

DISASTER MANAGEMENT POLICY

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Background:

Sirajgonj district belongs to the flood prone area, which lies on the most treacherous river Jamuna. Flood is a common feature to the lives of the people here in each year. Besides cold-weave, drought, tornado also occasionally hits in this area. NDP has been implementing different development programs/projects in Sirajgonj district since its starting in 1992. Through its experience in different fields of development for more than a decade it has also gained experience in the field of disaster management. On the course of different disaster management initiatives, it realize that unless capacity is to be develop at the community level and effective community participation is to be ensured in disaster management, it could be quite difficult or even a big challenge to the part of either the government or the NGO sectors to address a vast community when a disaster strike. It also realizes that the hazards caused by any disaster could be mitigate/reduced to a greater extent through making aware and developing the capacity of the community people. As the organization has a good network throughout each of the nine Upazila of Sirajgonj district and also having more than 100 skilled trained staff with experience in handling different disaster management. So, considering all the perspective, the organization's management team convinced and encouraged to develop a cell within the organization to work as the functionary organ to face disaster management initiatives on the name of "*Disaster Management Cell*". Further the necessity to organize "*Disaster Management Committee*" becomes crucial for the organization. To be responsive enough and in view to mobilize the said cells the organization fell necessity to develop a *Disaster Management Policy* that could be helpful in the operational stage on emergency basis if any disaster strike. It is expected that the said initiatives strengthen the capacity in the field of disaster management and smooth operation the same.

Goal:

The overall goal of the organization's disaster management is to promote and protect the livelihoods security of vulnerable poor people living in high risk to any disaster.

Structure and function of Disaster Management Cell:

The said cell is to be headed by one *Disaster Manager*. He will be responsible for overall coordination and management of all sorts of disaster initiatives. He will be supported by the sub-ordinate staff as and when necessary. The main function of the Disaster Management Cell is to coordinate overall disaster management activities of the organization. In the normal period, it will initiate awareness campaign initiatives and training for the community, and provide follow-up services to activate the function of UDMC. The cell will observe the days related to disaster awareness along with GOB/NGO/Community. It will collect disaster situation report from the field, compiled it and report the same to the concerned authority. The cell is to be responsible for updating the contingency plan twice in a year (March-August/September-February) and send it to NIRAPAD. It will request for required support (relief, logistic, human resources and others) to the Disaster Management Committee as per need. It will also make the field implementation plan and execute the same, and make effective coordination with the local administration/UDMC/NGO at field level managing disaster response and rehabilitation initiatives. Further, this cell will collect information, make reports, compiled it and responsible to send the same to the management of the organization and also to the concerned authorities.

Quip

Surajgonj


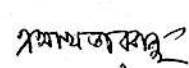
Structure and function of Disaster Management Committee:

There will be the nine-member Disaster Management Committee within the organization at NDP's head office and seven-member committee at Upazila level. Among the said committee, the director of the organization will act as the Chairman (chief) of the Disaster Management Committee based at head office, one EC member will act as the Vice-Chairman and the Disaster Manager will act as the Member Secretary, and the rest will act as the general member. The Branch Manager/Office in-charge of the project office located at Upazila level will act as the Chairman (chief)/Member Secretary of the Disaster Management Committee or vice versa at Upazila level and the rest staff under branch/project office will act as the general member.

The member secretary is to be responsible to organize the meeting and circulate the information if required. The chairman of the committee will presided over the meeting. The regulations of the discussion and decision taken are to be recorded in the regulation book.

a. The Disaster Management Committee based at head office will organize coordination meeting once in every after three months in the normal situation, once in a week in moderate situation, and frequent as and when required during disaster period. It will collect and analyses the disaster situation report and take effective measures to handle the situation. The committees will visits the field to observe the disaster situation. It will keep liaison with the local administration/NGO and will arrange required assistance with human resource support and others for the Disaster Management Cell. This committee will assign the procurement committee to procure the relief goods and other materials support needed to address disaster or the rehabilitation initiatives. All the procurements are to be made following the organization's procurement policy. In case of emergency situation the said committee could procure the goods based on collecting spot quotation from the open market to save the time. The said decision is to be recorded in the regulations taken by the procurement committee and approval should be taken from the director. The committee will take appropriate measures for storage the food and non-food items and ensured security for the same as no loss incurred causing storage or maintaining security. Further, it will monitor the response and rehabilitation initiatives and shared their experience and views with the organization's management for its improvement.

b. The Disaster Management Committee based at Upazila office will organize coordination meeting once in every after three months in the normal situation, once in a week in moderate situation, and frequent as and when required during disaster period. The committees will visits the field to observe the disaster situation. It will collect report from the fields, analyses the disaster situation and seek assistance to the Disaster Management Committee (DMC) based at head office. It will keep liaison with the local administration/NGO and will assist the Disaster Management Cell to run the disaster management initiatives. This committee will keep close liaison with the Disaster Management Committee (DMC) at Upazila and union level, and the DMC based at organization's head office. It will provide appropriate supports for storage the food and non-food items at Upazila level and its management at the distribution points. Further, it will monitor the response and rehabilitation initiatives and shared their experience and views with the organization's management.

Description of Disaster Management Component:

The organization will arrange or generate fund for emergency response initiatives. The said fund along with donors support is to be utilized to enhance the livelihoods of the disaster victims. There should be appropriate planning for any disaster initiatives approved by the director. Disaster Management Programme will address the community needs in pre-disaster situation, disaster situation and also in the post- disaster situation.

i. Pre-Disaster Initiative:

In the normal period, the organization will initiate awareness campaign initiatives like publicity-developing poster, leaflets, installation of bill boards, display boards, organize folk song; training for the community people, UDMC member and staff; organize meeting/seminar/workshop; and provide follow-up services to activate the function of UDMC.

ii. During Disaster Initiative:

On the eve of disaster situation the organization will take proper initiatives to emergency evacuate the disaster victims utilizing the local resources and mobilizing the local community. During flood it will evacuate the flood victims from the isolated char lands to save the lives and prosperities.

The organization will collect disaster situational report on emergency basis send it to the line departments. It will make rapid assessment and based on the intensity of vulnerability caused by any disaster, take appropriate response initiatives. It will value the social customs and needs of the community in selecting the commodities and give priorities to address the needs of the children and women. On emergency basis, it will take initiatives to ensure dry food, safe drinking water, toilet and urinal facilities, and primary Medicare services. Further, it will provide both food and non-food items for the flood victims.

In all sorts of disaster response initiatives the children, pregnant women, aged people and the disabled person are to be given priorities.

iii. Post-Flood Initiative:

When it is to be found that response initiative are not adequate to restore the normal life situation of the disaster victims, then the post-flood rehabilitation activities are to be initiate for them.

Firstly, cash/food for work activities like- earthwork in the rural areas is to be taken to create ready earnings for the disaster victims. At the same time it will help in developing infrastructure in the rural areas.

Secondly, agricultural initiatives like- distribution of agricultural seed, vegetable seed package and fertilizer are to be undertaken, especially after flood to promote the food products and create short-term earnings for the disaster victims.

Thirdly, shelter support initiatives are to be taken for the disaster victims, who losses their houses caused by any disaster.

By *Amritha*

Besides, re-establishing water and sanitation facilities for the flood victims are to be taken to recover the same in the disaster affected areas.

Disaster Activities Implementation Strategy:

During the time of any disaster, the Disaster Management Committee will meet in an emergency meeting. It will review the information collected from different sources and also visit the disaster affected areas physically. During any disaster stricken in the locality they will rapidly communicate with the local administration, NGO and elected bodies, especially with the local UP.

Before beginning any response/rehabilitation activities the organization will inform the district administration in written seeking permission to work in the specific area. The amount and quantity have to be mentioned in the said letter along with the geographical location proposed for. After permission obtained from the said authority, meeting with the DMC at Upazila and union is to be organized. A field implementation plan is made with the participation of the concerned UDMC. Accordingly, following the implementation plan/schedule, the commodities are distributed through the distribution point at union level. The distribution center/point is to be selected considering the easy accessibility for the poor people. In view to ensure the effective community participation in the whole disaster management process it will involve the union level volunteers in disaster activities and encourage the participation of UP bodies in beneficiary selection and center management. Gender perspectives are to be considered in all phases of disaster management.

Human Resource Management:

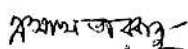
In the eve of any disaster, the organization is committed to issue a circular that all the staff, whether regular or project staff is to be deployed in disaster management activities and in general are not permitted to leave the station without any emergency. Further, all staff are to be ready to work for disaster management under the guidance of the project at any place on emergency basis.

Affected Area Selection:

The area that should be selected for disaster operation is to be done considering the vulnerability of the respective area caused by any disaster. The report should be collected from different sources- the local administration, Up bodies, NGO and the information from the Disaster Management Committee based at Upazila level. The Central Disaster Management Committee if like, could validate the information through physical checking before selecting any areas/Upazila/Union.

Beneficiary Selection:

In selecting the beneficiaries for providing response or rehabilitation assistance the poor and vulnerable people are to be given priorities. Further, emphasis should be given to select the women headed houses, the houses having children, aged person or the PWD. Special attention is to be given as no duplication may happen in selecting the beneficiaries for the same sort of assistance from different organization.



Commodity Selection:

The organization is morally committed to follow the sphere standard in selecting the commodities. It will stress to select the commodities based on the needs of the community and always should respect the social customs and values in selecting the commodities. Further, it will emphasize locally available goods for selecting any commodities. In selecting the commodities it will give priorities that the children and women are addressed equally. Special care is to be given for packing the same as no damage/loss incurred for the beneficiary.

Storage of Commodities:

The organization will ensure the storage of all the commodities in hygienic manner as no harmful impact on the environment may occur or the commodity got damaged. At the same time full time security is to be ensured for the storage center. Special care is to be given for storage as no damage/loss incurred.

Coordination:

To exercise best practices in disaster management, the organization will make effective coordination with the local administration, GOB/NGO and DMC at Upazila and union level. Coordination will make with organization involved in the field of disaster management, as no duplication may happen in selecting the beneficiaries for the same sort of assistance from different organization. Further, for effective management at field level, the local UP bodies and the volunteers are to be involved in the process.

Monitoring and Evaluation:

The monitoring of all the activities under disaster management is to be done to ensure the best practices and to get qualitative output. The organization's monitoring cell and the senior management is to be responsible for monitoring the whole process. The monitoring report is to be compiled and submitted to the management on regular basis.

Reporting:

On going report of the disaster management activities is to be sending to the concerned authorities using electronic media. Further the periodic/monthly/quarterly report is to be made and send to the concerned authorities including local administration and the UP bodies, where required. The said report is to be forwarded within the first week of the following month or within thirty days in case of completion report.

