



AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR



District Disaster Risk Management Plan District Bhimber



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<http://www.sdma.gok.pk>
<http://www.undp.org.pk>





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- District Departments
- State Disaster Management Authority
- National Disaster Management Authority
- United Nation development Programme
- NGOs
- Media





Forward

It is a common saying that “tragedy teaches lessons” only when the victims assess the causes, form proper structures and plan strategies to avoid it in future or at least suffer at the minimum level. The tragedies in shape of natural and man made disasters not only play havoc with life but also expose the extent of vulnerability and inability of the respective communities / countries and their respective institutions. And if the affected country, areas or communities don’t possess appropriate legislation and efficient institutions, which lead towards comprehensive disaster preparedness, response and rehabilitation initiatives, then the disaster really leaves heinous impact.

Keeping in view the frequency, intensity and magnitude of need for establishing Disaster Risk Management and response mechanisms to mitigate effects of natural and man-made disasters on human life, infrastructure, livestock, economy and health, District Bhimber was selected from AJK to have the Disaster Risk Management Plan (DRMP) as this district is prone to emergencies of different types at any time of the year.

The plan highlights the mechanism of joint efforts of different stakeholders in a collaborative and coordinated way to avoid duplication of resources and efforts and it incorporates strategies to enhance the capacity of all departments / agencies / organizations to more effectively prepare and respond to disaster risk situations. This can be achieved through the systematic processes of hazard, vulnerability and risk analysis, which facilitates in getting a more real rational base of information upon which to frame operational plans and procedures. The plan identifies the risk environment for district Bhimber and outlines the key institutional and programming components related to effective disaster risk preparedness, management, emergency response and recovery.

All the District officials and departments, civil society and community groups who extended their cooperation in this whole process are dully thanked. As to err is human and improvement is always needed therefore it is requested to all the stakeholders to communicate their suggestions and comments for the further improvements in this plan.

Mehmood Khan
Director General SDMA, AJK.





Messages

Development of District Disaster Risk Management Plan for District **Bhimber** with the support of United Nations Development Programme and National Disaster Management Authority is one of the remarkable achievements of district administration Bhimber which supported it from pillar to post in the development process.

The District Disaster Risk Management Plan aims at building the capacities of communities making them able to minimize vulnerabilities at their own ends. The plan illustrates the ongoing developments in disaster management through which the government, business community and civil society together taken joint ventures measures to reduce the impacts of disasters on the fabric of society. This will be more beneficial and replicable in establishing early warning systems, preparedness programmes and adaptation of practical measures for coping up in future risks.

I congratulate United Nations Development Programme (UNDP) and National Disaster Management Authority (NDMA) and its teams for development of such a substantial and valuable document. Special words of thanks for Mr. Shalim Kamran, Mr. Amjad Gulzar, Mr. Shaukat Ali and Mr. Javed Iqbal for their contribution to develop this plan. I am confident the guidelines in the plan will provide utmost benefit to vulnerable communities of district Bhimber.



Ch. Arshad Mehboob
Deputy Commissioner
District Bhimber





Purpose of the Plan

Every plan is designed keeping in view some specific purpose and it owns certain parameters that facilitate in practical implementation being clear in roles and responsibilities of stakeholders outlined in plan. It not only provides conceptual clarity to involved officials/workers/community groups but also avoids duplications, delays and disorders.



Keeping in view the above mentioned the principal purpose of the plan is:

- To present a brief and concrete analysis of hazards, vulnerabilities and disasters in Bhimber district;
- in the context of pre-disaster preparedness, responding the emergency situation and disaster risk management activities, to institutionalize and clarify the roles and responsibilities of different stakeholders of the District Bhimber ;

To build capacity of stakeholders regarding activities to be taken in different stages of disaster, preparedness, response and rehabilitation.





Terms and Concepts¹

Acceptable risk

The level of loss a society or community considers it can live with and for which it does not need to invest in mitigation



Biological hazard

Biological vectors, micro-organisms, toxins and bioactive substances, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Capacity

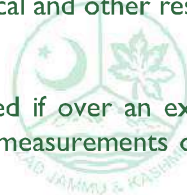
A combination of all the strengths and resources available within a community, society or organization that can reduce the level of risk, or the effects of a disaster. Capacity may include physical, institutional, social or economic means as well as skilled personal or collective attributes such as leadership and management. Capacity may also be described as capability.

Capacity building

Efforts aimed to develop human skills or societal infrastructure within a community or organization needed to reduce the level of risk. In extended understanding, capacity building also includes development of institutional, financial, political and other resources, at different levels of the society.

Climate change

The climate of a place or region is changed if over an extended period (typically decades or longer) there is a statistically significant change in measurements of either the mean state or variability of the climate for that region.



Coping capacity

The means by which people or organizations use available resources and abilities to face a disaster. In general, this involves managing resources, both in normal times as well as during crises or adverse conditions.

Disaster

A serious disruption of the functioning of a community or society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources. It results from the combination of hazards, conditions of vulnerability and insufficient capacity to reduce the potential negative consequences of risk.

Disaster Risk Management

The comprehensive approach to reduce the adverse impacts of a disaster. It encompasses all actions taken before, during, and after the disasters. It includes activities on mitigation, preparedness, emergency response, recovery, rehabilitation, and reconstruction.

These terms and concepts have been adapted from the United Nations International Strategy for Disaster Reduction (UNISDR) list of terms and concepts. An effort has been made to simplify them for better understanding of the common reader in Pakistan.





Disaster risk reduction (disaster reduction)

The measures aimed to minimize vulnerabilities and disaster risks throughout a society, to avoid (prevention) or to limit (mitigation and preparedness) the adverse impacts of hazards, within the broad context of sustainable development.

Early warning

The provision of timely and effective information, through identified institutions, to communities and individuals so that they could take action to reduce their risk and prepare for effective response.

Emergency management

The management and deployment of resources for dealing with all aspects of emergencies, in particularly preparedness, response and rehabilitation.

Geological hazard

Natural earth processes that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. For example earthquakes, tsunamis, volcanic activity and emissions, landslides, rockslides, rock falls or avalanches, surface collapses, expansive soils and debris or mud flows.

Hazard

A potentially damaging physical event or phenomenon that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Hazards can include natural (geological, hydro-meteorological and biological) or induced by human processes (environmental degradation and technological hazards). Hazards can be single, sequential or combined in their origin and effects. Each hazard is characterized by its location, intensity, frequency and probability.

Hazard analysis

Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behavior.

Land-Use planning

Branch of physical and socio-economic planning that determines the means and assesses the values or limitations of various options in which land is to be utilized, with the corresponding effects on different segments of the population or interests of a community taken into account in resulting decisions. Land-use planning can help to mitigate disasters and reduce risks by discouraging high-density settlements and construction of key installations in hazard-prone areas, control of population density and expansion.

Mitigation

Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.

Natural hazards

Natural processes or phenomena occurring on the earth that may constitute a damaging event. Natural hazards can be classified by origin namely: geological, hydro meteorological or biological. Hazardous events can vary in magnitude or intensity, frequency, duration, area of extent, speed of onset, spatial dispersion and temporal spacing.





Preparedness

Activities and measures taken in advance to ensure effective response to the impact of hazards, including the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations.

Prevention

Activities to ensure complete avoidance of the adverse impact of hazards

Public awareness

The processes of informing the general population, increasing levels of consciousness about risks and how people can reduce their exposure to hazards. This is particularly important for public officials in fulfilling their responsibilities to save lives and property in the event of a disaster.

Recovery

Decisions and actions taken after a disaster with a view to restoring or improving the pre-disaster living conditions of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk.

Relief / response

The provision of assistance during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term, or protracted duration.

Resilience / resilient

The capacity of a community, society or organization potentially exposed to hazards to adapt, by resisting or changing in order to maintain an acceptable level of functioning. Resilience can be increased by learning from past disasters for better future protection and to improve risk reduction measures.

Retrofitting (or upgrading)

Reinforcement of existing buildings and structures to become more resistant and resilient to the forces of natural hazards.

Risk

The chances of losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged) resulting from interactions between hazards and vulnerable social conditions. Risk is expressed as $\text{Risk} = \text{Hazards} \times \text{Vulnerability}$. Some experts also include the concept of exposure to refer to the physical aspects of vulnerability.

Risk assessment/analysis

A methodology to determine the nature and extent of risk by analyzing potential hazards and evaluating existing vulnerability that could pose a potential threat to people, property, livelihoods and the environment.

Structural / non-structural measures

Structural measures refer to any physical construction to reduce or avoid possible impacts of hazards, which include engineering measures and construction of hazard-resistant and protective structures and infrastructure. Non-structural measures refer to policies, awareness, knowledge development, public commitment, and methods and operating practices, including participatory mechanisms and the provision of information, which can reduce risk and related impacts.





Sustainable development

Development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It contains within it two key concepts: the concept of "needs", in particular the essential needs of the world's poor, to which overriding priority should be given; and the idea of limitations imposed by the state of technology and social organization on the environment's ability to meet present and the future needs. (Brundtland Commission, 1987).

Technological hazards

Danger originating from technological or industrial accidents, infrastructure failures or certain human activities, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Some examples: industrial pollution, nuclear activities and radioactivity, toxic wastes, dam failures; transport, explosions, fires, spills.

Vulnerability

The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.

Wild land fire

Any fire occurring in vegetation areas regardless of ignition sources, damages or benefits.





Acronyms

AC	Assistant Commissioner
AD	Assistant Director
ADP	Annual Development Plan
CBO	Community Based Organization
CD	Civil Defence
DA	District Administration
DC	Deputy Commissioner
DDO	Deputy District Officer
DDMA	District Disaster Management authority
DDRMP	District Disaster Risk Management Plan
DRM	Disaster Risk Management
DFO	District Forest Officer
DP	Disaster Preparedness
DRR	Disaster Risk Reduction
EWS	Early Warning System
HR	Humanitarian Response
INGO	International Non-governmental-organization
NDMA	National Disaster Management Authority
NDMO	National Disaster Management Ordinance
NGO	Non-Governmental Organization
PH	Public Health
SDMA	State Disaster Management Authority
TMA	Tehsil Municipal Administration
UNDP	United Nations Development Programme





Distribution of Copies

Copies of the Plan will be disseminated to the following officials / departments:

- Deputy Commissioner
- District Line Departments
- District Police department
- Tehsil Municipal Administration
- Union Council Secretariat
- Village Groups
- Citizen Community Boards
- State & District Relief Commissioner
- NDMA
- SDMA AJK
- Prime Minister AJK
- Civil Defense
- District Flood Controller
- Pakistan Red Crescent Society (District Chapter)
- Municipal Authorities
- Police Stations
- National Volunteer Movement
- District Hospitals (Public & Private)
- Meteorological Department
- Educational Institutes
- Religious Groups & Leaders
- Corporate Sector
- NGOs/ INGOs
- Public Libraries
- Media (news papers, periodicals, Radio & TV channels)
- Armed Forces & Rangers
- Edhi Foundation





SECTION 01

Overview of the District Bhimber

1.1. District Bhimber

Bhimber, administratively declared as an independent district in 1996, was a sub division of district Mirpur. This district is very rich in Archaeology and wildlife, whereas, its enchanting valleys present panoramic views to the visitors. The total area of the district is 1516 square kilometers and is divided into three Tehsils.



- Barnala (Bhimber)
- Bhimber
- Samahni

The Administrative setup of the district follows the system of commissionrates.

Map 1.1 Administrative map of District Bhimber



1.2. History

Bhimber, the district headquarter is an old historic town, discussed by Mughal Emperor, "Jahangir" in his book "Tuzk-e-Jahangir". It falls on the route that was followed by the Mughal Emperors for their





frequent visits to the Kashmir Valley. For the similar reasons it was called Gateway to Kashmir (Bab-e-Kashmir).

1.3. Location

Bhimber is the chief town of Bhimber District and is located at 32°58'60N 74°04'0E and is situated on the border with Azad Kashmir and Punjab province of Pakistan at a distance of about 50 km from Mirpur and about 166 km from Rawalpindi. It also shares borders with Indian administered Kashmir to the east.

1.4. Notable Places in the District

- Jandi Chontra is a scenic spot located 17 km from Bhimber and 67 km from Mirpur. The area is known for its panoramic views. The Shrine of the Sufi Saint Raja Shadab Akber known as Baba Shadi Shaheed is also located here.
- Baghsar Lake is a scenic place in the district.
- Samahni is a scenic and pollution-free valley

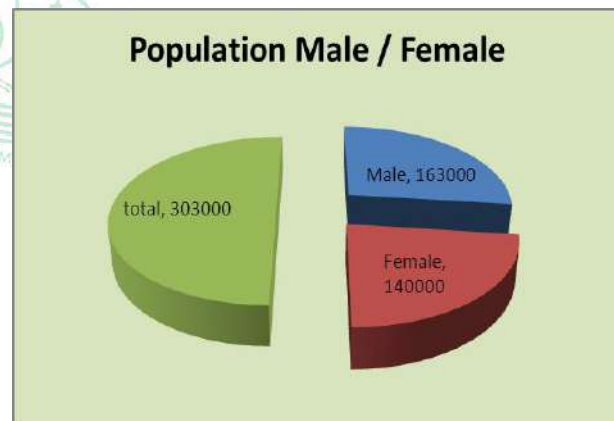


- Jandala is becoming an employment hub for the Samahni Valley.
- Sandoa Cross A scenic small vally situated at junction of Sudherhi, Dab, Smahni and Bhimber. One of the most beautiful waterfalls in the area is located here.

1.5. Demographical Profile

According to the 1998 census, the total population of the district stands at 297,000, while its population according to 1999 projections is approximately 303,000. Latest figures show the population as 350,000, with an annual growth rate of 2.6% and household size of 6.7.

District has 29992 hectors of area utilized under cultivation with 0.97 share per family making the district stands high amongst other districts of AJ&K.



On the other hand the livestock population is reflected as following;

Administration Unit	NUMBER OF ANIMALS/POULTRY BIRDS								
	CATTLE	BUFFALOES	SHEEP	GOATS	CAMELS	HORSES	MULES	ASSES	POULTRY
BHIMBER	67671	78257	5324	205954	234	288	24	10100	363619





DISTRICT	DOMESTIC	COMMERCIAL	INDUSTRIAL	TOTAL
BHIMBER	43305	4965	341	48611

District	(i)-METALLED ROADS (KM)			(ii)-FAIR WEATHER ROADS BY PWD (KM)			G.Total (i+ii)
	PWD	LG&RD	Total	PW D	LG&RD	Total	
Bhimber	441.39	48	489.39	51.50	510	561.5	1050.89

Source:- i. Public Works Department, ii. Local Government & Rural Development Department

Type	NOs.	Type	NOs
BUSES	106	DELIVERY VAN	11
TRUKS	212	GOVERNMENT GOODS VEHICLES	0
MOTERCARS	368	OIL TANKERS WATER TANKERS	0
TAXI/CAB	0	PICKUPS	244
MOTER CYCLES/SCOOTERS	2356	GAS TANKERS	0
RICKSHAWS	06	AMBULANCES	02
JEEPS	70	CRANES	0
STATION WAGEN	45	TRUCK TRAILERS	0
TRACTORS	230	DUMPER TRUCKS	0
TOTAL		3650	

Source: Excises and Taxations Department



Table: I.5.5 TELECOMMUNICATION AND POSTAL FACILITIES 2008

Districts	Telephone Exchanges	Installed Capacity (Fixed)	Working Connection (Fixed)	Public Call Offices (CSO, ED and Pay Phones)	MW Station
Bhimber	07	10754	4914	09	05

Source: SCO Sector Head quarter Aj&K, MZD.

Table: I.5.6 NUMBER OF GOVERNMENT INSTITUTIONS BY LEVEL(YEAR 07-08)

District	Schools								Colleges					Total
	Mosque	Industrial School	Literacy Centre	Village Workshop	Primary	Middle	High	Higher Secondary	Intermediate	Degree	Post Graduate	College of Education	Polytechnique	
Bhimber	198	0	0	1	253	100	62	4	7	6	1	0	0	632

Table: I.5.7 Health 2008 (District Bhimber)

Type	NOs.	Type	NOs.
CMH	0	Dispensaries	13
DHQ Hospitals	01	FAPs	26
THQ Hospitals	0	MCH Centers/Services	15
Civil Hospitals	0	TB/Leprosy Centers	6
TB General Hospital	0	Unani Dispensaries	0
Institute of Cardiology	0	Dental Centers	4
Institute of Medical Sciences	0	Teaching Inst. (Nursing Sch./Paramedics Inst.)	0
Dental hospital	0	EPI Centers	16
RHCs	3	Malaria Centers	25
BHUs	25	In Service Training Centers	0

Source: Directorate of Health Muzaffarabad



SECTION 02

Hazards in the District

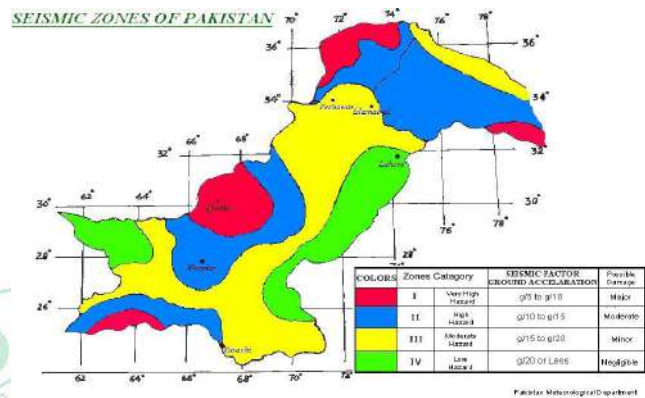
2.1. District Hazards and Vulnerability

There is little awareness regarding natural hazards or disasters and people are generally living in vulnerable areas. Harsh climate, poor communications and transport infrastructure is also not very much developed making the very much vulnerable in case of any disaster. Besides these few hazard epidemics, road accidents and Industrial and environmental hazards are also very common.

2.2. Potential Hazards and Risks in the District

- **Earthquake**

The Kashmir earthquake (also known as the South Asia earthquake or the Great Pakistan earthquake) of 2005, was a major earthquake, of which the epicenter was the Pakistan-administered Kashmir. The earthquake occurred at 08:50:38 Pakistan Standard Time (03:50:38 UTC) on 8 October 2005. It registered 7.6 on the richter scale making it a major earthquake similar in intensity to the 1935 Quetta earthquake, the 2001 Gujarat Earthquake, and the 1906 San Francisco earthquake.



Map 2.1. Seismic Zone Map of Pakistan
Source: Pakistan Metrological Department

The seismic hazard microzonation study prepared by NESPAK and UET indicates a large part of the AJK in the dangerous zone. Following findings that showed why buildings crashes during the ground shaking produced by the earthquake are:

- Poor quality of concrete used for fabrication of blocks, rendering low strength blocks.
- Inadequate thickness of walls (6 inch) which were the main shear resisting elements.
- No integrity of the wall in the transverse direction
- Weak connections at corners
- Most of the structures are designed with strong column-weak beam connections.
- Deficient design for seismic forces, improper length and location of column splices, improper spacing and anchorage of lateral ties in columns, and poor quality of concrete.

- **Fires and Road Accidents**

Fire problems and Road Accidents occur in Bhimber. These are considered as manageable emergency events. However, the district is not in a position to face such hazard as it has no sufficient equipment or manpower trained for such events.

There is a need to come up with a study to ascertain the status of these man-made events in terms of deaths and destruction to properties. The study will assist in determining whether the fire and road accidents warrant more attention than is presently being given.





The cumulative impact of accidents is not considered because natural disasters are a sudden occurrence and attract people by the force of their immediate consequences. Accidents taking toll of human lives and economy are often underreported and go unnoticed and the victims of these incidences are also ill compensated. It is therefore necessary to pay adequate attention to accidents and formulate appropriate policies for giving equal treatment to the victims of these events and also to make efforts for mitigating these.

- **Environment**

Forest products have been one of the major sources of revenues of the State of AJ&K as it contributed about 60% to the coffers of the State.

The illegal cutting of logs contributes to the slope degradation which aggravates the landslide. To contribute to the reversal of this situation, the AJ&K government has instituted a check on rampant log cutting by allowing only the logging of dead trees.

- **Flood Situation**

The 1992 flood disaster in AJ&K and in the areas of Pakistan along the Jhelum river occurred in the summer monsoon season. This was the worst event recorded since 1959 and brought in its wake large economic losses and infrastructure damage to AJ&K and Pakistan. This record breaking heavy rainfall occurred during the month of September. The abnormal monsoon rainfall was related to the interaction of monsoon depression with an intense westerly passing over north of Pakistan. Aside from the 1992 flood, there is also the threat of a flood in some of the portion of the District Bhimber .

- **Epidemics**

The area like other districts of AJK becomes a victim of epidemics every now then. Epidemics like malaria, cholera and diarrhea have been recorded in the district in the past.

- **Crises Situation / Sabotage**

Crisis situations are brought about by unpredictable incidents that degenerate to uncontrollable proportions causing chaos and mayhem. Such situation may be brought by incidents such as:

- Bomb blast
- Riots and demonstrations
- Sectarian clashes
- Terrorism / suicide bombing
- Target killing
- Gas leakage / fire
- Road and Industrial Accidents

Such situation may arise any time in the district. To meet such situation a crises management plan by different district departments have been prepared. Police, Civil Defense and health department has always been in such situation to respond such crises.





2.3. Dynamic Pressure that leads to Vulnerability

There are several root causes of increasing vulnerability to various hazards that are;

- Lack of institutional capacity to deal with the disaster risk management initiatives.
- Lack of structure and resources.
- Lack of training, appropriate skills and awareness on disaster risk management both to the community and public servants.
- Environmental degradation, industrialization, air pollution increases hazards risk to diseases.
- Poor social protection.
- Inadequate early warning systems.
- Lack of preparedness and contingency measure for disaster risk management.
- Poor construction materials for settlements (houses, structures, buildings, schools, hospital and bridges).
- Settlements on hazards prone locations.

2.4. Risk Management System in District

Risk Management system is developed to make preparations for preventing and combating disasters; District Emergency Plan is developed to respond the disaster situations. The different departments take part in the relief and emergency activities. District level NGOs are also engaged in the process.

- **Emergency Assistance and Repose**

In order to play an effective role in implementation of policies, strategies and programmes for disaster risk with a view to ensure disaster risk reduction and to enable the affected population to deal with the situation in an organized and an effective manner. The control room is established under the supervision of Assistant Commissioner, maintains a close relation with all the concerned departments at the district level. Also, the District Police, Civil Defence, Revenue and Health Departments play active roles during the emergency situation to minimize the risks and to managed the situation. The District administration is kept informed about day to day affairs during emergency situations.

2.5 Actions required to be considered by District Authorities

- Establishment of the DDMA and relevant committees at District level as per the National Disaster Management Ordinance 2006.
- Clarifications of roles and responsibilities of all District Departments and other stakeholders of their involvement pre, during and post disaster involvement and dissemination.
- District Emergency Operation Center fully staffed and resourced.
- District Disaster Risk Management Plan available, updated regularly and disseminated to all concerned.
- DC, AC, Civil Defense and relevant staff of DDMA must be trained on Disaster / Emergency Management.
- Roles and Function of Lower level (Tehsil, Union Council and Village) during emergencies clarified.
- The command, coordination and organization structure along with efficient trained personnel.
- Effective notification and communication facilities.
- Proper training of concerned personnel.
- Regular mock drill / rehearsal.
- Regular review and updating of plan.
- Report all significant developments to the DDMA, SDMA, NDMA and concerned.





SECTION 03

District Disaster Risk Management Systems

3.1. Vision, Mission, and Objectives

Vision

The slightest damages to human and natural resources due from natural or human induced calamities district Bhimber .



Mission

Formulation of criterion plan for smoothing the progress in capacity building of District Administration of Bhimber, line departments and communities aiming at pre-disaster preparedness, instantaneous, coordinated and effective disaster response, relief and rehabilitation.

Objectives

- Provision of base for the formation of DDMA which would formulate policies and procedures regarding disaster management in district Bhimber ensuring maximum and professional exploitation of all resources in district Bhimber aiming at decrease the vulnerability of its subjects to hazards and disasters.
- To strengthen early warning and early response to disaster hazard threats and disaster situations in Bhimber.
- To enhance institutional capacities in district and community levels, including those related to technology, training, and human and material resources.
- To initiate collaboration and coordination and exchange of information among stakeholders involved in early warning, disaster risk management, disaster response, development and other relevant agencies and institutions at all levels, with the aim of fostering a holistic approach towards disaster risk reduction and sustainable development.
- To prepare communities and institutions to act and be equipped with knowledge and capacities for effective disaster risk management at times of disaster in order to reduce losses and damage to lives and property and to include communities, in disaster risk management for the development of specific mechanisms to engage active participation and ownership of relevant stakeholders.
- To execute regular disaster preparedness exercises, including evacuation drills, with a view to ensuring rapid and effective disaster response and access to essential food and non-food relief supplies, as appropriate, to local needs.
- To initiate emergency funds, where and as appropriate, to support response, recovery and preparedness measures as part of a sustainable way to disaster risk management.





3.2. Hazard and Vulnerability Assessment

The Hazard and Vulnerability Analysis shows that the District is vulnerable to different disasters in different degrees. In view of this, the plans for mitigation and preparedness will have to be evolved while the implementation is to be monitored locally at the Union Council level to reduce the impact of the disasters. A community based monitoring scheme will be more effective but this has to be established in relation to the development of capacities of the Union and village.



The above mentioned steps require formulation of proper mechanism under which establishment of District Disaster Management Authority (DDMA) comprising representatives from all government's respective departments, civil society groups and community groups, corporate sector / individuals is necessary. The DDMA is such a framework which aims to provide policy & procedural guidelines and defines roles and responsibilities of the key stakeholders. Broadly speaking, all stakeholders are expected to execute the functions mentioned below:

- Incorporate risk assessment in the planning and design phases of all new infrastructures.
- Assess sectoral susceptibility of people, infrastructure, assets and services.
- Develop disaster risk management plans at union council levels.
- Incorporate vulnerability reduction measures for future safety.
- Develop technical capacities of the departments/sectors to implement disaster risk management strategies.
- Conduct post disaster damage and recovery needs assessment.
- Organize emergency response as per the mandate of the department.
- Organize recovery and rehabilitation as per the mandate.

Hazard Vulnerability Capacity Assessment (HVCA) needs to be undertaken at Village, Union Council, Tehsil and District levels. To facilitate this, there is a need to develop a mechanism and system for collecting available information and continuous monitoring of hazard risks and vulnerabilities. Various departments regularly collect data on departmental concerns (i.e. Agriculture department on agricultural statistics; Revenue department on land and taxes; etc.). These existing systems need to be reviewed to incorporate hazard and disaster risk analysis. Instruments to be developed would enable decision makers at all levels to take effective decisions to develop risk reduction policies, strategies and programmes.

Village, union council and Tehsil level maps should include analysis on vulnerability of settlements, housing stock, important infrastructure and environmental resources. They will indicate location of key settlements in hazard-prone areas. The analysis will describe the types of existing housing stock in hazard-prone areas, and the potential of damage to various housing categories. The vulnerability analysis will identify key infrastructure and environmental resources in each local area that are prone to damage and loss from prevalent hazards. Vulnerabilities of various social groups in hazard prone areas will also be analyzed.

The HVCA will inform development of Damage, Needs Capacity Assessment (DNCA) during actual disasters. There will be separate DNCA formats and procedures at various tiers of the government.

A central database should be developed and located at the District Emergency Operations Center (DEOC). The database will be made available to all stakeholders for access for some of the following purposes:





- Review of existing data gathering methods and tools of various departments to include disaster risk analysis.
- Develop HVCA tools and assessment methodologies.
- Identify HVCA facilitators from the district personnel and from priority Tehsil, UCs and villages as well as from NGOs/CBOs.
- Conduct 1st Facilitator's Training of HVCA facilitators.
- Collation of HVCA's.
- Develop Damage Needs Capacity Assessment forms / formats/questionnaires.
- Set-up, review, up grade /update database of district.

3.3. Strategies for Disaster Risk Management

The priority areas provide broad descriptions of key strategies to achieve the overall goal of reducing disaster risk and vulnerability. DDRMP refers to the National Disaster Management Framework and has adopted a set of these component objectives to support the District Government and to enhance its capacity at all levels.



• Institutional Management Arrangements

- Consultation on NDMA and the DDMA set-up.
- Formation of DDMA in District Bhimber .
- DDMA orientation sessions for each District Line Department.
- Orientation workshops for District Assembly about the DDMA.
- Workshops on DDMA structure, roles and responsibilities at district, towns, UCs and village levels.
- Establishment and arrangements of resources at functionalize District Emergency Operations Center (EOC).
- Training and facilitation to the Town, Union Council and Village Administration in formulation of their own Disaster Risk Management plans in line with DDMA mandate.

• Hazard and Vulnerability Assessment

- Access and review of existing data collection practices of district departments to be included Disaster Risk Analysis.
- Facilitators' Training of HCVA facilitators.
- Initiate and develop accurate and authentic database of district regarding DRM, DRR.
- Mechanism to update district database on regular basis.

• Training, Education and Awareness

- Develop Training Needs Assessment tool/s for DDMA and its supplementary tiers.
- Identify and enlist relevant trainers from the District preferably but in case of non availability flexibility to hire from other areas
- ToT
- In the context of HVA of the district, development of training materials and modules preferably in local languages
- Design and implementation of Mass Awareness-Raising Campaigns regarding DRM and DRR.
- Systematic and timely review of training curricula and materials and impact assessment of trainings and awareness campaigns.
- Monitoring and evaluation of activities and follow up for having feedback for future alterations.





- **Community and Local Risk Reduction Programming**
 - Identification, training and delegation of roles and responsibilities of focal persons at Town, union council and village levels.
 - In collaboration and consultation / facilitation of DDMA, development of Local Planning Framework.
 - Identification, utilization and sustainability of local resources (time, talent, treasure) such as fiscal and human resources etc.
 - Development of school-based disaster awareness and preparedness training modules and materials.
 - Organization of schools, colleges and other educational institutes based disaster awareness and preparedness seminars and activities.
 - Mechanism defining roles and responsibilities of all stakeholders at grass root level to ensure maximum active participation promoting decentralization.

- **Multi-Hazard Early Warning System**
 - Identifying and appointment of focal persons at Town, union council and village levels for early warning.
 - Devise Early Warning System from village, union council, Town and district level.
 - Develop Standard Operating Procedures (SOPs) on the use and maintenance of communication equipment.
 - Call media meetings to develop coordination mechanisms regarding EW.
 - Media Training on EWS developed and conducted.
 - Establish Community EW teams priority hazard and disaster prone areas.
 - Resource inventory of available communications equipment.

- **Mainstreaming Disaster Risk Reduction into Development**
 - Workshops to develop mechanism to integrate DRR in ADP planning.
 - Training on DRR Integration Planning.
 - Integration Planning Workshops.
 - Approval of recommended mechanism.
 - Monitoring regarding practical implementation of recommendations in Development Planning of different departments.



3.4. Mid – Term Action Plan for Disaster Risk Management in District

The District Disaster Risk Management Plan (DDRMP) is a basic document, which identifies priority areas and proposes a broad spectrum of structural and non-structural activities to be implemented over a longer period of time for disaster risk management and sustainable development.

However, it is equally important to have a medium-term plan in place enabling the district government to carry forward the long-term agenda of making the district resilient against disasters in an effective manner by undertaking some specific activities for the first two years after the activation of DDRMP district Bhimber.

The estimated budget has been given against each activity, however, the district government, in consultation with concerned departments will go into the budgetary details for determining realistic costs. Apart from allocating funds in the annual budget, the district government may seek financial and technical assistance from national and international NGOs and donor agencies for the successful and timely execution of proposed activities. The 2-year Medium-Term Action Plan includes following activities:





Year – 1

1. Formation, Establishment and Orientation of District Disaster Management Authority (DDMA):

Being the first step to provide a solid foundation to disaster risk management at the district level, it is essential to have a properly established and functional DDMA as per the requirement set out in the National Disaster Management Ordinance (NDMO), 2006. Following the formation and establishment of DDMA, the orientation of concerned members / staff will be of immense importance to lead the Authority with professional competence. Specific activities include:

- An official notification to be issued by the DC about the establishment of DDMA.
- In the light of NDMO and the National Disaster Risk Management Framework, the terms of reference (ToRs) will be developed in respect of roles, responsibilities, mandate and other functions of DDMA.
- An official ceremony will be organized to launch the establishment of DDMA.
- A 2-day orientation session on disaster risk management will be organized for the members / staff of DDMA.
- Purchase of essential IT equipment and furnitures

2. Orientation Sessions with District Departments, Elected Members and other Stakeholders:

Three separate orientation sessions by NDMA / SDMA representatives about the structure, roles and mandate of DDMA will be organized to inform, sensitize and take on board the following stakeholders. Each session may span over 3 hours:

- All district departments and the heads of offices which have not been devolved under the Devolution of Power Plan but functioning at the district level.
- Elected representatives of the District, Tehsil and Union Councils.
- district-based CBOs, NGOs, and media.

3. Establish District Emergency Operations Centre (DEOC) and Early Warning System:

As mentioned in the DDRMP, the DDMA will establish a District Emergency Operations Centre (DEOC) to coordinate preparedness and response activities. The DEOC will also have necessary equipment installed to establish Early Warning System for receiving, processing and disseminating information about any impending disaster.

Year – 2

4. Specialized Training Workshops:

After the establishment of DDMA and the DEOC; and the orientation of district departments, elected representatives and other stakeholders during the first year of the Action Plan, there will be a need to impart specialized trainings on following topics:

- 3-day training for the staff of DEOC on early warning processing and dissemination, emergency response coordination skills and techniques, and overall management of the DEOC.
- 3-day training of district departments and other stakeholders on Flood, Cyclone, Earthquake and Drought Mitigation.
- 2-day training of key district departments (Civil Defence, Revenue, Social Welfare & Community Development etc.) on developing district, Tehsil, union and village-level disaster risk management plans.





→ 3-day training of key district departments and relevant local NGOs on conducting Risk, Vulnerability & Capacity Assessment (RVCA).

5. Establish District Disaster Response Teams (DDRTs):

For an effective disaster response, DDRTs comprising First Aid and Search & Rescue will be established and trained:

- Identification of members for both the teams
- 5-day training on First Aid
- 5-day training on Search & Rescue

6. Undertake District Disaster Risk Assessment:

Though the DDRMP speaks about the RVCA but the DDMA will have to undertake a thorough assessment of existing hazards and associated risks, identification of risk-prone areas and types of vulnerabilities, and document the capacities / resources available with the district government, civil society organizations and local communities with regard to disaster risk management.





SECTION 04

DDMA organizational Structure and Key Stakeholders

4.1. Organizational Structure and Members

The DDMA is the focal organization and authority in the conduct and implementation of activities and actions on disaster management in Bhimber District. In pre, during and post disaster stages the DDMA holds primary importance. Basically along with its Town / Tehsil and UC tiers, the DDMA is to responsible for three main objectives. They are:-



- Pre disaster preparedness
- During the disaster immediate response
- Post disaster rehabilitation activities

The District Disaster Management Authority will comprise the DC and other district departments members. Where appropriate, DC can appoint other officers as members of the DDMA. After consultations and meetings conducted by the district with various stakeholders, the proposed structure of the DDMA in the District Bhimber is mentioned below:-:

District Disaster Management Authority Head	Deputy Commissioner
Office of the Deputy Commissioner	Member, DDMA Secretariat
Local Government	Member
PWD	Member
Health	Member
Education	Member
Forestry	Member
Bhimber Municipal Committee, Administrator	Member
Agriculture	Member
Livestock	Member
Civil Society Representatives in the District	Member/s
Pakistan Red Crescent	Member/s
NGO Representatives in the District	Member/s
Others	Member



4.2. DDMA Structure

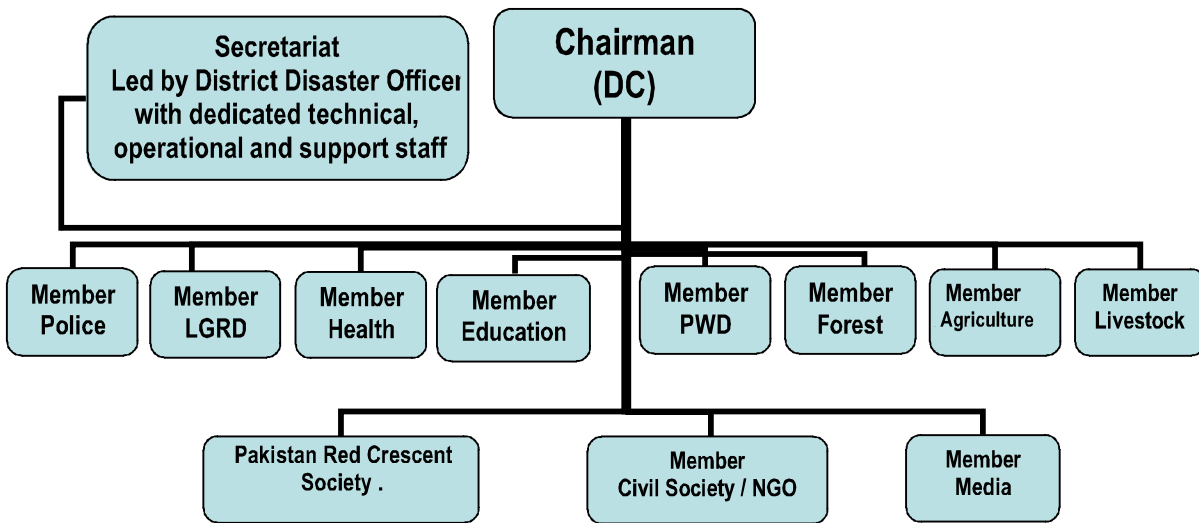


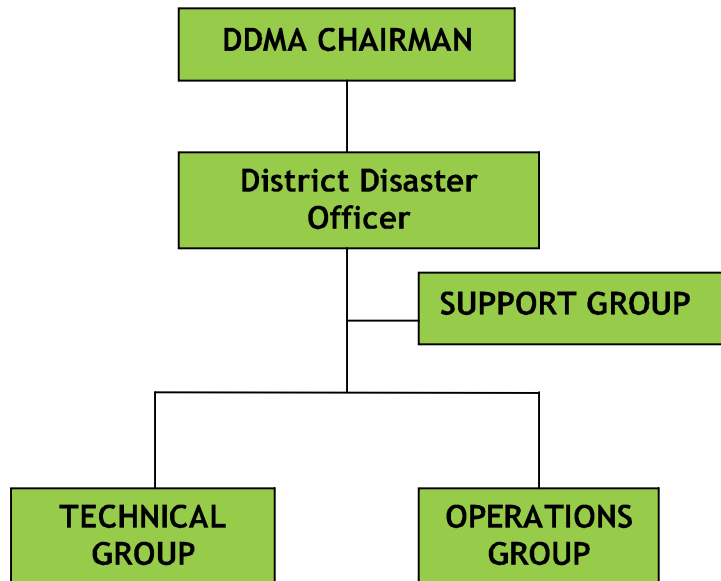
Chart: 4.2.1 Any other member/s can be added as per ground realities and need by the District Administration

4.2.1. The DDMA Secretariat

- A Secretariat shall be established to support the DDMA in its day-to-day activities. In district Bhimber , the Revenue Office under the DC will be delegated to perform the tasks of secretariat for the DDMA.
- The Secretariat shall be composed of the District Coordination Officer, who shall serve as the Chairperson, a District Disaster Officer as Executive Officer and a minimum of three staff who will be in-charge of three tasks / functions namely: Technical Support (training and education), Operations Group and Finance and Administrative Support.
- The number of staff, procedures and terms of reference of the Secretariat will be further developed and approved by the DDMA.
- Development of Warning System for the communities in identified Hazard prone areas in the District Bhimber .
- Organization of communities and training in emergency response for hazards.
- Come up with a District mapping identifying actual and potential hazard prone areas in coordination with the Town Administration and revenue department, appropriate line departments and NGOs.
- Design Action Plan for emergency response that will include population, details of threatened areas, evacuation routes, campsites for temporary use, and selected areas for permanent shifting of families, livelihood assistance, and the like.
- With the police and transport offices, document and monitor transport situation to include vehicular accidents, number of dead and injured, location of accident, cause of accident, etc. and develop a trend analysis for use in development of a transport hazard reduction plan.
- Other mitigation activities to be listed in the IMMEDIATE category of activities identified for implementation by the District Disaster Management Authority.



Chart 4.2.1.1: The Secretariat of the District Disaster Management Authority



4.2.2. Function of DDMA

After the approval of plan, the officers and members of the DDMA shall do the following without any delay:

- To prepare a disaster management plan including district response plan for the district;
- To coordinate and monitor the implementation of the District Plan inline with National Policy, State Policy, National Plan, and State Plan;
- To ensure that the areas in the district vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of its effects are undertaken by the departments of the governments at the districts level as well as by the local authorities;
- To ensure that the guidelines for prevention, mitigation, preparedness and response measures as laid down by the National Authority and the State Authority are followed by all departments of the government at the district level and the local authorities in the district;
- To give directions to different authorities at the district level and local level authorities to take such other measures for the prevention or mitigation as may be necessary;
- To lay down guidelines for preparation of disaster management plans by the departments of the government at the districts level and local authorities in the district;
- To monitor the implementation of disaster management plans prepared by the departments of the government at the district level;
- To lay down guidelines to be followed by the departments of the government at the district level;
- To organize and coordinate specialized training programs for different levels of officers, employees, and voluntary rescue workers in the district;
- To facilitate community training and awareness programs for prevention of disaster or mitigation with the support of local authorities, governmental and non-governmental organizations;





- To set up, maintain, review and upgrade the mechanism for early warnings and dissemination of proper information to public;
- To prepare, review and update district level response plan and guidelines;
- To coordinate with, and give guidelines to, local authorities in the district to ensure that pre-disaster and post-disaster management activities in the district are carried out promptly and effectively;
- To review development plans prepared by the departments of the government at the district level, statutory authorities or local authorities with a view to make necessary provisions therein for prevention of disaster or mitigation;
- To identify building and places which could, in the event of disaster situation be used as relief centers and camps and make arrangements for water supply and sanitation in such buildings or places;
- To establish stockpiles of relief and rescue materials or ensure preparedness to make such materials available at a short notice;
- To provide information to the State authority relating to different aspects of disaster management;
- To encourage the involvement of non-governmental organizations and voluntary social-welfare institutions working at the grassroots level in the district for disaster management;
- To ensure communication and disaster management systems are in order;
- To perform such other functions as the State government or State authority may assign to it as it deem necessary for disaster management in the district.

4.3. Tehsil Disaster Management Committee

Institutions at this level are the frontline of disaster risk reduction and response. For many departments this is the lowest level of administration where they interface directly with communities; agriculture, education, health, police, revenue and others. Extension workers of above departments could play a significant role in promoting disaster risk reduction. For example agriculture extension workers could promote awareness of drought, flood or cyclone resistant crops. Health workers could raise people's awareness about potential diseases that may occur after flood or drought and how to prepare for them. Education officials could work on school disaster preparedness. Similarly, Town / Tehsil authorities have an important role in organizing emergency response and relief; e.g. damage and loss assessment, recovery needs assessment. Town / Tehsil Officer will lead in risk reduction and response operations in consultations with DDMA. Other key players include; extension workers, police, fire services, community organizations (COs), traditional leaders and NGOs.



There shall be Town Disaster Management Committee (TDMC) to coordinate and implement disaster risk management activities at Tehsil level. The National Disaster Management Framework (NDMF) clearly elaborates Town / Tehsil administrations as frontline of disaster management where disaster activities are actually implemented. As per the NDMF the TMAs are responsible for:

- Formulation of plans and procedures for DRM and DRR keeping view the specific needs of their respective locations.
- Establishment of civic groups for disaster reduction and relief operation.
- Coordinate with DDMA and lead operations regarding DRR and DRM during different stages of disasters.
- Identification, mobilization and disposal of required financial, technical and logistic resources for disaster management.





- Identification and mapping of all hazards in their respective location and conduct risk and vulnerability analysis and communicate with DDMA and other relevant groups / institutions.

4.4. Union Council Disaster Management Committee

Union councils are the lowest tier in the government structure having elected representatives from village and ward levels for these bodies. These are easily accessible by the people and can communicate governments plan at the most grassroots level. Union councils can play an important role in advocating demands of communities to the District Administration and DRM Authorities. Community demands may include requests for allocations of resources from local budgets for hazards mitigation and vulnerability activities; e.g. spurs for flood control, rainwater harvesting structures for drought mitigation, vocational training for livelihoods to reduce vulnerability etc. therefore, it will be important to develop orientation and knowledge of local political leadership at his level. Union council may develop local policies and guidelines for vulnerability reduction.

4.5 Tehsil and Union Council level, Activities

During disaster and emergencies, the Tehsil and Union Council Administration will be involved in the delivery of the following activities within their jurisdiction:

- Send Initial Damage and Need Assessment Report to District EOC.
- Search and rescue operations in coordination with the Civil Defense and Police.
- Corpse disposal.
- Assistance to other agencies for mobility/transport of staff including rescue parties, Relief Personnel and Relief Materials.
- Communicate to the DEOC additional resources required by various control rooms.
- Establish communication links with DEOC, Union Council Disaster Management Committees (DMCs), NGO coordinating committee and Private donors.
- Issue passes and identity cards to relief personnel including the persons from NGOs operating in the affected area.
- Coordinate NGO activities through necessary support to ensure community participation by establishing coordination mechanisms among NGOs.
- Mobilizing and coordinating work of volunteers ensuring community participation.

4.6 Non-Governmental Organizations (NGOs) and Voluntary Agencies

The Non-Governmental Organizations and voluntary agencies play an important role in disaster management and provide a strong band of committed volunteers with experience in managing the disasters. Their strength lies in the choice of their manpower, the informality in operations and flexibility in procedures. These organizations enjoy a fair degree of autonomy and hence can respond to changing needs immediately.

However, in order to maintain uniformity in operations and effective co-ordination, it is desirable that they follow the standards of services (*as given in the Guidelines*), information exchange and reporting so as to enable the DEOC to have a total picture of resource availability, disbursements and requirements. NGOs therefore have been assigned specific tasks by the District Administration to undertake relief work within the overall institutional framework. As and where possible, NGOs may also be able to improve the quality of delivery of services. In addition, CBO Committees have been operating at the community level, especially in times of emergencies like house collapses, fires, and floods. Such committees have been identified at the ward level.

Specific activities in which NGOs/Private Sector can be involved during disaster management operations are:





- Search and rescue operations
- Information dissemination
- First aid
- Disposal of dead
- Damage assessment
- Management of information centers at temporary shelters
- Mobilization and distribution of relief supplies including finances
- Manpower for community mobilization, crowd control, rumor control, traffic management
- Specialized services (psychiatric and mental health assistance)
- Management of transit camps
- Rehabilitation activities

The following agencies will be associated with relief and rehabilitation activities. Most of these agencies have the capacity to mobilize required resources and have assisted the administration in the past in managing relief and rehabilitation activities. These agencies include:

- UN Agencies
- WHO
- District Red Crescent Society
- Kashmir Development Foundation KDF
- CBOs at Union Councils and Village level
- Others

4.7. Community Based Organizations (CBO's) and activities

In order to promote community level disaster risk management activities, the capacity of existing community based organizations (CBOs) will be developed and enhanced by district and tehsil authorities. In the absence of community organizations, new groups would be established to work in disaster risk reduction and management. CBOs will be trained about local early warning system, evacuation, first aid, search and rescue, fire fighting etc. Linkages would be developed between CBOs and relevant local agencies; e.g. agriculture, banks, health and veterinary services to promote disaster preparedness. Skills and knowledge of CBOs leadership will also be developed in financial management, human resource management, resource mobilization, interpersonal communication and presentation and negotiations skills.





SECTION 05

Roles and Responsibilities of District Stakeholders

5.1 Establishment of District Emergency Operations Center (DEOC)

In the event a disaster emergency occurs, the District Disaster Management Authority shall establish District Emergency Operations Center (DEOC) and takes the operational lead for all government district departments. DDMA Head manages the EOC and is responsible for ensuring that the following activities are always undertaken:

- Set up the EOC
 - Advise State DMA on the disaster situation
 - Send out Damage and Needs Assessment Teams
 - Coordinate with the Army
 - Set up Relief Centers (following the SOP for Relief by Revenue Department) for residents residing outside the Municipal or Town Center
 - Supervision and Monitoring of disaster management and relief activities
 - Coordinate the activities of
 - Police
 - Municipal Committee Control Room
 - Fire Brigade
 - Civil Defence
 - PWD Control Room
 - Health Department
 - Army District Command
- 
- Enlist services of laboratories and expert institutions for specialised services through the Health Department as and when required
 - Issue advisories on the Disaster Situation immediately and in appropriate time phases thereafter to the State DMA and the general public
 - Operate a Public Information Display Area for immediate access to information on the by the public and media regarding the disaster and the current situation.
 - Requisition of accommodation, structure, vehicles and equipments for relief
 - Setting up of transit camps and arranging for food distribution
 - Arrangements for dry rations and family kits for cooking
 - Provide gratuitous relief
 - Organise and coordinate clearance of debris
 - Temporary Repairs to damaged infrastructure
 - water
 - Telecommunication
 - public buildings
 - Set-up an information centre to organize sharing of information with the media and the public
 - Generate and provide all information contained in the Risk and Vulnerability Assessment document to all the other control rooms and in special circumstances communicate the disaster prone sites to all control rooms.





- Monitor disaster warning or disaster occurrence and communicate the same to the Tehsils, Union Councils , and the Wards/ Villages for better preparedness and effective response in coordination with and on the advise of the following agencies :
 - State Disaster Management Authority
 - Meteorology Department (Heavy Rains, Cyclones),
 - SUPARCO (Earthquakes),
Fire Brigade, Police (Road Accidents, Riots, Bomb threats/blast, Fires, House Crashes)
 - PWD and LG&RD (Landslides)
 - Health Department (Epidemics and Food Poisoning)
- Coordinate with other control rooms
- Manage international assistance should there be any

Materials/Equipments Needed for Emergencies for immediate procurement (within 6 months)

Cutters

Hammers and Chisels

Helmets with Lights

Stretchers

Shovels and Picks

Megaphones

Ropes

Ladders

Materials/Equipment to Equip a Fully Capable District Emergency Operations Center (DEOC):

· Ambulances	· Mobile X-Ray units
· Boats/Rescue Boats	· Public address systems
· Buses	· Pumps – diesel and electric
· Cranes	· Self breathing apparatus
· Demolition equipments	· Sniffer dogs
· Drilling rigs	· Tankers/ Dozers
· Earth moving equipments	· Tents
· Foam Tenders	· Toxic gas masks
· Generators	· Tractor
· Ham sets	· Trucks
· Helicopter service	· VHF sets with batteries
· Mobile trauma care vans	· Wireless sets





5.2 Activities of Line Department during Disasters

The various line departments will be responsible for co-ordinating and facilitating the performance of the certain emergency services and functions within their departments. These activities would ensure availability and movement of the staff and resources of their respective departments for the efforts in response to the emergency on hand. Additional assistance of the District Emergency Operations Center (DEOC) may be sought in emergency situations.

❖ Common for Each District Department

<p>Pre</p> <ul style="list-style-type: none"> • Assign representatives for DDMA, • Participate in DDMA meetings • Capacity building of department regarding disaster • Plan and identify potential resources • Information sharing regarding capacities and needs of department
<p>During</p> <ul style="list-style-type: none"> • Co-ordinate with District DEOC • Mobilize the human resources for intervention during disaster.
<p>Post</p> <ul style="list-style-type: none"> • Cooperate with DDMA • Facilitation to institutions / NGOs/ INGOs which focus on rehabilitation activities. • Capacity building of department regarding Disaster management • Development of contingency plan in the light of lesson learned • Preparation of impact assessment surveys covering strengths and weaknesses of interventions and impact on affected victims and dissemination learning to DDMA and other concerned institutions • Prepare overall report of the department regarding intervention and disseminate to DDMA and other GOs / NGOs/INGOs

❖ Police Activities

- Co-ordinate with District EOC
- Cordoning of area to restrict movement of vehicular and pedestrian traffic
- Shifting the rescued/affected people to hospitals
- Providing easy access to rescue and relief personnel/vehicles
- Corpse disposal
- Law and order
- Divert traffic on alternate routes as and when necessary in co-ordination with PWD.
- Request PWD for providing access through roads during emergencies for specific time duration and monitor the requirement of such an access

❖ Municipal Committee Control Room Activities

During disaster emergencies, the Municipal Committee will be involved in the delivery of the following activities within its area of jurisdiction:

- Send Initial Damage and Need Assessment Report of the Town Center to District EOC





- Corpse disposal
- Assistance to other agencies for movement/transport of staff including Rescue parties, Relief Personnel and Relief Materials
- Communicate to the DEOC additional resources required by various control rooms
- Establish communication links with DEOC, Union Council Disaster Management Committees (DMCs), NGO coordinating committee and Private donors
- Course all information and any other as instructed by the DEOC
- Provide official identification bands to all ward officers and other Municipal officers on disaster duty for easy identification.
- Issue passes and identity cards to relief personnel including the persons from NGOs operating in the Town Center
- Coordinate NGO activities through necessary support to ensure community participation by establishing coordination mechanisms among NGOs identification of NGOs to serve on committees, task force
- Assigning well-defined area of operations and assigning specific response functions to specialised NGOs and report to DEOC
- Assigning well-defined area of operations and assigning specific response functions to specialised NGOs and report to DEOC
- Coordinate supplies distributed directly by NGOs and other organisations including private donors reporting upon procurement and disbursement of relief materials received through government and non-government channels
- Mobilising and coordinating work of volunteers ensuring community participation

❖ Revenue Department Activities

In coordination with the DEOC, the Revenue Department Control Room shall:

- Establish relief distribution centers
- Accept relief donations and relief support
- Put up camps, if warranted by the situation, and manage the same
- Request assistance from the DEOC, as needed
- Submit reports to the DEOC of the operations and expenses

❖ Local Government & RD Activities

- Provide information on the situation of the rural areas and submit the same to the DEOC
- Monitor progress of relief operations in the rural areas
- Send advisories to the DEOC on the progress of the disaster situation
- Assist and facilitate Damage and Needs Assessment teams from NGOs

❖ Fire Brigade Activities

- Rescue and evacuation
- Salvage Operations
- Communicate to DEOC details of all the above activities
- Communicate to DEOC any additional resources required for performing the above tasks

❖ PWD Activities

- Send advisories to the DEOC on road conditions especially regarding blocked or impassable roads



- Draining of flood waters from roads
- Set-up an information centre to organise sharing of information for public info purposes
- Communicate to DEOC details of all the above activities
- Communicate to DEOC any additional resources required for performing the above tasks
- Rescue and Salvage Operations for road accidents
- Monitor flood situations and landslides on roads and co-ordinate with DEOC for mass transport requirements and advisory on rerouting of traffic, as needed.

❖ **Health Activities**

- Providing emergency treatment for the seriously injured
- Ensure emergency Supplies of medicines and first-aid
- Corpse disposal
- Preventive medicine and anti-epidemic actions
- Supervision of food, water supplies, sanitation and disposal of waste
- Assess and Co-ordinate provision of ambulances and hospitals where they could be sent, (public and private);
- Provide special information required regarding precautions for epidemics
- Set-up an information centre to organise sharing of information for public info purposes
- Communicate to DEOC details of all the above activities
- Communicate to DEOC any additional resources required for performing the above tasks

❖ **Civil Defence**

- Rescue and evacuation
- Communicate to DEOC details of all the above activities
- Communicate to DEOC any additional resources required for performing the above tasks



❖ **Women and Social Services**

- Provide the DEOC with reports on the impact of the disaster on the women, the children and the poor in affected areas
- Extend advisories to the DEOC regarding observance or violation of gender principles
- Send report to the DEOC regarding needs assessment of the vulnerable segments of the population

❖ **Army Activities**

- Maintain liaison with the DEOC for vital inputs during warning period
- Collate information and warn appropriate Army units
- Coordinate movement of men and material as required
- Establish communications till site of disaster and supplement the civil communication set up if required
- .Coordinate all military activity required by the civil administration.
- Command center for relief. This would include provision of communications (radio, telephone) and specialised manpower.
- Medical Aid
- Provision of medical care with the help of the medical teams, including treatment at the nearest armed forces hospital.
- Transportation of Relief Material



- Provision of logistic back-up (aircrafts, helicopters, boats, etc) and vehicles for transportation of relief material to the affected areas.
- Establishment of Relief Camps
- Setting up relief camps and overseeing their running can be done through the armed forces.
- Construction and Repair of Roads and Bridges
- Construction and repair of roads and bridges to enable relief teams/material to reach affected areas can be undertaken by army engineers. This will include provision of technical and plant equipment such as cranes, bulldozers and boats etc.
- Maintenance of essential services
- Repair, maintenance and running of essential services can be undertaken in the initial stages of relief.
- Evacuation of people to safer areas
- Assist in evacuation of people to safe places before and after the disaster.

❖ **Media**

- Publish, broadcast /teecast plans of DDMA regarding disaster management and also voice public opinion
- Close coordination with meteorology, irrigation, civil defense departments for announcing warnings and updates
- Awareness raising in collaboration with departments such as health, education, environment
- Close coordination with meteorology, irrigation, civil defense departments for announcing warnings and updates
- Awareness raising in collaboration with departments such as health, education, environment and information
- Publish, broadcast /teecast programs of safety measures during disaster
- Awareness raising in collaboration with departments such as health, education, environment
- Publish, broadcast /teecast programs highlighting strengths, weaknesses and scams in emergency response

❖ **NGOs / INGOs**

- Facilitate DDMA member departments for capacity building regarding Disaster management
- Capacity building of community groups regarding disaster preparedness and management
- Linkages with concerned departments and institutions for providing technical and financial resources regarding diverse sectors related to disaster
- Resource mobilization at local and international level
- Collaborate and facilitate in relief operations
- Incorporate local and international expertise in emergency response
- Establishment of temporary shelters & camps
- Facilitation in overall disaster response in collaboration with concerned departments (e.g. for medical aid with health department and so on)
- Updates and alerts to local & international partners
- Utilization of existing resources and further mobilization at local and international level
- Collaborate and facilitate in rehabilitation activities
- Incorporate local and international expertise in rehabilitation activities
- Facilitation in overall rehabilitation in collaboration with concerned departments (e.g. for medical aid with health department and so on)



SECTION 06

Standard Operating Procedures (SOPs)

The SOPs hold key importance in the whole process once the DDMA has been formed along with its lower tiers at Tehsil /town and UC level. They provide some of these guidelines to all district stakeholders.



- 1 Clarity of mandate
- 2 Decentralize planning and response
- 3 Commitment and close Coordination
- 4 Concrete Collaboration
- 5 Timely action and timely reporting
- 6 Total Transparency and accountability
- 7 Regular Monitoring
- 8 Objectives, activities and outcome based pre, during and post evaluation
- 9 Sharing and learning
- 10 Sustainability

The plan is primarily for use by all departments in the District Government, especially by those with roles and responsibilities outlined herein and also by government staff at the district, town, union council and village levels. This plan facilitates the State and national government, UN agencies, donors, non-government organizations and philanthropic individuals and companies understand how they can support in disaster preparedness, response and mitigation in District Bhimber . The coordination mechanism during the disaster event in district will be established by the head of DDMA.

6.1. District Disaster Management Authority (DDMA)

DDMA is responsible for coordinating all components of the Disaster Risk Management Systems for the District. The components consist of activities related to mitigation, preparedness, response, recovery and rehabilitation.

Upon activation of this plan by the Chairman of the DDMA, the command and control i.e. the management of the disaster situation will be overseen at the Coordination Centre known as the District Emergency Operation Centre (DEOC). The Coordination will be established at either the DDMA office or other nominated site as the disaster situation may dictate.

The DDMA will be responsible for:

- a) The activation of the DEOC
- b) The Operation of the DEOC
- c) Staffing the DEOC at the required level

6.2. District Emergency Operations Center (DEOC)

- Upon the advent of any disaster / emergency the District Disaster Management Agency would function as DEOC leading the operations as mandated involving resources of member district departments, organizations and community groups. The DDMA manages the DEOC. The DEOC will be responsible for carrying out emergency preparedness and emergency management functions at a strategic level in an emergency situation, and ensuring the continuity of operations. Emergency





Operation Centre (EOC) represents the physical location at which the coordination of information and resources to support disaster incident management activities normally takes place. The DEOC will be in close coordination during any emergency situation with civil defense, public health, search and rescue, first aid and medical personnel (representatives of health care facilities, pre-hospital emergency medical services, patient transportation systems, laboratories, military, NGOs and communications etc).

6.3. Mechanism of Warnings

As per findings and recommendations of its experts regarding Early warning system DDMA would engage relevant district department which would establish and upgrade early warning system and pass on warnings of a disasters occurrence directly to media and to the head of DDMA who will direct the most needed department as lead agency (as per nature of disaster) to take immediate steps. Side by side he will call emergency meeting of all the members of DDMA. Following are some of the actions to be taken:

- 1 As per nature of disaster nomination of lead agency.
- 2 Analysis of the disaster and the level of response to be taken
- 3 Accumulation and disposal of required resources

6.3.1. Warning & Information Dissemination

DDMA will ensure the implementation of this plan and all public warnings will be distributed through the secretariat upon recommendation of the Head of the authority. Appropriate media channels will be used to distribute the warning to the general public and concerned authorities for appropriate standby preparedness and response measures.

6.3.2. Public Information

The distribution to the public of contacts or telephone numbers for disaster information will be the responsibility of and the discretion of the DDMA. Public information is that information which is passed on to the public prior to, during, and after a disaster, such as warnings and directions for evacuations and service access to affected populations. The District Disaster Management Authority has the responsibility for the dissemination to the public of disaster risk management information. The focal person who will be designated by the authority to arrange the media briefings and interviews with key personnel and media channels for proper dissemination of the information concerning disaster situation in order to reduce the risks.

6.4. Reporting

All responsible departments and organizations are to submit regular updated situation reports to the DEOC situated in the DDMA. The communication officer will collate the reports received and circulate regular update and situation reports to all concerned stakeholders.

6.5. Requests for Assistance

DDMA will develop the contingency plan to meet any disaster situation. As of any disaster event the requests for any assistance from outside the district will be made by the DC to the State Disaster Management Authority. The Town Administration and Union Council bodies will make request to the District Authorities for the possible involvement of any concerned department to meet the disaster situation.





However, the DEOC will arrange the coordination mechanism by inviting all concerned NGOs and institution to put their efforts by working together with DDMA for reducing the impacts of the disaster.

6.6. Plan Dissemination through Community Education

In addition to dissemination of literature related to the District Disaster the DDMA will disseminate the District Disaster Management Plan (DDMP) at the following levels;

- District government departments, and to the State level officials.
- To the Town, Union Council and Village leadership.
- Through mass media to the general public in the district.
- Through existing CBOs and collaborating NGOs.

6.7. Community Involvement and Participation

The Bhimber District EOC and NGOs at the disaster area should ensure maximum community participation in all stages of operation in order to maintain community morale and confidence maximize the use of local resources and promote a faster recovery. Disaster management situations offer a wide range of choice and demands that requires immediate decision making. The participation of communities and their representatives would reduce the pressures on the field agencies with regard to the choice and uncertainties of community's response to the decisions.

The representatives of CCBs at local level may be involved in different activities of emergency response of relief and rehabilitation activities as this local unit does exist at Union Councils level.

6.8. Organizing the Drills

In pre disaster situation DDMA will plan and carry out with other stakeholders' exercises or drills aiming at the following:

- Assess the procedures in this document.
- Assess the potentials and areas of improvement
- Agencies and departments should also conduct drills based on the hazard scenarios and areas of competence.
- The DDMA will ensure that disaster response drills are conducted by the other Department on a regular basis, especially in the disaster prone areas to maintain the readiness of communities and departments, as regards operational procedures, personnel and equipment and orderly response.
- There should be at least two drills in a year. Lessons learnt from the drills and those from the previous and ongoing disaster related incidents should be incorporated in this DRM Plan as appropriate.
- The member departments of DDMA will mobilize resources to arrange a bloc grant for some of the following activities:-
- Meet the expenses of DDMA secretariat
- Meet the expenses of drills

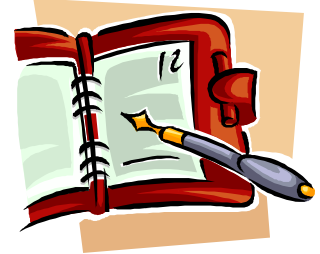




SECTION 07

Conclusion

DDRMP provides operational space along with procedural guidelines for execution of emergency Responses with the participation of people and different stake holders. This is not denying the fact that if it is a major calamity, or small scale disaster, people play an important role in preparing for the management of the emergency situations, and in re-building the disrupted services and infrastructure. Risk management is part and parcel of the life of millions of people living in poverty in AJK. The involvement of people in emergency response is one of the remarkable features of this plan.



This plan is guide tool which will be reviewed every year by all stakeholders' suggestions to make it more districts specified for minimizing the risks of the natural and man made disaster situation.





SECTION 08

Annexures

ANNEX I List of Important Contact Numbers.

Sr #	Department	Office Contacts
1	DC Office	Phone; 05828-920220 Fax: 05828-930000
2	AC Office	05828-920214
3	RNM Trust	05828-443519
4	Daily Khabrain	0302-5027940
5	Veternity Dept	05828-923650
6	Local Govt. & Rural Development	05828-920700
7	District Livestok & Poultry Dvelopment Officer	05828-923800
8	Assistant Director Industries Bhimber	05828-920222
9	DEO (E) Bhimber	
10	Kashmir Development Foundation	05828-444547
11	Municipal Committee Bhimber	05828-920237
12	Rescue 1122, Bhimber	
13	DEO/S Bhimber	05828-960011
14	DFO Bhimber	05828-920900
15	SDO PWD Bhimber	05828-923501
16	SDO Highways	
17	DHO Health	05828-920601
18	AD 1122 BHR	05828-920213
19	AC Sanohli	05828-922131
20	SDO PWD	
21	Chairman, Daily Jammu kashmir	
22	Dost Anjuman Falah-e-Behbood, Bhimber AJK	
23	President Kashmir Press	



ANNEX 2 Map of the District





ANNEX 3 Villages at Risk

To anticipate the real danger to this population the detail of Nullahs and corresponding population at risk is given in the table below.

S#	District	Tehsil	Name Nullahs	Villages at risk	Length in Km	Population at risk	Spots for relief.
1	Bhimber	Barnala	Bratian, Lakarmandi	Lakarmandi, Baila, Malkey, Simbly, Malpur, Drud, Radyala, hajipura	10	515	Spots for relief camp
2			Kadhala	Dadhala bazaar,	03	410	Kadhala
3			Ambaryaly/ Kulia nbani	Qadarabad, Kashmir Colony, Sangla, Baila	08	820	Qadaraabad, Gojra, Dahmoli, Sadwal, Jandpir
4			Barnala	Tiba, Newabadi	05	170	Tiba, Rest House Barnala
5			Pehli Barwala	Salemamata	04	325	Gojra, Dahmoli, Sadwal, Janpir
6			Kianiwala	Kiani, Muhala Kanjloor & Khohiwala	11	540	Karey, Rumly, Karlyal, Tibi
7			Upper Watala	Chandni Chowk, Kotjamil, Behran dha Kotha,	03	370	
8			Kilachaper	Nursery Heer	06	580	Saryala Chaper
9			Koil, Barmala	Koil Barmala	10	120	Heer from, Kotjamil
10			Mohil,	Pirjamal, Barmala, Mohail, Rehana, Dewrey, Boken	10	3050	Mohail
11			Dhengawali	Banian, Dhengawali	08	220	Banian
12			Chak Pandat	Golray, Manawar, Lakho Chak	06	835	Golray, Lakho Chak





S#	District	Tehsil	Name Nullahs	Villages at risk	Length in Km	Population at risk	Spots for relief.
1	Bhimber	Bhimber	Bhimber	Bhimber Rajani, Mujahid Center, Rest House Area, DC Officer Area, DHO Hospital Area	04	1520	Boys H.S.G.D. College Satha Bawli
2			Machia	Newabadi Machia	02	155	Boys D. College
3			Puthi	Pothi, Jando, Mathala	10	230	Mathala, Pothi
4			Dahoorra	Jandala, Mora Kalwal	09	125	Drayain, Dhowk Lilian
5			Kaschanater	Gura Din, Gura Jandi	10	325	Chatta Bagh
6			Panjeri	Newabadi Maryal, Nakar	13	55	Maryal, Nakar
7			Kangra	Broti, Nagial	06	163	Kangra Fakrot
8			Pithorani	Dhairy, Upperlagura	05	56	Pithorani
9			Khadora	Ibrahimabaad	05	35	Guranaka
10			Sokasan	Koohl	09	75	Koohl
11			Kas Machora	Newabadi Dhera	02	95	Maghloora Dhera
12			Kasguma	Thathi, Kasjamal	05	255	Gujra, Thathi, Kasjamal
13			Kasguma, Skaiter	Bela Muhammad Nagar	04	210	Alibaig
14			Bhring	Newabadi Bhring	02	92	
	Total		14	27	86	3391	24

S#	District	Tehsil	Name Nullahs	Villages at risk	Length in Km	Population at risk	Spots for relief.
1	Bhimber	Samahni	Kas Dalwan, Barja/ Darhal Gagan	Tandar, Haripur, Barja, Darhalagan	12	610	Poona
2			Nulah Chahi, Sadharhi	Chahi, Soona, Chowki,	05 12	210	Chadroom

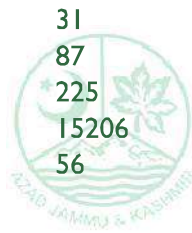




				Sarsala, Pindjattan, manana			
3			Samahni, Manana	Samahni, Sudharhi	0	1110	Sudharhi, Gura
5			Chahi/ Nihala	Chahi, Nihala, Khor, Sarai Saadabad	12	1015	Maliarn/ Malwana
6			Toneen/Sundoha	Islampur, Bandala, Ghahi, Toneen Khas, Kalach, Sundoha, Sudharhi	14	915	Malwana
	Total		05	23	55	3860	07

Summary

- Total number of Nullahs
- Total Villages at Risk
- Total Length of Nullahs in Km
- Total population at risk
- Total Spots for relief Camps





ANNEX 4 Resources with Civil Defence Department and I 122

SNO	Name of Items	Quantity
1	Breathing Apparatus	01
2	Concrete Cutter	01
3	Power saw	01
4	Generator (small)	01
5	Fire Extinguisher DCP 50 kg	01
6	Drill Machine	01
7	Hydraulic pressure jack (Big)	01
8	Hydraulic pressure jack (small)	01
9	Fire Extinguisher Co2	01
10	Fire Extinguisher DCP	01
11	Gas Mask with filter	04
12	Metal Detector	02
13	Jumping sheet	02
14	Rescue Bag	01
15	Safety Waist	25
16	Fire Blanket	04
17	Life Ring	04
18	Life jacket	05
19	First Aid Blanket	06
20	Stretcher	06
21	Rope 3-inch (500 fit)	01
22	Rope 2-inch (500 fit)	01
23	Rope 1-inch (100 fit)	01
24	First Aid kit	05
25	Fire Man Axe	02
26	Leather Gloves	12
27	Rubber Gloves	12
28	Rescue Helmet	12
29	Flood Light	01
30	Rescue Torch	02





ANNEX 5 List of consulted Person for the development of District Disaster Risk Management Plan

S.No	Name	Designation/ Department
1.	Javed Iqbal	Asstt: Director, Emergency Services, 1122, District, Bhimber
2.	CH. M. Malik Inqlabi	Fire & Rescue Officer Emergency 1122
3.	Dr. Tassarwar Hussain Cheema	A.D Livestock
4.	Shauque Subhani	Assistant Research Officer, Agriculture
5.	Tariq Mahmood	S.D.O P.W.D Buildings DW Bhimber
6.	Shahzada Aurangzeb	S.D.O, P.W.D Highways Bhimber
7.	Afzal Faiz Hussan	S.D.O PHE (PWD) Bhimber
8.	Kh. Muhammad Iqbal	Xen PHE(PWD) Bhimber
9.	S. Naimat Ullah	A.C Samanhi
10.	Khaizar Hayat	A.C Bachclu (AK)
11.	Dr. Maqbool Ahmed	Distt: Livestock & Pone try div. Officer
12.	Iftikhar Ahmad Zia	D.F.O Development Bhimber
13.	Raiz Yasmeen	D.E.O/S Bhimber
14.	Zahid Hussain Khan	D.F.O Forests Bhimber
15.	Anayaat Ullah	D.E.O.E Bhimber
16.	Ijaz Anwar	Inst Civil Defence
17.	Dr. M. Yaqub	Health D.H.O
18.	Ch. Zafar Iqbal	Chairman K.D.F
19.	Arshad Hashmi	Trend maker
20.	Shaukat Ali	Assistant Commissioner Focal person
21.	Raja M. Aslam	A.D.L.G
22.	Ch. Abdul Rehman	A.D Industries
23.	Khalid Hussain Advocate	R.N.M Turst Bhimber
24.	Nasir Sharif Butt	President Press Club
25.	Naeem Gul	Media
26.	Iftikhar Ahmed Azeemi	Kashmir Dost Anjuman Falah-o-Behbood Bhimber
27.	Ch- M- Fayyaz	Chief- Officer Municipal Committee Bhimber
28.	Hafiz M. Yasin	The Reporter Jammu Kashmir and Chairman sont w.org
29.	Dr. Iqbal Hussain	M.S. DHQH Bhimber Health Dept
30.	Ch Mahmood Ahmed	Press Daily Khabvain
31.	Mirza zahid	D.S.P Bhimber
32.	Faheem Gul	Civil Defence Officer
33.	Ch. Arshad Mahboob	Deputy Commissioner Bhimber





ANNEX 6 District Level Damage, Needs & Assessment Form Format

Date of Report _____ District _____

Part 1 Situation

- I.1 Type of disaster _____
- I.2 Date disaster started _____
- I.3 Status of disaster
() ongoing _____ () ended: date _____
- I.4 Total number of population affected _____
- I.5 Percentage of population affected versus total population in the district _____
_____ %
- I.6 Type of area affected _____
- I.7 Worst affected community (specify by name)

Part 2 Effects on Population Who Suffer and in Need of Assistance

Serial No.	Name of UCs	Total affected people		No. of deaths	Cause of deaths	Number missing	Injured/Sick	Type of sickness	No. of houses damaged			
		Family	Persons						totally	w/major	w/minor	total #
2.1												
2.2												
2.3												
Etc.												
Total												

Part 2 Effects on Population Who Suffer and in Need of Assistance

Serial No.	Name of UCs	Water sources contaminated	No. of safe areas	Families inside safe areas who need					Families outside safe areas who need			
				Shelter	Food	HH Kits	Watsan	Medicine	Food	HH Kits	Watsan	Medicine
2.1												
2.2												
2.3												
Etc.												
Total												

Part 3 Effects to Household Property, Agriculture and Livelihood

Serial No.	Name of UCs	Areas of crops damaged			Major livestock killed			Other types of livelihood & family properties damaged, specify				
		Totally	Partially	total	Cow/buffalo	Goat	total	boats				Total
3.1												
3.2												
3.3												
Etc.												
Total												

Part 4 Effects to Facilities and Infrastructure

#	Name of UCs	Hospital/health centre damaged			Schools damaged			National Road in Km	Secondary Road in Km	No. of Bridges	Culverts	Irrigation scheme
		Totally	Partially	Total	Totally	Partially	Total					
4.1												
4.2												
4.3												
Etc.												
Total												





Part 5 Summary of Assistance Received by Provincial/Federal Government and any other Source

Type of Assistance	Source	Status of Use and Implementation of Assistance Required	Problems Encountered
5.1			
5.2			
5.3			
5.4			
5.5			
5.6			

Part 6 Possibility of Secondary Hazards during Disaster Situation

1. _____
2. _____
3. _____

Prepared and submitted by:

Submitted to:

 District Authority (DDMA)
 Date



 State Authority (SDMA)
 Date

Explanatory Notes:

- I. The detailed District Damage Report is based on the UC reports received within 4-5 days of the disaster occurrence, for onward submission to State/Federal Departments.





ANNEX 7 Union Council Level Damage, Needs & Capacity Assessment Form Format

Date of Report _____ UC Name _____
 Tehsil Name _____ District _____

Part I Situation

- 1.1 Type of disaster
- 1.2 Date disaster started
- 1.3 Status of disaster
 () ongoing _____ () ended: date _____
- 1.4 Total number of villages affected _____
- 1.5 Percentage of population affected versus total population in the UC _____
 _____ %
- 1.6 Type of area affected
- 1.7 Worst affected villages (specify by name)

Part 2 Effects on Population Who Suffer and in Need of Assistance

Serial No.	Name of UCs	Total affected people		No. of deaths	Cause of deaths	Number missing	Injured/ Sick	Type of sickness	No. of houses damaged			
		Family	Persons						totally	w/major	w/minor	total #
2.1												
2.2												
2.3												
Etc.												
Total												

Part 2.1 Effects on Population Who Suffer and in Need of Assistance

Serial No.	Name of UCs	Water sources contaminated	No. of safe areas	Families inside safe areas who need					Families outside safe areas who need			
				Shelter	Food	HH Kits	Watsan	Medicine	Food	HH Kits	Watsan	Medicine
2.1												
2.2												
2.3												
Etc.												
Total												

Part 3 Effects to Household Property, Agriculture and Livelihood

Serial No.	Name of UCs	Areas of crops damaged			Major livestock killed			Other types of livelihood & family properties damaged, specify				
		Totally	Partially	total	Cow/buffalo	Goat	total	boats				Total
3.1												
3.2												
3.3												
Etc.												
Total												





Part 4 Effects to Facilities and Infrastructure

#	Name of UCs	Hospital/health centre damaged			Schools damaged			National Road in Km	Secondary Road in Km	No. of Bridges	Culverts	Irrigation scheme
		Totally	Partially	Total	Totally	Partially	Total					
4.1												
4.2												
4.3												
Etc.												
Total												

Part 5 Summary of Assistance Received by Provincial/Federal Government and any other Source

Type of Assistance	Source	Status of Use and Implementation of Assistance Required	Problems Encountered
5.1			
5.2			
5.3			
5.4			
5.5			
5.6			

Part 6 Possibility of Secondary Hazards during Disaster Situation

1. _____
2. _____
3. _____

Prepared by:



Received by:

UC Authority

Date

District Authority

Date

Explanatory Notes:

- I. The purpose of the UC Level Damage Report is to report in detail the extent of damages for each vulnerable element: particularly population, household property, agriculture, community and public facilities, the priority needs of population, the type and quantity of assistance provided at the district level and the additional need for outside assistance.





ANNEX 8 Village Level Damage, Needs & Capacity Assessment Form Format

I. Name of Village Organization: _____

II. Description of the Disaster Event:
Disaster: _____
Date of Occurrence: _____
Duration (Description): _____

III. Affected Area: _____
(Address: Village/City/District/Region/Province)
Total Population:
Total No. of Families in village:
Total No. of Families Affected:

IV. Damage to Structures:
No. of Families Who Own Their Houses: _____
No. of Families Who Lease: _____
No. of partially destroyed: _____
No. of completely destroyed: _____

V. Damage to Livelihood
1. _____
2. _____
3. _____



VI. Present Location of the Survivors
Did the affected families evacuate or do they remain in their respective homes?

(If the answer to the above is yes, answer section A or B below.)

a. Evacuation Centres (Specify name, location, distance from the place of origin)

1. When did the families move to the evacuation centre?

2. How many are staying in the centre?

3. Is there enough ventilation?

4. How are waste and excreta disposed of?

5. Are there enough latrines?





6. Are there sources of potable drinking water?

a. In the absence of an evacuation centre, please specify present location of the survivors and give brief description of the physical condition of the place

VII. Emergency Assistance Received from Other Organizations

Name of Organization	Assistance Extended	Date	Quantity/Estimated Amount

IX. Identification of Needs of Target Beneficiaries

1. _____
2. _____
3. _____

Other Items Needed

1. Kitchen Utensils: what, how many and why?

2. Sleeping materials: What, how many and why?

3. No. of families in need of materials for temporary shelter (Plastic Sheets) _____



XI. Additional Information on the Area

Report Prepared by:

Submitted to:

Village Committee
Administration
Date

UC
Date





SECTION 09

Sources and References

Consultations and meetings:

- District Coordination Office
- District Revenue department
- District Agriculture department
- District Finance and Planning Department
- District Social Welfare and community development
- District School and Literacy Department
- Environment Department
- Tehsil Municipal Administration secretariat
- Medical Superintendent, District Head Quarter Hospital Distt. Bhimber
- Civil Defense Office. Distt. Bhimber
- Irrigation Department Bhimber

References and Reports:

- National Disaster Risk Management Framework Pakistan
- District Disaster Risk Management Planning Guidelines (NDMA)
- National disaster management Ordinance NDMO
- District Health Profile by EDO Health
- District Profile by District Coordination Office

Websites:

Pakistan Government	http://www.pakistan.gov.pk
Pakistan Meterological Department	http://www.pakmet.com.pk/
National Disaster Management Authority	http://www.ndma.gov.pk/
National Reconstruction Bureau	http://www.nrb.gov.pk/
Government of AJK	http://www.ajk.gov.pk
UNDP Pakistan	http://www.undp.org.pk
ADB Pakistan	http://www.adb.org
Asian Disaster Preparedness Center	http://www.adpc.net
Centre for Research on the Epidemiology of Disasters	http://www.cred.be/
Population Census Organization; Federal Bureau of Statistics, Pakistan	www.statpak.gov.pk

