



HANDBOOK FOR PREPARING DISASTER MANAGEMENT PLAN FOR ORGANISATIONS UNDER THE MINISTRY OF LABOUR & EMPLOYMENT

National Institute of Disaster Management
Ministry of Home Affairs, Government of India

in collaboration with



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GOVERNMENT OF INDIA
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भारत सरकार के सचिव
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Foreword

Planning in Disaster Management is one of the most important aspects that each organization takes care of. Development of a robust, dynamic, easily understandable and actionable document is basic requirement of any plan to be workable in condition of emergency or crisis. Keeping this in mind and directions of Disaster Management Act, 2005, National Disaster Management Plan, 2019 & Disaster Management Plan 2021 of this ministry in collaboration with National Institute of Disaster Management has developed a comprehensive handbook for its line organizations.

The basic idea behind developing this handbook is to get a synchronized and inter linked disaster management plan by line organizations under this ministry. We as a responsible ministry want to get our line organizations disaster management plan ready in a planned manner so that in any crisis situation we can respond and assist national authorities with the help of workable plan.

This ministry is quite concerned about the rising incidences and impact of natural as well as man-made disasters in India. Disaster slow the rate of sustained economic development and frequently result in heavy drain on available resources, diverting them from development goals.

The handbook is based on disaster management practices and attempts to relate realistically to the needs of national disaster managers of our line organizations. It is intended to serve as a ready reference guiding document for line organizations under this ministry with management of natural as well as man-made disasters before, during, and after the disaster situations. The handbook is simple and easy to use for the reader. Individual chapters are as self-contained as possible, with sufficient cross-references where needed. It takes an advisory approach, providing options and case material references to assist disaster managers in resolving local issues.

We hope that this handbook will help all concerned stakeholders in our organizations in their efforts and initiatives towards building a disaster resilient plan.



(Arti Ahuja)

Place: New Delhi
Date: February 7th, 2024

राजेन्द्र रत्नू, आ. प्र. से.
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FOREWORD

Disasters pose significant threats to lives, livelihoods, and the socio-economic structure of the affected communities. In the wake of such events, the ability to respond swiftly and effectively becomes paramount. The collaboration between National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, and Ministry of Labour & Employment (MoL&E), Government of India as per mandate of DM Act 2005 underscores the government's commitment to foster a culture of resilience and preparedness across all sectors including labour and employment.

An integrated approach for preparedness is required in order to prevent and minimise causalities. NIDM is delighted to present the Handbook for Preparing Disaster Management Plan to stakeholders of MoL&E as a comprehensive guide that aims to enhancing the resilience in the face of adversity. Line Departments/Organizations are integral components of individual ministry, and their ability to continue functioning during and after disasters is essential for the overall well-being of our nation. Through proactive planning, risk assessment, and capacity enhancement, all organizations can minimize vulnerabilities and optimize mitigation, preparedness and more efficient and effective response to various disaster situations. This handbook serves as a guidance for organizations to develop customized disaster management plans tailored to their unique operational contexts and vulnerabilities.

By equipping organizations with the knowledge and resources needed to prepare for risks and enhance their disaster response capabilities, we are laying a strong foundation for a safer and more resilient India.

I appreciate Prof Surya Parkash and his team for successful completion of the document, and I am grateful to the reviewers who have played a pivotal role in the development of this handbook. I am confident that it will serve as a valuable resource for organizations seeking to strengthen their disaster preparedness efforts. Together, let us work towards disaster free and resilient nation.

(Rajendra Ratnoo)



PREFACE

The Ministry of Labour and Employment (MoL&E) plays a pivotal role in safeguarding the well-being of workers and ensuring the resilience of workplaces in the face of adversity. As part of its commitment to fostering a culture of preparedness and resilience, the National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India in Collaboration with MoL&E, Government of India takes this opportunity to present this handbook on preparing disaster management plans tailored specifically for organizations under the horizon of the MoL&E.

Crafted with meticulous attention to detail and drawing upon the expertise of professionals in disaster management, this handbook serves as a comprehensive guide for organizations to navigate the complexities of disaster preparedness, response, and recovery. It is designed to equip stakeholders with the knowledge, tools, and strategies necessary to develop robust disaster management plans that prioritize the safety and well-being of workers, protect critical infrastructure, and ensure continuity of operations in the aftermath of a disaster.

Through a systematic and practical approach, this handbook would provide Line department/organizations of MoL&E with the essential components of disaster management planning, including mitigation, preparation, emergency response procedures, communication strategies, resource mobilization, and post-disaster recovery efforts.

The institute is committed to support organization in their efforts to strengthen disaster preparedness and work towards a more resilient future. Institute extend sincere gratitude to all the contributors, experts, and stakeholders who have generously shared their insights and expertise to make this handbook possible. It is hoped that this resource will empower organizations to effectively navigate the challenges of disaster management and emerge stronger in the face of adversity.

A handwritten signature in blue ink, appearing to read "SP".

(Surya Parkash)

Acknowledgement

I extend my heartfelt gratitude to Ms. Arti Ahuja, Secretary, MoL&E, Sh. Rajendra Ratnoo, IAS, ED, NIDM, Ms. Deepika Kachhal, JS, MoL&E and Sh K R Meena, US, MoL&E for their unwavering support and kind encouragement in development of the Handbook for Preparing Disaster Management Plan for organizations of Ministry of Labour and Employment. I express my gratitude to Mr. Surendra Thakur, JD, NIDM for providing the administrative support required for the handbook's successful completion. I would like to acknowledge the important contributions made by various resource persons who shared their knowledge, insights, and inputs in the document.

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Finally, but just as importantly, I want to thank my wife Reeta and my daughter Rasika, without whose unwavering logistical and moral support I could not have dedicated the necessary time and attention to this task. I owe them a debt of gratitude for putting up with me when I was too preoccupied with preparation of Handbook-related work to offer them the proper care and attention.

Lastly, I want to express my gratitude to the Almighty, for the kind opportunity to complete this duty successfully.



(Prof. Surya Parkash)

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Abbreviations

AGD	Agricultural Department
AHD	Animal Husbandry Department
AICTE	All India Council for Technical Education
ANM	Auxiliary Nurse Midwife
ASHA	Accredited Social Health Activist
BIS	Bureau of Indian Standards
BPHE	Biological and Public Health Emergencies
BRO	Border Roads Organization
CAPF	Central Armed Police Forces
CBRI	Central Building Research Institute
CBRN	Chemical, Biological, Radiological, and Nuclear
CBSE	Central Board of Secondary Education
CCA	Climate Change Adaptation
CDEF	Civil Defence
CDMG	Central Level Disaster Management Group
CDMM	Centre for Disaster Mitigation and Management
COR	Commissioner of Relief
CPSU	Central Public Sector Undertaking
CRIDA	Central Research Institute for Dryland Agriculture
CSIR	Council of Scientific and Industrial Research
CWC	Central Water Commission
DDMA	District Disaster Management Authority
DGMS	Directorate General of Mines Safety
DGFASLI	Directorate General, Factory Advice and Labour Institutes
DM	Disaster Management
DMA	Disaster Management Authority
DMC	Drought Monitoring Cell
DMD	Disaster Management Department
DOS	Department of Space
DOT	Telecommunications Department
DRDO	Defence Research and Development Organisation
DSJE	Department of Social Justice & Empowerment
EMC	Emergency Medical Care

EMG	Emergency Management Group
EMRS	Emergency Medical Response System
EOC	Emergency Operation Center
EREC	Earthquake Risk Evaluation Centre
ERS	Emergency Restoration Systems
ESIC	Employees' State Insurance Corporation
F&ES	Fire and Emergency Services
FIHD	Fisheries (relevant) Department
GACC	Global Agreement on Climate Change
GFDRR	Global Facility for Disaster Reduction and Recovery
GoI	Government of India
GSI	Geological Survey of India
HAP	Heat (Wave) Action Plan
HEOC	Health Emergency Operation Centre
HRVCA	Hazard Risk Vulnerability & Capacity Analysis
IAF	Indian Air Force
ICAR	Indian Council of Agricultural Research
ICG	Indian Coast Guard
IDSP	Integrated Disease Surveillance Programme
IDS	Integrated Defence Studies
IEC	Information Education Communication
IIE	Indian Institute of Entrepreneurship
IIT	Indian Institute of Technology
IHR	Indian Himalayan Region
IMD	India Meteorological Department
INCOIS	Indian National Centre for Ocean Information Services
IPCC	Intergovernmental Panel on Climate Change
IPRD	Information and Public Relations Department
QRMT	Quick Reaction Medical Teams
LBSNAA	Lal Bahadur Shastri National Academy of Administration
LHZ	Landslide Hazard Zonation
MoAFW	Ministry of Agriculture & Farmer Welfare
MANAGE	National Institute of Agricultural Extension Management
MCI	Ministry of Commerce and Industry
MCOM	Ministry of Communications
MEA	Ministry of External Affairs
MEITY	Ministry of Electronics & Information Technology
MFN	Ministry of Finance
MFR	Medical First Responders

MoHFW	Ministry of Health & Family Welfare
MoHUA	Ministry of Housing & Urban Affairs
MoCA	Ministry of Civil Aviation
MoCIT	Ministry of Communication & Information Technology
MoD	Ministry of Defence
MoEFCC	Ministry of Environment, Forest and Climate Change
MoES	Ministry of Earth Sciences
MoIB	Ministry of Information and Broadcasting
MoL&E	Ministry of Labour & Employment
MoJS	Ministry of Jal Shakti
MoM	Ministry of Mines
MoNRE	Ministry of New & Renewable Energy
MoP	Ministry of Power
MoPNG	Ministry of Petroleum & Natural Gas
MoPR	Ministry of Panchayati Raj
MoR	Ministry of Railways
MoRD	Ministry of Rural Development
MoSPI	Ministry of Statistics and Programme Implementation
MoST	Ministry of Science and Technology
MoYAS	Ministry of Youth Affairs and Sports
MSDE	Ministry of Skill Development and Entrepreneurship
MSJE	Ministry of Social Justice and Empowerment
NCDC	National Center for Disease Control
NCMC	National Crisis Management Committee
NDMA	National Disaster Management Authority
NDMP	National Disaster Management Plan
NDRF	National Disaster Response Fund
NDRF	National Disaster Response Force
NEC	National Executive Committee
NIC	National Informatics Centre
NICRA	National Initiative on Climate Resilient Agriculture
NIDM	National Institute of Disaster Management
NIRM	National Institute of Rock Mechanics
NISA	National Institute of Security Academy
NLRTI	National Level Research & Technical Institutions
NLSDA	National Level Skill Development Agencies
NMSA	National Mission on Sustainable Agriculture
NRAA	National Rainfed Area Authority
NSDA	National Skill Development Agency

NSDC	National Skill Development Corporation
NTPC	National Thermal Power Corporation
O&M	Operation & Maintenance
PPE	Personal Protective Equipment
PRI	Panchayati Raj Institutions (District, Block & Village level)
PWD	Public Works Department
RDD	Radiological Dispersal Device
RDMG	Regional Level Disaster Management Group
RLDC	Regional Load Dispatch Centre
SASE	Snow and Avalanche Study Establishment
SDMA	State Disaster Management Authority
SDMC	State Drought Monitoring Cell
SDMG	State Level Disaster Management Group
SDRF	State Disaster Response Fund
SEOC	State Emergency Operation Centre
SIDM	State Institute of Disaster Management
SIRD	State Institute for Rural Development
SLSDA	State Level Skill Development Agencies
SPWD	State Public Water Department
SRASC	State Remote Sensing Centres
ToT	Training of Trainers
UDD	Urban Development Department
UGC	University Grants Commission
UN	United Nations
UNDRR	United Nations Office for Disaster Risk Reduction
VVGNLI	V.V. Giri National Labour Institute
WIHG	Wadia Institute of Himalayan Geology
WRD	Water Resource Department

Concept of the Handbook

The conception of this handbook is that present disaster risk reduction is a continuing requirement which is significant to government ministries/departments and stakeholders alike. It has specific implications in today's ear due to increasing population and rapid change in global environment.

To be operative, therefore, disaster risk reduction mechanism needs to be implemented as an all-inclusive and continuous process, not as a periodic reaction to individual crisis circumstances. Consequently, ministries/departments assigned with disaster risk reduction responsibilities must deal with an extensive range of disaster-related planning and other policy-related matters. Therefore, it is visibly beneficial if stakeholders can access applicable guidelines and advice, especially in the form of a ready-reference handbook for enhancing their skills in disaster risk reduction planning.

Aim

The handbook aims to provide a reference and guide to all the relevant stakeholders/ministries/departments, directly or indirectly associated with disaster risk reduction planning, to formulate their disaster management plan and incorporate the mechanism to deal with disaster emergencies under their jurisdictions.

Thus, its fundamental tenacity is to guide disaster professionals and related stakeholders in attaining standards of professionalism to formulate a working disaster management plan for their organizations. This handbook will also help in planning relevant documents to deal with day-to-day emergency circumstances or crises at workplace.

Focus

The emphasis of the handbook is primarily on government ministries and departments. It allures on realistic disaster risk reduction activities within this jurisdiction and endeavours to narrate realistically to the requirements of disaster risk reduction professionals within this expanse. Thus, the handbook is a workable reference that will assist stakeholders practically in attaining clarity on disaster risk reduction panning. Despite its limited application, the handbook also follows disaster risk reduction norms and guidelines applicable to other situations and circumstances.

Scope and Limitations

As a workable document, the handbook is formulated to cover major aspects of disaster risk reduction planning and to offer recommendations on the major portions which constitute disaster risk reduction strategy.

The handbook does not endeavour to deal with highly focused aspects that are associated with disasters such as detailed financial, procedural, and sociological subjects. These are mostly concern of prevailing specialists, who are usually accessible to offer relevant information on disasters.

Format and Style

The handbook is presented in a workable, practical, ready-reference style. It takes a consultative approach, including the offer of options and case material references to assist disaster professionals in resolving their individual planning requirements. The parameters provided in the handbook are devised so that they may be easily adapted to disaster risk reduction planning issues.

Disaster Management Act, 2005

The Disaster Management Act, 2005, (23 December 2005) No. 53 of 2005, was passed by the Rajya Sabha, the upper house of the Parliament of India on 28 November, and the Lok Sabha, the lower house of the Parliament, on 12 December 2005. It received the assent of The President of India on 23 December 2005. The Disaster Management Act, 2005 has 11 chapters and 79 sections. The Act extends to the whole of India. The Act provides effective management of disasters and for matters connected therewith or incidental thereto." The main focus of this act is to provide the people who are affected with disasters, their life back and helping them.

National Disaster Management Policy, 2009

The National Disaster Management Policy of 2009 in India was formulated to provide a comprehensive framework for disaster risk reduction and management. It focuses on a multi-dimensional approach encompassing prevention, mitigation, preparedness, response, and recovery. Emphasizing the importance of coordination among various stakeholders, it aims to enhance the nation's resilience to disasters through effective governance and community participation. The policy underscores the need for mainstreaming disaster risk reduction into developmental planning and promoting a culture of safety and resilience at all levels of society.

Disaster Definition

As per Disaster Management Act (2005), Government of India, "Disaster is a catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or manmade causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of property, or damage to, or degradation of environment and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected area."

National Disaster Management Authority

The National Disaster Management Authority (NDMA), headed by the Prime Minister of India, is the apex body for Disaster Management in India. Setting up of NDMA and the creation of an enabling environment for institutional mechanisms at the State and District levels is mandated by the Disaster Management Act, 2005. NDMA is mandated to lay down the policies, plans and guidelines for Disaster Management. India envisions the development of an ethos of Prevention, Mitigation, Preparedness and Response.

The Indian government strives to promote a national resolve to mitigate the damage and destruction caused by natural and man-made disasters, through sustained and collective efforts of all Government agencies, Non-Governmental Organizations and People's participation. This is planned to be accomplished by adopting a Technology-Driven, Pro-Active, Multi-Hazard and Multi-Sectoral strategy for building a Safer, Disaster Resilient and Dynamic India.

National Institute of Disaster Management

The National Institute of Disaster Management (NIDM) was constituted under an Act of Parliament with a vision to play the role of a premier institute for capacity development in India and the region. The efforts in this direction that began with the formation of the National Centre

for Disaster Management (NCDM) in 1995 gained impetus with its re designation as the National Institute of Disaster Management (NIDM) for training and capacity development. Under the Disaster Management Act 2005, NIDM has been assigned nodal responsibilities for human resource development, capacity building, training, research, documentation and policy advocacy in the field of disaster management.

National Disaster Response Force

The National Disaster Response Force (NDRF) in India is a specialized force dedicated to disaster response and relief operations. Established in 2008, it operates under the Ministry of Home Affairs and is tasked with swiftly responding to disasters across the country. Comprising skilled personnel trained in various aspects of disaster management, including search and rescue, medical care, and logistical support, the NDRF plays a crucial role in mitigating the impact of disasters and saving lives during times of crisis. With its strategic deployment and rapid response capabilities, the NDRF remains not only at the forefront of India's disaster management efforts but also at international levels like triple disaster in Japan of 2011, Nepal earthquake of 2015, Turkiye earthquake of 2023 etc, ensuring a coordinated and effective response to emergencies. NDRF also helps GoI in sending humanitarian aid to the disaster affected countries around the globe.

National Disaster Management Plan (NDMP - 2019)

The hazard and vulnerability profile of India is now well known. India's proneness to multiple disasters caused by natural and human-induced factors aggravated by climate change impacts poses many threats and challenges for communities and agencies involved in management of disasters. With the enactment of the Disaster Management Act (2005) and adoption of National Policy on Disaster Management (2009), the Government of India has established improved institutional arrangements and DRR mechanisms to deal with any threatening disaster situation or disaster.

The National Disaster Management Plan (NDMP) provides a framework and direction to the government agencies for all phases of disaster management cycle. The NDMP is a "dynamic document" in the sense that it will be periodically improved, keeping up with the emerging global best practices and knowledge base in disaster management. It is in accordance with the provisions of the DM Act 2005, the guidance given in the National Policy on Disaster Management (NPDM) 2009, and the established national practices.

The NDMP recognizes the need to minimize, if not eliminate, any ambiguity in the responsibility framework. It, therefore, specifies who is responsible for what at different stages of managing disasters. It is meant to be implemented in a flexible and scalable manner in all phases of disaster management:

- a. Mitigation (prevention and risk reduction),
- b. Preparedness,
- c. Response and
- d. Recovery (immediate restoration and build -back better)

The NDMP, in a sense, has five main pillars:

- i. Conforming to the national legal mandates—the DMD Act 2005 and the NPDM 2009.
- ii. Participating proactively to realising the global goals as per agreements to which India is signatory—Sendai Framework for DRR, Sustainable Development Goals (SDGs) and Conference of Parties (COP21) Paris Agreement on Climate Change.
- iii. Prime Minister's Ten-Point Agenda for DRR articulating contemporary national priorities.
- iv. Social inclusion as a ubiquitous and cross-cutting principle.
- v. Mainstreaming DRR as an integral feature.

Prime Minister's Ten-Point Agenda for Disaster Risk Reduction

The Prime Minister enunciated a Ten-Point Agenda in his inaugural speech at the Asian Ministerial Conference on Disaster Risk Reduction 2016, held in New Delhi during November 2016 (AMCDRR), which has also been incorporated in the NDMP. The ten key elements consist of the following:

1. All development sectors must imbibe the principles of disaster risk management.
2. Risk coverage must include all, starting from poor households to SMEs to multi-national corporations to nation states.
3. Women's leadership and greater involvement should be central to disaster risk management.
4. Invest in risk mapping globally to improve global understanding of Nature and disaster risks.
5. Leverage technology to enhance the efficiency of disaster risk management efforts.
6. Develop a network of universities to work on disaster-related issues.
7. Utilise the opportunities provided by social media and mobile technologies for disaster risk reduction.
8. Build on local capacity and initiative to enhance disaster risk reduction.
9. Make use of every opportunity to learn from disasters; to achieve that, there must be studies on the lessons after every disaster.
10. Bring about greater cohesion in the international response to disasters.

Sendai Framework on Disaster Risk Reduction (2015-2030)

It is an ambitious agreement that sets out the overall objective to substantially reduce disaster risk and losses in lives, livelihoods and health and in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries.

It pursues the following goal: "Prevent new and reduce existing disaster risk through the implementation of integrated and inclusive economic, structural, legal, social, health, cultural, educational, environmental, technological, political and institutional measures that prevent and reduce hazard exposure and vulnerability to disaster, increase preparedness for response and recovery, and thus strengthen resilience."

The Framework recognizes that the strong commitment and involvement of political leadership in every country is crucial. State level governments share their responsibility to reduce disaster risk with other stakeholders, such as local government, the private sector and other non-State actors. It puts in place 4 clear priorities for action and 7 global targets for the substantial reduction of disaster risk.

The Sendai Framework covers technological hazards, in addition to natural hazards, which represent an evolution compared to its predecessor, the Hyogo Framework for Action. These technological hazards include chemical/industrial hazards, related to radiological, nuclear, biological, and others.

Sustainable Development Goals

The Sustainable Development Goals (SDGs), also known as the Global Goals, were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity. The 17 SDGs are integrated—they recognize that action in one area will affect outcomes in others, and that development must balance social, economic and environmental sustainability.

Countries have committed to prioritize progress for those who're furthest behind. The SDGs are designed to end poverty, hunger, AIDS, and discrimination against women and girls. The creativity, knowhow, technology and financial resources from all of society is necessary to achieve the SDGs in every context.

Conference of Parties (COP21) Paris Agreement on Climate Change

The Paris Agreement is a legally binding international treaty on climate change. It was adopted by 196 Parties at COP 21 in Paris, on 12 December 2015 and entered into force on 4 November 2016. Its goal is to limit global warming to well below 2, preferably to 1.5 degrees Celsius, compared to pre-industrial levels.

To achieve this long-term temperature goal, countries aim to reach global peaking of greenhouse gas emissions as soon as possible to achieve a climate neutral world by mid-century. The Paris Agreement is a landmark in the multilateral climate change process because, for the first time, a binding agreement brings all nations into a common cause to undertake ambitious efforts to combat climate change and adapt to its effects.

Responsibilities of Ministries or Departments of Government of India

As per section 36 of DM Act 2005, it shall be the responsibility of every Ministry or Department of the Government of India to—

- (a) take measures necessary for prevention of disasters, mitigation, preparedness and capacity building in accordance with the guidelines laid down by the National Authority;
- (b) integrate into its development plans and projects, the measures for prevention or mitigation of disasters in accordance with the guidelines laid down by the National Authority;

- (c) respond effectively and promptly to any threatening disaster situation or disaster in accordance with the guidelines of the National Authority or the directions of the National Executive Committee in this behalf;
- (d) 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;
- (e) allocate funds for measures for prevention of disaster, mitigation, capacity-building and preparedness;
- (f) provide assistance to the National Authority and State Governments for—
 - (i) drawing up mitigation, preparedness and response plans, capacity-building, data collection and identification and training of personnel in relation to disaster management;
 - (ii) carrying out rescue and relief operations in the affected area;
 - (iii) assessing the damage from any disaster;
 - (iv) carrying out rehabilitation and reconstruction;
- (g) make available its resources to the National Executive Committee or a State Executive Committee for the purposes of responding promptly and effectively to any threatening disaster situation or disaster, including measures for—
 - (i) providing emergency communication in a vulnerable or affected area;
 - (ii) transporting personnel and relief goods to and from the affected area;
 - (iii) providing evacuation, rescue, temporary shelter or other immediate relief;
 - (iv) setting up temporary bridges, jetties and landing places;
 - (v) providing, drinking water, essential provisions, healthcare, and services in an affected area;
 - (h) take such other actions as it may consider necessary for disaster management.

Disaster Management Plan of Ministries/organizations of Government of India

As per Section 37, every Ministry/ Department of the Government of India shall have a Disaster Management Plan as per specifications mentioned in this Section of the Act.

- (1) Every Ministry or Department of the Government of India shall—
 - (a) Prepare a disaster management plan specifying the following particulars, namely:—
 - i. the measures to be taken by it for prevention and mitigation of disasters in accordance with the National Plan;
 - ii. the specifications regarding integration of mitigation measures in its development plans in accordance with the guidelines of the National Authority and the National Executive Committee;
 - iii. its roles and responsibilities in relation to preparedness and capacity-building to

- deal with any threatening disaster situation or disaster;
- iv. its roles and responsibilities in regard to promptly and effectively responding to any threatening disaster situation or disaster;
 - v. the present status of its preparedness to perform the roles and responsibilities specified in sub-clauses (iii) and (iv);
 - vi. the measures required to be taken in order to enable it to perform its responsibilities specified in sub-clauses (iii) and (iv);
- (b) Review and update annually the plan referred to in clause (a);
 - (c) Forward a copy of the plan referred to in clause (a) or clause (b), as the case may be, to the Central Government, which Government shall forward a copy thereof to the National Authority for its approval.
- (2) Every Ministry or Department of the Government of India shall—
- (a) Make, while preparing disaster management plan under clause (a) of sub-section (1), provisions for financing the activities specified therein;
 - (b) Furnish a status report regarding the implementation of the plan referred to in clause (a) of sub-section (1) to the National Authority, as and when required by it.

The Disaster Management Plan of ministries/organizations shall be formulated as per the template given by National Disaster Management Authority, Government of India. The template has to be filled in two parts i.e., Part-I shall have National Component and Part-II shall formulate the Contingency Plan for the Ministry/Department.

Part-I

National Component



1. Preliminaries

1.1 Profile of the Ministry/Department

In this section, it is required to explain the mandate, domain activities, roles and responsibilities assigned to respective ministries or departments.

Ministry of Labour & Employment has been given supportive role with Nodal Ministries in Heat Wave, Chemical Industrial Disaster, Biological and Public Health Emergencies and Mines Disaster. The drafting is done as per the mandate given by NDMP 2019 and section 36 & 37 of DM Act, 2005 so that the clarity may be seen that what is the exact role of specific ministry in disaster risk reduction.

Role of Ministry of Labour & Employment as per National Disaster Management Plan 2019

Ministry of Labour & Employment has been mandated roles in three major thematic areas (TA) for Disaster Risk Reduction (DRR) and related Sub-Thematic Areas as per NDMP 2019 and one other explicit role. The associated roles and responsibility of Ministry of Labour & Employment is listed below;

1. Heat Wave (HW)
2. Chemical Industrial Disaster (CID)
3. Biological and Public Health Emergencies (BPHE)
4. Mines Disaster (MD)

Domain Activities

Domain activities of Ministry of Labour & Employment as per Section 36 and 37 of DM Act, 2005, are given below;

Section 36 of DM Act, 2005

1. Take measures necessary for prevention of CID, HW, BPHE & Mines disasters, mitigation, preparedness and capacity building in accordance with the guidelines laid down by the National Authority;
2. Integrate into its development plans and projects, the measures for prevention or mitigation of CID, HW, BPHE & Mines disasters in accordance with the guidelines laid down by the National Authority;
3. _____
4. _____

Section 37 of DM Act, 2005

1. Preparation of disaster management plan.
2. Review and annual updating the plan.
3. _____
4. _____

1Nodal Ministry for Heat Wave is Ministry of Earth Science

Nodal Ministry for Chemical Industrial Disaster is Ministry of Environment Forest & Climate Change

Nodal Ministry for Biological & Public Health Emergencies is Ministry of Health & Family Welfare

If we take another example of line organization such as Employees' State Insurance Corporation (ESIC)

Mandate of ESIC

To provide for certain benefits to Employees in case of sickness, maternity and employment injury and to make provisions for related matters.

Inputs while drafting preliminaries

1. Follow the DMP of your respective ministry and quote major emergencies in line with the assigned disaster risk reduction role to that ministry.
2. Elaborate the disaster emergencies in your plan in line with your ministry.
3. Quote mandate given to you if any in your plan.
4. Write down your roles and responsibilities of your organization in the plan.
5. Elaborate Domain activities as per Section 36 & 37 of DM Act.

1.2 Rationale

1.2.1 Part I: In accordance with NDMP 2019

In this section, it is required to explain the rationale ministry or departments which should be in accordance with the NDMP

Example:

Ministry of Labour and Employment as per NDMP 2019, has to work in mitigating disaster risks with nodal bodies/ Central Ministries/Departments like NDMA, MoEFCC, MoHFW and MoES. This Ministries' main responsibility is to protect and safeguard the interests of workers.

Note: Line organization shall write their rationale as per DM Plan of your ministry.

If we take another example of line organization such as Employees' State Insurance Corporation (ESIC)

Rationale of ESIC

The benefits provided by ESIC helps beneficiary in getting relief in case of illness, it also supports female employees during their maternity period. ESIC supports beneficiaries in post-disaster recovery and rehabilitation.

1.2.2 Part-II: Contingency Plan for business continuity

In this section, it is required to elaborate the action plan that explains how your organization will keep your business running as usual after a disruption.

Example:

The organization shall do business impact analysis, develop recovery strategies, and simulated testing exercises for business continuation in case of disaster.

Note: Once the plan is approved, during updating phase, you may incorporate the commitments for business continuity planning of your organization in your DM plan.

Legal Mandate: As per DM Act and other relevant Acts, Roles and Regulations for addressing issues relating to disaster management/concerning issues.

In this section, you have to write down the legal mandates of your ministry and department.

Example:

MoL&E had made four new codes wherein the Occupational Safety, Health and Working Conditions Code, 2020 and Social security code has a direct impact on the public in disaster scenario, so you may write the same along with other important rules and acts that pertains to your jurisdiction or where your organization is located.

Compliance, conformity and alignment with National Disaster Management Plan (NDMP)

In this section, align ministries mandate, if any, national priorities, national commitments to international commitments and priorities of NDMP (Post-2015 Global Frameworks; SDG; Climate Change; PM's Ten-Point Agenda for Disaster Risk Reduction; Social Inclusion and Mainstreaming DRR, Prime Minister's Ten-Point Agenda for Disaster Risk Reduction; Social Inclusion and Mainstreaming DRR).

Example:

In this section, you may incorporate bullet points like;

- Imbibing disaster resilient infrastructure in all the facilities of this organization.
- Encouraging women's role in disaster management.
- Risk mapping of all subordinate offices.
- Initiating social media efforts for minimizing risk.
- Incorporate various efforts of disaster risk management to increase local capacity.
- International programs and collaboration for adopting best practise Conforming to global best practices.

Inputs while drafting compliance

Cite key directives from NDMP; SDG; Climate Change; PM's Ten-Point Agenda for Disaster Risk Reduction; Social Inclusion and Mainstreaming DRR, Prime Minister's Ten-Point Agenda for Disaster Risk Reduction; Social Inclusion and Mainstreaming DRR whichever is applicable to your organization.

1.3 Scope of the Plan

In this section, highlight details regarding disaster management cycle, roles envisaged and synopsis, if any, as prescribed in your ministry disaster management plan.

Example:

For Disaster Management Cycle, you may quote that your organization will assist in preparedness or pre-disaster phase i.e., capacity building, training, financial arrangement etc.

In response phase, you may write that on direction of ministry your organization will provide resources available with your organization etc.

Roles envisaged in Disaster Management as per notifications:

Is any specific roles and responsibilities have been assigned to any line organization under the ministry, it shall be reflected under this particular section.

Example:

DGMS shall assist in formulating response mechanism along with other first responders or stakeholders if any crisis appeared in any mine. It will suggest SOP if required to response forces for mitigation and proper response.

Synopsis of the role in National Disaster Management Plan

In this section, follow your ministry disaster management plan or NDMP if any specific duty has been assigned to your organization.

1.4 Vision

It's an Optional, but desirable section.

Here you may quote your organizations idea in disaster risk reduction if any. The same may be updated in ministry disaster management plan if found appropriate in national spectrum.

1.5 Time Frames

Elaborate time frames in this particular section which shall be of five years.

Example:

Table 1.1: Disaster Risk Reduction Plan

S.No.	Disaster Risk Mitigation	Activities	Status
Short term	Name the Disaster emergency which you want to mitigate	Awareness generation, Medical Support, Strengthening Hospital Preparedness	Training and public awareness programs for workers under pipeline
Medium Term	Name the Disaster emergency which you want to mitigate	Information Systems Monitoring research	Line organizations are assigned for this activity
		Zoning Mapping	Organization is under process of HRVCA
		HRVCA	Under process of HRVCA
		Awareness Generation	Ministry is in touch with nodal ministries/agencies
Long term	Name the Disaster emergency which you want to mitigate	Training	–
		Mock Drills/Exercise	
		Research on Information Systems and monitoring	

Note: Organization shall elaborate all the activities along with timelines that they think is required and achievable.

1.6 Institutional Framework for Disaster Management

In this section, incorporate institutional framework that will support emergency functions and it should not be same as normal business.

Example:

Below is complete institutional framework of ministry wherein section wise responsibility has been assigned and uploaded on ministries website.

Work Flow Chart (Main Secretariat)

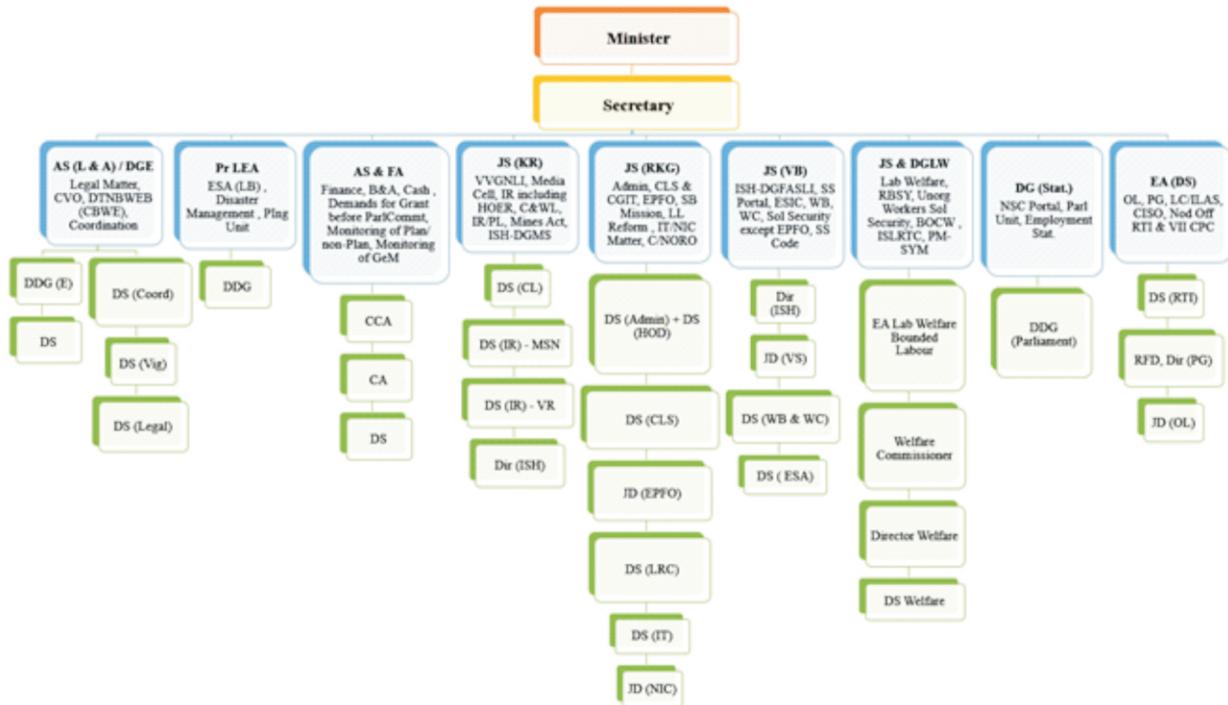


Fig 1.1: Institutional Framework of Ministry of Labour and Employment

Organization has to prepare disaster management authority that will work for disaster management part.

Example

Disaster Management Authority of Ministry of Labour & Employment is;

Table 1.2: DMA Members List

S.No.	Members	Designation
1	Secretary	Chairperson
2	AS	Secretary
3	JS	Member
4	JS (Admn.)	Member
5	Director(DM)	Member Secretary

It is also required to envisage quoting roles and responsibilities that authority shall exercise.

Examples:

- Ensuring that prevention, mitigation and preparedness activities are carried out in accordance with the guidelines.
- Providing inputs to NDMA relating to various aspect of disaster management.
- Ensuring that relevant officials in the ministry possess the knowledge to deal with disaster management issues.
- Developing an appropriate relief implementation strategy/SOP for the disaster site taking into account the unique circumstances and prevailing gaps in institutional capacity and resources of the site.

Development of Role and Responsibilities

Specific roles and responsibilities of all members shall be assigned and documented so that the decision making can be done properly and all individual perform his/her assigned task during any phase of disaster emergencies. Documenting the role will help the responsible person to perform his/her duty efficiently.

Example

Table 1.3: Role and Responsibility

Designation	Responsibilities
Chairperson	<ul style="list-style-type: none"> • Ensure formation of Incident Response Teams (IRT) at Ministry. • Ensure that a reasonable fund is sanctioned, including for emergency procurement. • Take such other necessary action as the situation demands. • Perform all tasks as mentioned in Emergency Support Functions. • _____ • _____
Command Staff/Planning/Operation	
Incident Commander	<p>Obtain information on:</p> <ul style="list-style-type: none"> • Incident situation status like number of people and the area affected etc. • Requirement of facilities like Integrated Command Post (ICP), Staging Area, Incident Base Camp, Relief Camp, etc. • _____ • _____
Deputy Incident Commander (_____)	<ul style="list-style-type: none"> • Prepare and release information about the incident to the media agencies and others with the approval of IC. • Record decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated. • _____ • _____
Liaison Officer (_____)	<ul style="list-style-type: none"> • Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations. • Liaison with all concerned agencies including NDRF and Armed Forces and line departments of Government. • _____ • _____
Director / DS / JD In-charge Disaster Management	<ul style="list-style-type: none"> • Recommend measures for assuring safety of responders and to assess or anticipate. • Identify hazardous and unsafe situations and review it regularly. • _____ • _____

Planning/Operation in case of Incident	
Admin Section	<ul style="list-style-type: none"> Coordinate with the activated departments or line organizations for planning and preparation of Incident Action Plan(IAP) in consultation with IC. Prepare IAP by assessing the current situation, predicting probable course of the incident and preparing strategies. _____ _____
Officer In charge deputed as Resource Unit Leader (RUL)	<ul style="list-style-type: none"> Maintain and display the status of all assigned resources at the incident site by maintaining a resource status-keeping system. Access information about availability of all required resources at other locations and prepare a plan for their mobilization. _____ _____
Officer In charge deputed as Situation Unit Leader (SUL)	<ul style="list-style-type: none"> Collect process and organise all incident information as soon as possible for analysis. Maintain record of various activities performed and send to concerned section. _____ _____
Officer In charge deputed as Field Observer (FO)	<ul style="list-style-type: none"> Report to SUL immediately on observing any situation, including local weather conditions, posing danger of being a safety hazard to responders and affected communities. _____ _____
Officer In charge deputed as Documentation Unit Leader (DUL)	<ul style="list-style-type: none"> Ensure that all the required forms and stationery are procured and issued to all the activated sections, branches, divisions, groups and units. Compile all information and reports related to the incident. _____ _____
Logistics	
Officer In charge deputed as Logistics Section Chief (LSC)	<ul style="list-style-type: none"> Coordinate with the activated Section Chiefs. Provide logistic support to all incident response effort including the establishment of Staging Area etc. _____ _____

Notes

2. Hazard, Risk, Vulnerability & Capacity Analysis (HRVCA)

In this section, conduct Hazard, Risk, Vulnerability & Capacity Analysis of the organization

Hazard Vulnerability Capacity and Risk Assessment (HRVCA) include prevention, mitigation, preparedness measures, response plans and other measures proposed. At the organization level, the organization Disaster Management Authority is the apex body to deal with all kinds of disasters, whereas the Head of Department (HOD) is nominated as the Response Officer (RO). The following roles are assigned to the HOD for disaster management:

- Ensure prevention, mitigation and preparedness activities are carried out in accordance with appropriate guidelines.
- Provide inputs to Ministries Disaster Management Authority relating to various aspects of disaster management that include early warnings, status of preparedness etc.
- Ensure that relevant officials in the organization possess the knowledge to deal with disaster management issues.
- Develop an appropriate relief implementation strategy for the organization, taking into account the unique circumstances of the district and prevailing gaps in its institutional capacity and resources.
- Facilitate and coordinate with the local govt. bodies to ensure pre disaster management activities in the district are carried out optimally.
- Establish adequate interdepartmental coordination on issues related to disaster management.
- Revisit or re assess contingency plans related to disaster management.
- Ensure that proper communication systems are in place and contingency plans maximize the involvement of local agencies.

2.1 Disaster Risks, Vulnerabilities and Challenges

The “vulnerability” perspective in disasters, which is rapidly emerging as a dominant view in the field, assumes that a real disaster occurs when it strikes an underprivileged population. Vulnerability is formally defined as “the characteristics of a person or group and their situation that influences their capacity to anticipate, cope with, resist, and recover from the impact of a natural hazard.” Implicit here is “differential vulnerability”; that is, different populations face different levels of risk and vulnerability. Consequently, policies aimed at addressing risk and vulnerability must also take into account these differential impacts and outcomes of disasters. Highlight what is relevant to the department referring ministry disaster management plan. Elaborate those relevant to the department and devise strategies on assessed vulnerabilities, risks and capacities.

Example

Develop a severity vs probability & frequency of occurrence matrix to prioritize disasters related to organization. Below mentioned matrix gives an overview of finding relevant disaster emergencies.

Table 2.1: Hazard Risk Assessment Matrix

		SEVERITY			
		4 Catastrophic	3 Critical	2 Marginal	1 Negligible
Probability Frequency of Occurrence	5 Frequent		Heat wave	Electric shock	
	4 Probable	CBRN		Fire	
	3 Occasional		Earthquake	Heavy Wind	
	2 Rare				
	1 Improbable				

(Source: DM plan MoL&E 2021)

Formulate priority rating of disasters came out from HRVCA exercise.

Table 2.2: Priority Ranking of Hazards

S.No.	Hazard	Score
1	CBRN	16
2	Heat Wave	15
3	Electric Shock	10
4	Earthquake	09
5	Fire	08
6	Heavy wind	06

(Source: DM plan MoL&E 2021)

Note: Try to focus more on preparedness and response of those disasters which are on top. For example the coastal part is not vulnerable to snowfall so the effort on snowfall mitigation strategy will be less in comparison to flood or tsunami which will come on upper on organizations having major domain in coastal.

2.2 Understanding Disaster Risks

In this section, highlight role of the department in understanding and addressing various hazards described in the DMP of ministry and NDMP. Mapping of hazards, risks and vulnerabilities and emerging concerns relevant to the department. Capacity Analysis for existing & probable hazards must be developed & mentioned in the document.

It is also requisite that in this section elaborate all the hazards and its impact whether it is on upper side or at lower end that may fall under your organization.

For example

2.2.1 Fire

Fire is very common in both rural and urban areas of the organizations due to varied causes. Common fire problems in organizations;

- Heating is a common cause of residential structure fires and deaths.
- Damaged electrical equipment is often the source of fire in barns and other buildings.
- Many buildings do not have working smoke alarms increasing risk of death in a fire.

Table 2.3: Fire Analysis of Labour Ministry

Hazard	Area affected		Remarks
	Organizations	Area	
Fire	Head office and associated	All the organizations may face the problem of fire hazard which may initiate because of primary disaster like earthquake etc.	New Building Codes may be strictly followed in all line organization

Note: Incorporation of hazards like thunderstorm, heavy wind, manmade disasters like chemical leakage, biological hazards like corona, Nipah virus, economic hazard etc.

2.2.2 Other Hazards

Other hazards affecting the MoL&E are Floods/Explosion, Accidents, Gas / Chemical leakage / Burning and Riots / strikes etc. Though these hazards have not caused any serious damage but their occurrence have been earlier reported.

Note: Quote other hazards analysis of your organization i.e Explosion, sabotage, etc.

2.3 Hazard Seasonality Analysis

Hazards like flood, drought and extreme temperatures have a seasonal occurrence while hazards like earthquake along with various man-made hazards can occur at any point of time of a year. Thus, hazard seasonality map of should be made based on the history of occurrence of various disasters and also on the possibility of occurrence of hazards in future.

Example: Floods during monsoon season and heat waves during summer times.

Table 2.4: Seasonality analysis

S.No.	Hazard	Month of the Year											
		J	F	M	A	M	J	J	A	S	O	N	D
1	CBRN Emergencies												
2	Strong Wind												
3	Earthquake												
4	Fire												
5	Lightening												
6	Electric shock												
	Legends	High probability				Moderate probability				Low/negligible probability			

2.4 Risk Analysis

When hazard strikes at vulnerable areas or amidst vulnerable population, it leads to disasters and pose risk to the affected area or population. At this juncture, the capacity or resources available within the area or with the population help them cope with or reduce this risk. It is required to mention different level of risk depending on various factors such as frequency of occurrence, probable impact.

Example: Health risks due to heat waves.

Table 2.5: Level of Risk Description

Level of risk	Hazard	Major elements at risk	Vulnerable areas
High risk hazard (Score 20-15)	CBRN	Human &Environment	Head office and associated offices under any organization
	Heat wave	Human	
Medium risk hazard (Score 14-9)	Electric Shock	Human	
	Earthquake	Human, Infrastructure and Environment	
Low risk hazard (Score 8-4)	Fire	Human and Property	
	Heavy Wind	Humans and Property	
	Lightening	Human and Property	
	Floods	Human and Property	

2.5 Vulnerability Analysis

There are multiple types of vulnerabilities owing to varied roots causes like high population growth, rapid-urbanization, increasing industrialization, rapid development within high risk seismic zone, environmental degradation, etc. These vulnerabilities have been categorized in four major types, namely, social, physical, economic and environmental vulnerability.

2.5.1 Physical Vulnerability

Geographical location of communities in and near the hazards locations or infrastructure gives rise to their vulnerability. These locations include flood prone area, communities residing in and around snake prone area etc. Apart from location, improper condition of infrastructure and inappropriate material used for construction further adds to physical vulnerability.

2.5.2 Social Vulnerability

There are various conditions determined by social factors or processes, which increase the susceptibility of a community to hazards. These include gender, age, caste and disabilities.

a. Age:

b. Gender:

c. Caste:

d. Disabilities:

2.5.3 Economic Vulnerability

The low income group employee population faces challenges to live a life of dignity with all daily needs well met. Their low income status sometimes also forces them to choose cheap housing in vulnerable area or occupation in hazard prone area.

2.4.4 Environment Vulnerability

- a. Urbanization:

- b. Groundwater:

2.6 Capacity Analysis

Capacity refers to the resources that are present in the locality and can be used during peace time or disaster situation for various activities and services like that of search and rescue, first aid, medical response, etc. These capacities include trained human resources, equipment, critical lifesaving facilities and infrastructure, etc. available in the organization. Thus, the capacity gives an insight on the capability of the organization to deal with any disaster or emergency situation using the locally available resources within the jurisdiction.

Add all available resource organization have to deal with any kind of disaster emergencies.

3. Hazard specific Prevention and Mitigation Measures

In this section mention specific hazards prevention and mitigation methods.

For example: If your organization is facing heat wave situation then you have to develop short, medium and long term measures. You may develop a separate Heat Wave action Plan and mention all the steps that your organization has to take in pre, during and post disaster scenarios. It is also suggested to develop a matrix giving plan and responsibility framework.

Illustration/ Example: Ministry of Health and Family Welfare

Hazard: Biological and Public Health Emergencies (BPHE)

Thematic Area for DRR: Understanding Risk (BPHE)

Table 3.1: Thematic Area for DRR: Understanding Risk (BPHE)

S.No.	Sub-Thematic Area for DRR	Plan Components	Responsible Agency	Recurring/ Regular	Short Term	Medium Term	Long Term
1	Overall Disaster Governance	<ul style="list-style-type: none"> • Preparing guidelines • Promote the mainstreaming of DRR in healthcare • Technical inputs for implementation based on experience from different locations • Collaboration with NGOs/CSOs 	MoH&FW	x	x	x	x
2	Preparation and Response	<ul style="list-style-type: none"> • Strengthening of integrated surveillance systems based on epidemiological surveys; detection and investigation of any disease outbreak. • Development of HEOC and its integration with centralized EOC • Developing specialized response capabilities for biological emergencies • Develop preparedness for bio-safety issues relating animals and agricultural crops, especially food crops 	MoH&FW		x	x	x
3	Warnings Information Data	<p>Short Term (T1)</p> <ul style="list-style-type: none"> • Public awareness and community outreach • Documentation • Collecting Data from states <p>Medium Term (T2)</p> <ul style="list-style-type: none"> • Collecting Data/ Information necessary for review/ update of the plan • Maintaining national-level database 	MoH&FW		x	x	x

4	Awareness Generation	<ul style="list-style-type: none">• Support awareness campaigns/ IEC• Support network of civil society organizations for awareness generation about emergencies caused by biological agents	MoH&FW		X	X	X
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Note: Highlight whatever is applicable to your organization

4. Mainstreaming DRR

Mainstreaming disaster management into the development planning process essentially means looking critically at each activity that is being planned, not only from the perspective of reducing the disaster vulnerability of that activity, but also from the perspective of minimizing that activity's potential contribution to hazard specific vulnerability.

4.1 Approaches for mainstreaming

There are:

1. Structural Measures
2. Non-Structural Measures
3. Disaster Mitigation Projects

1. **Structural measures:** In the structural measures to build in DM concerns organization has to look into new projects, on-going projects and existing structures.

Details of on-going Projects/Programs

Existing structures and Projects/Programs already

2. **Non-structural measures:** Some of the non-structural measures that organizations are looking after for mainstreaming DM into development plans include-

1. Amendment of Building bye laws and master plans for earthquake proofing etc.,

Actions for mainstreaming DRR are;

1. Adopting a sectoral approach and identification of Key sectors for mainstreaming. Within each sector, key programs/projects would have to be identified.

3. **Disaster Mitigation Projects:** Disaster mitigation projects comprises of all the actions taken to eliminate or reduce the risk to life and property that includes both the existing structures and future construction, in the pre and post-disaster scenario. This is achieved

through regulations, land use, building practices and mitigation projects that reduce or eliminate long-term risk from hazards and their effects. There can be hundreds of mitigation measures which can range from structural to non-structural measures. A good mitigation project is a combination of both structural and non-structural mitigation measures and it evolves with community participation and local actions.

- (a) Structural Mitigation Measures: Structural mitigation includes the physical adaptation measures undertaken at both institutional and individual level to resist the impacts of disasters. Structural mitigation measures attempt to strengthen buildings to better endure future disasters like cyclones and earthquakes.
 - (b) Non-Structural Mitigation Measures: Non-structural measures do not involve physical construction but use knowledge, practice or agreement for DRR and impacts, in particular through policies.
-
-
-

4.2 Developmental Programs, Projects and Mainstreaming DRR

Here the plan must highlight all public welfare projects

Example

Ministry of Labour & Employment programs are shown and key highlights have also been shown. Similarly all the organizations have to highlight all development program and projects.

4.2.1 Pradhan Mantri Shram Yogi Maan-dhan (PM-SYM)

PMSYM was launched in February, 2019. This is a voluntary and contributory pension scheme for providing monthly minimum assured pension of Rs. 3000/- on attaining the age of 60 years. The workers in the age group of 18-40 years whose monthly income is Rs. 15000/- or less and not a member of EPFO / ESIC / NPS can join the scheme. The subscriber's contribution to PM-SYM is through 'auto-debit' facility from his / her savings bank account / Jan-Dhan account and it ranges from Rs. 55/- to Rs. 200/- per month depending on the entry age of the subscriber. Under the scheme, 50% monthly contribution is payable by the beneficiary and equal matching contribution is paid by the Central Government.

Enrolment to the Scheme is done through the Common Service Centres, with its network of 3.50 Lakh Centers across the country. This scheme is administered by Ministry of Labour & Employment and implemented by Life Insurance Corporation of India as Fund Manager and Common Service Centre (CSC), a special purpose vehicle of Ministry of Electronics and Information Technology. In addition, eligible persons can also self-enroll through visiting the portal (www.maandhan.in).

4.2.2 Scheme for Rehabilitation of Bonded Labour

The Government of India is implementing a Central Sector Scheme for Rehabilitation of Bonded

Labour - 2016 for providing rehabilitation assistance to the released bonded labour. As per the Scheme, financial assistance is provided to following categories of Bonded Labourers:

- i) Rs. 1 lakh for rescued adult male bonded labourers.
- ii) Rs. 2 lakh for special category beneficiaries such as children including orphans or those rescued from organized and forced begging rings or other forms of forced child labour, and women.
- iii) Rs. 3 lakh in cases of bonded or forced labour involving extreme cases of deprivation or marginalization such as trans-genders, or women or children rescued from ostensible sexual exploitation such as brothels, massage parlours, placement agencies etc., or trafficking, or in cases of differently abled persons, or in situations where the District Magistrate deems fit.

In addition to the financial assistance, the beneficiaries are also provided the benefits by the State Governments, viz-a-viz, allotment of house / site and agricultural land, land development, provision of low cost dwelling units, animal husbandry, diary, poultry, piggery etc., age employment, enforcement of minimum wages etc., collection and processing of minor forest products, supply of essential commodities under targeted public distribution system, education for children and any other welfare Scheme of Central / State Government.

4.2.3 Labour Welfare Scheme (Health)

4.2.4 Labour Welfare Scheme (Education / Scholarship)

4.2.5 Labour Welfare Scheme (Housing)

4.3 Strategies for Sustainable Development Practices

To meet the challenges of sustainable development, strategic planning practices need to become more effective, efficient, credible and lasting. A standardized or blueprint approach is to be avoided, being at best irrelevant and at worst counter-productive. Instead, there is a need to restructure existing processes, institutional arrangements and procedures according to individual countries' own needs, priorities and resources.

In this section, you have to propose certain actions for sustainable development in your plan.

Example:

The following actions can be proposed;

1. Developing guidelines for the participatory methodologies to be used to engage employees in identifying environmental problems, setting priorities and initiating action.
 2. Collecting relevant environmental, economic and institutional data.
 3. Reviewing all environment projects/programs.
 4. Mobilising technical inputs in developing the plans.
-
-
-

4.4 Disaster Risk Governance - Programs and policies of the Department contributing towards DRR

In this section, you have to propose programs and policies of the Department contributing towards DRR.

Example:

The disaster governance in India is generally divided in four major segments, you may write down the details as per your ministry disaster management plan.

- a) Authority/decisions and inter-agency co-ordination

- b) Capacity building, policy analysis, advocacy, research and training/education, human resource development

- c) Financial strategies

- d) Field missions

Note: Focus on Prevention mitigation centric approach

5. Inclusive DRR

In this section, you have to focus on special and vulnerable groups and develop strategies to cater disaster risk reduction measure for the most vulnerable group. Reasons based on relevant sections of NDMP, the characteristics determined by physical, social, economic and environmental factors or processes increase the susceptibility of an individual, a community, assets or systems to the impacts of hazards.

Example:

5.1 Vulnerability

Vulnerability is the human dimension of disasters and is the result of the range of economic, social, cultural, institutional, political and psychological factors that shape people's lives and the environment that they live in.

Table 5.1: Factors Related to Vulnerability

Physical factors e.g. poor design and construction of buildings	Economic factors e.g. the uninsured informal sector, vulnerable rural livelihoods
Social factors e.g. poverty and inequality, marginalisation, social exclusion and discrimination by gender	Environmental factors e.g. poor environmental management, overconsumption of natural resources

5.1.1 Factors Related to Vulnerability

Example:

The organization main job is to ensure improving life and dignity of-

5.2 Gender Concerns, including Sexual Minorities (LGBTQI)

In relief policies and protocols, there are several important considerations which need to be kept in view for ensuring inclusion of the LGBTQI population. These include, but are not limited to:

- a) Assessing and providing guidelines to concerned departments to work on the definition of 'family' or 'household' may affect same-sex couples and their households, groups of people who do not live in traditional family units and homeless people or people who migrate.

b) _____

5.2.1 Children

Proposed activities for children:

1. Awareness camp to labourers especially women workers
2. _____
3. _____
4. _____

5.2.2 Aged/Senior Citizens

Proposed activities for Senior Citizens:

1. Awareness camp to aged labourers especially women workers.
2. _____
3. _____
4. _____

5.2.3 Persons with Disabilities/ Physically Challenged

The proposed exercises that will be done by this organization are as follows:

1. Ensuring that persons with disabilities have a seat at the table
2. Removing barriers so that full participation of persons with disabilities can be achieved
3. _____
4. _____

6. Coherence of Disaster Risk Management across Resilient Development and Climate Change Action

In this section all the organization under government of India shall propose though process to meet India's SDG commitments; specific activities relating to DRR - in accordance with the monitoring framework used by Ministry of Statistics & Programme Implementation and NITI Aayog.

6.1 Sustainable Development Goals

The Sustainable Development Goals (SDGs) were adopted in September 2015 as a part of the resolution, 'transforming our world: the 2030 Agenda for Sustainable Development'. India is committed to achieve the 17 SDGs and the 169 associated targets, which comprehensively cover social, economic and environmental dimensions of development and focus on ending poverty in all its forms and dimensions. At the Central Government level, NITI Aayog has been assigned the role of overseeing the implementation of SDGs in the country.

Table 6.1: List of SDGs and commitments

Goal	Sustainable Development Goals and DRR	Organization Role	Plan to meet India's SDG commitments	Specific Activities relating to DRR
Goal 1	No Poverty	Assisting labourers and workers	Arranging SDG training for management and employees, and encourage initiatives to raise awareness	Quantitative assessment which combines information about the hazards with exposures and vulnerabilities of the population or assets
Goal 2	Zero Hunger			
Goal 3	Good Health and well being			
Goal 4	Quality Education			
Goal 5	Gender Equality			
Goal 6	Clean Water and Sanitation			
Goal 7	Affordable and Clean Energy			
Goal 8	Decent Work & Economic Growth			
Goal 9	Industry, Innovation and Infrastructure			
Goal 10	Reduced Inequality			
Goal 11	Sustainable Cities and Communities			

Goal	Sustainable Development Goals and DRR	Organization Role	Plan to meet India's SDG commitments	Specific Activities relating to DRR
Goal 12	Responsible Consumption and Production			
Goal 13	Climate Action			
Goal 14	Life Below Water			
Goal 15	Life on Land			
Goal 16	Peace and Justice Strong Institutions			
Goal 17	Partnerships to achieve the Goal			

6.2 Climate Change

The impact of climate change is a global concern and in India where large numbers of people are poor and dependent on agriculture and informal sector for their livelihoods, the impact of climate change is quite critical.

The core activities that this organization shall emphasize are;

- Understanding inter-linkages between climate change, and labour livelihoods;
- _____
- _____
- _____

Apart from above-mentioned activities this ministry is also focusing on certain issues of concern like;

- Effect of climate change on the livelihoods of vulnerable workers engaged in subsistence farming, informal economy, tourism sector, coastal fishing/salt/farming community and indigenous forest dependent scheduled tribes;
- _____
- _____

6.3 Alignment of Disaster Management Plan with Sendai Framework

In this section, incorporation of various measures to support lead ministries and departments for enhancing disaster preparedness for effective response, and to "Build Back Better" in recovery, rehabilitation and reconstruction is required.

Explain how the plan is aligned to the Sendai Framework - follows the approach adopted in NDMP for that

In this section, organizations has to correlate with the four priorities given by Sendai framework

Example:

The Disaster Management Plan of this organization is following all the four priorities directed by Sendai framework i.e.

1. Understanding local disaster risk pertains to this organisation

2. Strengthening disaster risk governance to manage disaster risk by drafting relevant rules, guidelines etc. in your organizations disaster management plan

3. Providing financial assistance to its line department and stakeholders raging disaster risk mitigation as and when required

4. This DMP has incorporated various measures to support lead ministries and departments for enhancing disaster preparedness for effective response, and to "Build Back Better" in recovery, rehabilitation and reconstruction.

Note: In this section, it is also requisite to propose projects to meet Sendai framework directives.

7. Capacity Development and Communication

In this section, organizations shall include elements of human resource development, i.e., individual training, organizational development such as improving the functioning of groups and organizations and institutional development.

7.1 Overall capacity building of Ministry / Department - Institutional / Human Resource

The capacity building area will be for four key sectors of local self-government, rural development, education and health and covers national, state, district and sub-district levels. The capacity building considers disaster risk reduction (DRR) and climate change adaptation (CCA) as being mutually inclusive and an integral part of the larger agenda of safe and sustainable development.

Agenda of safe and sustainable development at the global level is embodied in Millennium Development Goals (MDGs) and Sendai Framework for Disaster Risk Reduction (SFDRR) sets the global agenda for disaster risk reduction. The requirement of capacity building is the focus of organizations which shall cover all the phases of disaster management.

7.1.1 Sector wise planning

The capacity building has been broken into four different segments and the capacity building will take place by following top to bottom approach i.e. the capacity building with the help of national and international training institutes will cover decision makers, to and middle management and lower level staff. Broad goals for enhancing capacity are as follows;

- Proficiency to respond to disasters in time and effectively
- Proficiency to ensure that development programs and projects do not create new disaster vulnerabilities
- _____
- _____

Insert table for bifurcating officials

Table 7.1: Different Levels of Expertise Requirement

1	Top	Policy, Management, Operations, Decision Making, Inter Agency Coordination, Understanding DRR, Response, Mitigation, Preparedness, Recovery and Rehabilitation
2	Middle	Operations, Understanding DRR, Response, Mitigation, Preparedness, Recovery and Rehabilitation
3	Lower Middle	Understanding DRR, Response, Mitigation, Preparedness, Recovery and Rehabilitation
4	Lower	Preparedness, Mitigation and Response
5	Outsourced Staff	Preparedness, Mitigation and Response
6	Miscellaneous	Preparedness, Mitigation and Response

7.1.2 Yearly Calendar, keeping in view short, medium and long-term time frames

Propose a three-stage perspective plan namely, short term, medium term and long-term goals and objectives of training for effective DM and DRR in the organization. The suggested terms and their respective durations may be proposed as follows:

Table 7.2: Suggested term goals and their respective duration

Short term training goal and purpose	0-2 years
Medium term training goal and purpose	2-5 years
Long term training goal and purpose	5-10 years

7.1.3 Propose Training Goal and Purpose

Short Term Training Goal and Purpose

Medium Term Training Goal and Purpose

Long Term Training Goal and Purpose

7.1.4 Target Audience

Table 7.3: Implementation Plan for Training

10 years	Timeline	Year	Activities
	0-2 Years	2024-2025 2025-2026	Developing and piloting ____ TOT modules covering major hazards across ten key sectors for three different levels of policy, management and operations
	2-5 Year	2024-2025 2025-2026 2026-2027	To develop one hundred ____ master resource persons (MRP)/master trainers and five hundred ____ trainers for organising direct training programs for policy, middle and grassroots level functionaries on different aspects of DM and DRR.
	5-10 Years	2027-2028 2028-2029 2029-2030 2030-2031 2031-2032	To train two thousand (2000) governments at the national, state and local level in different aspects of disaster management and disaster risk reduction along different stages of the disaster management cycle.

7.2 Communication Strategy

In policy formulation matters, it is imperative that clear, effective and flexible internal and external communication strategies and skills shall be designed and implemented by organizations.

Specific objectives of the strategy include;

- a mechanism to help the organizations to achieve its overall objectives in DRR;

• _____

• _____

• _____

• _____

7.2.1 Public Events

The organization will annually present itself to the public at various national platforms held at national level country wide.

7.2.2 Media Relations

7.2.3 Press Releases/News Conferences

7.2.4 Website

Organization website shall enhance professionalism and effectiveness in information sharing with the latest and updated information. The current website contains the following:

- **General information about the organization:**

• _____

• _____

• _____

• _____

7.3 Communication Strategy Implementation

In order to achieve the objectives of the organization; the strategy will adopt the following principles:

- All communication will have to be easily understood, non-discriminatory; up-to-date and available in formats that can meet the needs of the respective audience;
- _____
- _____
- _____

7.3.1 Communication Channels and Media

In this section, elaborate the channels of communication and advocacy with the organizations across the geographical regions of the country are selected based on, among others, the languages of communication in order to achieve the largest impact.

7.3.2 Communication Phases

In this section, develop various phases of communication in case of disasters, like;

Phase I: Identity Creation: Quote activities related to DRR needs to be introduced to the audience in all jurisdictions of your organization. This phase involves the development and printing of posters and brochures.

Phase II: Information Dissemination: This phase will comprise the following activities like Messages/Announcements: Organizations shall develop messages and announcements regarding various measures related to DRR.

These messages shall cover:

- Roles of the organizations in DRR and why DRR is required terms of the vision, mission and goals;
- _____
- _____

Interactive Programs:

News Coverage:

Phase III: Awareness Consolidation: This phase will comprise of messages/announcements, interactive programs, news coverage for DRR policy.

Messages/Announcements: Under this phase, the messages and announcements related to DRR would have been prepared.

Interactive Programs: The DRR strategy provides for the implementation of interactive programs on radio and television.

News Coverage: The DRR awareness consolidation phase shall ensure continued coverage of relevant news items in the newspapers and on radio and television.

Press Conferences: The organizations shall hold regular press conferences for DRR whenever there is news worthy items to share with the media.

7.4 Monitoring and Evaluation of the Strategy

In this section, mechanism shall be elaborated so that the entire organizations communication can be properly recorded, measured and monitored in order to ensure that the strategy is a useful tool in the realization of ministerial strategic plans.

The monitoring and evaluation phase will comprise activities such as events monitoring, events management, performance reviews and surveys. The detailed description of the activities is given below:

- a. Events Monitoring:

- b. Events Management:

- c. Impact Assessment:

SAMPLE COMMUNICATION STRATEGY PERFORMANCE INDICATORS

Table 7.4: Communication Strategy Performance Indicator

Indicator Name	
External Communication	1. Public satisfaction 2. How well is the public knowledgeable about the strategy 3. _____ 4. _____
Internal Communication	1. Staff percentage satisfied with communications strategy 2. Staff satisfied with usage of Intranet 3. _____ 4. _____

7.5 Mockdrills

Regular mock drill will be conducted and same will be reported to Disaster Management Committee of Ministry or your nodal organization.

Table 7.5: Sample Safety Drills (Timeline)

S.No.	Types of Drills	Frequency of drill	Who must attend	Date of drill and any issues : Log book
1.	Earthquake Safety	6 months	All occupiers	Log book
2.	Fire Safety	3 months	All occupiers	Log book
3.	Chemical Safety			
4.	Building Collapse			
5.	Other Safety Issues			

7.5.1 Hazard Specific direction may also be added, like;

Earthquake

- Follow the mitigation plan as given in section of this DMP
- Practice drop, cover, and hold
- Evacuate building in less than 4 minutes using different exits
- Look out for colleagues, friends, etc.
- Stay away from weak areas
- Help those who need assistance

8. Coordination - Horizontal and Vertical Linkages

In this section, horizontal and vertical linkages with all concerned stakeholders and also coordination with state governments for effective implementation of the plan

8.1 Interagency coordination

This section discusses the importance of promoting cross-sector collaborations to enhance information management and communication, effectively use volunteers, build sustainable coalitions, and coordinate streamlined health messages to the public.

The key to cross-sector collaboration is ensuring that partnerships are sustainable before, during, and after disasters. Following collaborations will be followed mentioned as;

- Choose to collaborate: Organization will enter into collaboration with eyes wide open by making the collaboration an intentional act, alert to its pitfalls, costs, and multiple steps in a pathway.
- Be honest: _____
- Celebrate/leverage differences: _____
- Stay focused on common goals, values, and needs:

- Protect your collaborators from idiosyncrasies of one's own bureaucracy:

- Create micro-successes:

- Embrace technology:

- Seek clarity:

8.2 Coordination with State Governments

The management and coordination structures followed by organizations are:

- Organization Disaster management groups will operate at local, district and state levels and are responsible for the planning, organisation, coordination and implementation of all measures to mitigate/prevent, prepare for, respond to and recover from disaster events.

- Organization will tie up with Coordination centres at local, district and state levels that support disaster management groups in coordinating information, resources and services necessary for disaster operations.
- _____
- _____
- _____

8.3 Coordination with other stakeholders, like NGOs, Private sector, civil society etc.

The Disaster Management Authority (DMA) shall call NGOs, Private Sector, Civil Society to educate their line departments for Disaster Risk Reduction. The proposed strategy for engaging NGOs, private agencies are as follows:

- a) Establishment of network of NGOs working in field of DRR.

b) _____

c) _____

d) _____

9. Preparedness and Response

In this section, Strategies and corresponding Human Resource Planning related preparedness and response mechanism shall be elaborated in details.

Sample template for preparedness based on Institutional Framework and HRVCA process at all levels as explained

Table 9.1: Strategies and Corresponding Human Resource Planning

S.No.	Name of Ministry/Department	Strategies & Human Resource Planning	HRVCA
1	Example Ministry of Labour & Employment	<ul style="list-style-type: none"> i. Mole must be prepared by creating and updating plans for the organization's sustainability during disasters. ii. Ministry will keep an eye on <ul style="list-style-type: none"> • Resource management. • Emergency response. • Crisis communications. • Business continuity. • _____ • _____ • _____ • _____ • _____ 	<ul style="list-style-type: none"> 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. _____ v. _____ vi. _____

Sample template for formulating strategies and activities for preparedness and response phases, such as early warning, search & rescue (SAR), relief, coordination etc.

Table 9.2: Lay down strategies and activities for preparation and response

S.No.	Name of Ministry/Department	Strategies & Activities		Early Warning	Search & Rescue (SAR)	Relief	Coordination
		Preparedness	Response				
1	Ministry of Labour & Employment	Assisting Nodal Ministry and assisting line departments based in various states		Providing Disaster risk knowledge based on the systematic collection of data	(1)Assisting NDRF and other central forces (2)Initiating rescue the survivors training	Assisting NDMA and other nodal ministries	Assisting NDMA and other nodal ministries

Sample template for Description of teams and nodal officers with their respective roles and responsibilities

Table 9.3: Description of teams and nodal officers

S. No.	Name of Ministry	Teams & Nodal Officers	Roles & Responsibilities						
1	Ministry of Labour & Employment	Joint Secretary	i. Coordinate with NDMA, MoEF&CC, MoH&FW, MoES and other departments to enhance DRR preparedness. ii. Regular follow-up of activities related to DRR. iii. Directing line department to get their officer trained. iv. Any other related activity to DRR. v. vi. vii.						

Table 9.4: Sample template for Flow chart of activities with timelines

Name of Ministry/Department	Activities	Years				
		1	2	3	4	5
Ministry of Labour & Employment	Preparedness					
	Mitigation					
	Prevention					
	Development					
	Reconstruction, rehabilitation and Recovery					
	Relief/Response					
	Capacity Building and Training					
	Procurement of Emergency Equipment and Medical Aids					
	Establishing Centre for Disaster Management					
	Projects related to Disaster Management					
	Collaboration with National and International Organizations					

	Workshop, National & International Conference on Disaster Risk Reduction					
	Module and Plan development. ICT materials, Courses on Disaster Management					

Sample format for procedures for receiving and disseminating warnings (Nodal agencies responsible for issuance of early warning need to develop appropriate strategy for timely and effective dissemination of early warning and forecasts to all concerned).

Table 9.5: Procedure for receiving and disseminating warning

Name of Ministry	Nodal Agencies Responsible for Issuance of Early Warning
Ministry of Labour & Employment	<p>1. Central Water Commission (CWC)</p> <ul style="list-style-type: none"> Forecasts flood _____ <p>2. India Meteorological Department (IMD)</p> <ul style="list-style-type: none"> Monitors weather of Indian subcontinent and provides forecasting and other weather services _____ _____ <p>3. Indian National Centre for Ocean Information Services (INCOIS)</p> <ul style="list-style-type: none"> Provides early warning system for Tsunami Disseminates critical parameters including wind, wave _____ _____

9.1 Hazard Specific Response Plans

In this section, hazard specific response plan has to be formulated. Generally organization focuses on major hazards but it is advisable to develop response plan of all the associated hazards.

Example of one major hazard

The Ministry of Labour and Employment is in supporting role in assisting other MoEF&CC in mitigating chemical hazards. So the response of chemical disaster shall be as follows;

Response: Following the occurrence of any chemical incident, there are a number of essential steps that must be taken in order to respond effectively to the incident. The initial alert steps are described in this section are as follows:

The major steps that should be taken during a chemical incident include the following:

- (i) Terminate the release, prevent spread of the contamination and limit exposure.
- (ii) Activate the incident management system, including a public health response
- (iii) _____
- (iv) _____

9.2 Terminate Release, Prevent Spread of Contamination and Limit Exposure

A major role of public health is to assess the possible short- and long-term exposure and the related health risks through all possible exposure routes in support of immediate and long-term responses. Often the focus of the emergency response may be solely on one contact medium (such as air for releases of volatile substances), while secondary exposure routes may also contribute significantly to the health consequences (e.g. through contamination of crops).

- a. **Decontamination:** Decontamination removes the hazardous substances from the victims, the responders and their PPE, and the equipment and vehicles at the site of a chemical incident.

Public health can play an important role in deciding whether decontamination is required, for which individuals and equipment it is necessary, and how it should be carried out.

9.2.1 Chemical incident control zones

In many countries, the incident area is divided into three zones, establishing access control points, and delineating a contamination reduction corridor

- (i) The Exclusion (Hot) Zone extends far enough to prevent primary contamination of people and materials outside this zone.
- (ii) The Contamination Reduction (Warm) Zone is the area around the hot zone and contains decontamination corridors where victims, emergency responders and equipment are decontaminated, and where there is a risk of secondary contamination from objects/individuals brought from the hot zone.
- (iii) The Support (Cold) Zone should be clean, meaning it is free of all contamination by hazardous materials, including discarded protective clothing and respiratory equipment. Contaminated victims and emergency response personnel must be decontaminated before entering this zone.

b. Chemical Incident Zone

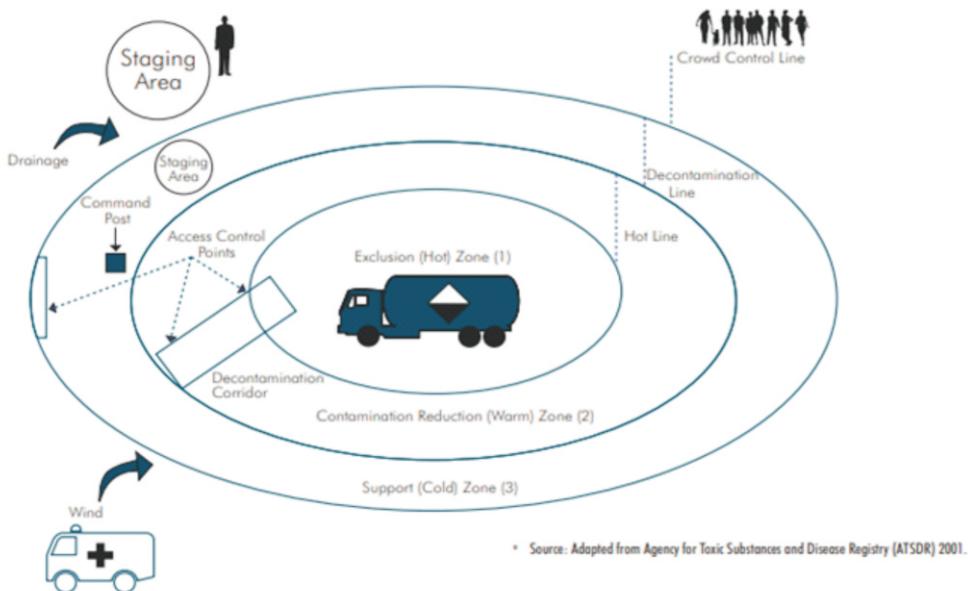


Fig 9.1: Chemical Incident Zone

The command post and staging areas for necessary support equipment should be located in the Support Area, upwind and uphill of the Exclusion Zone. Access to the different zones should be tightly controlled and limited to as few people as possible.

Communication between work areas should be face-to-face whenever possible, particularly if the use of radios or other electronic devices (e.g. megaphones) is restricted because of the hazards involved.

- Limit exposure** Protection of the public from chemical incidents follows general rules of public health prevention. In this section, the focus will be on primary preventive measures. The most effective primary prevention is to avoid exposure by avoiding or restricting intake of contaminated food, water, air or other contact media.
- Personal protective equipment (PPE):** PPE can be an effective way to reduce exposure, and includes chemical protective clothing including gloves and respiratory protection. Depending on the level and routes of anticipated exposure, different PPE is required.
- Shelter in-place (SIP):** For the public, the most desirable protective measure is sheltering in-place (i.e. staying indoors, closing all the windows and doors, and shutting down any ventilation or air-conditioning systems) until the chemical (usually in a cloud) has passed (“go in, stay in and tune in”) in-place, the moment when it is safe to leave and ventilate the shelters should also be communicated very clearly.
- Evacuation/removal:** Evacuation means removing people from the area of (likely) contamination into an area of safety (or relative safety). Evacuation will often involve complex logistics, including the provision of transportation; and shelter, food, water, and appropriate medical care (for pre-existing conditions, as well as health effects from

chemical exposure) in the evacuation area. The security of the abandoned areas should also be considered. These logistic issues and the time required to implement an evacuation should be part of the emergency evacuation plan, if such a plan exists.

- g. _____
- h. _____
- i. _____
- j. _____

9.3 Activations of the response

The Department of Home Affairs, through NDMA, is the responsible agency for coordinating assistance to states and territories, through the provision of non-financial assistance or defense assistance.

Table 9.6: Sample template for point of contact from ministry/organisation and at lower level

S. No.	Name of Ministry/Department	Response Activation	Level of Information to Ministry/Authority	Information to DDMA
1	Ministry of Labour & Employment	Secretary	Level 2 and Level 3	Level 1 Level 2 and Level 3

Table 9.7: Sample format Logistic Section Chart

Name of the Section/Branch/Unit	Responsible Officer	Responsibilities
Logistic Section		Coordinate with the activated Section Chiefs.
Service		
Communication	Spl. Secretary/AS	Provide logistic support to all incident response effort including the establishment of Staging Area, Incident Base, Camp, Relief Camp, Helipad, IDP etc.
Medical		
Food		
Support	JS	
Resource Provisioning		
Facilities		
Ground Support		
Finance	JS	
Compensation/Claim Unit		
Procurement		
Cost		
Time		

10. Recovery and Reconstruction

In this section, multi-disciplinary aspects of reconstruction and rehabilitation for recovery and is required to incorporate to target disaster reconstruction, rehabilitation under the holistic framework of post disaster recovery by organizations.

10.1 Post Disaster Reconstruction

This section includes both short term and long-term activities. The short-term activities refer to repair, restoration and strengthening of damaged structures, whereas long term reconstruction activities refer to reconstruction of multi-hazards resilient housing, relocation, provision of basic amenities etc. along with psychological, socioeconomic, environmental and agronomic rehabilitation.

Disaster management authority should initiate the reconstruction activities based on the details of damage assessment. Further, on the basis of extent and type of damage to buildings (public, private, government, etc.), district administration should initiate reconstruction measures.

10.1.1 Short Term Reconstruction Activities

a. **Repair:** The main purpose of repair is to bring back the architectural shape of buildings to resume their functioning at the earliest. The following actions can be taken for repair:

1. Patching up of defects such as cracks, fall of plaster, etc.
2. Repairing doors, windows, placement of glass panes.
3. _____
4. _____

b. **Restoration:** The main purpose of restoration is to carry out structural repair to load bearing elements.

1. Removal of portions of cracked masonry wall and piers and rebuilding them in richer mortars. Use of non-shrinking mortar is preferred.
2. _____
3. _____
4. _____

c. **Strengthening of Existing Buildings:** Strengthening procedure should aim at one or more of the following objectives:

1. Increasing the lantern strength in one or both directions, by reinforcement or by increasing wall area or the number of wall and columns.
2. _____
3. _____

4. _____
5. _____
6. _____

10.1.2 Long Term Reconstruction Activities:

Reconstruction of housing and associated infrastructure plays most important role in betterment of psychological trauma, livelihood, health, education in entire disaster recovery process. This would ensure sustainable development of the community.

a. **Design & Material:**

b. **Disaster Resilient Construction:**

c. **Owner-Driven Approach:**

d. **Relocation:**

10.2 Basic Amenities

DMA shall ensure the provision of the following basic amenities at all reconstruction and relocation sites.

Health Facilities

DMA shall constitute a committee to ensure for provision of health facilities at all reconstructing sites in the district.

Water

Drainages and Sanitation Facilities

Electricity

Transportation and Connectivity Facilities

10.3 Rehabilitation

This section requires strong linkages between government, nongovernmental organizations as well as international organizations and should be seen as an opportunity to work with communities in the district. Some important parameters are listed below for reference;

Some important parameters are listed below for reference;

Socio-Economic Rehabilitation

1. DMA shall constitute a committee to ensure revamping of economy for affected people.

2. This committee shall provide mechanisms and schemes for livelihood generation and support for livelihood.
-
-
-
-

Livelihood Generation

Other livelihood support activities which can be provided by the schemes are given below:

1. Training tailoring to SCs/BCs destitute/widowed women/girls.
 2. Up-gradation of typing and data entry skills of the SC/BC unemployed youth through computer training.
 3. _____
 4. _____
-

Psychological Rehabilitation

1. DMA shall constitute a psychological rehabilitation committee to ensure provision of psychological care and psychological first aid to the disaster affected community.
 2. The committee shall co-ordinate with Health Department, Women and Child Development.
 3. _____
-

Environmental Rehabilitation

1. DMA shall constitute an Environmental Rehabilitation committee to ensure decontamination of water bodies, soil, air and other environmental problems.
 2. The committee shall co-ordinate along with Central Pollution Control Board, State Pollution Control Board, Industrial Safety and Health, Forest, Agriculture and Health department to monitor carry out decontamination.
 3. _____
 4. _____
-

Restoration of Social Capital

1. DMA shall constitute a Social Capital restoration committee to ensure intact social bonding of the people during distribution of houses.

2. The committee shall co-ordinate with distributing agency to ensure that the social fabric is not weakened in the process of allocation of houses.
3. _____
4. _____

Coordination ensuring Holistic Recovery Process

In this section, formulate necessary institutional mechanisms for ensuring that each above-mentioned parameters/ activity of reconstruction and rehabilitation are provided at each site. Elaborate all recovery schemes which organization feels can be useful in recovery.

Example:

Table 10.1: Schemes for Post Disaster Reconstruction and Rehabilitation measures

S.No.	Schemes
1	Pradhan Mantri Shram Yogi Maan-dhan (PM-SYM)
2.	Pradhan Mantri Karam Yogi Maan-dhan (PM-KYM)
3.	Beema Yojana for unorganized workers

10.4 Post-Disaster Recovery and Reconstruction Needs

In this section, identify appropriate policies, programs and projects and justify why they should be prioritized over other concerns. The following are the steps in identifying recovery and reconstruction needs in the labourer sector;

Step 1. Analyze the Disaster Impacts Based on the Damages and Losses

In analyzing the impacts of disasters, the following should be considered:

A. Poverty incidence and long-term food security

This part should include the socio-economic impact of disasters on people engaged as public especially those living below and in the border of the poverty line.

B. Contribution to other sectors

C. Gender Impacts

D. Potential threats or hazards created by the disaster

E. Environmental Effects

Step 2. Set the general recovery and reconstruction strategies

While the analysis of the damage and loss assessment report is being undertaken, the Government in partnership with development partners involved in the agriculture sector should develop the general strategies to be followed for recovery and reconstruction of the sector.

10.5 Broad content of the strategy

- Identifying sector-specific factors which will contribute to 'building back better' or higher resilience of the agriculture sector like crop and livestock selection, location of animal sheds, fishing boat sanctuaries, etc.
- Possible incentives for reconstruction of damaged facilities and stock with higher standards of resilience.
- _____
- _____

Step 3. Identify the Post-disaster Needs in the Labourer Sector

This section concerns in Identifying Post-Disaster Policies, Programs and Projects. All recovery and reconstruction activities should be livelihood sensitive. Ideally there should be a labourer livelihood study done before a disaster which can identify the needs and conditions of labourer specifically:

- a) The roles of men, women, boys and girls labour in all the phases of production/construction or other activities.
- b) Differentiation of tools and equipment used by and among men and women, if any.
- c) _____
- d) _____

A. Recovery Needs

Recovery activities are generally short-term interventions designed to mitigate and shorten the adverse impacts of the disaster on the personal or household level and the economy in general.

B. Reconstruction Needs

Possible reconstruction related activities in the agriculture sector should include the following:

- New construction and/or long-term reconstruction of heavily-damaged structures like storage buildings, construction facilities, research facilities, etc. using a 'building-back-better' strategy to ensure future disaster resilience through the adoption and enforcement of improved construction standards.
- Structural retro-fitting of undamaged or partially damaged construction/industrial etc facilities using better construction standards so that they are not affected by disaster event in the future.
- _____
- _____

Step 4. Develop short, medium and long-term projects and design implementation plan

The following techniques can be considered:

1. Identify the specific projects according to their relative urgency or priority in relation to recovery.
2. Identify and include in the list projects that need further feasibility studies which may be funded by foreign grants.

3. _____

4. _____

Step 5. Draft the assessment report

Once all the information and analysis are in, the report shall be drafted. The following format may be considered in writing the assessment chapter of the labourer sector:

1. Brief background on respective sector
2. Overview of impacts of the disaster on the labourer sector
3. Damage and Loss quantification
4. _____
5. _____

Step 6. Provide Inputs to the Ministry of Planning for Macro-Economic Impact Analysis

The damage and losses can affect the macro economy. The post-disaster assessment report should be forwarded to the appropriate Ministry (Planning or Finance) to enable and analyze the potential impacts on the following macro-economic indicator:

- Gross Domestic Product (GDP)
- Employment
- Poverty Incidence

Concluding Notes: Future Activities to Further Enhance Damage, Loss and Needs Assessment

The following are some of the activities that should be undertaken to further improve post-disaster damage, loss and needs assessment:

Training

Additional studies

11. Budgetary Provisions

Integration of disaster risk concerns into organization budget should be tackled from two angles, ensuring that levels of public expenditure on risk reduction are sufficient and that there are adequate financial arrangements to manage the residual risk. The presence of residual risk implies a continuing need to develop and support effective capacities for emergency services, preparedness, response and recovery, together with socioeconomic policies such as safety nets and risk transfer mechanisms, as part of a holistic approach. The below mentioned budget template will be allocated for DRR related activities.

Table 11.1: Budget allocation template for DRR

S.No.	Phases of Disaster Management	Budget Allocation	Remarks
1.	Preparedness		
2.	Mitigation		
3.	Prevention		
4.	Development		
5.	Reconstruction, Rehabilitation & Recovery		
6.	Relief & Response		
7.	Capacity Building Training		
8.	Procurement of Emergency Equipment and Medical Aids		
9.	Establishing Centre for Disaster Management		
10.	Projects related to Disaster Management		
11.	Collaboration with National and International Organizations		
12.	Workshop, National & International Conference on Disaster Risk Reduction		
13.	Module and Plan development. ICT materials, Courses on Disaster Management		
Total			

Note: The total budget for DRR will be spent in a time bound manner. The committee chaired by Nodal officer will take care of the budget spent for DRR related activities.

12. Plan Management

In this section, plan system i.e., its development, approval, implementation, review and revision should be clearly laid down properly.

Plan maintenance is the dynamic process. The plan will be periodically updated to make it consistent with the changes in Government policies, initiates, and priorities as well as to incorporate technological changes and global experiences. Evaluating the effectiveness of plans will involve combination of training events, exercises, and real-world incidents to determine whether the goals, objectives, decisions, actions, and timing outlined in the plan led to a successful response. DM planners of this ministry are aware of lessons and practices from various parts of India as well as lessons from across the world. The trainings, mock drills and exercises are crucial for evaluating the operational aspects of the plan; rectify gaps and improving the efficiency of the plan and the same has been incorporated in DM plan.

Table 12.1: Sample Format for Plan Management

S.No.	Activities	Methodology
1.	Development	
2.	Approval	
3.	Implementation	
4.	Review	
5.	Revision	
6.	Documentation of incidents	
7.	Best practices	
8.	Lessons learned	

Annexures

- Maps (Hazards location w.r.t. geospatial references)
- Resources (Hazard specific resource mapping- manpower, materials, equipment)
- Directories (Emergency Contact Numbers)
- Other important / related references
- Index (for quick reference to relevant sections)
- Checklists

Note: Insert all relevant maps, reference map which may be taken from ministries of disaster management plan or other nodal agencies.

Part-II

Emergency Contingency and

Business Continuity Plan

for the Department



1. Institutional Arrangements for Response/ Incident Response System

1.1 Declaration of Disaster

In this section, Head of Department (HoD) as the ex-officio chairperson of Disaster Management Authority (DMA) is responsible for declaration of disaster as well as activation of response and relief activities. Declaration can be on the basis of level of disasters (L0, L1, L2 and L3) in affected area as per the NDMA guidelines.

Level of Disasters	Definition
L0	Denotes normal times which are expected to be utilized for close monitoring, documentation, prevention, mitigation and preparatory activities.
L1	Specifies disasters that can be managed at the district level, however, the state and centre will remain in readiness to provide assistance if needed.
L2	Specifies disaster situations that may require assistance and active participation of the state and the mobilization of resources at the state level.
L3	Disaster situations arise from large scale disasters where districts and the state may not have the capacity to respond adequately, and require assistance from the central government for reinstating the state and district machinery.

1.1.1 Important elements for declaration

- Declaration of Disaster by HoD (Ex-officio chairman of DMA).
 - Situation shall be discussed among DMA and HODs of various line departments.
-
-

1.1.2 Content of declaration

- Date and Time
- Justification for declaring of disaster, specification of the event and level of disaster
- Delineation of the area (representation by map)
- Special orders associated with situation and reason justifying these orders
- Declaration signed by HoD

1.2 Implementation of DMP

1.3 Activation of IRS

1.4 Establish and activate Incident Response Post

1.5 Establish Staging Area

1.6 Establish Incident Base

1.7 Coordination

1.8 Disaster Reporting

1.9 Rapid Assessment Report

1.10 Preliminary Assessment Report

1.11 Detailed Assessment Report

1.12 Interim report

1.13 Final Report

1.14 Emergency Support Functions

Emergency support functions (ESF) are essential services for prompt and well-coordinated management of disaster.

Table 1.1: Sample format for emergency support function

S.No.	ESF	Purpose
1	Early warning	
2	Communication	
3	Evacuation	
4	Damage and needs assessment	
5	Fire fighting	
6	Search and rescue	
7	Health	
8	Shelter and camp	

S.No.	ESF	Purpose
9	Mass care and housing	
10	Water, sanitation and hygiene	
11	Media Management	
12	Law and order	
13	Public works	
14	Transport	

1.15 Relief

1.16 Withdrawal of declaration of disaster

HoD will notify regarding withdrawal of disaster after assessing the situation. This would be about normalization and withdrawal of special orders which were given to bring situation under control at the beginning.

2. Prevention and Mitigation of Disasters

2.1 Different Mitigation Strategies

Mitigation means various structural (physical) and non-structural (soft measures) measures undertaken to limit the adverse impact of hazards, environmental degradation and technological hazards. Disaster risk reduction (DRR) includes actions (programmes, projects and/or measures) and instruments expressly aimed at reducing disaster risk in endangered regions, and mitigating the extent of disasters. The mainstreaming of Disaster Risk Reduction (DRR) and Climate Change Adaptation features into development planning of sectoral departments is one of the key areas identified and incorporated in the plan.

Table 2.1: Sample format for disaster specific mitigation strategies

Hazard type	Mitigation measures
CBRN	
Heat Wave	

2.2 Mainstreaming Disaster Risk Reduction into Developmental Plans

2.3 Training of Human Resources for Capacity Building

2.4 Enforcing Existing Codes and Laws

The list of codes and laws are and must be enforced in the district in order to prevent and mitigate the effects of the hazards. Bureau of Indian Standards, National Building Codes of India and subsequent amendments in various acts provides sufficient legal protection to the enforcing agencies for safe construction practices.

Table 2.2: Sample format for Enforcing Existing Codes and Laws

Hazards	Act/Rules	Mitigation strategies
Drought		
Flood		
Earthquakes		

3. Preparedness

3.1 General Preparedness

1. HoD shall ensure that preparedness is duly followed by each front line department and status of the same is reviewed from time to time.
2. Head of each line department shall ensure that the departments are prepared to meet the challenges of any emergency/ disaster.
3. _____
4. _____

3.2 Department wise Preparedness Checklist

General Administration

Communication Department

Power Electricity

Department Development

1. Plan to provide building/guest house at different locations to establish control room, first aid and medical post or shelters during emergency.
2. Prepare a database of catering services providers.
3. Prepare a database of private providers of tents, tarpaulin sheets, poles, kanats, cooking utensils, polythene bags, shrouds and other essential items that could be used for community kitchen and cremation and burial.

Public Relations Department

1. Prepare for proper public-address system ensuring rumour control.
 2. Prepare for media management.
-
-
-
-

Table 3.1: Sample format for Level of Disaster Preparedness and rating

1. Governance: Leadership. Legal framework and institutions provide enabling conditions for resilience through community involvement with government.	Legal and institutional frame work for DRM and CCA established at state and district level. Poor coordination between the different tiers of governance institutions.	8/10	Strong and receptive community and willingness to participate in DRR activities.	1. Very well maintained website and daily updating of website. 2. Almost all the major schemes and work are available on public domain.
Society and Economy: <hr/> <hr/>				
Natural Resource Management:				
Building Use Management and Structural Design:				
Risk Knowledge:				
Warning and Evacuation				
Emergency Response				
Recovery				

4. Ensuring Business Continuity of the department

The purpose of this checklist is to offer management a convenient reference in the event of an extended interruption of business due to natural or man-made causes so that business contingency tactics are enacted as quickly as possible. This checklist is not meant to serve as a full and thorough business contingency plan; rather, this checklist is meant to serve as a quick, thumb-through guide in the event of an unexpected interruption of business.

4.1 Business Contingency Checklist

In the event of an extended interruption of business

4.2 Executive Disaster Team

4.3 Facilities Team

4.4 IT/Communications Team

4.5 Administrative Operations Team

4.6 Internal Communications Team

4.7 Security Team

4.8 Human Resources Team

Table 4.1: Emergency Contacts details of concerned official

Dept.	Name	Room No.	Office	Extension
Admin/ Operations				
Alt				
Int Comm				
Alt				
Security				
Human Resource				
Alt				

Table 4.2: Details of the Departments Head

Dept.	Name	Address	Office	Extension
Secretary				
Spcl. Secretary				

Table 4.3: Details of the Employees

Deptt.	Name	Address	Office	Extension

Flowchart

Disaster Incident Management Framework shall be incorporated.

5. Monitoring

The DMA will be responsible for the proper monitoring and evaluation of the DMP. The purpose of monitoring and evaluation of DMP is to determine:

1. Efficacy of the DMP.
2. Coordination between various departments/agencies
3. Community participation

5.1 Roles & Responsibilities of DMA in Monitoring and Evaluation of DMP

1. Identify and ensure implementation of Disaster Risk Reduction into all developmental projects and schemes.
 2. Monitor the functioning and adequacy of the resources present in the ministry.
-
-

All departmental heads must ensure to identify their suitable and relevant schemes which shall be suitable to be used in disaster management, keeping in view their parameters. The monitoring and evaluation could be done through various audits such as:

- Electrical Safety Audits of critical infrastructure
- Fire-Safety Audits of critical infrastructure
- Enforcement of National Building Code in construction of lifeline buildings
- _____
- _____

6. Reconstruction, Rehabilitation and Recovery

The aftermath of disasters (natural disasters in particular) is preceded by the need for large, multifaceted recovery, reconstructions as well as rehabilitation programs. Lack of adequate knowledge, capacity, plan and management skills often jeopardizes the very objective of such programs. Ineffective policies as well as unprepared institutions and agencies are roadblock to recovery process resulting in prolonged suffering in terms of livelihoods and shelter as well as delay in restoration of basic services e.g. water, sanitation, electricity etc. Hence resilient and sustainable recovery after disasters is an important opportunity to promote resilience against future disasters and built back better.

6.1 Post Disaster Reconstruction

Post disaster reconstruction includes both short term and long term activities. The short term activities refer to repair, restoration and strengthening of damaged structures, whereas long term reconstruction activities refer to reconstruction of multi-hazards resilient housing, relocation, provision of basic amenities etc. along with psychological, socioeconomic, environmental and agronomic rehabilitation. DMA should initiate the reconstruction activities based on the details of damage assessment. Further, on the basis of extent and type of damage to buildings (public, private, government, etc.), district administration should initiate reconstruction measures.

6.1.1 Short Term Reconstruction Activities

- a. **Repair:** The main purpose of repair is to bring back the architectural shape of buildings to resume their functioning at the earliest. The following actions can be taken for repair:
 1. Patching up of defects such as cracks, fall of plaster, etc.
 2. Repairing doors, windows, placement of glass panes.

3. Checking and repairing electric wiring.
 4. _____
 5. _____
- b. **Restoration:** The main purpose of restoration is to carry out structural repair to load bearing elements. It may involve cutting portions of the elements and rebuilding them or simply adding more structural material so that the original strength is restored.
1. Removal of portions of cracked masonry wall and piers and rebuilding them in richer mortars.
 2. Addition of reinforcing mesh on both faces of the cracked walls holding it to the wall through spikes or bolts and covering it suitably. Several alternatives can be used.
 3. _____
 4. _____
- Where structural repairs are considered necessary, these should be carried out prior to or simultaneously with the architectural repairs so that total planning of work could be done in a coordinated manner and wastage is avoided.
- c. **Strengthening of Existing Buildings:** Strengthening procedure should aim at one or more of the following objectives:
1. Increasing the lantern strength in one or both directions, by reinforcement or by increasing wall area or the number of wall and columns.
 2. Giving unity to the structure by providing a proper connection between its resisting elements in such a way that inertia forces generated by the vibration of the building can be transmitted to the members that have the ability to resist them.
 3. _____
 4. _____

6.1.2 Long Term Reconstruction Activities

Reconstruction of housing and associated infrastructure plays most important role in betterment of psychological trauma, livelihood, health, education in entire disaster recovery process. It should be taken into consideration that below mentioned multi-disciplinary activities and approaches should be incorporated in reconstruction process in consultation of the affected community in an institutionalized manner.

- a. **Design & Material:** The reconstruction of housing requires appropriate design i.e. culturally acceptable, environmentally suitable and suitable to contextual needs of community.
-
-

- b. **Disaster Resilient Construction:** DMA shall constitute a committee to meet the technical requirements for disaster resilient housing in reconstruction. This committee shall have members from PWD (B&R) department and other member's best suited for ensuring disaster resilient housing.
-
-
- c. **Owner-Driven Approach:** One of the significant approaches for disaster reconstruction is owner driven approach. This approach facilitates the owner to build the housing as per their own conveniences.
-
-
- d. **Relocation:** When reconstruction also involves relocation of the community, the relocation site should be in close proximity to the existing sources of livelihood such as places of work, agricultural farms, livestock facilities, markets, etc.
-
-

6.2 Rehabilitation

Post-disaster rehabilitation is a complex process involving several dimensions such as livelihood restoration, psychological care, environmental rehabilitation, etc. This requires strong linkages between government, nongovernmental organizations as well as international organizations and should be seen as an opportunity to work with communities in the organization.

6.2.1 Socio-Economic Rehabilitation

1. DMA shall constitute a committee to ensure revamping of economy for affected people in the organization.
2. This committee shall provide mechanisms and schemes for livelihood generation and support for livelihood.
3. _____
4. _____

6.2.2 Psychological Rehabilitation

1. DMA shall constitute a psychological rehabilitation committee to ensure provision of psychological care and psychological first aid to the disaster affected community.
2. The committee shall co-ordinate with Health Department, Women and Child Development to carry out activities at community level to reduce the psychological trauma of the disaster affected communities.
3. _____

4. _____

6.2.3 Environmental Rehabilitation

1. DMA shall constitute an Environmental Rehabilitation committee to ensure decontamination of water bodies, soil, air and other environmental problems .
2. The committee shall co-ordinate along with State Pollution Control Board, Industrial Safety and Health, Forest, Agriculture and Health department to monitor carry out decontamination.

3. _____

4. _____

6.2.4 Restoration of Social Capital

1. DMA shall constitute a Social Capital restoration committee to ensure intact social bonding of the people during distribution of houses.
2. The committee shall co-ordinate with distributing agency to ensure that the social fabric is not weakened in the process of allocation of houses.

3. _____

4. _____

6.2.5 Coordination ensuring Holistic Recovery Process

DMA shall formulate necessary institutional mechanisms for ensuring that each above-mentioned parameters/ activity of reconstruction and rehabilitation are provided at each site. DMA shall monitor and coordinate NGO/ INGO/ or any other agency depending upon their mandates and utilize their resources appropriately.

