

**District Disaster Management Plan (DDMP) :  
Model Template**



**NATIONAL INSTITUTE OF DISASTER MANAGEMENT**  
*MINISTRY OF HOME AFFAIRS*  
*GOVERNMENT OF INDIA*

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## **PREFACE**

Disasters occur with unfailing regularity in India causing immense loss of life, assets and livelihood. In the present executive structure of the country, the district administration is bestowed with the nodal responsibility of implementing a major portion of all disaster management activities. The increasingly shifting paradigm from a reactive response orientation to a proactive prevention mechanism has put the pressure to build a fool-proof system, including, within its ambit, the components of prevention, mitigation, rescue, relief and rehabilitation.

Pre-disaster planning is crucial for ensuring an efficient response at the time of a disaster. A well-planned and well-rehearsed response system can deal with the exigencies of calamities and also put up a resilient coping mechanism. Optimal utilization of scarce resources for rescue, relief and rehabilitation during times of crisis is possible only with detailed planning and preparation. Keeping in view the nodal role of the district administration in disaster management, preparation of District Disaster Management Plans (DDMP) is imperative. Each DDMP needs to be prepared on the basis of the vulnerability of the district to various disasters and the resources available.

The National Institute of Disaster Management (NIDM) had organized a workshop on 29<sup>th</sup> November 2004 attended by officials from the district and state administration, Ministry of Home Affairs, NIDM and UNDP. The available District Disaster Management Plans were critically examined and a final Template for DDMP was developed. The Template is only indicative of the components of a comprehensive District Disaster Management Plan and may be supplemented with district specific issues. The efforts of Prof Santosh Kumar, Ms Chandrani Bandyopadhyay, and Dr SVRK Prabhakar in bringing out this publication are commendable.

I hope this document is helpful to the district authorities to plan for future disasters for a Disaster Free India!

**S.P Gaur**  
**Executive Director, NIDM**

Dated: 20th February 2005

## LIST OF ABBREVIATIONS

BMTPC : Building Materials & Technology Promotion Council

ATI : Administrative Training Institute

NIDM : National Institute of Disaster Management

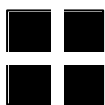
NGO : Non-governmental Organization

DDMP : District Disaster Management Plan

EOC : Emergency Operations Center

SOP : Standard Operating Procedure

ICS : Incident Command System.



## Chapter 1

# General Guidelines for DDMP

### 1. DDMP GUIDELINES & TEMPLATE : BACKGROUND.

Pre-disaster planning is an integral part of preparedness and leads towards a holistic approach to disaster management. A Disaster Management Plan focussing on hazard, risk, vulnerability and resource assessment improves the level of response following a calamity on the one hand and provides insights to link it with development initiatives, on the other.

The district administration is the focal point for implementation of all government plans and activities. Therefore, planning at the district level is crucial for efficient management of all disasters. The National Disaster Management Framework prepared by the Ministry of Home Affairs also emphasised on preparation of District Disaster Management Plans (DDMP). In this context, NIDM received many requests to assist the district administrations with plan preparation. As each DDMP is unique, encompassing the elements peculiar to a district, a concern was also raised regarding the need for uniformity in the planning process. Subsequently, it was felt that a Template might be developed by NIDM, which could then be adapted according to the situation in a particular district. NIDM then took the initiative of organizing a Workshop on DDMP preparation with the participation of District Collectors, Relief Commissioner, officials from MHA and UNDP and faculty members from NIDM on 29 November 2004. The district level plans, developed earlier by the respective district administration and available with NIDM and MHA were examined and guidelines for a DDMP Template were evolved. The DDMP template and guidelines can be used as reference for preparation of specific DDMPs as also to provide uniformity in the planning process in varying situations in disaster management. A subsequent volume currently under print will encapsulate the main features of few DDMPs for reference. However, the document is only suggestive of how a DDMP should be structured; it can be adapted or amended to suit the needs of the particular district.

*The DDMP template and guidelines can be used as reference for preparation of specific DDMPs as also to provide uniformity in the planning process in varying situations in disaster management.*

*Each resource person was assigned the pre-identified plan/s based on the technicality of the content, relevance, sequencing of the chapters and functionality of the document. At the end of the presentations, the workshop deliberated on the model outline of the DDMP (Chapter 2).*

## **2. METHODOLOGY ADOPTED FOR DEVELOPING GUIDELINES**

A total of 14 plans were reviewed in the workshop. Each resource person was assigned the pre-identified plan/s available with the NIDM and NDM division of MHA to review based on the technicality of the content, relevance, sequencing of the chapters and functionality of the document. After a half-day of review, all the participants made presentations of their findings, which are also included in this publication (Annexure I). At the end of the presentations, the workshop deliberated on the model outline of the DDMP (Chapter 2). The list of resource persons (experts) who attended the workshop and the list of plans reviewed, have been provided in the Annexure II.

## **3. TECHNICALITY OF CONTENT**

### **a. General Characteristics of DDMP :**

- It should be clear & precise
- It should be comprehended by all (not too technical or verbose)
- The year of plan preparation should be clearly mentioned to facilitate updation.
- It should provide flexibility in execution: seasonality of hazards and roles should be clearly mentioned.
- It should use all existing management information systems for maximum efficiency
- It should mention about continuity in management in case of a change
- It should maximize the resource utilization
- It should include/link with the secondary/support plans such as specific departmental plans and industrial plans located in the district.
- It should be integrated with lower level plans such as Block or Village DMP and also with the State and national level policies and strategies.
- It should facilitate coordination at all levels

- It should emphasize the training & practice such that the plan is executed with precision
- It should stress on the post-disaster evaluation and updation for continuous improvement of the same and
- The plan should also be technically competent with no errors.

#### **b. Hazard, Risk Vulnerability and Capacity Analysis**

- A general observation had been that many plans missed on proper hazard, risk, vulnerability and capacity (HRVC) analysis. While some plans listed the hazard chapter first and the risk analysis later, other plans 'assumed' some hazards as important and discussed them in detail. It is to be noted that the proper way of doing HRVC analysis is by establishing the most damaging hazard (by its frequency, impact and magnitude in comparison with other hazards), identifying the risk areas (areas which often face such hazards), who and what is at risk, and finally identifying the vulnerability factors (factors that make people living in those areas susceptible to the hazard impacts) and their capacity to cope with these hazards. It is important to know that the risk analysis encompasses the hazard and vulnerability analysis. For further help on HRVC analysis, one is requested to consult the NDM Cells of Sate Administrative Training Institute (ATI) or National Institute of Disaster Management (NIDM).
- In HRVC analysis and resource inventory, it needs to be examined whether the existing resources (various equipments and manpower) are sufficient in dealing with the major disasters identified above. If the resources are not sufficient, the contingency arrangements required may be identified. This has to be clearly mentioned wherever the resources are discussed in the plan. Resource Inventory should be disaster specific.
- The Resource Inventory prepared needs to focus on the reliable resources only i.e. those which can be reliably utilized when need arises. Care needs to be taken so that the incapacitated/dysfunctional ones are excluded while estimating the infrastructural resources.

*The proper way of doing HRVC analysis is by establishing the most damaging hazard (by its frequency, impact and magnitude in comparison with other hazard), identifying the risk areas (areas which faces often such hazards), who and what is at risk, and finally identifying the vulnerability factors*



**Standard operational procedures needs to be specific for each department and may be classified under the heads mitigation, response, relief and rehabilitation as the SOPs change from stage to stage.**

**Mention should also be made about links and roles of sub plans, departmental plans (fire, irrigation, agriculture, electricity etc), crisis management plans of major industrial establishments (both offsite and onsite), army etc.**

**c. Maps and Data**

- Latest maps and data should be included as far as possible. Wherever necessary, the source of information along with the year may be provided. It is to be noted that the seismic zones have been changed from 2002 and new maps are available with the BMTPC.

**d. Standard Operational Procedures**

- Standard operational procedures should be specific for each department and should be classified under the heads mitigation, response, relief and rehabilitation as the SOPs change from stage to stage. Similarly, highlight the hazard specific SOPs by listing the common ones first and the hazard specific ones later. The SOPs framed by the Armed Forces for disaster response should be shared with the district administration for better coordination. The SOPs should be standardized in a format

**e. Linkages:**

- Link with the developmental plans is important. As disaster management is a development issue, integration of mitigation measures keeping in view the vulnerability and resources of the district, would ensure a comprehensive developmental plan. In fact, the developmental plan should use the disaster management plan as a resource in planning for future.
- Mention should also be made about links and roles of sub plans, departmental plans (fire, irrigation, agriculture, electricity etc), crisis management plans of major industrial establishments (both offsite and onsite), army etc. An elaboration is necessary on the role of army and ways of getting its help for search, rescue, and relief operations.
- The plan should also mention linkages with the NGOs and other organizations involved in disaster management at the district level. However, a mention should also be made on the community level players such as community volunteers

(disaster management teams) and how they are linked with the government disaster management systems for quick establishment of linkages in the wake of a disaster.

- f. Emphasis should be made on updation, regular drills, monitoring, and evaluation. A plan that is not exercised loses relevance. Hence, a mention must be made, wherever appropriate on how the plan would be updated. For this, clear guidelines must be given for continuous updating, monitoring, and evaluation of the plan.
- g. DDM plan should emphasize on mitigation (prevention and preparedness) and rehabilitation. Specific detailed plans could be made for each aspect and be made a part of the overall DM plan.
- h. Various forms, checklists, and other job-aides such as damage assessment, reporting, regular checking resources etc may be included in the Annexure. Sample survey forms of the impact reporting protocols would be useful.
- i. Relief management should be given priority in the response plan.
- j. The DDMP should be prepared primarily as a Field Operations Guide, where, in a crisp matrix format, the main responsibilities of various functionaries can be put down. A job chart and checklist for Pre, During & Post disaster functions would be useful.
- k. A provision for Volunteer Citizen Service (retired professionals) for manning Control Rooms etc along with Govt officials could be incorporated.
- l. The DDMP should be financially, legally and administratively supported by the State Govt and institutionalized within the administrative framework. A clear note should be incorporated in the plan emphasizing the same.

***The DDMP should be prepared primarily as a Field Operations Guide, where, in a crisp matrix format, the main responsibilities of various functionaries can be put down.***

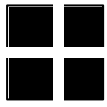
- m. Some decisions involving immediate response entail an element of risk for DM/Collectors. Therefore, financial administration should be absolutely clear and transparent.
- n. It should be made binding on the corporate sector operating within the district to support the district administration in times of crisis.
- o. A framework for involvement of public representatives in preparedness activities for eg. through MPLAD Fund within DDMP would be useful.
- p. A Framework for dealing with public grievances, media management (stop rumor mongering & panic) may be developed. A Code of Ethics for media can be incorporated as an Annexure.

#### **4. CONTENT PRESENTATION**

***Provide a gist of the Plan upfront after the Contents page.***

***It is suggested that hazards as pie charts (e.g. % of total number of hazards happening in that area) and impacts as bar diagrams (types of damages such as comparing livestock and human losses) or line diagrams.***

- 1. A brief of the plan upfront after the Contents page would be useful (refer Annexure III). This helps in quick grasp of the plan and increases the functionality as well. (Refer to the Template Plan for details).
- 2. Wordy explanations and big paragraphs should be avoided. As plans are expected to be functional, only the required information in crisp sentences may be given. The important points may be listed in bullets.
- 3. Theoretical information such as classification of cyclones, how a hazard happens, etc can be provided in a 'support handbook' additional to the plan document in order to keep the main plan document as functional as possible.
- 4. As images convey the best in least possible time, it is suggested that hazards be depicted in pie charts e.g. % of total number of hazards happening in that area and impacts as bar diagrams (types of damages such as comparing livestock and human losses) or line diagrams (number of losses occurring over the years).



## Chapter 2

# District Disaster Management Plan: A Model Template

The following Template was agreed upon by the Consultation Workshop to be recommended for development of District Disaster Management Plans. However, one can make modifications according to their specific need.

***Clearly lay down the objectives of the plan and how they are to be achieved***

### 1. DDMP

This section includes the entire DDMP in nutshell. The format for this chapter should reflect all major aspects of DDMP and designed in such a way that the entire plan is understood in a glimpse. A suggested format is given in the Annexure III.

### 2. INTRODUCTION

- Discuss the necessity of the plan.
- Changing context of disaster management.
- Clearly lay down the objectives of the plan and how they are to be achieved.
- Whose responsibility is the development of DDMP?
- When the plan was prepared and when it is destined to be reviewed.
- Any other information that helps understand the context and relevance of the DM plan.

### 3. DISTRICT PROFILE

This section may provide an overview of the district in terms of its climate, geography, and topography (temperatures, rainfall, geographical area, landholding pattern, cropping pattern, rivers, livelihood details, major drinking water sources, critical establishments etc), demography (literacy rate, poverty, economy, percapita income, main occupation

of the people), climate and weather, rivers, roads, hospitals, and other critical infrastructure such as industries. This need not exceed two printed pages. Any additional information may be provided in the Annexure.

#### **4. HAZARD, RISK, VULNERABILITY CAPACITY ANALYSIS**

*Hazard, risk and vulnerability analysis (HRV) is the most important part of the plan as the entire planning process will be based on its outcome. Any error in identifying the frequency, magnitude and projected impact leads to erroneous plan.*

Hazard, risk vulnerability capacity analysis (HRVC) is the most important part of the plan as the entire planning process will be based on its outcome. Any error in identifying the frequency, magnitude and projected impact leads to erroneous identification of major hazard and hence an erroneous plan. The necessary outcomes of the HRV analysis should be the type of hazards that the district is prone to, history of hazards, impact analysis of the worst case, the area, people and infrastructure that is prone to the risk of these hazards and their vulnerability of being damaged by such disasters due to their vulnerability characteristics. Vulnerability Assessment should deal with the socio-economic vulnerability, housing vulnerability and environmental vulnerability. HRV analysis should also include resource inventory/capacity analysis, preparedness analysis in terms of network of communication systems, public distribution systems, storage facilities, transportation facilities, medical facilities, fire stations, cyclone shelters with their capacity, presence of NGOs and other volunteers etc so as to enable quick response. The vulnerability atlas of BMTPC may be referred for this purpose. Further assistance can be obtained from NDM cells of the state ATIs or NIDM.

#### **5. INSTITUTIONAL MECHANISM**

This chapter should focus on

- The structure of disaster management mechanism at the district level
  - District Disaster Management Committee
  - Disaster Management Teams
  - Crisis Management Group/Incident Command System
  - Emergency Operation Centers and their operation

- o Site Operation Centres
- o Modalities (role, inter-institutional communication mechanisms, linkages etc) for involvement of army, NGOs and other institutions.
- Linkages with the sub-plans (block plans, plans of major industrial establishments, departments (police, fire, agriculture, institutions such as NGOs etc).

## 6. MITIGATION PLAN

- This chapter should mainly focus on various ways and means of reducing the impacts of disasters on the communities through damage prevention.
- Major focus may be given to disaster mitigation owing to its importance in reducing the losses.
- The mitigation plans should be specific for different kinds of hazards identified in the HRV analysis section.
- Mitigation plans should also be sector specific.
- Mitigation plans should deal with both aspects: structural and non-structural.
- This session should essentially include the strategy rather than the technical listing/description of various methods of resistant construction technologies, etc.
- Identification of various departments including PRI and ULBs for implementing the mitigation strategies is important.
- Community mitigation measures should be identified and implementation modalities formulated.
- A Training Strategy should be formulated for training major government and non-governmental cadres in the state who can aid in disaster management.
- The mitigation plan should also include a section on preparedness planning. Some indicative components may include:
  - o Operational readiness of facilities, equipment & stores

***Linkages with the sub-plans (block plans, plans of major industrial establishments, departments (police, fire, agriculture, institutions such as NGOs etc).***

***Mitigation plans should also be sector specific.***

***Mitigation plans should deal with both aspects: structural and non-structural.***

- o Setting up of EOC, staffing, infrastructure, communication etc
- o Updation of resource inventory, before the flood/ cyclone season
- o Management/skills/simulation training
- o Community awareness

## 7. RESPONSE PLAN

**Effective response planning requires realistic identification of likely response functions, assignment of specific tasks to individual response agencies, identification of equipment, supplies and personnel.**

The onset of an emergency creates the need for time sensitive actions to save life and property, reduce hardships and suffering, and restore essential life support and community systems, to mitigate further damage or loss and provide the foundation for subsequent recovery. Effective response planning requires realistic identification of likely response functions, assignment of specific tasks to individual response agencies, identification of equipment, supplies and personnel required by the response agencies for performing the assigned tasks. A response plan essentially outlines the strategy and resources needed for search and rescue, evacuation, etc. A response plan should be backed by proper SOPs.

A District Response Plan will essentially focus on: (list is not exhaustive)

- Operational direction & coordination
- Emergency warning & dissemination
- Rapid damage assessment & reporting
- Incident command system
- Search & rescue
- Medical response
- Logistic arrangements
- Communications
- Temporary shelter management
  - o Free kitchen/ food management
- Law & order

- Public grievances/missing persons search/media management
- Animal care
- Management of deceased
- NGOs & Voluntary organizations

Management of relief and logistic arrangements is an area that requires extensive planning and may still fall short of expectations. A separate **Relief Management Plan** can be prepared as a part of the response plan to identify the projected relief needs, relief mobilization points, transportation routes, coordination mechanism with local police, coordination with national and international relief teams, relief transport vehicles, alternative communication like HAM radios (in case of communication failures), etc.

To facilitate easy functioning and coordination of relief officials, the Relief Management Plan with all important contact numbers and checklists can be designed as a pullout from the DDMP.

*Management of relief and logistic arrangements is an area that requires extensive planning and may still fall short of expectations.*

## 8. RECOVERY & RECONSTRUCTION PLAN

Essentially discusses the strategy to restore normalcy to the lives and livelihoods of the affected population. Short-term recovery returns vital life support systems to minimum operating standards while long-term rehabilitation continues till complete redevelopment of the area takes place. Recovery and Reconstruction Plan should take into account the following components:

- Restoration of basic infrastructure
- Reconstruction/repair of lifeline buildings/social infrastructure
- Reconstruction/repair of damaged buildings
  - Insurance
  - Short-term Loans
- Restoration of livelihoods
  - Assistance/Aid
  - Grants

*Short-term recovery returns vital life support systems to minimum operating standards while long-term rehabilitation continues till complete redevelopment of the area takes place.*



- Medical Rehabilitation
  - Physiological
  - Psycho-social interventions

## 9. STANDARD OPERATING PROCEDURES AND CHECKLISTS

Each SOP should clearly mention the roles and responsibilities during various stages of disaster management cycle (i.e. during disaster and post disaster including response, relief, rehabilitation, prevention and preparedness).

- SOPs for District Disaster Management Committee, Information Management Team, Search and Rescue Team, Emergency Health Management Team, Relief (food, feed, fodder and civil supplies) Team, Transportation Management Team, Infrastructure Management Team, and Animal Resource Management Team.
- SOPs for Irrigation Dept, Electricity Dept, Agriculture Dept, Police, District Medical Officer, Public Works Dept, Telecommunication Dept, Rural Water Supply & Sanitation Dept, and Chief District Veterinary Officer, Fire Service, Food & Civil Supplies Dept.
- Checklist for District Collector
- Checklist for various DMTs
- Checklists and SOPs for district Emergency Operations Centre
- Checklist for ULBs (Municipal Corporation etc)

## 10. LINKING WITH THE DEVELOPMENTAL PLAN

Linkages with the developmental plan is established by sensitizing the planners about the vulnerability aspects of the location and necessary changes needed in building the capacity of the government and other structures and institutions in dealing with such disasters. Incorporation/integration of mitigation components within the development plan facilitates implementation of both DDMP and

*Linkages with the developmental plan is established by sensitizing the developmental plans (and its designers) about the vulnerability aspects of the location and necessary changes needed in building the capacity of the government and other structures and institutions in dealing with such disasters.*

District Development plan and aids in long-term risk reduction process.

This section may describe how the developmental plans are linked/sensitized about the disaster vulnerabilities of the region and how they are taken care of in terms of building capacities at various levels and various outlays provided for the same.

## **11. BUDGET AND OTHER FINANCIAL ALLOCATIONS**

This chapter should focus on the budget and other financial allocations made at district level in preparing and executing the disaster management plan. All relevant Government Orders (GOs) issued from time to time should find a reference here with important ones attached in Annexure.

## **12. MONITORING AND EVALUATION**

This chapter should lay down the rules and regulations for

- Proper monitoring and evaluation of the DM plan
- Post-disaster evaluation mechanism
- Regular updation process
- Periodic uploading of updated plans at India Disaster Knowledge Network (IDKN) and resources on India Disaster Resource Network (IDRN).
- Conducting periodic mock drills
- Checking whether all the personnel involved in execution of DDMP are trained and updated on the latest skills necessary in line with the updated plans

## **13. ANNEXURE**

The following Annexure must be included along with the plan. Additional Annexure may also be attached according to the specific need.

***Care must be taken to summarize the data so as to not make the plan document bulky.***

### **13.1. District profile**

Latest data on geography, demography, agriculture, climate and weather, roads, railways etc that describes the district may be provided. However, care must be taken to summarize the data so as to not make the plan document bulky.

### **13.2. Resources**

- Hazard specific infrastructure and manpower should be mentioned here
- Usage of IDRN, IDKN, etc (updating them, latest update available etc)

### **13.3. Checklists**

Checklists to be included for district collector/magistrate, key district level officials representing the emergency support functions at the district level. Additional checklists may be attached depending on the necessity.

### **13.4. Media and information management**

Provide strategy for managing mass media such as newspapers and television in terms of dissemination of information at the wake of disasters. Clear guidelines would help the administration in avoiding communication of wrong information and creating panic.

***Clear guidelines would help the administration in avoiding communication of wrong information and creating panic.***

### **13.5. Process of development of DDMP**

Here, discuss in short the process adopted for developing the DM plan. Also mention the year in which it was developed and when the next update is pending, etc.

### **13.6. Contact numbers**

Latest important contact numbers of EOC, DMTs, fire, irrigation and flood control, police, etc must be provided.

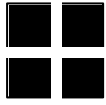
### 13.7. Do's and don'ts of all possible hazards

A comprehensive list of do's and don'ts for district administration in handling the disasters and at various other phases of disaster management should be provided. Remember, this list is not same as that of do's and don'ts necessary for common man in managing disasters.

***Remember, this list is not same as that of do's and don'ts necessary for common man in managing disasters.***

### 13.8. Important GOs

Important GOs issued may be attached for smooth implementation of the DM plan.



## **Annexure I**

# **Observations Made on Individual DDMPs**

The following specific observations were made by the resource persons on the district disaster management plans reviewed in the Consultation Workshop. The consolidated report has been provided in the first chapter of this document.

## **1. CUDDALORE**

### **1.1 Strengths**

*Well linked (in the document) with the other plans of the district*

- Well linked (in the document) with the other plans of the district (industrial, power etc)
- Resources such as boats, electric generators etc.
- Data support on cyclones, floods etc is good.
- Chapters on DM structure, damage assessment.

### **1.2 Gaps**

*Too much of theoretical information (different kinds of cyclones, construction techniques etc) makes it more a 'Resource Book' rather than a plan.*

- Difficult to find the answer to the question 'When was it prepared'.
- Sequence:
  - Hazard analysis was presented first and risk analysis later while the risk analysis encompasses hazard analysis.
  - The planning process (mentions how it should be done rather than how it was done).
- Too much of theoretical information (different kinds of cyclones, construction techniques etc) makes it more a 'Resource Book' rather than a plan.

### 1.2.1. Technicality

- Assumes floods and cyclones as most important and then derives the data support to it with less comparative analysis on other disasters.
- Gives country scale maps and talks at district level.
- Old maps (old seismic zones).
- Poor analysis on the preparedness and capacity fronts (whether the existing resources are sufficient or not?).
- SOPs are not mentioned according to the phase of the disaster management (mitigation, prevention, peacetime etc).

*Poor analysis on the preparedness & capacity fronts*

### 1.2.2. Presentation

- Too much wordy.
- Data is scattered i.e. Annexure in and outside the main text/ chapters.
- Some data is repetitive (same data in tables and figures).

### 1.2.3. Functionality

The functionality of the plan can be assessed by asking some questions and finding answers in the plan. The plan provided small or no answers to the following sample questions.

- Q: What is the first step I should take in the event of a cyclone warning?  
A: Leaves it to your logical skills or plan assumes that you know your role.
- Q: What is the next decision should I take?  
A: Consider reading full SOPs. The plan assumes that the person is trained so he/she should know it.

*The functionality of the plan can be assessed by asking some questions and finding answers in the plan.*

## 1.3 Recommendations

- In order to make the plan easy to understand, a 2/3 page gist of the plan should be provided up-front of the document

such as to help understand the plan quickly (series of tasks to be achieved). Please refer to Annexure III.

- o Major hazard vulnerability.
- o Response and other mechanisms (flow diagrams).
- o Important data on resources (infrastructure and personnel etc).
- o Update version number and whether linked to IDRN or not (cross checked for facts and figures).

## **2. DHANBAD**

### **2.1.1. Strengths**

- Clearly identifies the vulnerable areas towards natural (11) & manmade disasters (8).
- Useful flow chart on DCR (District Control Room) including BCR (Block Control Room).
- Coordination structure at District level Control Room.
- Activity wise flow of information among Revenue Control Room, DCR and Site Operation Centre.
- Early warning dissemination.
- An effective operational system of 14 identified ESFs (Table-5.1) covering all aspects of DM.
- Provides information on functions of CRO at different stages i.e. pre, during & post disaster.
- Press briefings through a well designed format.
- Check lists at various levels apart from BDO, Panchayat Samiti, MO, CHC, JE/SDO, etc.
- Well laid out crisis response.

### **2.1.2. Gaps**

- Risk Assessment & Vulnerability Analysis
  - o How much area of Dhanbad is vulnerable to different natural disasters (%) is not clearly spelt out.

- Disaster Response System
  - Four tier Disaster Response System i.e. Panchayat Raj System (village level) to be adopted.
  - At on site, local involvement not mentioned.
- ESF of Dhanbad
  - Gender issue is not discussed
- DCR System
  - Role of CWC & IMD in early warning dissemination.
  - Coordination between Govt. agencies towards victims on short term & long term basis.
- CRO at Block level
  - Socio-economic aspects of the affected areas to be studied along with the old people of these areas.
  - Documentation work (Lessons learnt) to be carried out with the research units.
- SPO at block level
  - Panchayat Samiti & other institutions like education to be more active.

### 2.1.3. Recommendations

- Crisis Response structure design: Clear identification of safe places for Evacuation.
- Mention the role of Army in search & rescue & relief operations.
- Coordination and linkage of DCR with GP and Village should be enhanced.
- DM Plan should be more oriented on disaster preparedness & mitigation measures.

***Mention the role of Army in search & rescue & relief operations.***

## 3. EAST NIMAR

### 3.1 Strengths

- The plan is comprehensive and detailed.



***Mentions about the participation of volunteers/Home Guards.***

- Gives good resource inventory.
- Well focused on coordination.
- Mentions about the participation of volunteers/Home Guards.
- Specifications for retrofitting.
- Suggested information dissemination format.
- Media management chapter, guidelines/format.
- Detailed and comprehensive Annexure:
  - Guidelines for requisition of armed forces, maintenance of accounts, functioning of Control Room, search & rescue operations, evacuation planning & Relief Camp management, triage & transport at site.
  - Detailed resource inventory including manpower.
  - Checklists for search & rescue, medical relief, shelter management, preparedness checklist, response checklist.
  - Operational responsibilities of major line departments.

### **3.2 Gaps**

***Preparedness plan could be more detailed.***

- Detailed district vulnerability map to be prepared.
- Stand alone plan, not linked to development plan.
- Monitoring & evaluation.
- Updates for plan, resources, and volunteers not mentioned.
- Do's & don'ts: cursory mention.
- Preparedness plan could be more detailed.
- Mock drills could be added.
- Community participation minimal.
- Not linked to lower level plans at the tehsil, block and village level.

## **4. JAMNAGAR**

### **4.1 Strengths**

- Presents information on risk and vulnerability in proper tables.

- EOCs - DCR, operations Room, Taluka CR listed with facilities available and broad functional responsibilities- Flow chart gives succinct cross cutting linkages.
- Sector specific plans are included in the plan.
- Annexure V clearly mentions the importance of probability and impact rating.

## 4.2 Gaps

- Vulnerability rating is too general, hazard specific vulnerability is required.
- Debris clearance could be considered as a part of response plan.
- Could add more information on agriculture and demography in Annexure I.
- Contact numbers of Task Forces should be mentioned in Annexure III.
- Should provide information on number of beds, doctors etc in various hospitals mentioned in Annexure III.

***Vulnerability is rating is too general, hazard specific vulnerability is required.***

## 5. KENDRAPARA

### 5.1 Recommendations

- Needs structuring.
- Several details can be shifted to annexure.
- SOPs can be in a separate document.
- Mitigation part is weak. Could be pulled out from sub-district level documents.
- Capacity building requirements not listed.
- Mitigation measures suggested are preparatory in nature, not structural measures.

***Mitigation part is weak. Could be pulled out from sub-district level documents.***

## 6. KHAGARIA

### 6.1 Strengths

- Flood specific and comprehensive.

- Roles are clearly defined.
- Pre, during & post disaster work/job chart has been provided.
- Seasonality of hazard & roles are clearly provided.
- Gives stress on preparedness.
- Brief and interesting- a good document.

## **6.2 Gaps**

***Vulnerable areas should be indicated.***

- Vulnerable areas should be clearly demarcated.
- Vulnerable areas should be indicated.
- Maps should be included.
- Route chart should be included.
- Assignment of areas for rescue, relief & relocation for individual departments/persons should be included.
- Department wise check lists should be provided along with monthly duties/roles.
- District level committees- electricity department is missing.
- Information on block level committees should be provided.
- Information on Gram Panchayat and involvement of civil society should be provided.
- Infrastructure requirement and gaps if any needs to be identified.
- Mechanisms for outsourcing of help should be made clear.

## **7. LATUR**

### **7.1 Strengths**

- Adopted a multi-hazard approach.
- Objectives have been detailed out.
- Clearly states the purpose of the plan.
- Provides geographic and socioeconomic profile of the district clearly.

## 7.2 Gaps

- Risk and vulnerability analysis is not done.
- Poor presentation of building codes and implementation.
- Table on disaster probability is irrelevant.
- No information on damage to infrastructure and govt. systems in disasters.
- Inapt table on vulnerability of systems and services to disaster events.
- Disaster probability is not mentioned.
- Industrial and chemical hazards not identified but still detailed out in Annexure 1&2.
- Context of Annexure 4: Minor irrigation projects completed which is out of relevance to the plan.

*Disaster probability is not mentioned.*

## 7.3 Recommendations

- Content page should be included.
- Restructuring of the contents has to be done.
- Repetition of contents should be avoided.
- Detailed plan has to be made.
- Inapt and inadequate tables should be updated.
- Irrelevant data to be done away with.

*Repetition of contents should be avoided.*

## 8. MAHARAJGANJ

### 8.1 Strengths

- Concise district overview.
- Hazard identification is clearly done.
- Comprehensive risk & vulnerability assessment.
- Flood mitigation aspects are well covered.
- Departmental checklists/SOP's well covered.

- Useful information on emergency relief kit.
- Reporting formats included.

## 8.2 Recommendations

- District map to be incorporated in greater detail.
- List of villages likely to be affected can be included.
- Earthquake response assessment can be detailed further.
- Resource inventory specific to the hazards can be incorporated.
- Organizational structure needs to be reworked in the light of the ICS.
- Communication flowcharts to be incorporated.
- Many of the mitigation measures suggested especially regarding earthquake are policy decisions which can be excluded from the DDMP.
- DDMP needs to be backed by agency specific action plans & reporting protocols.
- Do's & don'ts for specific events can be incorporated.
- Sample survey forms to be included.
- Set of activities to be done by various line departments can be classified in a user friendly manner.
- Earmarking a portion of development funds for mitigation activities.
- Integrate village level plans & offsite emergency plans with DDMP.
- Pre arranged contracts for critical supplies & equipment can be included.

***DDMP needs to be backed by agency specific action plans & reporting protocols.***

## 9. MUZAFFARPUR

### 9.1 Strengths

- Detailed information has been provided about district administration.

- Clearly identifies types of disasters and resources.
- List of telephone numbers of certain categories present like NGOs, government departments, and press & media.
- Contains formats for conducting quick surveys for relief operations.
- Mentions the role of various district level functionaries and of various departments.
- Stresses on IEC and mentions the role of community in prevention of certain types of disasters.
- Mentions the time table for updating certain records and inventories.

***Contains formats for conducting quick surveys for relief operations.***

## **9.2 Recommendations**

- Disaster specific response and role of various agencies for each type be prescribed.
- Framework should be created for involvement of public representatives.
- Directory of resources for various expected disasters be created.
- Role of army and SOPs for requisitioning their services be incorporated.
- Roadmaps are to be incorporated.
- Mapping of disasters would be a good idea.
- Plan is prepared in a manner that response to any disaster can be initiated without loss of time.
- Plan for mitigation and rehabilitation should be given due weightage.
- Plan should incorporate the role of other agencies for preparation of their own contingency plans.
- Administrative and command structure of various departments/agencies must be highlighted.

***Administrative and command structure of various departments/agencies must be highlighted.***

## 10. NORTH 24 PARGANAS

### 10.1 Gaps

*The annual and long-term plans should be separated.*

- The annual and long-term plans should be separated.
- Annual action plan should be prepared based on the field realities taking all the concerned departments into consideration.
- The provision of funds for the annual action plan needs to be made in the budget.
- Specific provision should be made for rehabilitation plan.
- Damage assessment should be included.
- No procedure has been enunciated for deployment of armed personnel and their management during the calamity.
- There is no provision to deal with the unlawful migrants who had migrated from the neighboring countries and not accepted as citizens of India but became victims to calamities.
- Provision should be made to handle the assistance coming from different organizations (Governmental/NGOs) during the time of calamities.
- Deployment of civil defence volunteers and NCC cadets during the calamities should be categorically mentioned in the plan.
- Role and responsibility of NGOs and coordination with government agencies can be specified.

*Provision should be made to handle the assistance coming from different organizations (Governmental/NGOs) during the time of calamities.*

## 11. RUDRAPRAYAG

### 11.1. Strengths

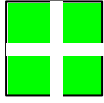
- Sufficient data is provided.
- Hazard profiling was done well.
- List of NGOs is handy.
- Tehsil wise DM committee has been sufficiently mentioned.

## 11.2. Gaps

- Hazard database was not sufficient.
- No HRV analysis was done.
- No maps are given on geographical and vulnerability of the tehsils.
- No information is given on the district level key functionaries.
- Plan is silent on many fronts – e.g. mapping of state and private resources.
- Implementation arrangements are not clear.
- Mitigation and response got mixed together.
- No linkages with any of the initiatives taken under the national plan.
- History of disasters not provided to assess the vulnerability of the district.

**Implementation arrangements are not clear.**



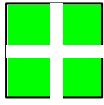


## Annexure II

# Resource Persons who reviewed the DDMPs

S.No.	Name	Address	Plan Reviewed	Score <sup>1</sup>
<b>State &amp; Dist. level officials</b>				
1.	Anant Kumar	Relief Commissioner, UP Secretariat UP Adhikari Bhavan, R NO 44, Lucknow 226001, Ph: 0522-2238200	Alwar (not presented)	2.5
2.	Dhananjay Kr. Das	District Collector Jagatsinghpur, Orissa, Ph: 06724-220199, 220399, Fax: 06724-220229	Parganas	3.5
3.	Hemanta Kumar Sharma	District Collector Kendrapara, Orissa 06727-232602 (O), 06727-232802 ®, 9437065344 (M), hemantsharmaias@hotmail.com	Maharajganj	4
4.	Rajiv Topno	District Collector, Bharuch, Gujarat 02642-240600 (O), 02642- 240703 ®, 02642-240602 (Fax), 9825049123 (M) <a href="mailto:collector_bha@gujarat.gov.in">collector_bha@gujarat.gov.in</a>	Khagaria	3.5
5.	Tanmay Kumar	District Collector, Kota, Rajasthan 0744-2451200 (O), 0744-2451100 ®, 2450165 (Fax), 9414181018 (M), <a href="mailto:tanmay@rajasthan.gov.in">tanmay@rajasthan.gov.in</a> , dio-kot@raj.nic.in	Muzaffarpur	3
<b>UNDP</b>				
6.	G Padmanabhan	UNDP, C-23, Defence Colony New Delhi 24332388, 24331425 (O), 9810402937 (M), g.padmanabhan@undp.org	Jamnagar	2.5
			Kendrapara	3
7.	SVRK Prabhakar	Project Associate UNDP_GOI Programme NIDM, IIPA, Ring Road, New Delhi-02 0-9811299711, sivapuram.prabhakar@undp.org	Cuddalore	3
<b>NIDM FACULTY</b>				
8.	Santosh Kumar	Professor, Policy Planning and Community Issues NIDM, IIPA Campus, IP Estate, New Delhi-02 011-23702432, 011-23702443, 011-23702442 (F), santosh@nidm.net	Rudraprayag	2
9.	Chandrani Bandyopadhyay	Sr. Research Officer National Institute of Disaster Management (NIDM), IIPA Campus, I.P. Estate, Ring Road, New Delhi-110002 011-23702442, chandrani@nidm.net	Khandwa North 24	4
10.	Ajinder Walia	Senior Research Officer NIDM, IIPA Campus, IP Estate, Ring Road, New Delhi-02 011-23702432, 011-23702443, 011-23702442 (F), ajinder@nidm.net	Latur	3
11.	A. D. Kaushik,	NIDM, IIPA Campus, IP Estate, New Delhi-02 011-23702432, 011-23702443, 011-23702442 (F), ashutosh@nidm.net	Dhanbad	3

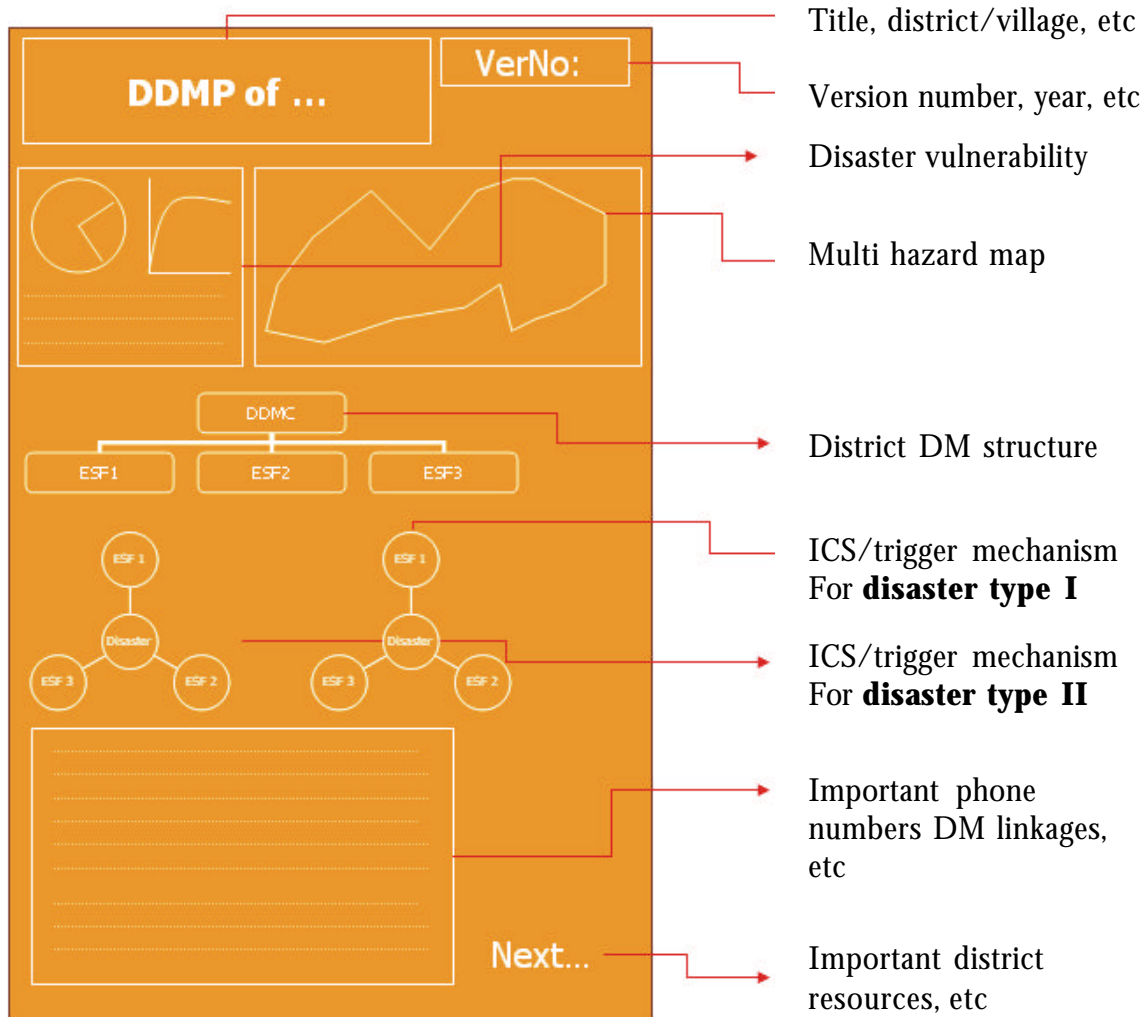
<sup>1</sup> The plans were scored in the scale of 1-5 by each participant based on the content technicality of the analysis and sequencing of the chapters.



**Annexure III**



**Indicative layout of the first chapter of DDMP**



**NATIONAL INSTITUTE OF DISASTER MANAGEMENT  
(MINISTRY OF HOME AFFAIRS)  
GOVERNMENT OF INDIA**

**PUBLICATIONS**

**BOOKS**

<b>S.No.</b>	<b>TITLE</b>	<b>YEAR</b>
<b>1.</b>	<b><i>Disaster Management in India - A Status Report</i></b>	<b>2004 (Reprint)</b>
<b>2.</b>	<b><i>Disaster Management</i></b>	<b>2001 (Reprint)</b>
<b>3.</b>	<b><i>Culture of Prevention</i></b>	<b>1999</b>
<b>4.</b>	<b><i>Manual on Natural Disaster Management in India</i></b>	<b>2000</b>
<b>5.</b>	<b><i>INDIA-IDNDR &amp; beyond</i></b>	<b>2000</b>
<b>6.</b>	<b><i>IDNDR-Indian Experiences and Initiative</i></b>	<b>1999</b>
<b>7.</b>	<b><i>Orissa Super Cyclone</i></b>	<b>2001</b>
<b>8.</b>	<b><i>Drought in Rajasthan</i></b>	<b>2001</b>
<b>9.</b>	<b><i>Drought in Gujarat</i></b>	<b>2001</b>
<b>10.</b>	<b><i>Gujarat Earthquake</i></b>	<b>2001</b>
<b>11.</b>	<b><i>Disaster Management - Lessons Drawn</i></b>	<b>2002</b>
<b>12.</b>	<b><i>Natural Disaster in India Some Recent Case Studies</i></b>	<b>1999</b>
<b>13.</b>	<b><i>Legislative Framework for Disaster Management (A study of Legislations in Select Countries)</i></b>	<b>2000</b>

**Reports**

<b>S.No.</b>	<b>TITLE</b>	<b>YEAR</b>
<b>1.</b>	<b><i>High Powered Committee on Disaster Management</i></b>	<b>2002</b>
<b>2.</b>	<b><i>National Disaster Response Plan</i></b>	<b>2002</b>

*NATIONAL INSTITUTE OF DISASTER MANAGEMENT*

National Institute of Disaster Management (NIDM), under Ministry of Home Affairs, is an apex Institute for policy advocacy and capacity building in Disaster Management in the country. Created in October 2003, the Institute has been doing pioneering work in areas of Disaster Mitigation, Preparedness, Response, Reconstruction and Rehabilitation using a multi-disaster risk management framework commonly agreed by the Government of India and other stakeholders. Formulation of National Disaster Risk Management framework and National Human Resource Development Plan for Disaster Management, are some of the important outputs of the institute during the recent past. The institute has also been working on the Comprehensive Drought Risk Management Framework for various drought-hit states in the country. Funding for the Institute primarily comes from the Ministry of Home Affairs Government of India

**Areas of specialization :**

- **Decision, planning and policy support**
- **Risk and vulnerability assessment**
- **Capacity development**
- **Knowledge management**

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