

PREPARATION OF THE DEPARTMENTAL DISASTER MANAGEMENT PLANS

{Reference: Section 23 (7) & Section 39 of the Disaster Management Act, 2005}

Suggested Outline

Chapter 1: Profile of the Department –

- i. Statistical profile of the department;
- ii. Organizational Structure;
- iii. Details of infrastructure available with the department.

Chapter 2: Hazard, Vulnerability, Capacity and Risk Profile –

- i. Nature, frequency and intensity of disaster to which the department is prone to or is likely to be impacted in future;
- ii. Historical/past disasters/losses in the department;
- iii. Causes of losses/damages;
- iv. Hazard wise vulnerability of the department to various hazards to which the department/state is prone to;
- v. Capacity of the department to deal with the identified disasters – institutional, organizational, and infrastructural;
- vi. Gaps in the existing capacity;
- vii. Risk Analysis – calculating risk which various hazards/disaster can cause to department keeping in view its vulnerability and capacity.

Chapter 3: Prevention, Mitigation and Preparedness Plan –

- i. Measures necessary for prevention of disasters, mitigation, preparedness and capacity-building in accordance with the guidelines laid down by the National Authority and the State Authority;

- ii. Integration into its development plans and projects, the measures for prevention of disaster and mitigation (Please refer to guidelines issued by the Revenue Department in this regard);
- iii. Provision of funds for prevention of disaster, mitigation, capacity-building and preparedness;
- iv. Drawing up mitigation, preparedness and response plans, capacity-building, data collection and identification and training of personnel in relation to disaster management;
- v. Review the enactments administered by it, its policies, rules and regulations with a view to incorporate therein the provisions necessary for prevention of disasters, mitigation or preparedness;
- vi. Provision of emergency communication in the affected areas; and
- vii. Such other actions as may be necessary for disaster management

Chapter 4: Response Plan -

- i. Mechanism for early warning and dissemination thereof;
- ii. Trigger Mechanism for response;
- iii. Response plan for responding effectively and promptly to any threatening disaster situation or disaster in accordance with the State Plan, and in accordance with the guidelines or directions of the National Executive Committee and the State Executive Committee and the State Government and the SDMA;
- iv. Appointment of Nodal Officers to perform Emergency Support Functions (ESFs)/roles in emergency in the format already circulated by the State Government
- v. Constitution of the Incident Response Teams (IRTs) at all levels with provision of delegation of authority;
- vi. Reporting procedures and formats;
- vii. Role of NGOs and Voluntary Sector and coordination thereof;
- viii. System of assessing the damage from any disaster;
- ix. Roles and responsibilities and coordination mechanism for the department;
- x. Disaster Specific Response Plan – Response plan for major disasters such as earthquake, flash flood/cloudburst, snow avalanche, landslide etc. in which state level response would be needed;
- xi. Identification of suppliers for departmental supplies and pre-contracting for supplies in case of emergencies; and

Chapter 5: Relief, Rehabilitation and Reconstruction

- i. Norms of relief } If applicable.
- ii. Minimum Standards of relief }
- iii. Rehabilitation Plan
- iv. Financial mechanism
- v. Action Plan for Reconstruction – ‘Building back better’

Chapter 6: Knowledge Management

- i. Need of Creating network of knowledge institutions;
- ii. Identification of Knowledge institutions and mechanism of knowledge sharing;
- iii. Documentation of lessons learnt; and
- iv. Documentation of best practices and uploading of the same in the departmental websites.

Chapter 7: Review and Updation, & Dissemination of Plan

- i. DM Plan is a “living document” – would require regular improvement and updation – at least once a year
- ii. System of updation – who, when and how?
- iii. Dissemination of Plan to stakeholders – how? – Printing of document, uploading in departmental website, meetings, seminars, etc.

Annexures:-

1. Important contact details – National, state, local level of the department, etc.
2. Resource list (available with Department) with contact persons details (kindly follow IDRN Format)
3. Resources available with National Govt. level
4. Detailed Standard Operating Procedures (SOPs) for all phases of disasters – before, during and after;
5. List of NGOs/INGOs/CBOs working in the field of the department
6. List of suppliers relevant for the department
7. Damage Assessment Formats
8. Reporting formats

Important Resources for Preparation of Plan:

1. National Disaster Management Authority Guidelines (www.ndma.gov.in)

2. HP SDMA Website – State DM Plan, ESF Plan, Guidelines under the DM Act, 2005, TNA, HP State Policy on DM, SOPs for Responding to Disasters, 2012, HP DM and Relief Manual, 2011; Actionable Points of NDMA Guidelines, etc. (www.hpsdma.nic.in)
3. National Institute of Disaster Management (www.nidm.gov.in)



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**Prepared under the
Government of India- UNDP Disaster Risk
Reduction (DRR) Programme (2009-12)**