

District Disaster Risk Management Plan

District Charsadda



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The Plan can also be downloaded from:

<http://www.ndma.gov.pk>
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Table of contents

Purpose and Scope of the Plan _____	5
Terms and Concepts _____	6
List of Acronyms _____	10
Acknowledgment _____	11
Distribution of Copies _____	12
Foreword _____	13
Message by DCO _____	14
Vision, Mission, and Objectives _____	15
Section 1, Overview of the District _____	17
1.1. Brief History Of Charsadda _____	17
1.2. Administration _____	17
1.3. Land Classification _____	18
1.4. Social Structure _____	19
1.5. Cropping Pattern And Livestock _____	19
1.6. Industry . _____	19
1.8 Health Facilities In The District _____	20
Section 2, Hazards in the District _____	22
2.1. District Hazards and Vulnerability _____	22
2.3. Dynamic Pressures that leads to Vulnerability _____	23
2.4. Risk Management System in District _____	23
2.5. Actions required to be considered by District Authorities _____	24
Section 3, District Disaster Risk Management System _____	26
3.1. Hazard and Vulnerability Assessment _____	26
3.2. Strategies for Disaster Risk Management _____	27
3.3. Mid – Term Action Plan for Disaster Risk Management in District _____	28
Section 4, Organizational Structure and Key Stakeholders _____	32
4.1. Organizational Structure and Members _____	32
4.2. DDMA Structure _____	32
4.2.1. The DDMA Secretariat _____	32
4.2.2. Function of DDMA _____	33
4.3. Tehsil Disaster Management Committee _____	34
4.3.1. TDMC _____	35
4.4. Union Council Disaster Management Committee _____	35
4.5. Town and Union Council level, Activities _____	35
4.6. Establishment of District Emergency Operation center _____	36
4.7. Non-Governmental Organizations (NGOs) and Voluntary Agencies _____	37
4.8. Community Based Organizations (CBO's) and activities _____	38
Section 5, Responsibilities of District Stakeholders (Pre, Post and during Involvement) _____	40
5.1. Common for Each Department _____	40
5.2. Police Department _____	40
5.3. Revenue Department _____	41
5.4. Health Department _____	41
5.5. Education and Literacy _____	42

DISTRICT DISASTER RISK MANAGEMENT PLAN - 2009

5.6. Agriculture and Livestock _____	42
5.7. Planning Department _____	43
5.8. Army _____	43
5.9. Civil Defense _____	44
5.10. Metrology Department _____	44
5.11. Media _____	45
5.12. NGOs / INGOs _____	45
Section 6, Standard Operating Procedures (SOPs) _____	47
For DRM Response _____	47
6.1. District Disaster Management Authority (DDMA) _____	47
6.2. District Emergency Operations Center (DEOC) _____	47
6.3. Mechanism of Warnings _____	48
6.3.1. Warning & Information Dissemination _____	48
6.3.2. Public Information _____	48
6.4. Reporting _____	48
6.5. Requests for Assistance _____	48
6.6. Plan Dissemination through Community Education _____	49
6.7. Community Involvement and Participation _____	49
6.8. Organizing the Drills _____	49
Section 7, Conclusion _____	51
Section 8, Annexes _____	53
Annex 01 _____	53
Map of District Charsadda _____	533
Annex 02 _____	53
Directory List _____	55
Annex 03 _____	535
Education Details _____	55
Annex 04 _____	56
Population _____	56
Annex 05 _____	57
Communication Details _____	57
Annex 06 _____	58
Live Stock, 1996 _____	58
Annex 07 _____	59
Land Utilization, 1998-99 _____	59
Annex 08 _____	60
Housing Data _____	60
Annex 09 _____	61
Participants List _____	61
District Charsadda Disaster Risk Management Plan _____	61
Annex 10 _____	62
District Level Damage, Needs & Assessment FORM format _____	62
Annex 11 _____	64
Union Council Level Damage, Needs & Capacity Assessment FORM Format _____	64
Annex 12 _____	66
Village Level Damage, Needs & Capacity Assessment FORM Format _____	66
Section 9, Sources and References _____	69

Purpose and Scope 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 Charsadda 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 Charsadda;
- 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.

¹These 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

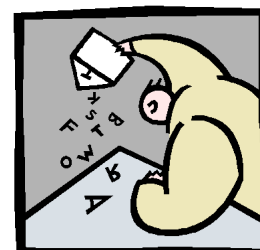
The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.

Wild land fire

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

List of Acronyms

ADP	Annual development Plan
DA	District Administration
DCO	District Coordination Officer
DDO	Deputy District Officer
DDMA	District Disaster Management authority
DDRMP	District Disaster Risk Management Plan
DEOC	District Emergency Operation Center
DRM	Disaster Risk Management
DO	District Officer
DP	Disaster Preparedness
DRR	Disaster Risk Reduction
EDO	Executive District Officer
HR	Humanitarian Response
INGO	International Non-governmental-organization
NDMA	National Disaster Management Authority
NDMO	National Disaster Management Ordinance
NGO	Non-Governmental Organization
PDMA	Provincial Disaster Management Authority
PH	Public Health
TMA	Tehsil Municipal Administration
UNDP	United Nations Development Programme



Acknowledgment

District Disaster Risk Management Plan is the outcome of extensive process of consultations with District Administration, Civil Society Organizations, Academia, media representatives and politicians who provided their valuable input during consultative meetings and individual interviews for the development of District DRM Plan. Special thanks go to the following in this regard for support and input:

- EDOs and DOs of District Departments
- Provincial Disaster Management Authority
- National disaster Management Authority
- United Nation development Programme
- NGOs
- Media



Distribution of Copies

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

- District Coordination Officer
- District Nazim
- District Council
- District Line Departments
- District Police Officer
- Tehsil Municipal Administration
- Union Council Secretariat
- Village Groups
- Citizen Community Boards
- Provincial & District Relief Commissioner
- NDMA
- PDMA, NWFP
- Chief Minister
- Civil Defense
- District Flood Controller
- Pakistan Red Crescent Society
- 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



Foreword

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 Charsadda was selected from the province NWFP 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 Charsadda 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.

Shakil Qadir Khan

Director General PDMA.

Message by DCO

Development of District Disaster Risk Management Plan for District Charsadda with the support of United Nations Development Programme and National Disaster Management Authority is one of the remarkable achievements of district administration Charsadda 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. Ilyas Mehmood, Muhammad Shafiq and Mr. Syed Shamim Shah for their contribution to develop this plan. I am confident the guidelines in the plan will provide utmost benefit to vulnerable communities of district Charsadda.

Jabbar Shah

District Coordination Officer

District Charsadda

Vision, Mission, and Objectives

Vision

Disaster resistant Charsadda District.

Mission

Formulation of criterion plan for smoothing the progress in capacity building of District Government of Charsadda, 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 Charsadda ensuring maximum and professional exploitation of all resources in district Charsadda 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 Charsadda.
- 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.

Section 1

Overview of the District



Section 1 Overview of the District

1.1 Brief History of Charsadda

District Charsadda stands at the cultural crossroad of history. The region lay in the path of all movements that took place between Sub-Continent and Central Asia. It was one of the Tehsil of District Peshawar, occupying the North-West portion, and was awarded District status on 1st July, 1988. Geographically, Charsadda spreads like a maple leaf and is surrounded by Nowshera in the South, Mardan in the East, Malakand Agency and Mohmand Agency in the North and Peshawar & Mohmand Agency in the West. Charsadda can truly be called the land of rivers. River Swat, River Kabul along with the upper & Lower Swat canal, Michini Dalazak Canal and Doaba feeder Canal are the main sources of irrigation. The District comprises of Tehsil Tangi & Tehsil Charsadda along with Sub-Tehsil Shabqadar.



Geographically, Charsadda can be divided into Doaba & Hashtanagar Tapas. The District is at the extreme end of the monsoon winds. Upon reaching the region, the monsoon clouds are almost dry and bring very little rain as compared to India or Eastern part of Pakistan. Average rainfall stands at 16.5 mm. The temperature in the district is severe and extreme on both ends. The inhabitants of the area enjoy all four seasons in a year.

1.3 Administration

The district is administratively subdivided into two tehsils which contained a total of 46 Union Councils

Name of Tehsil Charsadda

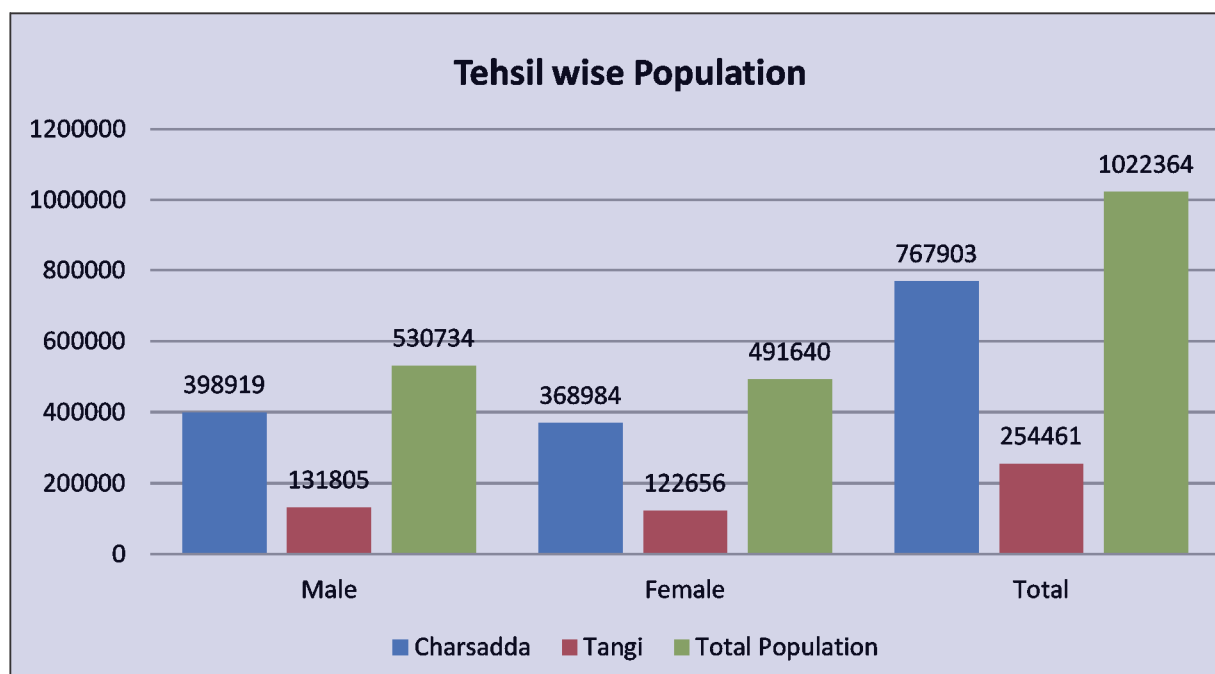
Name of 34 UCs AGRA, BATTAGRAM, BEHLOLA, CHINDRO DAG., DARGAI, DAULAT PURA, DHERI ZARDAD, DOSEHRA, GHUNDA KARKANA, HAJIZAI, HASSAN ZAI, HISSARA YASINZAI, KANGRA, KATOZAI, KHAN MAHI, MAIRA UMDERZAI, MATTA MUGHAL KHEL, MERA PARANG, MUHAMMAD NARI, NISATTA, PANJPAO, RAJJA-II, RAJJAR, RASHAKAI, SARKI TITARA, SHEIKHO, TARNAB, TURANGZAI, U.C. NO.III (M. C, U.C. NO.IV (M.C, U.C.NO II (M.C, U.C.NO.I (M.C, UMDERZAI, UNION COU)))

Name Tehisl Tangi

Name of 12 UCs ABAZAI, DHAKKI, GANDHERA, HARICHAND, HISARA NEHRI, KOZ BEHRAM DHERI, MANDANI, MIRZADHER, SHERPAO, SHODAG, UNION COUNCIL TANGI, ZAIM

Population of Charsadda

As per Census report 1998 the population of Charsadda District is as under: -



- Urban 18.9%
- Rural 81.1%

1.4 Land Classification

- Total Area = 243151 Acres 2 Kanal 12 Marlas
- Cultivable = 171119 Acres 6 Kanals 11 Marlas
- Uncultivable = 72031 Acres 4 Kanal 1 Marla
-

1.5 Social Structure

The people of Charsadda region are traditionally very religious minded despite of the economic constraints and changing social & cultural standards. The people are generally frank, open and are extremely hospitable towards their guests. Politically they tend to lean towards conservative side because of their religious mindset. Social ceremonies like marriages, births and religious events like Eid are celebrated in traditional ways according to the Pakhtoon customs. Shalwar Kameez is the common dress. Although inhabitants of the district have flourished in the fields like civil services, military service and other occupations, but agriculture still remains the chief source of occupation for the majority.



1.6 Cropping Pattern And Livestock

The major crops of the area are Sugarcane, Tobacco, wheat, rice, maize, vegetable and orchards. As in other fields, capitalism and materialism have also crept in the agriculture field. Previously, the farmers used to grow for self-sustenance in a village but now cash crops occupy the lions share of the cultivable area. The common orchards are that of peaches & persimmon. Most of the people raise one or two animals for their own use. The supply of meat & milk is also through un-organized private sector and people have yet to understand the utility and profitability of live-stock farming. Sugarcane, the region's main crop, is mainly processed in Ghani (Gur Making Machine). Gur is also exported to Afghanistan, Russia, Uzbekistan, Tajikistan, etc.

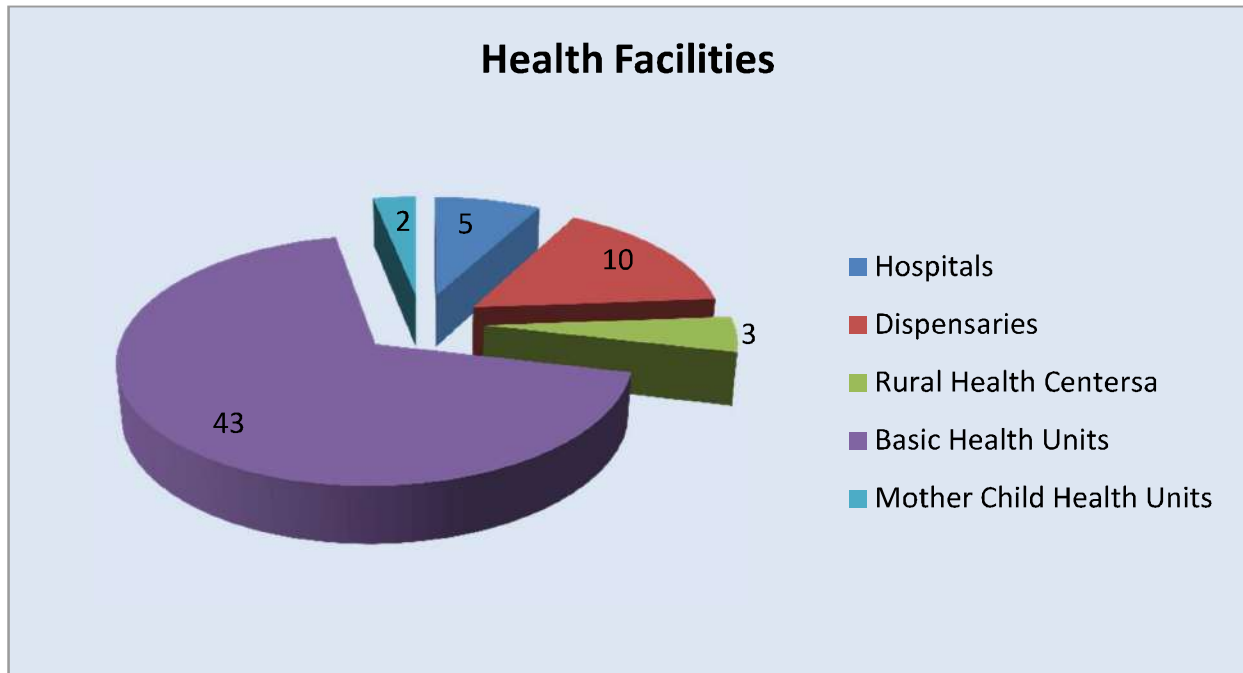


1.7 Industry

Charsadda is unlucky in the context of industrialization, as despite possessing effective communication system and geographic vicinity to major towns, industry could not flourish here. The only industries present here are a few flourmills as previously functional Sugar and Paper Mills have been made dysfunctional. There are some cottage Industries with huge potential, which need to be promoted by the Government, such as Chappal, Khamta and fish cooking huts at

Sardaryab. A very fine type of hand woven cloth is manufactured here known as Khamta / khaddar. This is a specialty of the area and is famous all over the country. Charsadda has assumed a special status as a center for some of the finest shoes made of leather known as "Saplay". There are numerous small huts alongside the river Sardaryab, where people from different areas come to enjoy the scenery as well as the delicious fish of the area.

1.8 Health Facilities In The District



Section 2

Hazards in the District



Section 2, Hazards in the District

2.1 District Hazards and Vulnerability

More than any other hazard, district Charsadda is vulnerable to floods. Other potential hazards, such as Earthquake, fire and road accidents also affect the district. There is little awareness regarding natural hazards or disasters and people are generally living in vulnerable areas. Harsh climate, poor communications and transport infrastructure makes the area very much vulnerable in case of any disaster. Following are the potential hazards in the district:

Floods

Like many other parts of NWFP, Charsadda district has always been prone to floods. Heavy rains during the monsoon every year may lead to floods. Main rivers, water ways/ channels and drains usually overflow during the season causing havoc to people, their properties and sources of livelihood in downstream.

The floods usually create worse situation in all the Tehsils where they cause extensive damages to mud houses, standing crops, livestock and water supply schemes. Heavy rains and floods also damage the road network causing more difficulties/ hurdles in rescue and rehabilitation activities. In the year 2005, floods/ flash floods and unprecedented heavy rains caused massive destruction of infrastructure and sources of livelihood of poor people residing in rural areas. Telephone and power networks were also severely disrupted. Much of the affected areas during the rain season are usually inaccessible for several days, leading to need for relief assistance through other means.

Earthquake

The NWFP earthquake (also known as the South Asia earthquake or the Great Pakistan earthquake) of 2005, was a major earthquake, whose 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.

The seismic hazard micro-zonation study prepared by NESPAK and UET indicates a large part of the NWFP 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
- 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.

Vehicular and Transport Accidents

Vehicular accidents are a regular occurrence in the District. Every year transportation accidents in roads lead to deaths, injuries (temporary & permanent disability) and loss of property. Due to the accidents, death, injury and temporary road closures may happen anytime. Existing police network, available government hospitals to treat accident victims and ambulance services are available but need to be upgraded.

Fire

Every year small to large scale fire event is reported affecting life, property and infrastructure.

Epidemics / Communicable diseases

Despite of modern scientific advancements in medical field, epidemics / communicable diseases are a major threat and their frequency has increased over the years. These can occur unexpectedly anywhere and anytime with huge impact. Charsadda, like other districts in Pakistan, has faced and would continue to face water- borne diseases such as cholera, diarrhea, dengue virus, malaria, hepatitis B & C and skin diseases.

Crises Situation

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

- Bomb Explosions
- Demonstrations
- Clashes and Conflicts
- Terrorism
- Target killing
- fire

Such situations may arise any time in the district. To tackle them, a Crises Management Plan by different district departments has been prepared. Police and Health departments have plenty of past experience to respond to such crises.

2.3 Dynamic Pressures that leads to Vulnerability

There are several root causes of increasing vulnerability to various hazards. They 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

Currently, the district is following a reactive mechanism of DRR and DRM. This mechanism includes:-

Flood Fighting Relief Plan

The flood season normally starts from mid June and continues till the middle of October. A relief plan has been prepared to deal with the aftermath of rains, floods and actions of hill torrents. Strenuous efforts need to be made to mobilize all human and material resources to carry out relief activities. A Flood contingency and Relief plan has been prepared to save and protect the life and property of affected people.

Relief Sector (Revenue Department)

The Revenue department is responsible for the relief activities in any situation under the supervision of the DCO secretariat in the District Charsadda.

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.
- District Nazim, DCO, 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, PDMA, NDMA and concerned.

Section 3

District Disaster Risk Management Systems



Section 3, District Disaster Risk Management System

3.1 Hazard and Vulnerability Assessment

The Hazard and Vulnerability Analysis shows that the district is vulnerable to flood disasters in different degrees. In view of this, the plans for mitigation and preparedness will have to be evolved while the implementation will 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 with the development of capacities of the Unions and villages.

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 at providing 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 Councils level.
- 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, UC 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.

3.2 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 Charsadda.
- 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 feed back 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.

3.3 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 Charsadda.

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 DCO 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 / PDMA 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:

- The Executive District Officers (EDOs) of 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.
- Citizen Community Boards (CCBs) and 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

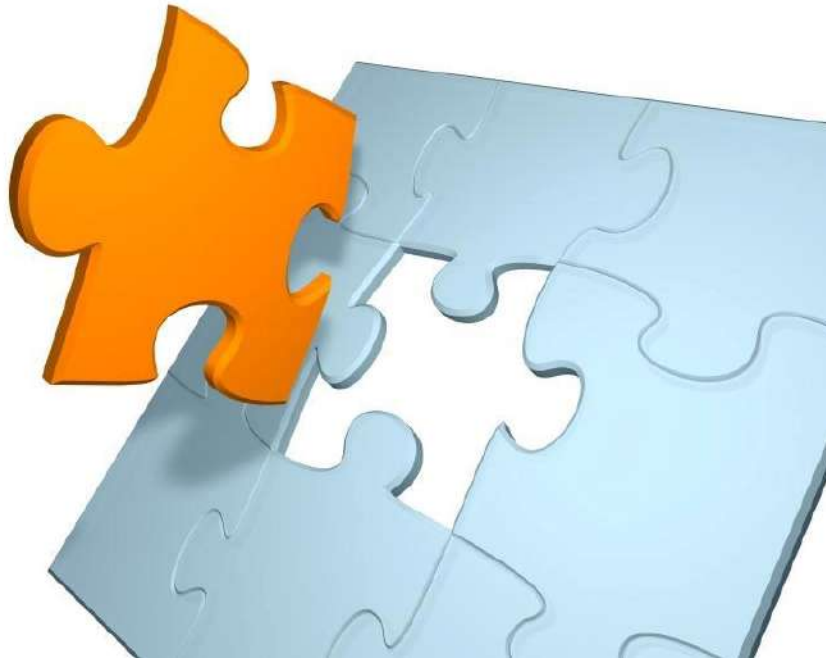
→ 5-day training on Search & Rescue

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 4

DDMA Organizational Structure and Key Stakeholders



Section 4, Organizational Structure and Key Stakeholders

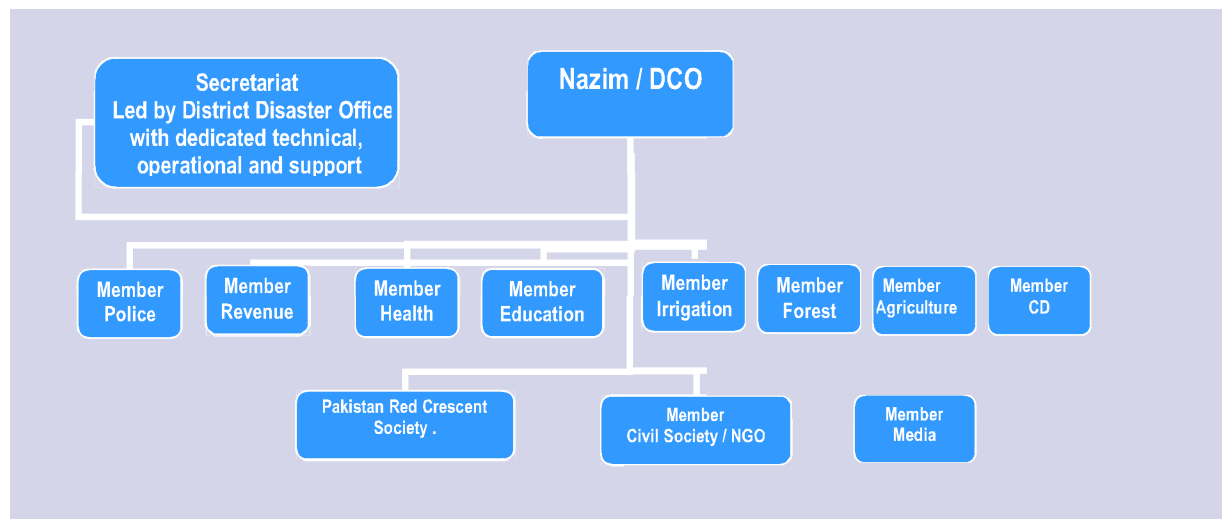
4.1. Organizational Structure and Members

The DDMA is the focal organization and authority in the conduct and implementation of activities and actions on disaster management in Charsadda district. In pre, during and post disaster stages, the DDMA holds primary importance. Basically along with its 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 Nazim, District Coordination Officer (DCO), District Police Officer and the EDO Health. Where appropriate, the District Nazim / DCO can appoint other officers as members of the DDMA. They may include EDOs from the education, social welfare, community development, meteorology department, revenue department, environment and agriculture departments, Army, Red Crescent, NGOs, media, private sector, civil Defence services, or any other district stakeholders. After consultations and meetings conducted by the district with various stakeholders, the proposed structure of the DDMA in the District Charsadda is mentioned below:-

4.2. DDMA Structure



Any other member/s can be added as per ground realities and need by the District Authorities

4.2.1. The DDMA Secretariat

- A Secretariat shall be established to support the DDMA in its day-to-day activities. In district Charsadda, the Revenue Office under the DCO 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 Charsadda.
- 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.

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, Provincial Policy, National Plan, and Provincial 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 Provincial 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 provincial 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 provincial government or provincial 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, Tehsil authorities have an important role in organizing emergency response and relief; e.g. damage and loss assessment, recovery needs assessment. Tehsil and town Nazims will lead in risk reduction and response operations with the help of Tehsil or town municipal officers in consultations with DDMA. Other key players include; extension workers, police, fire services, community organizations (COs), traditional leaders and NGOs.

Under LGO 2001, the TMAs is to facilitate, provide, manage, operate, maintain and improve the municipal infrastructure and services including: water supply and control and development of water sources, other than systems maintained by union and village council, sewerage, vector control, sewage treatment and disposal, storm water drainage and fire fighting.

There shall be a Tehsil Disaster Management Committee (TDMC) to coordinate and implement disaster risk management activities at town level. The Town Nazim shall be the chairperson of the TDMC and the Town Municipal Officer shall be the secretary. Members will include all elected Town members, TO Planning, president of trade association, representatives of respective line departments, religious leaders who are to be nominated and representative of CCBs and NGOs. Specific roles and responsibilities of the TDMC and members will be further outlined by the District Authority.

4.3.1. TDMC

The National Disaster Management Framework (NDMF) clearly elaborates 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.
- Member/s can be added in the Tehsil level Structure as per ground realities and need by the Tehsil Administration in consultation with District Administration.

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. These bodies have an important role in allocations of resources for local development works. Union councils can play an important role in advocating demands of communities to the District Councils 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.

Under the LGO 2001, UC is to assist the relevant authorities during disasters and natural calamities and assist in relief activities. At union council level, a Union Council Disaster Management Committee (UDMC) will be established to coordinate and implement disaster risk management activities at UC level. Member/s can be added in UC level structure as per ground realities and need by the UC Administration in consultation with Tehsil and District administration.

4.5 Town and Union Council level, Activities

During disaster emergencies, the Town 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 Establishment of District Emergency Operation center

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 DEOC and is responsible for ensuring that the following activities are always undertaken:

- Notify and keep close coordination with respective stakeholders
- Functionalize Relief Centers when and where required and assign relevant staff along with resources on the disposal
- Immediate assigning of damage and needs assessment teams and timely dissemination of findings to relevant officials for preparing appropriate level of resource for response.
- Requisition of accommodation, structure, vehicles and equipments for relief
- Setting up of transit camps and arranging for food distribution
- 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 c
- Synchronize and harmonize the activities of DDMA members departments keeping view the cost effective elements even in severity of disaster situation.
- Monitor disaster warning or disaster occurrence and communicate the same to the Towns, Union Councils , and the Villages for better preparedness and effective response in coordination with and on the advise of the following agencies :
 - *DDMA*
 - *Meteorology Department (Heavy Rains / wind or storms)*
 - *Irrigation Department (Floods)*
 - *Civil Defense, Police (Road Accidents, Riots, Bomb threats/blast, Fires, House Crashes)*
 - *Health Department (Epidemics and Food Poisoning)*
- Enlist services of laboratories and expert institutions for specialized services through the Health Department as and when required.
- Circulate updates and advisories on the Disaster Situation immediately and in appropriate time phases thereafter to the DDMA and the general public.
- Keep effective supervision and monitoring of disaster management and relief activities.
- Requisition of accommodation, structure, vehicles and equipments for relief through establishment of transit camps.
- Manage external relief, and experts and coming into the district and ensure security of logistics and personnel through security agencies.
- Provide favorable conditions to NGOs/ INGOs to operate for DRRM, DRR and Emergency relief and rehabilitation activities.
- Operate a Public Information Display Area for immediate access to information by the public and media regarding the disaster and the current situation.
- Organize and coordinate clearance of debris and necessary immediate repairs to damaged infrastructure.
- Water, Telecommunication, Public buildings
- Electricity

- 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.
- Monitoring and evaluation of the activities.
- Audit of accounts

4.7 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
- District Level NGOs
- CCBs and CBOs at Union Councils and Village level
- Others

4.8. 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. The provision of Citizen Community Boards (CCBs) in Local Government Ordinance (LGO 2001) provides a good ground to organize communities and mobilize resources for issues like local level disaster risk management.

Section 5

Responsibilities of District Stakeholders (Pre, Post and during Involvement)



Section 5, Responsibilities of District Stakeholders (Pre, Post and during Involvement)

5.1. Common for Each Department

Pre

- 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

During

- Co-ordinate with District DEOC
- Mobilize the human resources for intervention during disaster.

Post

- 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

5.2. Police Department

Pre

- Information dissemination through 15 helpline service to local residents
- Capacity building regarding disaster
- Prepare team for emergency intervention

During

- Prohibits overloading goods in trucks.
- Shifting the rescued/affected people to hospitals
- Providing easy access to rescue and relief personnel/vehicles
- Corpse disposal
- Maintain law and order
- Provide warning / instruction to travelers
- Divert traffic on alternate routes as and when necessary.
- Ensure security to workers of NGOs and INGOS who perform duties for emergency response.

• Rescue
Provide food services.

Post

- Ensure security to workers of NGOs and INGOS who perform duties for rehabilitation of the victims.
- Development of contingency plan in the light of lesson learned
- Provide security in the safe area

5.3. Revenue Department

Pre

- Assessment of high prone areas and estimation of possible damage and needs for recovery in case of emergency
- Arrangements of financial resources (bloc grants)
- Facilitation in getting tax exemptions to institutions/NGOs/INGOs focus on disaster management

During

- Establish relief distribution centers
- Accept relief donations and relief support
- Timely release of funds
- Request assistance from the DEOC, as needed
- Submit financial reports to the DEOC of the operations for onward circulation to all stakeholders

Post

- Assessment of damage of industry/business, crops and live stock and settlement of applicable taxes accordingly in coordination with industry, agriculture and irrigation departments.
- Facilitation to institutions / NGOs/ INGOs which focus on rehabilitation activities.

5.4. Health Department

Pre

- Monitor the general health situation, e.g. monitor outbreak of diseases
- Provide specific information required regarding precautions for epidemics
- Establish a health mobile team in district & town headquarter hospital
- Set-up an information center to organize sharing of information for public information purposes
- Prepare first aid kits, medicines, water test kits, chloramines and anti snake venom serum.
- Conducted training for medical staff and health personnel /community groups regarding preventive health care especially in disaster prone areas
- Collaboration with relevant organizations / partner NGOs for participation and support through financial and technical resources
- Up-gradation and smooth functioning of hospitals, BHUs, equipped with required staff and equipment
- Data base and linkages with ambulance services/blood banks
- Provision of the safe drinking water.
- Health Education (a never ending task)
- Early detection of cases.
- Ongoing Surveillance
- Facilitate education department and institutions regarding preparation of health related curriculum
- Facilitation to water management department in treatment and disposal of industrial and urban waste
- Ensure proper disposal of hospital waste

During

- Prepare first aid kits, medicines, water test kits, chloramines and anti snake venom serum.
- Facilitation & collaboration with all NGOs / INGOs and civil society organization working during the emergency response in health
- Mobile medical teams available.
- Providing emergency treatment for the seriously injured

- Ensure emergency Supplies of medicines and first-aid
- 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 organize sharing of information for public info purposes
- Communicate to DEOC any additional resources required

Post

- Conduct impact assessment on Health
- Intervene immediately when there is a disease outbreak
- Medical camps and vaccination
- Facilitation to institutions / NGOs/ INGOs which focus on rehabilitation of health facilities
- Rehabilitation of health infrastructure affected during disaster
- Facilitate education department and institutions regarding preparation of health related curriculum
- In collaboration with water management department conduct impact assessment and monitoring to inspect treatment and disposal of industrial, urban waste and hospital waste

5.5. Education and Literacy

Pre

- Teachers and students are informed about the disaster prone areas of the district
- Teachers and students are informed of their responsibilities to take care of materials and documents to safe places during disaster.
- In facilitation and collaboration with Health and environment department preparation of health & environment related curriculum
- In collaboration with Civil defense systemize volunteers

During

- Mobilize the human resources for intervention during disaster.
- Inform the schools situated in high risk areas on flood information (flood level)
- Arrangements for evacuees to set up relief & temporary shelter camps in educational institutes
- Facilitate health department in medical camps, blood donations and provision of medical aid
- In coordination with civil defense & community development department assign volunteers for emergency response.

Post

- Assessment of damages occurred to educational institutes
- Provide assistance to teachers & students and other staff who are victimized by disasters (lack of food, shelter, etc.)
- Need assessment of damaged educational institutes
- Rehabilitation and reconstruction of affected educational facilities
- Facilitation to institutions / NGOs/ INGOs which focus on rehabilitation of educational facilities

5.6. Agriculture and Livestock

Pre

- Provide recommendation on changing/rescheduling of cropping patterns
- Create Community Seed Bank at Union Council level
- Provide live stock vaccination
- Assessment of high prone areas and estimation of possible damage and needs for recovery regarding live stock, crops, irrigation facilities in case of emergency

- Mass awareness regarding epidemics and diseases to live stock and crops
- Regular surveillance of rivers, canals, barrages and head works, other water courses which are most likely to be in flood.

- Close coordination with Meteorology department & media, especially during monsoon

During

- Immediate transfer of current situation to DDMA and media to be spread for mass awareness
- Facilitate other departments to set up relief camps, temporary offices in canal rest houses and other buildings as per need.

Vaccination of live stock

Post

- Prepare report on damages and needs submit to DDMA
- Upgrade Community Seed Bank (CSB)
- Mass awareness regarding epidemics and diseases to live stock and crops
- Repair and rehabilitation of canals, barrages and head works, other water courses which damaged during flood.
- Close coordination with Meteorology department & media, especially during monsoon
- Timely compensation to affected farmers
- Vaccination of live stock

5.7. Planning Department

Pre

- Get statistical data regarding possible damage and recovery needs from other departments such as Health, education, social welfare, agriculture.
- Plan and identify potential resources
- Facilitate other departments in planning

During

- Prepare materials and equipment for emergency response.
- Responsible team distributes fuel to the affected areas

Post

- Get statistical data regarding actual damage and recovery needs from other departments such as Health, education, social welfare, agriculture.
- Plan and identify potential resources
- Facilitate other departments in planning and execution of rehabilitation in cost effective manner.
- Coordinate with all line Departments

5.8. Army

Pre

- Prepare necessary equipments, labor, transportation mean and other materials for emergency intervention
- Assist in evacuation of people to safe places before the disaster
- Providing training to soldiers and determined the role of the soldiers who are stationed in flood prone areas
- Protect roads from getting flooded (i.e. sand bagging and enforcement of embankments)

During

- Installation of temporary bridges, Bunds etc.
- Provide rescue services.
- Collate information and warn appropriate Army units
- Establish communications of disaster and supplement the civil communication set up if required

- Coordinate all military activity required by the civil administration.
- 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).
- Establishment of Relief Camps
- Assist in evacuation of people to safe places during the disaster

Post

- Construction and Repair of Roads and Bridges
- Cooperate and coordinate with District authorities.
- Facilitate other departments in capacity building in sectors such as road construction, telecommunication, medical facilities and other infrastructural development

5.9. Civil Defense

Pre

- Information sharing regarding technical and personnel expertise with DDMA
- Conduct trainings for Volunteers' regarding first aid and other relevant expertise in collaboration with health and community development department
- Create awareness regarding rescue, evacuation and first aid
- Affectively establish, train and systemize volunteers initiatives in collaboration with education department / institutions

During

- Fire fighting
- Rescue and evacuation
- In coordination with community development and education department assign volunteers for emergency response.
- Communicate to DEOC any additional resources required for performing the above tasks
- Facilitate as per demand in disaster response.

Post

- Identify gaps, make plan for future to overcome weakness of department.
- Capacity building of Civil Defense department, Volunteers regarding Disaster management

5.10. Metrology Department

Pre

- Update and upgrade forecast equipment
- Timely and authentic forecast of rains, windstorms etc.
- Timely transfer of information regarding abnormal weather conditions to media

During

- Timely and authentic forecast of rains, windstorms etc.
- Timely transfer of information regarding abnormal weather conditions to media and other concerned departments such as environment, agriculture & irrigation, civil defense, police and army

Post

- In coordination with environment department conduct study of factors which cause abnormal weather changes

5.11. Media

Pre

- Publish, broadcast /telecast 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

During

- 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 /telecast programs of safety measures during disaster

Post

- Awareness raising in collaboration with departments such as health, education, environment
- Publish, broadcast /telecast programs highlighting strengths, weaknesses and scams in emergency response

5.12. NGOs / INGOs

Pre

- 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

During

- 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

Post

- 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)
- Conduct audit
- Linkages with partners for sustainable resources mobilization

Section 6

Standard Operating Procedures (SOPs) for DRM response



Section 6, Standard Operating Procedures (SOPs) For DRM Response

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 provincial 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 Charsadda. 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 District Nazim or District Coordination Officer to the Provincial 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 Provincial 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 Charsadda 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 in all Union Councils as per the LGO 2001.

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 7

Conclusion



Section 7, 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 NWFP province. 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' suggestion to make it more districts specified for minimizing the risks of the natural and man made disaster situation.

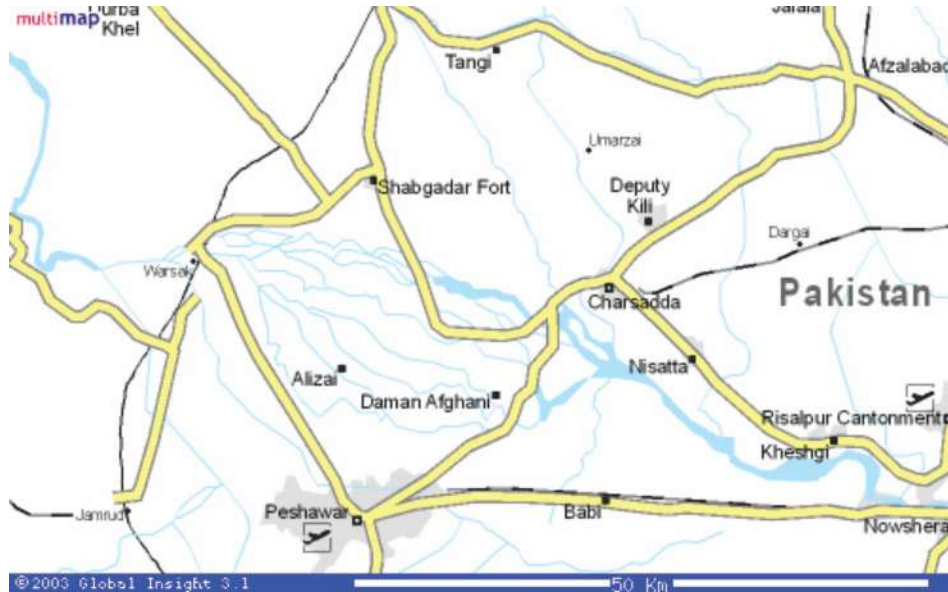
Section 8

Annexes



Section 8, Annexes
Annex 01

Map of District Charsadda



Annex 02

Directory List

TELEPHONE DIRECTORY

DISTRICT CHARSAZZA

DEPARTMENT	PHONE NO.	DEPARTMENT	PHONE NO.
District Nazim	9220029 9220024	District Naib Nazim	9220027
D.C.O. (Office)	9220021	A.C.O.	9220026
D.C.O. (Residence)	9220020		
Flood Emergency Cell (Resi)	9220028		
H.R.D.O.	9220025		
Distt: Police Officer (Office)	9220061	Rescue Service	9220071
-do- (Resi)	9220062		
District Accounts Officer	9220136	D.R.O.	9220137
District & Sessions Judge	9220031 9220032	District Public Prosecutor	922034
Senior Civil Judge	9220035	Addl Government Pleader	9220036
Chief Officer M.C.	9220041	T.M.O. Charsadda	9220042
D.M.O. PESCO	9220051	R.O. PESCO	9220051
Income Tax Officer	9220139	National Bank	9220109 9220110
A.D. Water Management	9220151	Admn Officer Sui Gas	9220154
District Zakat Officer	9220152	District Sports Officer	9220099
M/S DHQ Hospital	9220157	EDO Health	9220158
Elections Officer	9220161	Assistant Elections Officer	9220162
Press Club	9220163	NTC Switch Room	9220000
		NTC Complaint	9220018
E.D.O. (S&L)	9220081	Director Public Works	9220091
DDO Water Supply & Sani:	9220093	SDO Buildings & Roads	9220095
District Population Officer	9220096	G.P.O.	9220130
Veterinary Hospital	9220120		

Annex 03

Education Details

a) Literacy Ratio by Gender and Rural / Urban Areas 1981 and 1998

Area	1981			1998		
	Both Gender	Male	Female	Both Gender	Male	Female
All areas	13.3	21.4	4.2	31.1	46.9	14.1
Rural	11.7	19.1	3.4	29.0	44.9	11.9
Urban	19.2	30.1	7.0	39.8	55.3	23.1

b) Educated Persons by Gender and Rural / Urban Areas, 1998

Area	Educated Person as % of population 10 Years and above		
	Both Gender	Male	Female
All Areas	30.8	46.6	13.7
Rural	28.6	44.5	11.5
Urban	39.4	54.9	22.6

c) Level of Education in %

Below Primary	18.6%
Primary	27.4%
Middle	19.1%
Matriculate	21.2%
Intermediate	7.7%
Graduate	3.4%
Post Graduate	1.8%
Diploma/Certificate	0.4%

Annex O4

Population

a) Population

Description	1951	1961	1972	1981	1998
Population in (000's)	283	364	513	631	1022
Intercensal Increase %	-	28.6	40.9	23	62
Average Annual Growth %	-	2.5	3	2.5	2.9

b) Employed Population by Occupation Urban/Rural in %

Occupation	All Areas	Rural	Urban
Legislators, Seniors Officers and Managers	0.3	0.3	0.2
Professionals	4.6	4.3	6.6
Technicians and Associate Professionals	3.9	3.7	4.4
Clerks	2.0	1.7	3.2
Service Workers, Shop and Market Sales Workers	9.3	7.7	15.5
Skilled Agriculture and Fishery Workers	35.1	41.0	12.7
Craft and Related Traders Workers	4.4	3.2	8.6
Plant and Machine Operators and Assemblers	4.9	4.2	7.3
Elementary Occupations	34.7	33.1	40.6
Armed Forces	0.8	0.8	0.9

c) Religion % Rural / Urban Areas, 1998

Religion	All Areas	Rural	Urban
Muslim	99.6	99.6	99.4
Chitistain	0.1	*	0.3
Hindu	*	*	*
Ahmadi	0.3	0.4	0.3
Scheduled Cast	*	*	*
Others	*	*	*

* Refers to very small numbers

d) Mother Tongue % in Rural/Urban Areas, 1998

Area	Urdu	Punjabi	Sindhi	Pushto	Balochi	Siraiki	Others
All Areas	0.2	0.1	*	99.4	*	0.2	0.1
Rural	0.1	0.1	*	99.5	*	0.2	0.1
Urban	0.2	0.4	*	99.1	*	0.2	0.1

Annex 05

Communication Details

a) Road:

Charsadda Peshawar Road	29 Km
Charsadda Cheena Road	13 Km
Charsadda Tangi Road	21 Km
Charsadda Mardan Road	15 Km
Charsadda Nowshera Road	19 Km
<i>The Second Center in Shabqadar from where the following roads comes out:</i>	
Peshawar Shabqadar Road	27 Km
Michini Shabqadar Road	11 Km
Shabqadar Kotozai Road	19 Km
Kangra Hajizai Battagram Road	6 Km

b) Railway:

There is a railway line connecting Charsadda with Mardan but is seldom used and that also for only freight purposes.

Annex O6**Live Stock, 1996**

Live Stock	Nos.
Ass	11941
Buffalo	72945
Camel	755
Cattle	153984
Goat	95588
Horse	2042
Mule	1000
Poultry	1123820
Sheep	12507

Annex 07**Land Utilization, 1998-99**

Land Utilization Status	Area in Hectares
Total Reported Area	98,646
Cultivated Area	74,265
-Net Sown Area	70,597
-Current Fallow	3,668
Cropped Area	90,525
- Area Sown more than once	19,928
Un Cultivated Area	24,381
-Forests	55
-Culturable Waste	8,218
-Not Available for Cultivation	16,108

Annex 08

Housing Data

Index	1980	1998
Persons per Housing Unit	6.8	8.0
Persons per Room	3.4	3.6
Rooms per Housing Unit	2.0	2.2
Housing Units with one Room%	47.2	31.2
Housing Units with 2-4 Rooms%	48.4	63.1
Housing Units with 5 Rooms and more %	4.4	5.7

a) Material Used in Outer Walls by Rural/Urban Areas, 1998 (%)

Wall Material	All Areas	Rural	Urban
Baked Bricks/Blocks/Stones	28.3	23.1	50.0
Un Backed Bricks/Earth Bounded	69.1	74.3	47.7
Wood / Bamboo	2.0	2.0	1.9
Others	0.6	0.6	0.4

b) Material Used in Roofs by Rural/Urban Areas, 1998 (%)

Construction Material	All Areas	Rural	Urban
RCC/RCB	8.4	6.7	15.5
Cement/ Iron Sheet	4.0	4.0	3.9
Wood /Bamboo	85.0	85.5	78.7
Others	2.6	2.8	1.9

Annex 09

Participants List
District Charsadda Disaster Risk Management Plan

Sr.	Name	Designation
1	Shalim Kamran	Planning Coordinator NDMA
2	Muhammad Shafiq	Programmer Finance Department
3	Saudullah Bangash	DO, Social Welfare Department
4	Javed Anwar Kamal	Tehsildar Shabqadar
5	Mian Muhammad Riaz	Niab Tehsildar Shabqadar
6	Abdullah Jan	Niab Tehsildar Shabqadar
7	Ehsan	DDOR
8	Jauhar Taj	HM Education
9	Haroon	Journalist – Daily SUCH
10	Jan Gul Ali	Health Department Tangi
11	Mian Sammiullah	Tehsildar Tangi
12	Bilal Badsha	DDO Finance & Planning
13	Muhammad Wisal	Revenue Officer
14	Muhammad Rashid	Revenue Department
15	Haji Ullah	Revenue Department
16	Azra	PST 44 PS Ghudakarkan
17	Saima Gul	PST 44 PS Ghudakarkan
18	Farzana Ikram	ADO Circe
19	Aqeela Naz	DDO (F) Education
20	Dr. Ikram	HM EDOH Office
21	Iftikhar Ullah	DCA Finance Department
22	Roohul Amin	PA to EDO F & P

Annex 10

District Level Damage, Needs & Assessment FORM format

Date of Report _____ District _____

Part 1 Situation

- 1.1 Type of disaster _____
- 1.2 Date disaster started _____
- 1.3 Status of disaster
() ongoing _____ () ended: date _____
- 1.4 Total number of population affected _____
- 1.5 Percentage of population affected versus total population in the district _____
_____ %
- 1.6 Type of area affected _____
- 1.7 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			total #
		Family	Persons						totally	w/major	w/minor	
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	Watson	Medicine	Food	HH Kits	Watson	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

S#	Name of UCs	Hospital/health centre damaged			Schools damaged			National Road in Km	Secondary Road in Km	No. of Bridges	Culverts	Irrigation schent
		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

 Provincial Authority (PDMA)
 Date

Explanatory Notes:

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

Annex 11

Union Council Level Damage, Needs & Capacity Assessment FORM Format

Date of Report _____ District _____

Part 1 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
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 schem
		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:

1. 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 12

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?

b. 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:

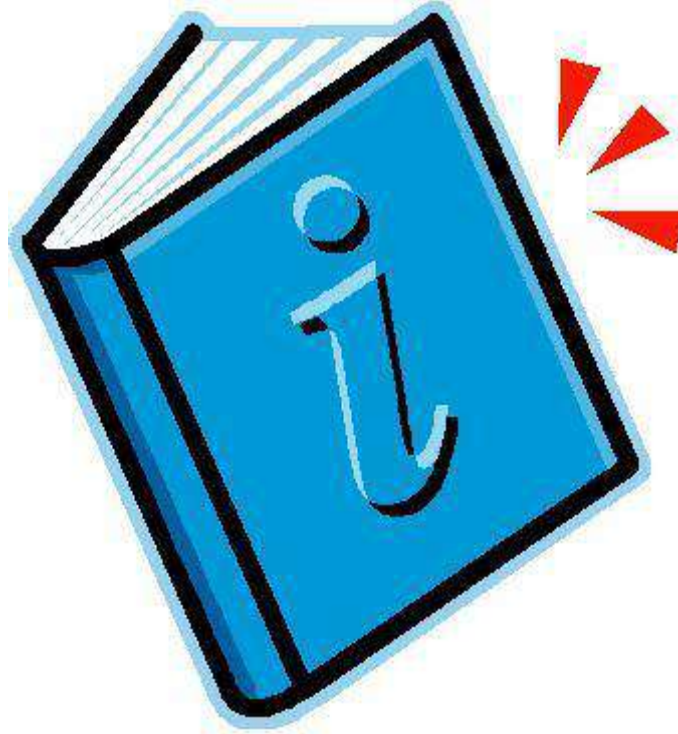
Submitted to:

Village Committee
Administration
Date

UC
Date

Section 9

Sources and References



Section 9, 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. Charsadda
- Civil Defense Office. Distt. Charsadda
- Irrigation Department Charsadda

References and Reports:

- National Disaster Risk Management Framework Pakistan
- District Disaster Risk Management Planning Guidelines (NDMA)
- National disaster management Ordinance NDMO
- Federal Statistics Dept.
- District Profile by District Coordination Office

Websites:

Pakistan Government	http://www.pakistan.gov.pk
Pakistan Meteorological 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 NWFP	http://www.nwfp.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