/ unit	no	tk/ unit

25				26						27				28				29				30			
Other Industry (garments, agro-processing, dry fish, salt etc)				Tube-wells (Shallow and deep)						Pond/Water reservoir (Nos)				Hospital/clinic/heath centre and accessories				Fishing nets boats/ Trawlers				Looms/ hand looms (No)			
Damaged others industry (garments, agro-processing)				Damaged tube-wells						Pond/Water reservoir (Nos)				Damaged Hospital/clinic/heath centre and related accessories				Lost /damaged boat/trawlers/fishing nets				Damaged Looms/handlooms			
Fully		Partially		Deep		Shallow		Hand driven		Fully		Partially		Fully		Partially		Fully		Partially		Fully		Partially	
no	tk/unit	no	tk/ unit	no	tk/unit	no	tk/ unit	no	tk/ unit	no	tk/ unit	no	Tk unit	no	Tk /unit	no	tk/ unit	no	tk/unit	no	tk/ unit	no	tk/unit	no	tk/ unit

APPENDIX 15
GUIDELINES FOR CONSTRUCTION, MANAGEMENT, MAINTENANCE AND USE OF MULTIPURPOSE SHELTERS IN COASTAL AREAS OF BANGLADESH

VERY URGENT
BY SPECIAL MESSENGER

Government of the People's Republic of Bangladesh
Ministry of Planning
Physical Infrastructure Division

Memo No. PK/BhouPa Ga/Misc-16/Part-5/93/505, Date:28.2.96 / 26.11.1402 (Beng)

Subject: Guidelines for Construction, Management, Maintenance and use of multipurpose Shelters in Coastal areas of Bangladesh

Pursuant to decision taken in the meeting of the Executive Committee of the National Economic Council (ECNEC) held on 29/12/93 a meeting of the relevant National Steering Committee was held on 19/12/95/5/9/1402 (BS) under the Chairmanship of State Minister of Planning to finalize the Guidelines for Construction, Management, Maintenance and use of multipurpose cyclone shelters in coastal areas of Bangladesh. The Minutes of the meeting have been sent to all concerned under the same memo number dated 4/1/96. Copy of guidelines prepared in the light of discussions and decisions in the said meeting is sent herewith for kind information and necessary action.

Signed
Abdur Rahim Bhuyia
Joint Chief and
Member-Secretary
Inter-Ministerial Steering Committee
Telephone 814706

Distribution:

1. Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary to the Hon'ble Prime Minister, Prime Minister's Secretariat, Tejgaon, Dhaka
3. Secretary, Ministry of Health and Family Planning, Bangladesh Secretariat, Dhaka
4. Secretary, Economic Relations Division, Sher-e-Bangla Nagar, Dhaka
5. Member (Physical Infrastructure), Planning commission, Sher-e-Bangla Nagar, Dhaka
6. Secretary, Planning Division, Sher-e-Bangla Nagar, Dhaka
7. Secretary, IMED, Shere-e-Bangla Nagar, Dhaka
8. Secretary, Local Government Division, Bangladesh Secretariat, Dhaka
9. Secretary, Ministry of Disaster Management and Relief, Bangladesh Secretariat, Dhaka
1. (As per decision taken in the meeting held on 19/12/95 the Ministry of Disaster Management and Relief is requested to print these guidelines in booklet form and distribute to all concerned).
10. Secretary, Ministry of Education, Bangladesh Secretariat, Dhaka
11. Secretary, Ministry of Land, Bangladesh Secretariat, Dhaka
12. Secretary, Ministry of Housing and Public Works, Bangladesh Secretariat, Dhaka
13. Secretary, Ministry of Fishery and Livestock, Bangladesh Secretariat, Dhaka
14. Secretary, Ministry of Posts and Telecommunication, Bangladesh Secretariat, Dhaka
15. Secretary, Ministry of Environment and Forests, Bangladesh Secretariat, Dhaka
16. Secretary, Ministry of Roads and Railways, Bangladesh Secretariat, Dhaka
17. Secretary, Ministry of Women and Children Affairs, Bangladesh Secretariat, Dhaka
18. Secretary, Ministry of Social Welfare, Bangladesh Secretariat, Dhaka
19. Secretary, Ministry of Food, Bangladesh Secretariat, Dhaka
20. Division Chief, Physical Infrastructure Division, Planning Commission, Dhaka
21. All Divisional Commissioners
22. Chief Engineer, Local Government Engineering Directorate
23. Director General, NGO Affairs Bureau, Matsya Bhaban, Dhaka

24. Director General, Disaster management Bureau
25. All Deputy Commissioners

Copy for Information and necessary action to

(i) Private Secretary to Hon'ble Minister of State Minister of Planning, Sher-e-Bangla Nagar, Dhaka

(ii) Private Secretary to Hon'ble ……Ministry of……

Signed Md. Yakub Ali
Assistant Chief
Tele: 317820

Guidelines for Construction, Management , Maintenance and use of cyclone Shelter Centre

Government of the People's Republic of Bangladesh
Ministry of Planning
Planning Commission
Physical Infrastructure Division

Subject: Guidelines for Construction, Management, Maintenance and use of cyclone Shelter Centre

Introduction

1.1 The geographical location, the position of coastal islands and the size of Bay of Bengal etc are instrumental to making the coastal areas of Bangladesh vulnerable to cyclone. From chronological data it is seen that in the past cyclone and tidal bores hit the areas beginning from the Sundarbans of Khulna up to Teknaf, many times. In recent years severe cyclone hit in 1970 followed by another severe cyclone during 29-30 April, 1991 causing colossal loss and damage to lives and properties. In order to save lives and property from the onslaught of severe cyclone, the government with the assistance of various Development Partner Countries/Organisations and Non-government Organizations have completed building of a good number of multipurpose shelters in coastal areas. Many other shelters are under process of construction and construction proposal of more multipurpose shelters are under examination.

1.2 Although some activities have taken place on piecemeal basis at different times for the construction of cyclone shelters, their maintenance and operation is hampered by the absence of any proper and compact guidelines in this respect till now. Development partner countries/organisations are expressing their concern for appropriate use, maintenance and operation of these centres. In view of such a situation the following guidelines may be followed for overall management, use and daily maintenance of multipurpose cyclone shelters already constructed/under construction/to be constructed.

2. Construction of new cyclone shelters.

2.1 In future, the location of cyclone shelters to be constructed by any Development Partner country/organisation is to be decided, for the sake of its construction at appropriate place, at the planning stage by applying geographical information system (GIS) technology in respect of habitation, communication facilities, distance from the nearest cyclone centre etc. The advice of the concerned District Committee is to be obtained before final decision. The shelters shall be located at such places so that they benefit the majority number of population.

2.2 The cyclone shelters should have easier communication facilities so that in times of distress there is no delay to go there. For this reason the road communication from the cyclone shelters should not only link up with city or main road but also with neighboring village areas.

2.3 Construction of cyclone shelters should be according to approved design of Master Plan by the Government so that if necessary their multipurpose and appropriate use is possible.

2.4 In case of consideration for future construction of shelters, provision of emergency water, food, sanitation and shelter space for livestock during disaster period should also be kept in view.

2.5 The concerned organizations should accept responsibility for maintaining quality standard in the construction of cyclone shelters. Special importance should be accorded to cost effectiveness of new construction of cyclone shelters.

3. Overall Management of Shelters.

3.1 If the owner/construction firm is also the user of the cyclone shelters in normal times then the responsibility of its maintenance will devolve on the owner/organisation.

3.2 If owner of construction firm/organisation surrenders ownership soon after completion of construction of cyclone shelters, then in such case government will take over the ownership. In this case the concerned Upazila administration will take over control of these shelters on behalf of the government and ensure their management and use through Union Disaster Management Committee.

3.3 Whichever organisation may be the owner or user of cyclone shelters all matters relating to cyclone shelters will be coordinated by the concerned district administration through the concerned Upazila administration. The concerned district administration will work as the sole source of specific information in respect of all shelters within own jurisdiction.

3.4 The District administration will regularly communicate the necessary information about the overall management of the shelters under its jurisdiction to concerned Ministry and the Ministry of Disaster Management and Relief. The Ministry of Disaster Management and Relief will act as repository of all such information and will keep the Cabinet Division regularly informed about it.

4. Maintenance/Repair of Shelter

4.1 If the persons/non-government organizations constructing the cyclone shelters are also the users of the centres they will be responsible for their maintenance and repair.

4.2 Maintenance, repair and rehabilitation of those shelters whose ownership have been transferred to the government soon after their construction by non-government firm/organisation will be the responsibility of Upazila Disaster Management Committee. After the transfer of ownership of the shelters from the concerned construction firm to the government the concerned Ministry will allocate necessary fund to Upazila Administration for their maintenance/major repair works/rehabilitation etc. Upazila administration will implement the work through Upazila Disaster Management Committee after preparation of priority list. For repair and rehabilitation work the firm made responsible for such work, will work under the direct supervision of Upazila Disaster Management Committee.

4.3 The responsibility of maintenance and repair/rehabilitation of the shelters constructed by government Agency/Department/Ministry will also devolve on the Upazila Disaster Management Committee. In such case the relevant government Agency/Department/Ministry will allocate necessary fund to Upazila Disaster Management Committee through Upazila administration.

4.4 Upazila Disaster Management Committee will take necessary action for emergency repair/rehabilitation of the cyclone shelters constructed before and which are now abandoned.

4.5 Necessary fund for petty repairs of shelters may be procured by Union Parishad/Union Disaster Management Committee in the following manner that should be deposited in the relevant account of Upazila Disaster Management Committee. Upazila Nirbahi Officer and Upazila Engineer will operate the fund jointly. It may be mentioned that the fund thus raised will be spent compulsorily for meeting petty repairs/maintenance work of shelters.

(i) Through the payment made by the users of shelters in normal times (specially more than 90 percent centres have been/are used as school, so part of the fund received by the school committee can be collected by Union Parishad for expenditure on this account).

(ii) Union Parishad can collect fund by realizing hire charges of shelters for holding marriage ceremony, meeting, cultural functions and using as office space therein.

5. Use of Shelter

5.1 In whatever manner the shelters is used by persons or organizations during normal times, its use during emergency disaster period will be determined by Union Disaster Management Committee and during disaster period their decision will be considered as final. But Union Disaster Management Committee will ensure that the goods/furniture used in the centre during normal times is not damaged during disaster period.

5.2 The cyclone shelters which are not used in the regular and whole time manner can be used, as per local requirement, by the Union Disaster Management Committee for various welfare works like schools, madrashas, mass education centres, night school centres or public welfare activities by the NGOs (like loan disbursement programme, relief materials distribution), temporary medical centre etc.

6. These guidelines will have to be followed by all concerned Ministries/Divisions/Organizations for construction of cyclone shelters, their overall management, use and maintenance/repair in future.

7. In the light of objective circumstances, if amendment/addition/of these guidelines becomes necessary in future, it may be coordinated with the various Ministries/Divisions/Non Govt. Organisation (NGO) responsible for implementation of cyclone shelters construction programme in coastal areas and may be taken up after approval of Inter-Ministerial Steering Committee formed under "Bangladesh Coastal Area Multipurpose Cyclone Shelters Construction Programme" for issuing guidelines.

8. The Ministry of Disaster Management and Relief will act as coordinator for issues relating to cyclone shelters. All relevant information in this respect will be maintained in that Ministry and all Ministries/organisations will keep the Ministry of Disaster Management & Relief informed about it.

APPENDIX 15-A

REPORT OF TECHNICAL COMMITTEE ON THE CONSTRUCTION OF CYCLONE SHELTERS FOR THE SAFETY OF HUMAN BEING AND LIVESTOCK IN COASTAL AREAS

1. Introduction

Bangladesh due to its unique geographical location suffers from devastation tropical cyclones frequently causing huge loss of human lives and properties. Bangladesh has a population of 140 million. Nearly 10 million live along the southern coast. The triangular shape of the Bay of Bengal serves to funnel storm surge water into Bangladesh with the surge worsened by the shallow bay. Most of Bangladesh is made of Deltas and alluvial land and only a few feet above sea level, making it especially vulnerable to such surges. Nine out of thirteen most devastating Cyclone of the world occurred in the Bay of Bengal. Wind speeds of 240 km/hr gusting to 296 km/hr were being registered before it hit land.

The biggest and the only Category 5 (wind speed more than 250km/hr) cyclone (according to Saffir Simpson scale) to hit Bangladesh was in 1991. The 30 feet storm surge near the coast of Chittagong killed 143,000 people causing colossal damage to properties including livestock. But the biggest killer to hit Bangladesh occurred in 1970 when about 500,000 people were killed though the intensity of that Cyclone was Category 4.

The cyclone 'SIDR' hit the 12 districts of the southern part of Bangladesh on November 15,2007 (according to Saffir Simpson scale of Category 4 and as per weather forecasting centre of Bangladesh is great danger signal number 10) took the lives of about 4,000 people and has done a colossal damage to livestock, houses including Sundarban forest.

2. Purpose and objective:

As cyclones, including tidal surges, hits Bangladesh frequently causing huge loss of lives and properties, cyclone shelters need to be constructed to reduce the loss of lives and properties for the following reasons.

(i) To save human lives and livestock and to ensure their sustenance during a disaster
(ii) To build adequate cyclone shelters so as to ensure physical safety of people those who have no access to safe shelters
(iii) To safe guard basic assets needed by people to survive after disaster and to carry out basic medical facility during and after disaster
(iv) To use as integrated service delivery centres (such as immunization program, feeding, social, cultural and education program)

3. Background

Information received from the Concerned Deputy Commissioner, CARITAS, World vision, Bangladesh shows that approximately 1,800 Cyclone Shelters have been constructed so far in the 15 Coastal districts. These numbers of cyclone shelters are inadequate in comparison with the present population. As a result during a disaster these are a possibility of loss of lives due to lack of cyclone shelters.

The total required number of cyclone shelters according to the population living in the high-risk area (tidal surge height more than one metre) is 4,000 (four thousand): Accordingly at present another about 2,000 (Two thousand) more cyclone shelters need to be constructed.

Public works Department (PWD) being the pioneer have constructed 238 cyclone shelters during period 1974-79 under IDA credit in 141 unions of 38 Upazilas. Afterwards, Education Engineering Department (EED), LGED, BDRS and different NGOs such as CARITAS, BRAC, World Vision have also constructed some cyclone shelters. In different studies it is observed that different organizations followed different designs in constructing cyclone shelters among which

many of the shelters was not found structurally safe. Besides location of staircases, toilets were not proper.

Due to salinity in the coastal areas, and considering the sustainability of the shelters, proper concrete strength, construction materials and construction methods i.e. building codes need to be followed. On the other hand, during the cyclone and tidal surges the design and planning of cyclone shelters are to be prepared considering the safety of livestock along with the human being.

So nationally the architectural designs, structural designs and specification of construction materials need to be ascertained with the provision for livestock along with the people and every constructing agency have to follow those approved designs and standards. For that purpose ministry of Food and Disaster management vide memo no MoFdm/pari-2/16/2047/88 dated 11/12/2007 has formed a technical committee with the combination of different related departments headed by Mr. Abdullah-al-Shafi, Chief Engineer, Public Works Department.

4. Terms of Reference of the committee.

1. Determining the construction techniques of cyclone shelters and earthen *killas* with alternatives
2. Determining the cost of cyclone shelters and earthen *killa* based on different areas and types
3. Recommendation about the multipurpose use of the cyclone shelters and determining the capacity of the shelters and earthen *killas*

The technical committee has to submit their report to the ministry taking advice of Professor Jamilur Reza Chowdhury.

5. Master plan of Multipurpose Cyclone shelter

The master plan for multipurpose cyclone shelters in the storm surge prone areas of the costal belt of Bangladesh was commissioned on the basis of a recommendation of the inter-ministerial task force on cyclone shelters set up by the Planning Commission, Government of Bangladesh, after the disastrous cyclone and storm surge which hit the coast on April 29-30, 1991. The consultants, a multi-disciplinary team of national experts, headed by Dr. Jamilur Reza Chowdhury, drawn mainly from the Bangladesh University of Engineering and Technology (BUET) and the Bangladesh Institute of Development Studies (BIDS), carried out the six-month study commencing February, 1992.

The major objective of the study is to formulate a master plan to serve as a framework for the establishment of a cyclone shelter Network in the coastal areas that will define the basic concept, strategy and locational pattern to be followed in all future construction.

The consultants submitted their Draft final Report (DFR) in August, 1992. The DFR was discussed in meetings of the Task Force. A National Seminar was organized by the planning commission to receive comments on the DFR from among a wider cross-section of professionals, public representatives and development partners.

Key point Features of the master plan:

a) To construct 1,250 Cyclone Shelters within three years from 1994-95 and another 1,250 within the year 2000 i.e. total 2,500 Cyclone Shelters.

b) Since people generally are not willing to go to shelter more than 1.5 km away, shelters should be made within 1.5km from the settlement.

c) From the economic point of view to save livestock it would be the best solution to

construct shelter on *killa*.

d) Where sufficient land is not available to construct *killa* the shelter may be constructed on R.C stilt.

e) In less densely populated area, nucleus house-cum-shelter, *lanchghat*-cum-shelter, office-cum-shelter etc may be constructed instead of educational institution-cum-shelter.

A technical sub-committee was formed for necessary co-operation to the technical committee. The sub committee has done three formal and many informal meetings. Representative form HBRI, CEGIS and IWM were also present. The sub-committee has submitted their draft report on 10.01.2008 and a meeting of the technical committee presided over by professor Dr. Jamilur Reza Chowdhury held on the same day at 5.30 pm in BRAC University. After detailed discussion on the report of the technical sub-committee in the meeting Professor Dr. Jamilur Reza Chowdhury gave some direction on different aspects of cyclone shelters. Accordingly draft report of the technical was prepared for submission to the Secretary, ministry of Food and disaster management.

6. Local opinions on the draft report of the Technical Committee

The Honourable Adviser and Secretary, Ministry of Food and Disaster Management gave directive to the Public Works Department to present the draft report of the technical committee in the workshop to be held in the 'SIDR' affected Perojpur, Bagerhat, Patuakhali and Barguna district from 18-23 January for taking the opinions and observations from the local public representative, District and Upazila officials and different NGOs working in the field level. Accordingly, Mr. Syed Mahfuz Ahmad, Executive Engineer, Public Work Department made a multimedia presentation in the mentioned workshops on different issues and aspects on the design of cyclone shelters and the need for promoting safe shelter construction. The mentionable opinions in the workshop are as below:

(i) The proposed *killa* for the protection of livestock required 3-4 acres of land including borrow pit. In reality it will be very difficult to get the said amount of land. In some places of char areas land for killas may be available.

(ii) To make provision for channeling water from the ground to the overhead tank on roof through motors

(iii) Establishing mechanism for the proper maintenance of the constructed cyclone shelters

Afterwards, the Ministry of Food and Disaster Management, in presence of the representative of IDB and in the planning commission, detailed discussion were held on the different designs of proposed cyclone shelters. The view that came out is that the required land for *killa* will not be possible to found. In those meetings two alternative designs to killa keeping provision for livestock with ramp up to the first floor, were presented. About 12 decimal of land will be required for these types of cyclone shelters. In those meetings the alternative designs seemed to be more acceptable to all.

On 11 February, 2008, an informal meeting of Professor Jamilur Reza Chowdhury was held with the representatives of public works department. The different opinions that came out on the designs of the cyclone shelters in the different workshops and meeting were briefed to him. After detailed discussion he gave some comments as below:

(a) *Killa* including borrow pit required large quantity of land. If the necessary earth can be collected from far distance through dredging of river, the land for the borrow pit will not be required.

(b) Slope of *killa* can be reduced by slope protections and as a result the amount of required land will be decreased

According to the advice, the cost of earthen *killa* came 41.84 lakh taka considering carted earth, slope protection with geo textile, slope 1:1, top 43m x 43m and bottom 55m x 55m, height 6m, cost of slope treatment 44.75 lakh taka, ramp 12.00 lakh i.e. total cost came to 98.59 lakh taka. The required quantum of land is 0.83 acre.

A meeting of the technical committee was held on 13 February, 2008, in Public Works Department presided over by the chief engineer to finalize the draft technical report. In the meeting detailed discussion was held on slope protection of *killa,* different designs of cyclone shelter, electrical system, water supply, maintenance during post construction period and opinions of different workshops and meetings. As the slope protection of *killa* by geo textile is costly, Professor Mehdi Ansary of BUET proposed the slope protection of *killa* up to 5 meter every side of top surface by 5% soil cement stabilization mixed with jute fibbers.

7. Information on Estimated Cost of killa and Cyclone Shelter.

7.1 *Killa* (Annex-H)

Table-1

Sl No	Size of killa	Height (meter)	Reqd. land (acre)	Slope	Estimated cost	Cost of slope treatment	Cost of Ramp	Total Estimated cost
1.	Top-43m x 43m							
	Bottom-49mx9m	3.00	0.668		18.37	13.65	6.00	38.02
	52m x 52m	4.50	0.747	1:1	29.43	21.20	9.00	59.63
	55m x 55m	6.00	0.83		41.84	29.29	12.00	83.13
	57m x 57m	7.00	0.92		50.90	34.92	14.00	99.82
2.	Top-38m x 38m							
	Bottom-4mx44m	3.00	0.546		14.60	11.99	6.00	32.59
	47m x 47m	4.50	0.62	1:1	23.58	18.73	9.00	53.31
	50m x 50m	6.00	0.70		23.78	25.97	12.00	61.75
	52m x 52m	7.00	0.78		41.30	31.06	14.00	86.36

(Taka in lakh)

Here

- Rate of carried earthwork is assumed 289 taka per cubic metre as per rate schedule of PWD
- Cost of jute fiber for slope treatment is assumed 10 taka per sft
- Cost of cement per bag has been assumed 335 taka for soil stabilization
- Slope of Ramp of *killa* considered as 1:8

7.2 Design of different types of cyclone shelters

Type-1 - College/high school/madrasha-cum-multipurpose cyclone shelter

(C-Type) - Plinth Area: 300 sqm per floor (3,230 sft)

(Annex-I) - Cost of estimated cost on R.C stilt 135.0 lakh taka (1,394 taka per sft)

- Two-storied with three-storied building foundation and open ground floor (without ramp)
- Required land: 12 decimal (apx)
- Cost with killa: (135.0+ 59.63) = 194.63 lakh taka
- Top 43 m x 43 m and required land: 0.747 acre

At a Glance:

Sl	Type of	Capacity	Estimated cost in	Remarks

No	shelter	(per floor)	lakh (taka per sft)	
1	On R.C. stilt	Human being: 1,000 persons	135.00 (1394.00)	Land Required 12 decimal Two service floor
2.	On killa	Human being: 1,000 per floor Livestock: 1,200 Nos	194.63	Land Required 0.747 acre Two service floor

Type-2 (a) - Primary school-cum-multipurpose cyclone shelter

(I-type) - Plinth area: 230.70 sqm per floor (2,500 sft)

(Annex-j) - Capacity: 800 persons per floor

- Estimated cost on R.C stilt: 105.0 lakh taka (1,410 taka per sft)
- Two-storied with three-storied building foundation (without ramp)
- Required land: 10 decimal (apx)
- Cost with killa: (105.0+ 59.63) = 164.63 lakh taka. (killa ht-4.5m, top 43 m x 43 m and required land 0.747 acre)
- Estimated cost including Ramp: 118.35 lakh taka (1,589 taka per sft)
- Capacity: 800 persons per floor
- Livestock: 300 nos per floor

At a Glance:

Sl no	Type of shelter	Capacity (per floor)	Estimated cost in lakh (Taka per sft)	Remarks
1	On R.C. stilt (including Rump slope-1:12)	Human being: 850 persons	105.00 (1,410.00)	Land Required 10 decimal Two service floor
2.	On killa	Human being: 800 persons Livestock:1,200 nos	164.63	Land Required 0.747 acre Two service floor
3.	On R.C. stilt (with ramp)	Human being: 800 persons Livestock:300 nos	118.35 (1,589.0)	Land Required 10 decimal Two service floor

Type-3: - Multipurpose cyclone shelter

(O-type) - Plinth area: 219.24 sqm per floor (2,360 sft)

(Annex-K) - Capacity: 750 persons per floor

- Estimated cost on R.C stilt: 99.0 lakh taka (1,399 taka per sft)
- Two-storied construction with three-storied foundation (without ramp)
- Land required: 10 decimal (apx)
- Cost including killa: (99.0+59.63) = 158.63 lakh taka.
- (Killa height 4.45m, Top 43m x 43m and land required 0.747 acre)

At a Glance:

Sl no	Type of shelter	Capacity (per floor)	Estimated cost in lakh (Taka per sft)	Remarks
1	On R.C. stilt	Human being: 750 persons	99.00 (1,399.00)	Land Required 12 decimal 2no service floor
2.	On killa	Human being: 750	158.63	Land Required 0.747

		persons Livestock: 1,200 Nos		acre Two service floor

b) Multipurpose cyclone shelter with provision of livestock (Annex-L)

- Plinth area: 246.50 sqm per floor (2,653 sft)
- Capacity: 850 persons per floor
- Livestock: 300 nos per floor

Cost of shelter including Ramp: 157.0 lakh taka (1,480 taka per sft)

- Three-storied construction with four-storied foundation keeping ground floor open (livestock in first floor. Second floor education institution/community centre and third floor mosque/IT centre). Ramp slope 1:12.
- Land required: 12 decimal
- Cost including killa (two-storied construction on killa with pile foundation): (106.00+ 59.63) = 165.63 lakh taka (killa height 4.5m, top 43m x 43 m, land required 0.747 acre)

At a Glance:

Sl no	Type of shelter	Capacity (per floor)	Estimated cost in lakh (Taka per sft)	Remarks
1	On R.C. stilt (including Ramp, slope-1:12)	Human being: 850 persons Livestock: 300 nos	157.00 (1,480.00)	Land Required 12 decimal Three service floor
2.	On killa	Human being: 850 persons Livestock: 1,200 nos	165.63	Land Required 0.747 acre Two service floor

- In the cyclone shelters, where there is no need to keep provision for livestock, shelter may be constructed on R.C stilt keeping ground floor open
- Ramp will have to be constructed up to first floor for taking livestock. Besides the ramp can be used by the handicapped people
- If there is mosque in the shelter, the location will be well known and the general people will be confident and feel safe to go to the shelter during the disaster and the mosque can be used as a mass education centre. If the 3rd floor is not used as a mosque the cost of the shelter will be reduced by 1.37 lakh taka.

In determining the capacity of the shelter, 3 sft space has been assumed for each person. Bearing capacity of soil is assumed as 1 kft and the cost has been estimated following the rate schedule of PWD. Pile foundation is considered for every shelter. Type and size of foundation will be finalized after soil test. Rough estimate for the report is prepared based on conceptual drawing. Detailed estimate is to be prepared according to the detailed drawing (Architectural and structural design) during execution of the project.

7.2.1 Pre cast structure:

It is recommended to implement the project by precast concrete through acceptable two-stage tendering method considering the salinity in the coastal areas, quality of concrete and sustainability of the structure.

7.2.2 Water and Electric supply

For daily usage in the coastal areas, and especially during post disaster period, pure drinking water is an important issue. Sufficient water supply for sanitation and sewerage

is also required. So for water supply, 1.5 inches dia hand tube-well similar to those installed by Public Health Engineering department, and provision for water supply through rain water harvesting has been considered in the project cost.

Electricity is not available in most of the coastal areas. At present stress is being given to utilize solar energy as an environment friendly and renewable energy.

Limited electric supply through solar home lighting i.e. electric supply using solar energy has been kept in the proposed cyclone shelter.

8. Design Consideration & Materials Specification

a) Coarse Aggregate: Stone chips

b) Cement: ASTM type-II (Moderate sulphate resistant)

c) Compressive strength of Concrete; Minimum 24 mpa (3,500 psi)

d) M.S Rod: 40 grade for slab, stirrup, tie and pile. 60 grade for foundation, column and beam.

e) Use of Admixture in plaster and concrete.

f) Water Cement Ratio: Max 0.4

g) To ensure saline free water in the construction work.

h) To provide clear cover of R.C.C member considering salinity in the coastal areas.

i) Considering local availability and easy repair/ maintenance wooden door and window has been recommended. For external door necessary hinges and braces are to be provided.

j) As Chittagong and Cox's Bazar lies in earthquake prone areas, special provision in the soft story of the ground floor are to be provided in the structural design of the shelters.

9. Multipurpose Use

The capacity of the cyclone shelters has been proposed for 1,000, 850,800 and 750 persons per floor. Proposed foundation of most of the cyclone shelter is three-storied and minimum four to maximum six rooms in each floor has been proposed. Most of the shelters will be used as an educational institution. As there is no possibility of using more than six rooms as an educational institution, the following multi- purpose use has been proposed:

- Health Centre/Family welfare centre
- Union community centre
- Government/Non-Govt. office.
- Social/Cultural centre
- Local Disaster Management Centre
- Storage of Emergency Materials
- Different types of training centre for the farmers, youth and women.
- Mass education based mosque/religious centre.
- If may be used as weather forecasting centre, post disaster relief and rehabilitation centre, and an IT centre through establishment of high frequency wireless in some of the cyclone shelters. Provision of one IT centre per union may be considered.
- Cultivation of Nepiar grass on the vacant land of the killa can be done.

10. Management and Maintenance

From the field report it is seen that in the meantime plaster, door, window is damaged and spalling of concrete occurred in many constructed cyclone shelters and these will become unusable in the near future if proper maintenance work is not done immediately.

These valuable cyclone shelter can be protected from damage if five to ten lakh taka is spend for repairing each shelter. Everybody gave stress on the regular maintenance of the constructed cyclone shelters in the workshops at the field level. So post construction proper maintenance policy of the cyclone shelters is to be framed.

If the maintenance of the constructed cyclone shelters are not done regularly it will gradually become decrepit and unusable. So after construction of the cyclone shelters the responsibility of maintenance may be handed over to the school management committee/local committee. As a result partnership and participation of the local community can be ensured. The management committee of the cyclone shelters can use them in different social/cultural programme centre. The construction agency of the cyclone shelter will have to visit physically at least once a year and will give necessary guidance for proper maintenance to the local committee and submit an inspection report to the proper authority.

11. Expected Outcome: Including Social and Economic Benefits

(i) Minimization of loss of lives, property and livestock

(ii) Can be used as the nodal point for receipt and dissemination of cyclone warning

(iii) Ensures safekeeping of essential stocks/items for post disaster usage

(iv) Can be used as a nodal point for carrying out post disaster response and relief activities

(v) Provides temporary protection from the monsoon and the summer to the shelter-less people

(vi) Provides a place for providing basic health service like immunization programmes etc.

(vii) It can function as integrated service delivery centre for the activities like feeding, training programmes, group meetings of youth, men and women during normal times

12. Conclusion:

As the cyclone shelters are located in the coastal areas, use of quality water in construction, specified quality of materials and proper construction techniques have to be ensured. The executing agency of the cyclone shelters must have proper technical as well as construction management capability and proper supervision by qualified persons during execution has to be ensured. Proper compaction during constructing the killas also has to be ensured

From the damage assessment report it is seen that during 'SIDR' on 15 November 2007, 5.5 lakh houses were fully damaged and 9.5 lakh houses were partially damaged in the affected areas, It is mostly due to following improper techniques and providing unskilled artisan in constructing the houses. So, necessary designs for constructing low-cost sustainable core shelter/house, easily understandable construction procedures in Bengali (leaflet, manual) are to be prepared. Generally water surges more than one metre in coastal areas is termed as high-risk area. Cyclone shelters are normally constructed in the high-risk area. The loss due to damage of houses during the natural disasters will be reduced considerably if the local masons, artisans, carpenters are properly trained and the houses in the cyclone prone areas are constructed by following proper techniques and designs prepared by appropriate authority

Date
25-02-2008

(Abdullah-Al-Shafi)
Chief Engineer
Public Works Department

and
Head of the technical committee on cyclone shelter and killa construction

APPENDIX 16

CO-OPTION OF TRAINERS TRAINED IN DISASTER MANAGEMENT SUBJECTS AS OBSERVER IN UPAZILA DISASTER MANAGEMENT COMMITTEE AND AS MEMBER IN UNION DISASTER MANAGEMENT COMMITTEE

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
DISASTER MANAGEMENT BUREAU
MINISTRY OF DISASTER MANAGEMENT & RELIEF

Memo No. DMB/Pari-2/93-1939 Dated: 8/12/96

Subject: Co-option of Trainers trained in Disaster Management subjects as Observer in Upazila Disaster Management Committee and as Member in Union Disaster Management Committee

There is provision in paragraph 1, 3 and 5 of Annexure-G(1) of Standing Orders on Disaster for co-option of members in different tiers of Disaster Management Committees. Disaster Management Bureau has imparted training in the past several years to selected leader/persons from disaster-prone Upazilas. If the Disaster Management Committees keep in touch with these trained people, they will, in one hand, feel encouraged in disaster management work and the officials engaged in disaster management work can, on the other hand, get a group of volunteers at local level. In the interest of efficient disaster management, the following arrangements may be undertaken.

(a) 2 to 3 trained volunteers should be available in every Union. They may be co-opted as member of various committees.

(b) These trained volunteers in different Unions may be invited to attend Upazila Disaster Management Committee meeting as observers so that Upazila Disaster Management Committee is able to get more data from village level. This step can be taken with immediate effect.

(c) If, two or more trainers available in any Union and if no trainer is available in some other Union, Upazila Nirbahi Officer will nominate one trainer from the Union having more than one trainer as co-opted in the Union Committee of such Union having no such trainer.

(d) The updated list of trainers trained by the Disaster Management Bureau has been sent to concerned Upazila Nirbahi Officer. Upazila Nirbahi Officer will inform Upazila Disaster Management Committee about the trainers.

Signed
Dr. Kshanoda Mohan Das
Director General
Disaster Management Bureau
Phone : 869313

Memo No. DMB/Pari-2/93-1939(7) dated 8/12/96

Copy for information and necessary action forwarded to

1. Secretary, Ministry of Disaster Management & Relief, Bangladesh Secretariat, Dhaka

2. Divisional Commissioner,/Dhaka/Rajshahi/Chittagong/Khulna/Barisal/Sylhet. I am directed to request to inform the Deputy Commissioner and Upazila Nirbahi Officer under him.

Signed
Jannat Ara Rashid
Deputy Director (Mitigation)
Disaster Management Bureau
Phone : 506832

APPENDIX 17

REGARDING BETTER CO-ORDINATION OF DISASTER MANAGEMENT ACTIVITIES

Government of the People's Republic of Bangladesh
Prime Minister's Office
Old Parliament Building, Tejgaon, Dhaka
14-07-1404

Memo No : 51.48.03.0.03.97-273 Dated : 28-09-1997

Circular

Subject: Regarding Better Co-ordination of Disaster Management Activities

In order to co-ordinate Disaster Management activities, there are at present National Disaster Management Council at the national level chaired by the Hon'ble Prime Minister, Inter-Ministerial Disaster Management Co-ordination Committee chaired by the Hon'ble State Minister, in-charge of the Ministry of Disaster Management and Relief, Cyclone Preparedness Programme/Implementation Board chaired by the Secretary, Ministry of Disaster Management and Relief, Disaster Management Training and Public Awareness Building Task Force, Co-ordination Group for Focal points Programmes on Disaster, Co-ordination Committee with NGOs in Disaster Management activities and the Committee for Speedy Dissemination of Disaster related Signals, all chaired by the Director General of Disaster Management Bureau. Besides, there are District, Upazila and Union Disaster Management Committees at the field levels to co-ordinate the Disaster management activities. In the field level Committees, in addition to Government officers there are representations of NGOs, Local Government and semi-Government organisations. The question of forming Disaster Management Committees at the village and ward level is under the active consideration of the Government.

It is extremely important and urgent for all including government, semi-government, autonomous, non-government and local government organisations to respond to any kind of disaster. It is expedient to take a coordinated implementation action in respect of disaster preparedness, disaster response and post-disaster relief and rehabilitation programmes immediately on receipt of disaster warning. In this context, Government has taken the following decisions to further activate and strengthen the Committees for better co-ordination of Disaster Management activities. All concerned are to follow these compulsorily.

1. The Committees headed by the Director General, Disaster Management Bureau and the Committees at field levels shall meet at least once in three months to review pre-disaster preparedness, public awareness building about disasters, disaster response and post-disaster relief and rehabilitation programme and take coordinated decision and shall also appropriately ensure all arrangements including pre-disaster preparedness by calling up support, help and advice of higher authorities in all cases where necessary. If needed, the Committees shall meet frequently to take decisions about disaster management in the light of the Sanding Orders on Disaster.
2. The concerned committees shall ensure the equitable implementation of Disaster Management related training, distribution of relief materials and post disaster rehabilitation programme in each zone and also ensure the non-involvement of any other governmental, non-governmental and other organizations in Disaster Management and Relief and Rehabilitation work in the same area. The committees will take specific decisions in their meeting about the type of work to be done by governmental and non-governmental agencies in specific area/village of the concerned District/Upazila/Union and shall implement them. During the disaster and post-disaster rehabilitation work the concerned committees shall, if needed, meet at the end of each day to review all disaster related programmes and take appropriate decisions.

3. It was observed in the past that often different agencies send very lower level officers to the meetings of the concerned committees as representatives. It is undesirable. Now onward all the members of the committees shall compulsorily attend all disaster related meetings themselves. If for any unavoidable reason, an officer can not attend a meeting on the fixed date, he will nominate the officer nest below his rank to attend the concerned meeting. It is desirable that the concerned member himself should attend the meeting. If any lower level representative is sent to any such meeting in contravention to this circular, the Chairman of the concerned committee shall inform the Prime Minister's Office about it.

4. Ministry of Disaster Management and Relief is the main focal point for disaster management activities. As a rule, all relevant information regarding disaster is to be sent to the control room (EOC) of the Ministry of Disaster Management and Relief with care. It has been observed that many Ministries and agencies do not send the statement of their loss and damage to the control room (EOC) of the Ministry of Disaster Management and Relief and the Disaster Management Bureau. As a result, it becomes difficult to get the consolidated account of losses and damages from one point and also to give an overall picture of Disaster of different national and international agencies. In this context, it is again requested that all ministries/agencies will send the data regarding the loss and damage to the control room (EOC) of Ministry of Disaster Management and Relief and the Director General, Disaster Management Bureau at the soonest possible time after a disaster occurs. Moreover, a preliminary report regarding the disaster must be sent within 7 days.

5. Side by side with government and semi-government agencies in their work for pre-disaster preparedness, disaster related training and relief and rehabilitation activities, NGOs also perform similar functions. In order to preserve correct and complete data on the national basis, Ministry of Disaster Management and Relief needs preserving information regarding the training and relief and rehabilitation work of NGOs. In this connection NGO Bureau shall discharge the following responsibilities.

    (e) NGO Bureau shall co-ordinate the activities of NGOs regarding disaster by keeping it in continuous touch with them and inform the Ministry of Disaster Management and Relief about it;

    (f) During disaster period, NGO Bureau shall collect information in the form at *Annexure*-A every week and ensure its dispatch to the control room (EOC) of the Ministry of Disaster Management and Relief and the Disaster Management Bureau;

    (g) NGO Bureau shall ensure sending of training and public awareness activities every six months in the form at *Annexure*-B to the Ministry of Disaster Management and Relief and the Disaster Management Bureau by collecting the data from the NGOs. The Disaster Management Bureau shall print the data received in the book form and arrange for its wide circulation. All agencies including Government and non-governmental organisations will avoid duplication in the training and public awareness programmes, prepare appropriate curriculum etc. in the light of the information detailed in the book;

    (h) NGO Bureau shall also collect information regarding other activities of NGOs relating to disaster regularly and send it to the Ministry of Disaster Management and Relief and the Disaster Management Bureau.

6. During disaster, NGOs will keep regular contacts with District, Upazila and Union Disaster Committees in conducting their relief and rehabilitation activities. NGOs will submit their Report to the Deputy Commissioner/Upazila Nirbahi Officer or the Officer-in Charge of the Control Room in the specific form shown at *Annexure*-C. Within 2 (two) hours of the receipt of such Report, the Deputy Commissioner/ Upazila Nirbahi Officer/ Officer-in Charge, Control Room shall give appropriate instructions to the concerned NGO to avoid duplication and ensure conducting of relief and rehabilitation activities for the really affected people. In this respect, the concerned officers will be held responsible for any kind of delay.

7. Standing Orders on Disaster has already been distributed widely. While visiting schools, colleges and madrashas in the outlying areas, the Chairman/Members of the Disaster Management Committee shall invariably inform the local people and the students about the relevant portions of the Sanding Orders.

8. The National Curriculum and Textbook Board has already added a chapter in the Textbook of Class V. Arrangement is being made to include the Disaster Management topics in the textbooks of class IV to class XII gradually, The Ministry of Education and the Disaster Management Bureau shall implement the aforesaid programme on a very emergent basis.

9. The Ministry of Establishment in its circular No. Sa-Mau/AuPra-2/Misc-4/97-217(4), dated 10.07.97 has directed the different Training Institute to keep a session on Disaster Management Accordingly, all types of Training Institutes under each Ministry/Division/Agency shall keep at least a two hour's session on Disaster Management in their Training Programme.

This circular is issued at the direction of the Hon'ble Prime Minister and shall take effect immediately.

(Signature)

Dr. S.A. Samad
Principal Secretary
Prime Ministry's Office

Copy to Necessary action to:

1. Secretary of all Ministry/Division.
6. Army/Navy/Air Force Headquarters
7. Director General/Director of all Department and Directorates
8. Divisional Commissioner. All Divisions
9. Deputy Commissioner. All Districts
10. Upazila Nirbahi Officer. All Upazila
11. All Union Parishad Chairmen and Chairmen of Union Disaster Management Committee

APPENDIX 18

REGARDING TAKING ACTION IN PURSUANCE OF STANDING ORDERS ON DISASTERS

Government of the People's Republic of Bangladesh
Ministry of Disaster Management and Relief
Bangladesh Secretariat, Dhaka.

No. Tran/Puba/Durjog-2/93-51(950) Dated : 27.11.1404/11.03.1988

CIRCULAR

Subject : Regarding taking action in pursuance of Standing Orders on Disasters.

By drawing attention to the above subject, it is hereby informed that Government has constituted the following committees at the District, Upazila and Union levels in addition to those at National level for co-ordination of all activities including dissemination of disaster warning for impact, Disaster response, preparedness, planning, rescue, post disaster rehabilitation etc.:

1. District Disaster Management Committee.
2. Upazila Disaster Management Committee.
3. Union Disaster Management Committee.

The detailed information about the constitution, functions etc has been incorporated in the Standing Orders on Disaster published by the Disaster Management Bureau in January 1997. This book has been distributed to each District and Upazila.

2. Information received from different sources reveals that the activities of the Committees are not being carried out in pursuance of the said Standing Orders. As a result, lack of co-ordination during disaster time is noticed at the District, Upazila and Union Levels and it becomes almost impossible to take quick and necessary actions efficiently at the time of disasters.

3. In context of the above situation, all Deputy Commissioners and Upazila Nirbahi Officers are hereby requested to hold the meetings of District, Upazila, and Union Disaster Management Committees in accordance with the Standing Orders on Disaster and make preparedness right from now to face any disaster.

Azad Ruhul Amin
Secretary
Distribution:

For Action

1. 1. Divisional Commissioners (all)
1. 2. Deputy Commissioners (all)
2. 3. Upazila Nirbahi Officers (all)

For information

1. 1. Cabinet Secretary, Cabinet Division, Dhaka.
1. 2. Principal Secretary, Prime Minister Office, Tejgoan, Dhaka.
2. 3. Director General, Disaster Management Bureau, Dhanmondi, Dhaka.
3. 4. Director General, NGO Affairs Bureau, Mastsa Bhaban, Ramna, Dhaka.
4. 5. Director General, Department of Relief & Rehabilitation, 22, Purana Palton, Dhaka.
5. 6. Private Secretary to Honourable State Minister, Ministry of Disaster Management and Relief.

APPENDIX 19
ROLES AND RESPONSIBILITIES RELATING TO TSUNAMI RISK REDUCTION

Asian Tsunami Disaster of December 2004 though did not affect Bangladesh directly, but it has created awareness about Tsunami risk among the policy-makers as well as general population of Bangladesh. Fortunately, it fits well within the Bangladesh Government's vision and mission on disaster management. The mission aims at the transition from a response and relief focus to vulnerability and risk reduction approach in disaster management. In response to Asian Tsunami, Ministry of Food and Disaster Management (MoFDM) arranged an inter-ministerial meeting on disaster preparedness followed by a series of workshops and meetings resulted in the development of a draft plan of action for tsunami risk reduction in Bangladesh.

Bangladesh has adopted a comprehensive approach towards disaster management based on internationally recognized best practice model and procedure. Keeping in line with this approach, the following aspects are considered as critical element in determining the roles and responsibilities relating to Tsunami risk.

- Comprehensive Risk assessment (Hazard Assessment and Vulnerability Assessment), including tsunami inundation modeling and evacuation mapping;
- Warning Guidance, including seismic and sea level monitoring, data evaluation, processing and interpretation, forecasting methods and warning dissemination;
- Mitigation and Preparedness, including education and awareness programmes, structural and non-structural mitigations, and government policy and emergency management procedures. Existing Cyclone Preparedness Programme (CPP) should be strengthened in a way that they can prepare the community for tsunami as well as cyclone.
- Development of Rescue, Relief and Rehabilitation Plan of Action based on Comprehensive Risk Assessment.

The detailed responsibilities are presented below. It may be noted here that emergency management procedure for other hazards is also applicable to Tsunami.

Responsibilities of various Ministries/ Agencies/ Organizations

No	Responsibilities	Lead Agency/Ministry	Supporting Organizations
1.	Conduct a Comprehensive Study on Tsunami Risk Assessment (from geological, geographical, social, economic, political and cultural perspectives) with the collaboration of National and International Experts	▪ Disaster Management Bureau	▪ Geological Survey of Bangladesh ▪ Institute for Oceanographic Research ▪ NOAMI ▪ BWDB ▪ BMD ▪ DOE ▪ WARPO
2.	Upgrade the present Non IP link to Tokyo through New Delhi to direct IP link to Tokyo (Japan Meteorological Department).	▪ Bangladesh Meteorological Department ▪	▪ Ministry of Food and Disaster Management ▪ Ministry of Defence ▪ Ministry of Post and Tele-communication ▪ Ministry of Foreign Affairs ▪ BTTB

No	Responsibilities	Lead Agency/Ministry	Supporting Organizations
3.	Establish Direct Communication link through V-SAT with Pacific Ocean Tsunami Warning Centre at Hawaii.	▪ Ministry of Post and Tele-communication ▪	▪ Ministry of Food and Disaster Management ▪ Ministry of Defence ▪ Ministry of Post and Tele-communication ▪ Bangladesh Meteorological Department ▪ Ministry of Foreign Affairs ▪ BTTB
4.	Establish Direct Communication Link to the Indian Ocean Tsunami Warning System (IOTWS)	▪ Ministry of Post and Tele-communication ▪	▪ Ministry of Food and Disaster Management ▪ Ministry of Post and Tele-communication ▪ Bangladesh Meteorological Department ▪ Ministry of Foreign Affairs ▪ BTTB Ministry of Defence ▪
5.	Install and Modernize Seismic Equipments in 4 Earthquake Observation Centres in Bangladesh	▪ Ministry of Defence	▪ Bangladesh Meteorological Department ▪ Ministry of Defence
6.	Designate one Emergency Focal Person in Prime Minister's Office, Ministry of Food and Disaster Management, Disaster Management Bureau, Directorate of Relief and Rehabilitation, Bangladesh Meteorological Department, Armed Forces Division, Fire Service and Civil Defence, Bangladesh Police, Ministry of Information, Department of Mass Communication, Bangladesh Red Crescent, CPP, BWDB, Bangladesh Navy, Bangladesh Coast Guard, Port Authorities	▪ MoFDM	▪ Prime Minister's Office ▪ Ministry of Food and Disaster Management ▪ Disaster Management Bureau ▪ Directorate of Relief and Rehabilitation ▪ Bangladesh Meteorological Department ▪ AFD ▪ Fire Service and Civil Defence ▪ Bangladesh Police ▪ Ministry of Information ▪ Department of Mass Communication ▪ Bangladesh Red Crescent ▪ CPP ▪ DMIC ▪ BWDB ▪ Bangladesh Navy ▪ Bangladesh Coast Guard ▪ Chittagong Port Authority ▪ Mongla Port Authority
7.	Develop an internal emergency communication system at National Level.	▪ DMC	▪ Prime Minister's Office ▪ Cabinet Division ▪ Ministry of Food and Disaster Management ▪ Ministry of Defence ▪ Ministry of Home Affairs ▪ Ministry of Post and Telecommunication
8.	Raising awareness on "Community Based and National Multi Hazard Warning System	▪ DMB	▪ Ministry of Food and Disaster Management ▪ Disaster Management

No	Responsibilities	Lead Agency/Ministry	Supporting Organizations
	Development" with the Participation of Bangladesh Betar, Bangladesh Television, Private Television Channels, CPP, Bangladesh Police, Bangladesh Navy, Bangladesh Army, Fire Service and Civil Defence, Bangladesh Meteorological Department, Bangladesh Geological Survey, Ministry of Information, Ministry of Food and Disaster Management, Disaster Management Bureau, Prime Minister's Office, Flood Forecast and Warning Centre, BWDB, Bangladesh Navy, Bangladesh Coast Guard and Port Authorities and Bangladesh Red Crescent Society.		Bureau
9.	Designate one Emergency Focal Person in Each Disaster Management Committee (from National to Local)	▪ Disaster Management Bureau ▪	▪ Ministry of Food and Disaster Management ▪ Directorate of Relief and Rehabilitation
10	Assign roles and responsibilities of the emergency focal persons and arrange necessary training	▪ Disaster Management Bureau ▪	▪ Ministry of Food and Disaster Management ▪
11	Develop an Efficient and Effective Communication System which will enable to disseminate emergency messages to all focal persons at a time without any time loss	▪ Disaster Management Bureau ▪	▪ Ministry of Food and Disaster Management ▪ Bangladesh Meteorological Department ▪ Cyclone Preparedness Programme Implementation Board ▪ Ministry of Post and Telecommunication ▪ BTRC ▪ Ministry of Home Affairs
12	Develop Local Warning (Siren) System, which will enable to disseminate warning messages very quickly to the people at risk.	▪ Disaster Management Bureau ▪	▪ Ministry of Food and Disaster Management ▪ Bangladesh Meteorological Department ▪ Cyclone Preparedness Programme Implementation Board ▪ Ministry of Post and Telecommunication ▪ BTRC ▪ Ministry of Home Affairs ▪ Department of Forest
13	Setup Disaster Management Information Centres at District Level	▪ DMB	▪ Ministry of Food and Disaster Management
14	Setup Disaster Management Information Centres at Upazila Level	▪ DMB	▪ Ministry of Food and Disaster Management

No	Responsibilities	Lead Agency/Ministry	Supporting Organizations
15	Strengthen existing warning message communication system and develop a multiple channel communication mechanism.	▪ DMB	▪ Ministry of Food and Disaster Management ▪ Disaster Management Bureau ▪ Bangladesh Meteorological Department ▪ Cyclone Preparedness Programme Implementation Board ▪ Ministry of Post and Telecommunication ▪ BTRC ▪ Ministry of Home Affairs ▪ Department of Forest ▪ NGOs
16	Establish mechanism to use the radio network of the Bangladesh Police and Bangladesh Coast Guard for Disseminating Emergency Warning Messages to Local Level	▪ Ministry of Home Affairs ▪	▪ Ministry of Food and Disaster Management ▪ Disaster Management Bureau ▪ Bangladesh Police ▪ Bangladesh Coast Guard ▪ Bangladesh Meteorological Department
17	Train the Bangladesh Police and Radio/ TV professionals on Disaster Warning Message Dissemination	▪ DMB	▪ MoFDM, Ministry of Information, Bangladesh Police, DMIC, Radio/ TV
18	Provide orientation training to River Police, Coast Guard, BN, Port Authorities, Ansar and VDP, Fire Service and Civil Defence, Red Crescent, CPP, DRR Officials/ Volunteers of Coastal districts on Tsunami Risk Reduction	▪ DMB	▪ Ministry of Food and Disaster Management, Bangladesh Red Crescent Society, CPPIB, DRR
19	Integrate Tsunami issues into Coastal Zone Management Policy and Plan	▪ Ministry of Water Resources (WARPO) ▪	▪ Ministry of Food and Disaster Management ▪ Disaster Management Bureau ▪ Geological Survey of Bangladesh ▪ MoEF
20	Incorporate Tsunami Risks in land use planning in Coastal Zone Development Plans developed by Ministry of Water Resources, Environment and Forest, Land, Agriculture, Livestock and Fisheries, GSB, SPARSO, etc.	▪ Ministry of Water Resource	▪ MoFDM, DMB, DRR, Ministry of Water Resources, Ministry of Environment and Forest, Ministry of Land, Ministry of Agriculture, Ministry of Livestock and Fisheries, GSB, SPARRSO
21	Prepare an Institutional Resource Map of Coastal Zone	▪ WARPO	▪ Ministry of Food and Disaster Management ▪ Disaster Management Bureau ▪ DRR ▪ BIWTA ▪ Survey of Bangladesh ▪ D o Forest

No	Responsibilities	Lead Agency/Ministry	Supporting Organizations
			▪ BN ▪ DG Health ▪ LGRD ▪ BFS&CD ▪ Port Authorities ▪ BN ▪ Coast Guard ▪ CPPIB ▪ NGOs
22	Prepare Institutional Resources for using in warning, evacuation and rescue work	▪ DMB	▪ DRR ▪ CDMP ▪ WARPO ▪ BIWTA ▪ Survey of Bangladesh ▪ D o Forest ▪ BN ▪ DG Health ▪ LGRD ▪ BFS&CD ▪ Port Authorities ▪ BN ▪ Coast Guard ▪ CPPIB ▪ NGOs
23	Train Local Government Representatives, Imams and Teachers of Coastal Zone	▪ DMB	▪ Local Government Division/NILG ▪ MoE ▪ MoPME ▪ Islamic Foundation ▪ MoFDM
24	Conduct mock exercises on Tsunami Warning and Evacuation Preparedness	▪ MoFDM	▪ MoFDM, DMB, AFD, Directorate of Fire Service and Civil Defence, CPPIB, NGOs, DRR, AFD, DGoH, BN, Bangladesh Coast Guard, DDMC
25	Prepare Evacuation Route in the Tsunami and Cyclone Risk areas with the existing CPP facilities and strength	▪ MoFDM	▪ MoFDM ▪ Disaster Management Bureau ▪ Cyclone Preparedness Programme ▪ NGOs ▪ DRR ▪ GSB ▪ LGED ▪ BP ▪ AFD
26	Develop and disseminate awareness video on Tsunami and storm surge among the Hotels in Cox's Bazar and Kuakata for regular broadcasting	▪ DMB	▪ MoFDM ▪ Ministry of Civil Aviation and Tourism ▪ DRR ▪ Directorate of Mass Communication ▪ District Administration
27	Design and construct schools in coastal zone considering Tsunami	▪ Ministry of Education	▪ Ministry of Primary and Mass Education

No	Responsibilities	Lead Agency/Ministry	Supporting Organizations
	and Cyclone risks		▪ Disaster Management Bureau ▪ LGED ▪ Education Engineering Department
28	Establish s GO-NGO network for Tsunami Risk Reduction in Coastal Zone	▪ DMB	▪ NGO Affairs Bureau ▪ NGOs
29	Incorporate tsunami issues in disaster related acts, curriculum, action plans, standing orders and other documents of government.	▪ MoFDM	▪ Disaster Management Bureau ▪ Directorate of Relief and Rehabilitation
30	Mass awareness among people at risk, civil society, journalists, volunteers, NGOs, youth clubs, mosques, madrasas, temples, churches, pagodas and professionals	▪ DMB	▪ Disaster Management Bureau ▪ Directorate of Mass Communication ▪ CPPIB ▪ NGO Affairs Bureau ▪ Islamic Foundation
31	Making arrangements for proper maintenance of cyclone and tsunami shelters	▪ MoFDM	▪ PMO ▪ Ministry of Finance and Planning ▪ DRR ▪ LGED ▪ LGD
32	Develop separate building code for coastal zone considering the tsunami, cyclone, salinity, storm surge and other hazards in coastal zone	▪ Ministry of Housing and Public Works ▪	▪ BUET ▪ Disaster Management Bureau
33	Construct more multi-purpose Disaster shelters in coastal zone	▪ MoFDM	▪ Ministry of Housing and Public Works ▪ Ministry of Education ▪ Ministry of Primary and Mass Education ▪ MoFDM ▪ Disaster Management Bureau ▪ DRR ▪ LGED
34	Take initiative for introducing community radio system in coastal zone	▪ BTRC	▪ Ministry of Information ▪ MoFDM ▪ Disaster Management Bureau
35	Include Fire Stations of coastal zone under radio network	▪ Ministry of Information ▪	▪ DMB ▪ Directorate of Fire Service and Civil Defence ▪ Bangladesh Police
36	Revisit the strength of construction of existing hotels in Cox's Bazar and Kuakata beach from tsunami perspective, and strengthen the construction to ensure its tsunami resilience	▪ Ministry of Civil Aviation and Tourism	▪ Disaster Management Bureau ▪ Ministry of Housing and Public Works ▪ District Administration
37	Strengthen coastal forestry programme (with special	▪ MoEF	▪ Directorate of Forest ▪ BWDB

No	Responsibilities	Lead Agency/Ministry	Supporting Organizations
	emphasis on mangrove forestry)		▪ Disaster Management Bureau
38	Increase the plantation of bamboo and cane and train people on bamboo and cane based small and cottage industries.	▪ Forests Department, Bangladesh	▪ Bangladesh Small and Cottage Industries Corporation ▪ NGOs

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