



Government of the People's Republic of Bangladesh

Standing Orders on Disaster 2019

Ministry of Disaster Management and Relief



Government of the People's Republic of Bangladesh

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Ministry of Disaster Management and Relief

Bangladesh Secretariat, Dhaka 1000

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Message

I am happy to know that Ministry of Disaster Management and Relief is going to publish the 'Standing Orders on Disaster (SOD) 2019' in English. I would like to congratulate all the institutions, organizations and persons involved with this process.

In Bangladesh's current context of development spree, it is very important to formulate and implement development plans taking into consideration the disaster risk management factors. With that aim, disaster risk management has been incorporated into all the development plans, including the Fifth Five Year Plans, Delta Plan 2100 and National Strategic Plans. The SOD-2019 has taken into serious consideration and complies with the commitments pledged in the Sustainable Development Goals (SDGs), Sendai Framework for Disaster Risk Reduction and other international agreements and charters.

Disaster risk management in Bangladesh has been recognized as a 'Role Model' for the world in reducing the loss of lives and property in disasters such as cyclones and floods. Together with the continuing action for enhancing resilience to various disasters including earthquakes, landslides, lightnings, fires, chemical accidents and epidemics, preparedness and response activities have to be further strengthened.

Disaster-related modern concepts, technical knowledge and methodology have been reflected in this updated version. Responsibilities and functions of all the stakeholders starting from the national level to local government institutions have been spelt out in these Standing Orders. From now on, all the institutions will have to formulate and implement plans by incorporating disaster risk management in their activities.

Participation of all stakeholders in disaster risk management is essential. In the spirit of 'Leaving No One Behind,' the SOD ensures inclusion of all stakeholders, and underscore the participation of women, children, the elderly people and persons with disabilities in all stages of disaster risk management.

I call upon the concerned stakeholders to discharge their duties according to the Standing Orders on Disaster. Let us build a disaster-resilient nation, and a sustainable and prosperous Bangladesh by successful implementation of the SOD.

Joi Bangla, Joi Bangabandhu
May Bangladesh Live Forever

Sheikh Hasina

LIST OF ACRONYMS

| | |
|--------|---|
| AFD | Armed Forces Division |
| BBB | Build back better |
| BBS | Bangladesh Bureau of Statistics |
| BCP | Business Continuity Plan |
| BDRCS | Bangladesh Red Crescent Society |
| BGB | Border Guard Bangladesh |
| BIWTA | Bangladesh Inland Water Transport Authority |
| BIWTC | Bangladesh Inland Water Transport Corporation |
| BMD | Bangladesh Meteorological Department |
| BNACWC | Bangladesh National Authority for Chemical Weapons Convention |
| BNBC | Bangladesh National Building Code |
| BNCC | Bangladesh National Cadet Core |
| BPATC | Bangladesh Public Administration Training Centre |
| BPC | Bangladesh Petroleum Corporation |
| BRDB | Bangladesh Rural Development Board |
| BS | Bangladesh Scouts |
| BTCL | Bangladesh Telecommunication Company Limited |
| BTRC | Bangladesh Telecommunication Regulatory Commission |
| BUET | Bangladesh University of Engineering and Technology |
| BWDB | Bangladesh Water Development Board |
| CBO | Community Based Organization |
| CBRNE | Chemical, Biological, Radiological, Nuclear and Explosive |
| CCA | Climate Change Adaptation |
| CCDMC | City Corporation Disaster Management Committee |

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| CCDMP | City Corporation Disaster Management Plan |
| CCDRCG | City Corporation Disaster Response Coordination Group |
| CDA | Chattogram Development Authority |
| CDAC | Communicating with Disaster Affected Communities (a network) |
| CEGIS | Centre for Environmental and Geographic Information Services |
| CFS | Child Friendly Space |
| CHTDB | Chattogram Hill Tracts Development Board |
| CP | Contingency Plan |
| CPIE | Child Protection in Emergencies |
| CPP | Cyclone Preparedness Programme |
| CPPIB | Cyclone Preparedness Programme Implementation Board |
| CRA | Community Risk Assessment |
| CSD | Central Storage Depot |
| CwC | Communications with Communities |
| DAE | Department of Agriculture Extension |
| DDM | Department of Disaster Management |
| DDMC | District Disaster Management Committee |
| DDMP | District Disaster Management Plan |
| DDRCG | District Disaster Response Coordination Group |
| DESCO | Dhaka Electric Supply Company |
| DGHS | Directorate General of Health Services |
| DHA | Department of Humanitarian Affairs |
| DIA | Disaster Impact Assessment |
| DMC | Disaster Management Committee |
| DMIC | Disaster Management Information Centre |
| DoE | Department of Environment |

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| DPDC | Dhaka Power Distribution Company Ltd. |
| DPHE | Department of Public Health Engineering |
| DPP | Development Project Proposal |
| DREE | Disaster Response Exercise and Exchange |
| DRM | Disaster Risk Management |
| DRR | Disaster Risk Reduction |
| EGPP | Employment Generation Programme for the Poorest |
| EIA | Environmental Impact Assessment |
| E-Learning | Electronic Learning |
| EOC | Emergency Operation Centre |
| EPAC | Earthquake Preparedness and Awareness Committee |
| ERA | Emergency Response Activities |
| ERCC | Emergency Response Coordination Centre |
| ERD | Economic Relations Division |
| ERM | Emergency Response Management |
| FAO | Food and Agriculture Organization |
| FBCCI | Federation of Bangladesh Chambers of Commerce & Industries |
| FbF/A | Forecast based Financing/Action |
| FD-6 | Foreign Donation-6 |
| FFWC | Flood Forecasting and Warning Centre |
| FSCD | Bangladesh Fire Service & Civil Defence |
| FSN | Food Security and Nutrition |
| GBV | Gender Based Violence |
| GDA | Gazipur Development Authority |
| Geo Code | Geographical Code |
| GIS | Geographic Information System |

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| GPRS | General Packet Radio Services |
| GPS | Global Positioning System |
| GR | Gratuitous Relief |
| GSB | Geological Survey of Bangladesh |
| HBRI | Housing and Building Research Institute |
| HFL | Highest Flood Level |
| I/N-NGO | International/National Non-Governmental Organization |
| ICT | Information and Communication Technology |
| IMDMCC | Inter-Ministerial Disaster Management Coordination Committee |
| IMS | Incident Management System |
| IOM | International Organization for Migration |
| IOTWS | Indian Ocean Tsunami Warning System |
| IPHN | Institute of Public Health Nutrition |
| IVR | Interactive Voice Response |
| IWM | Institute of Water Modeling |
| Kabikha/FFW | Kajer Binimoye Khaddo/Food for Work |
| Kabita/CFW | Kajer Binimoye Taka/Cash for Work |
| KDA | Khulna Development Authority |
| KSS | Krishok Somobay Samity (Village based farmer cooperatives) |
| LGED | Local Government Engineering Department |
| LSD | Local Storage Depot |
| MIMS | Multi-agency Incident Management System |
| MISP | Minimal Initial Service Package |
| MoDMR | Ministry of Disaster Management and Relief |
| NDMAC | National Disaster Management Advisory Committee |
| NDMC | National Disaster Management Council |

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| NDMP | National Disaster Management Plan |
| NDRCC | National Disaster Response Coordination Centre |
| NDRCG | National Disaster Response Coordination Group |
| NEOC | National Emergency Operation Centre |
| NGOAB | NGO Affairs Bureau |
| NHA | National Housing Authority |
| NILG | National Institute of Local Government |
| NPDM | National Plan for Disaster Management |
| NPDRR | National Platform for Disaster Risk Reduction |
| NWP | Numerical Weather Prediction |
| OMS | Open Market Sale |
| PDMC | Pourashava Disaster Management Committee |
| PDMP | Pourashava Disaster Management Plan |
| PDRCG | Pourashava Disaster Response Coordination Group |
| PKSF | Palli Karma-Sahayak Foundation |
| PoL | Point of Loading |
| PoS | Point of Sales |
| RAJUK | Rajdhani Unnayan Kartripakkha |
| RCG | Regional Consultative Group |
| RDA | Rural Development Academy |
| RDA | Rajshahi Development Authority |
| RRAP | Risk Reduction Action Plan |
| SADDD | Sex, Age and Disability Disaggregated Data |
| SDA | Sylhet Development Authority |
| SDG | Sustainable Development Goal |
| SFDRR | Sendai Framework for Disaster Risk Reduction 2015-2030 |

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| SOD | Standing Orders on Disaster |
| SOP | Standard Operating Procedure |
| SOS | Save Our Souls |
| SPARRSO | Bangladesh Space Research and Remote Sensing Organization |
| SRHE | Sexual and Reproductive Health in Emergencies |
| SRO | Statutory Regulatory Order |
| SSN | Social Safety Net |
| TR | Test Relief |
| UCCA | Upazila Central Cooperative Association |
| UDMC | Union Disaster Management Committee |
| UDMP | Union Disaster Management Plan |
| UDRCG | Union Disaster Response Coordination Group |
| UHF | Ultra-High Frequency |
| UN Women | United Nations Equity for Gender and the Empowerment of Women |
| UNDP | United Nations Development Programme |
| UNDRR | United Nations Disaster Risk Reduction (formerly the United Nations International Strategy for Disaster Reduction-UNISDR) |
| UNFPA | United Nations Population Fund (UNFPA) (formerly the United Nations Fund for Population Activities) |
| UNHCR | United Nations High Commissioner for Refugees |
| UN-HCTT | United Nations - Humanitarian Coordination Task Team |
| UNICEF | United Nations International Children's Emergency Fund |
| URA | Urban Risk Assessment |
| UzDMC | Upazila Disaster Management Committee |
| UzDMP | Upazila Disaster Management Plan |
| UzDRCG | Upazila Disaster Response Coordination Group |
| VDP | Village Defense Party |

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| VGf | Vulnerable Group Feeding |
| VHF | Very High Frequency |
| WARPO | Water Resources Planning Organization |
| WDMC | Ward Disaster Management Committee |
| WDRCG | Ward Disaster Response Coordination Group |
| WFP | World Food Programme |
| WHO | World Health Organizaion |

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Chapter 1: Background

1.1 Introduction

In disaster risk management, the effective participation of all is very important. The objective of the formulation of the Standing Orders on Disaster (SOD) is to inform all concerned about their roles and responsibilities at every stage of disaster risk management. As per the SOD, each ministry, division, department and agency will prepare its own detailed work plan to perform its responsibilities and functions efficiently as mentioned in the Standing Orders; and will take necessary measures to implement it as per their own duty and capacity. To respond to a disaster, the National Disaster Management Council (NDMC) and the Inter-Ministerial Disaster Management Coordination Committee (IMDMCC) will coordinate disaster-related activities at the national level. Coordination at division, district, city corporation, upazila, pourashava, union and ward levels will be done by the respective Disaster Management Committees (DMC).

Bangladesh is one of the most disaster-prone countries in the world and is constantly facing different kinds of natural and man-made hazards. Geographical location, land characteristics, numerous rivers, impact of climate change, rapidly increasing population, unplanned urbanization and industrialization contribute to the disaster risk. The geographical formation of coastal areas of Bangladesh and the impact of climate change are increasing the number, magnitude and impact of disasters in this region. Damages and losses due to disasters is causing negative impacts on the socio-economic sector.

The salient geographic characteristics of Bangladesh relating to disaster risk consist of:

- A vast network of rivers, streams, drains and canals;
- Huge monsoonal discharge of water with alluvial sediments;
- Island and *char* lands surrounded by rivers and waterbodies;
- Shallow continental shelf and funnel shaped northern Bay of Bengal;
- Strong tides and erratic wind flow;
- High possibility of earthquakes due to proximity to a tectonic plate and an active fault boundary in and around Bangladesh;
- Impact of climate change.

Bangladesh has a very high risk of disasters due to having the above-mentioned geographic characteristics. There are many different types of natural and human-induced hazards that pose a risk, including floods, flash floods, water logging, cyclones, drought, earthquakes, landslides, tidal waves, tornadoes, thunderstorms, riverbank erosion, fires, building collapses, chemical accidents, arsenic contamination of groundwater, salinity intrusion, cold waves, etc. Bangladesh has made a significant progress in disaster risk management in recent years despite numerous hazards and vulnerability in the country. As a result, the mortality rate from

disaster impacts has been reduced significantly. However, the loss of assets, and the number of disaster-affected areas and people are increasing gradually. Therefore, it is necessary to strengthen the integrated efforts of the concerned ministries, divisions, departments, directorates and agencies to create a disaster-resilient nation through effective disaster risk management. The updated Standing Orders on Disaster outlines specific responsibilities and duties to be followed by all, which will play a pivotal role in creating a disaster-resilient country by bringing human life to a normal state within a short period following a disaster through establishing well-coordinated search-and-rescue operations, humanitarian assistance and rehabilitation work.

A more comprehensive and inclusive model has been adopted which is nationally and internationally accepted, in place of the traditional disaster management model for disaster risk reduction, response preparedness, emergency response and recovery. In the international arena, gender and social inclusion models have received greater recognition and acceptance. In this context, Bangladesh is committed to implement a gender and socially inclusive disaster risk management framework, at the local and national levels in alignment with regional and international frame works beginning from the Yokohama Strategy to the Hyogo Framework of Action and now the Sendai Framework for Disaster Risk Reduction.

Chapter 2: Disaster Risk Management - Policy Structure and Terminologies

2.1 National Policy Structure

The legal framework of disaster risk management in Bangladesh has been prepared and revised in the context of a paradigm shift from a reactive to a proactive approach, which is followed in the disaster risk management Programmes of Bangladesh. All Disaster Risk Reduction (DRR) and Emergency Response Management (ERM) Programmes are being implemented under this framework, which is constituted with relevant laws, policies, rules, orders and guidelines. The structure of the framework includes:

2.1.1 Disaster Management Act 2012

The Disaster Management Act, 2012 (Law no. 34 of 2012) was enacted with a view to make disaster-related activities coordinated, target-oriented and strong; and making rules for an effective disaster risk management framework for all types of disasters.

2.1.2 National Disaster Management Policy 2015

The National Disaster Management Policy 2015 was formulated as per section 19 of the Disaster Management Act, 2012. Through this, initiatives are taken to ensure good governance for disaster risk management, participation and accountability of all concerned stakeholders. The main purpose of this policy is to formulate and implement hazard-specific strategies based on assessments of major disaster risks in Bangladesh.

2.1.3 National Plan for Disaster Management 2016-2020

The National Plan for Disaster Management (NPDM) was formulated for the period of 2010-2015 in the light of the government's vision, mission and national and international approaches on disaster risk management. The subsequent National Plan for Disaster Management, 2016-2020 was formulated considering the achievements of the previous plan's implementation, learnings and challenges to ensure disaster risk management through the coordinated and effective efforts of relevant stakeholders. This plan has considered the principles of the Sendai Framework for Disaster Risk Reduction (SFDRR), Sustainable Development Goals (SDG), and national policies and strategies (such as the Seventh Five Year Plan). The action plan has indicated the intent to identify the areas of investment for disaster risk management through a Risk Informed Development Plan and emphasized its implementation with participation of all concerned.

The main purposes of this plan are:

- Protecting lives and resources;
- Protecting investments;
- Effective recovery and rebuilding to restore life and livelihood in the quickest possible time.

2.2 Inter-Coordination between National Policies and International Frameworks

Building synergies between the Sendai Framework for Disaster Risk Reduction (SFDRR), Sustainable Development Goals (SDGs), Paris Agreement on Climate Change, National Five Year Plan and Delta Plan 2100 is highly essential.

The SFDRR identified four priorities of action for achieving seven targets. Disaster risk reduction is closely linked for achieving the SDGs. The intensity of disasters is increasing due to the effects of climate change, a key premise of the Paris Agreement. This impact is more prominent in countries such as Bangladesh, which is located in a deltaic region. Inter-coordination among the aforementioned three international frameworks with the aim of disaster risk reduction is essential. The main themes of these frameworks are reflected in the roles and responsibilities of the committees of ministries/divisions, departments/directorates, different organizations at government and non-government levels as stated in the Standing Orders on Disaster. It will require formulating medium and long-term disaster risk management and risk informed development plans based on the six hot spots identified in the Delta Plan 2100.

Sendai Framework for Disaster Risk Reduction (SFDRR) 2015-2030

The SFDRR 2015–2030 was adopted at the Third United Nations World Conference on Disaster Risk Reduction, held from 14 to 18 March 2015 in Sendai, Japan, which represented a unique opportunity for countries:

- To adopt a concise, focused, forward-looking and action-oriented post-2015 framework for disaster risk reduction;
- To undertake actions based on the assessment and evaluation of the implementation of the Hyogo Framework for Action 2005–2015;
- To consider the experience gained through the regional and national strategies/institutions and plans for disaster risk reduction and their recommendations, as well as relevant regional agreements for the implementation of the Hyogo Framework for Action;
- To identify modalities of cooperation based on commitments to implement a post-2015 framework for disaster risk reduction;
- To determine modalities for the periodic review of the implementation of a post-2015 framework for disaster risk reduction;
- To prioritize resilience capacity building for achieving the Sustainable Development Goals (SDGs) and prepare/update policies, plans, programmes, if applicable, and integrate a DRR budget in all the sectors.

Expected Result of SFDRR

Taking into account the experiences gained through the implementation of the Hyogo Framework for Action, SFDRR 2015-2030 was developed to achieve the following:

“Disaster causes huge damage and loss to life, livelihood & health and economy, physical, social, cultural & environmental resources. Therefore, the main objective of this framework is to reduce the risk and damage substantially at personal, community and national levels.”

For achieving expected results and goals, activities at local, national, regional and global levels based on the four priorities of action set by SFDRR need to be initiated. The priorities are:

1. Understanding disaster risk by all;
2. Strengthening disaster risk governance to manage disaster risk;
3. Increasing investment in disaster risk reduction for ensuring disaster resilience;
4. Enhancing disaster preparedness for effective response and to ‘build back better’ in recovery, rehabilitation and reconstruction.

2.3 Disaster Risk Management Related Terminology

Adaptation: The adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.

Agency Control Room: A dedicated space from where an agency controls, coordinates and distributes its resources in pre, during and post-disaster situations.

Agency Field Officer: An officer of any agency assigned to conduct the activities at the field level.

Build back better: After the Indian Ocean Tsunami of 2004, the ‘build back better’ strategy became popular in disaster relief and recovery programmes. It has created an opportunity to return to pre-disaster situation or even better by developing new ideas and technologies in the post-disaster reconstruction and recovery phase. The ‘build back better’ term in the Sendai Framework for Disaster Risk Reduction is integrated into the fourth priority. According to UNDRR ‘build back better’ is the use of the recovery, rehabilitation and reconstruction phases after a disaster to increase the resilience of nations and communities through integrating disaster risk reduction measures into the restoration of physical infrastructure and societal systems, and into the revitalization of livelihoods, economies and the environment.

Capacity: A set of positive conditions within an individual, community, society or organization that helps tackle hazardous situations and increases the ability to respond. That is, capacity is the overall state or process created by a combination of multiple factors such as natural, social, economic and environmental factors that help people or organizations to deal with the adverse conditions of a disaster and reduces its negative consequences.

Cautionary Stage: It is considered as the initial stage of a disaster when people are alerted about an impending disaster until the alert signal is discontinued. Preparation for the disaster's impact and measures for responding to it are included at this stage.

CBRNE: A technical term that refers to Chemical, Biological, Radiological, Nuclear and Explosive hazards. When it causes mass disruption and possibly mass casualties, it is referred to as a CBRNE incident.

Chemical Weapons: A chemical used to cause intentional death or harm through its toxic properties. Munitions, devices and other equipment specifically designed to weaponize toxic chemicals also fall under the definition of chemical weapons.

Child Protection in Emergencies (CPiE): Refers to preventing and responding to torture and violence against children in disasters. Areas of humanitarian assistance include the positive impact of ensuring child safety.

Climate Change: Climate change means a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods.

Communications with Community (CwC): It refers to activities where the exchange of information is used to save lives, mitigate risk, enable greater accountability and shape a humanitarian response, as well as supporting the communication needs of people caught up in conflicts, natural disasters and other crises. CwC is enshrined in the UN Declaration of Human Rights (Article 19) and is one of the nine quality criteria as defined in the Core Humanitarian Standard: "Humanitarian response is based on communication, participation and feedback."

Community-Based Disaster Risk Reduction: A process whereby communities at risk identify and analyze their risks and take appropriate actions, which in turn reduce their disaster risk and enhance their ability to cope with a disaster.

Contingency Plan: A management process that analyses specific potential events or emerging situations that might threaten society or the environment and establishes arrangements in advance to enable timely, effective and appropriate responses to such events and situations.

Coordination: Bringing agencies and resources together to ensure fast and efficient response to a disaster. It is primarily involved in the systematic acquisition and application of assets (organizational and personal) according to the needs created by hazards. It works vertically within the organization to provide directives from the authority and horizontally within the entire organization to allow control by the authority.

Declaration of Distressed Area: If the President of Bangladesh in his capacity given under section 22 of the Disaster Management Act, 2012, in his discretion or after receiving the recommendation under subsection 3, is satisfied that there has been an incident of disaster in any part of the country, when it is necessary to take additional measures to deal with it and to prevent a crisis and further losses, it is urgent and necessary to apply, then, through an official gazette notification, concerned area can be declared as a 'distressed area'.

Disaster Incident Management Centre: A place from where all disaster risk management activities undertaken by various humanitarian agencies is regulated and coordinated.

Disaster Incident Management Team: A team led by an Incident Manager, who is in charge of overall control of a disaster situation.

Disaster Incident Plan: Work plans adopted by the disaster Incident Manager jointly with the Disaster Incident Team to deal with a disaster incident. This plan can be issued in oral or written form.

Disaster Management: Performing disaster risk reduction and disaster response systematically under institutional frameworks whereby the following steps or actions are taken:

- Assessment of vulnerabilities, extent, magnitude and timing of disasters;
- Undertaking all kinds of plans with management (risk reduction plan, contingency plan, business continuity plan, etc.), coordination and implementation;
- Dissemination of early warning messages to evacuate people with essential resources to safe shelters.
- Conduction of search and rescue operations, estimation of damage and loss of lives and properties, distribution of humanitarian assistance, rehabilitation and reconstruction, and carrying out essential services, recovery and development activities;
- Conduct other activities that are relevant to disaster risk management.

Disaster Resilience: The ability of a system, community or society exposed to hazards to resist, absorb, accommodate, adapt to, transform and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions through risk management.

Disaster Risk Management (DRM): Disaster risk management is the application of disaster risk reduction policies and strategies to prevent new disaster risks, reduce existing disaster risks and manage residual risks, contributing to the strengthening of resilience and reduction of damage and loss by disasters. It includes all kinds of actions, such as structural and non-structural measures for avoiding or mitigating the effects of a disaster.

Disaster Risk Reduction (DRR): DRR is a systematic approach to identifying, assessing and reducing the risks of disaster. It aims to reduce socio-economic vulnerabilities to disaster as well as dealing with the environmental and other hazards that trigger them. It should be an integral part of the operations of government and development organizations, not an add-on or one-off action. DRR is very wide-ranging: Its scope is much broader and deeper than conventional emergency management. There is potential for DRR initiatives in just about every sector of development and humanitarian work.

The most commonly cited definition of DRR is one used by UN agencies such as UNDRR, that is the UN Office for Disaster Risk Reduction, where the conceptual framework of elements is considered with the possibilities 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.

Process of Risk Reduction Functions:

- Mass awareness on potential risks of disasters and analysis of hazards, risks, capacities and vulnerabilities;
- Development of knowledge, skills and attitude by enhancing the flow of information education and communication along with training and research;
- Environmental and land use planning, conservation of important structures, cooperation and networking through the use of information technology;
- Establishing early warning systems which ensure: i) timely dissemination of warning messages to the last mile; ii) enhanced institution, household and community preparedness; and iii) improved community ability to respond.

Disaster: A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts. The effect of the disaster can be immediate and localized, but it is often widespread and may last for a long period of time. The effect may test or exceed the capacity of a community or society to cope with its own resources, and therefore, may require assistance from external sources, which may include neighboring jurisdictions, or those at the national or international levels.

The following are some examples:

- Cyclone, nor'wester, tornado, storm surge, lightning, tidal surge, earthquake, tsunami, heavy rainfall, low rainfall, flood, riverbank erosion, coastal erosion, drought, salinity, arsenic contamination, building collapse, landslide, hill slide, flash flood, hailstorm, forest fire, cold wave, prolonged water logging, etc.;
- Explosions, fire, chemical explosions or accidents, disasters/accidents caused by chemical weapons or toxic chemical substances, industrial accidents, train accidents, chemical and nuclear radioactivity, fuel oil or gas emissions or mass destruction;
- Diseases such as pandemic influenza, bird-flu, anthrax, diarrhea, cholera, etc.;
- Infection by harmful toxins and infectious or biological invectives of active substances;
- Disruption of essential services or disaster prevention infrastructure;
- Unusual event or accident that causes widespread fatalities and causalities.

Distressed Area: District, City Corporation, Upazila, Municipality, Union or any part of Bangladesh declared as distressed area as per the Disaster Management Act 2012.

During Disaster: The period when the disaster is occurring. In the case of slow onset disasters (drought, salinity, seasonal floods, etc.) the disaster period is long and is shorter in the case of sudden onset disasters (flash floods, cyclones, earthquakes, fires, industrial accidents, landslides, etc.).

Early Recovery: Early Recovery is an approach to humanitarian response which, through enhanced coordination, focuses on strengthening resilience, re-building or strengthening

capacity, and contributing to solving rather than exacerbating longstanding problems that have contributed to a crisis; and also a set of specific programmatic actions to help people to move from dependence on humanitarian relief towards development.

Education in Emergencies (EiE): Education in emergencies refers to schooling and other structured activities for those whose lives have been thrown into disorder by extreme and difficult circumstances. Alternatives during the crisis period include the creation of opportunities for human resources education or provision of temporary education. Through this system, humanitarian pre-childhood development, primary, secondary, sub-formal, technical, vocational, aged and higher education is continued according to the age and needs of the disaster-affected people.

Elements at Risk: The elements that are in the vicinity to be affected by a hazard. These can be infrastructure, services, economic and social activities such as agriculture, business and services, trade, religion and service-oriented agencies and people.

Emergency Operation Centre (EOC): A central command and control facility from where all emergency response and humanitarian aid activities are coordinated during an emergency.

Emergency Response Activities (ERA): Action taken immediate before, during or after an incident to assist in the reduction of injured people, losses of properties and environmental damage. This could include measures to reduce disastrous hazards on the public or to coordinate and implement plans to protect government resources.

Emergency Response Management (ERM): Mobilization and management of required materials and institutional functions for ensuring preparedness, response, and rehabilitation activities in view to tackle an emergency situation. Emergency response management includes plans, infrastructures and systems that are established for complete and integrated response by volunteers and non-government actors in emergency situations. It is also known as disaster management.

Evacuation: It is important to bring people at risk to safe shelters. The process of moving people to a safe shelter is called evacuation. When the warning of a cyclone is issued by the Bangladesh Meteorological Department, it is important for the coastal and island people to move to a safe place. Similarly, bringing people to a flood shelter during a heavy flood is also considered as evacuation.

Forecast-based Financing/Action (FbF/A): This refers to an approach which enables access to humanitarian funding for early action, that can be accessed based on meteorological forecast information, combined with risk analysis, to prepare for extreme weather events.

Gender: Gender refers to socially constructed notions and characteristics of masculinity and femininity. It is concerned with the roles, behaviours, responsibilities, relationships, activities, attributes and opportunities that society and its structures deem appropriate for a particular gender. Many cultures refer to the gender binaries of two genders (boys/men and girls/women). Gender is, however, argued to be diverse beyond binaries, this is becoming a more accepted viewpoint in today's world.

Hazard: A dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

Lead Agency: The agency that is given primary responsibility for having certain emergency skills and necessary resources.

Liaison Officer: A member of any organization who is capable of representing of the organization and having the authority to provide commitment about the organization's resources.

Minister: Refers to the leadership designation of a Minister, State Minister or Deputy Minister of any Ministry of the Government of the People's Republic of Bangladesh.

Mitigation: The lessening or limitation of the adverse impacts of hazards and related disasters.

Mujib Killa: Killa means higher earthen ground. After the devastating cyclone in the southern part of the country in 1970, by the leadership of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, such earthen mounds (higher ground level from flood level) were constructed in various parts of the country to protect resources especially livestock from cyclones/storm surges/floods and became known as 'Mujib Killa'. Such killas have already been built or to be built will be considered as a 'Mujib Killa'.

Purpose of development/construction of Mujib Killas:

- Safe storage of life-saving and valuable materials for disaster-affected people and their families;
- Ensuring safe shelter for disaster-affected livestock;
- During normal period to be used as a playground, *haat-bazaar* (local market), community centre, various fairs along with *boishakhi* (Bangla new year) fair, political meetings or other programmes, religious ceremonies, such as *janaza* (funeral), Eid prayers, etc. for multi-purpose use;
- Using for commercial activities, such as weekly/daily *haat* or bazaar;
- Different social programmes of the village and union community, and community development meetings of different government/non-government organizations;
- Using as a place for training programmes conducted under various government/non-government organizations;
- Using as pre-disaster/during disaster/post-disaster temporary service-centre or educational institution.

National Disaster Response Coordination Centre (NDRCC): The control room stationed at the Ministry of Disaster Management and Relief for exchanging disaster-related information and coordination of disaster related activities.

Normal Stage: It refers to a condition when there is no disaster or human suffering, without any threat or observable signs of any hazard that may cause a disaster.

Order: A set of directives to perform roles and responsibilities by the members of the organization. An order operates from the upper level of the organization to the lower level. The power to order is established through a legal framework or contract with any organization.

Post-Disaster Stage: The next stage after an emergency, when steps are taken to bring disaster-affected people back to normal life. In addition, appropriate steps are taken to restore infrastructure, services and the economy in relation to long-term demand and development plans. Recovery activities include both rehabilitation and reconstruction activities and ongoing humanitarian assistance programmes for people who are left behind and are at risk.

Preparedness: The knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions.

Prevention: In general, activities and measures to avoid existing and new disaster risks. Disaster Prevention means measures taken to avert a disaster from occurring with a view to keep people free from the harmful effects. For example, construction of an embankment to prevent river erosion that diverts/controls river flow and protects the area from erosion. In brief, the process of weakening the possible impact of a hazard can be termed as prevention.

Reconstruction: The medium-and long-term rebuilding and sustainable restoration of resilient critical infrastructures, services, housing, facilities and livelihoods required for the full functioning of a community or a society affected by a disaster, aligning with the principles of sustainable development and ‘build back better’, to avoid or reduce future disaster risk.

Recovery: The restoring or improving of livelihoods and health, as well as economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected community or society, aligning with the principles of sustainable development and ‘build back better’, to avoid or reduce future disaster risk. The recovery phase encompasses both rehabilitation and reconstruction.

Rehabilitation: The restoration of basic services and facilities for the functioning of a community or a society affected by a disaster. More specifically, actions taken in the aftermath of a disaster to bring the affected people back to normal life, such as:

- Bring back damaged infrastructure to normal or better condition;
- Restore the normal lives, livelihoods and work environment of the affected areas by enhancing the organizational capacity of the affected people, including their mental, economic and physical well-being;
- If necessary, relocate the affected people with a view to bring back to normal life;
- Taking care of affected cattle, fisheries, etc. and if needed help restoring the farm;
- Taking quick measures for removal of debris i.e., dead bodies, carcasses of animals, fishes, etc. from ponds, rivers, canals and reservoirs, and taking steps for access to pure and safe drinking water for people and animals.
- Taking necessary measures to deal with the situation arising out of debris/garbage to avoid contamination/pollution/toxicity in the affected area.

Relief/Humanitarian Assistance: Aid which is given by government and non-government agencies/individuals to meet the immediate needs of disaster-affected people. It can include food, blankets and winter clothing, shelter/tent, medical supplies, essentials for infants and children, drinking water, money, fuel, seeds, agro-inputs, livestock, fish-fry, house building materials and any other things required by those affected by disasters.

Response: The provision of emergency services and humanitarian assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected.

Risk: The confluence of the probability of a hazardous event and its consequences which result from interaction(s) between natural or man-made hazard(s), vulnerability, exposure and capacity.

$$\text{Risk} = \text{Hazard} \times \text{Vulnerability/Capacity}$$

Search and Rescue (SAR): Refers to searching for, rescuing and providing assistance to people who are in distress or imminent danger. For example: many people are trapped under a collapsed building after an earthquake or during a severe cyclone when they are not able to come out to safe shelter, then they need to be searched for and rescued by skilled people.

Secretary: Refers to the assigned designation of a Senior Secretary, Secretary or Secretary in Charge of any Ministry/Division of the Government of the People's Republic of Bangladesh.

Service: It refers to facilities or assistance rendered by any disaster risk management agency or individual as part of disaster risk management which may include shelter, food, pure drinking water, wearable clothing, medical supplies, electricity and gas supply, telecommunications, sanitation, energy and transportation-related services, firefighting, security, search and rescue, and other services as determined by the government including services provided by the police.

Social Inclusion: Generally, marginalized, disadvantaged populations, and low-income households are most vulnerable in any disaster. Often, their demands and needs, opinions and participation are not included in different stages of disaster risk reduction and emergency response programmes. Social inclusion is a process whereby a positive environment is created for the participation of all individuals and groups in various activities of the society. Through this, individuals, groups, societies, institutions and states are able to contribute for the society practically by exercising their fundamental rights, including through the steps taken at various levels and participation in mainstream activities.

Standing Orders on Disaster (SOD): The guidelines prepared by the government under the leadership of the Ministry of Disaster Management and Relief for all disaster risk management activities by the concerned actors in government and non-government agencies. In other words, the objective of the SOD is to make the concerned persons understand their duties and responsibilities regarding disaster risk management at all levels and accomplishing them. All the Ministries, Divisions/Departments and Agencies of Bangladesh shall prepare their own Action Plans with respect to their responsibilities under the Standing Orders for efficient implementation.

Toxic Chemical Substance: Any substance which may be harmful to the environment or hazardous to health if inhaled, ingested or absorbed through the skin. In other words, chemicals

that cause the death of humans or animals as a result of the reaction of chemicals over the life process, or cause temporary disability or permanent damage. All of such chemicals, regardless of source and method can be produced anywhere.

Vulnerability: The conditions determined by physical, social, economic and environmental factors or processes which increase the susceptibility of an individual, community, assets or systems to the impacts of hazards.

Warning Stage: A period starting from the issuance of the warning signals on any upcoming disaster and until its discontinuation by the mandated agency.

2.4 Disaster Risk Management Guidelines

Guideline/Protocols/Standard Operating Procedures (SOPs) are critical tools to perform planned activities. Respective authorities should develop/update all such guidelines based on good practices and changing contexts. These guidelines will be considered as part of the Standing Orders on Disaster. The accessibility to these guidelines is to be ensured. Here is a list of the guidelines to be prepared/updated:

- 1) Guidelines for Community-Based Risk Assessment (CRA);
- 2) Guidelines for Disaster Damage and Needs Assessment;
- 3) Guidelines for Disaster Impact Assessment (DIA);
- 4) Standard Operating Procedures for National Disaster Management Fund and Upazila Disaster Management Fund;
- 5) Guidelines for Preparing Contingency Plans;
- 6) Guidelines for Minimum Standards in Humanitarian Assistance;
- 7) Guidelines for Disaster Information and Communication Management;
- 8) Guidelines for Construction and Management of Disaster Specific Shelters;
- 9) Guidelines for Plan Implementation, Monitoring and Evaluation;
- 10) Guidelines for International Humanitarian Aid Management During Emergencies;
- 11) Guidelines for Multi-Agency Disaster Incident Management;
- 12) Guidelines for Post-Disaster Dead Body Management;
- 13) Guidelines for Debris Management;
- 14) Guidelines for Institutionalizing National Disaster Volunteers;

- 15) Standard Operating Procedure (SOP) for Earthquake Risk Management;
- 16) Guidelines for National Nuclear and Radiological Emergency Response Plan;
- 17) Guidelines for Developing Expert Pool on Disaster Management;
- 18) Guidelines for Hospital Management during Disasters and Emergencies.

Chapter 3: Disaster Risk Management Coordination at the National Level

The main responsibility of disaster risk management is entrusted to the Ministry of Disaster Management and Relief of the Government of the People’s Republic of Bangladesh. This ministry will play a key role in formulation of policy, laws and regulations and take necessary steps for planning, implementation and monitoring of disaster risk management Programmes.

The Department of Disaster Management and other cooperating agencies under the ministry will assist different ministries, divisions, departments, directorates and authorities to implement disaster risk reduction, humanitarian assistance and recovery activities ensuring synergies and coordination. The Ministry of Disaster Management and Relief will provide necessary information to the National Disaster Management Council (NDMC), Inter-Ministerial Disaster Management Coordination Committee (IMDMCC), National Disaster Response Coordination Group (NDRCC) and other national and local level disaster risk management committees and will assist them in making decisions for disaster risk management. Beside this, the ministry will coordinate all the activities of the governmental and non-governmental agencies and development partners directly and indirectly involved in disaster risk management activities.

3.1 Disaster Risk Management Committees at the National Level

At the national level effective participation of different agencies and coordinated efforts of the different sectors is required in order to formulate and implement disaster risk reduction policies and strategies. For ensuring this, effective participation and coordination of concerned agencies is essential. With this aim, at the national level the following committees have been formed:

3.1.1 National Disaster Management Council (NDMC)

The composition, meetings, responsibilities and activities of NDMC are described in Sections 4, 5 and 6 of the Bangladesh Disaster Management Act 2012. Accordingly, the composition, meeting and activities of the council are as follows:

| | | |
|---|---|-------------|
| 1 | Prime Minister | Chairperson |
| 2 | Minister, Ministry of Local Government, Rural Development and Co-operatives | Member |
| 3 | Minister, Ministry of Agriculture | Member |
| 4 | Minister, Ministry of Home Affairs | Member |

| | | |
|----|--|--------|
| 5 | Minister, Ministry of Road Transport and Bridges | Member |
| 6 | Minister, Ministry of Health & Family Welfare | Member |
| 7 | Minister, Ministry of Disaster Management and Relief | Member |
| 8 | Minister, Ministry of Water Resources | Member |
| 9 | Minister, Ministry of Housing and Public Works | Member |
| 10 | Minister, Ministry of Shipping | Member |
| 11 | Minister, Ministry of Railways | Member |
| 12 | Minister, Ministry of Science and Technology | Member |
| 13 | Minister, Ministry of Food | Member |
| 14 | Minister, Ministry of Environment, Forest and Climate Change | Member |
| 15 | Chairperson of the National Disaster Management Advisory Committee | Member |
| 16 | Chief of Army | Member |
| 17 | Chief of Navy | Member |
| 18 | Chief of Air Force | Member |
| 19 | Principal Secretary of the Prime Minister | Member |
| 20 | Principal Staff Officer, Armed Force Division | Member |
| 21 | Secretary, Finance Division | Member |
| 22 | Secretary, Ministry of Water Resources | Member |
| 23 | Secretary, Bridges Division | Member |
| 24 | Secretary, Ministry of Agriculture | Member |
| 25 | Secretary, Local Government Division | Member |
| 26 | Secretary, Health Services Division | Member |
| 27 | Secretary, Medical Education and Family Welfare Division | Member |
| 28 | Secretary, Public Security Division | Member |
| 29 | Secretary, Security Services Division | Member |

| | | |
|----|---|------------------|
| 30 | Secretary, Ministry of Defense | Member |
| 31 | Secretary, Secondary and Higher Education Division | Member |
| 32 | Secretary, Technical and Madrasah Education Division | Member |
| 33 | Secretary, Ministry of Primary and Mass Education | Member |
| 34 | Secretary, Road Transport and Highways Division | Member |
| 35 | Secretary, Ministry of Railways | Member |
| 36 | Secretary, Ministry of Shipping | Member |
| 37 | Secretary, Ministry of Information | Member |
| 38 | Secretary, Ministry of Disaster Management and Relief | Member |
| 39 | Secretary, Ministry of Food | Member |
| 40 | Secretary, Ministry of Land | Member |
| 41 | Secretary, Ministry of Housing and Public Works | Member |
| 42 | Secretary, Ministry of Fisheries and Livestock | Member |
| 43 | Secretary, Ministry of Environment, Forest and Climate Change | Member |
| 44 | Inspector General, Bangladesh Police | Member |
| 45 | Director General, Department of Disaster Management | Member |
| 46 | Director General, Border Guard Bangladesh | Member |
| 47 | Director General, Rapid Action Battalion | Member |
| 48 | Director General, Bangladesh Ansar and VDP | Member |
| 49 | Director General, Bangladesh Coast Guard | Member |
| 50 | Director General, Bangladesh Fire Service and Civil Defence | Member |
| 51 | Chairman, Bangladesh Space Research and Remote Sensing Organization (SPARRSO) | Member |
| 52 | Secretary, Cabinet Division | Member-Secretary |

- The State Minister or Deputy Minister will represent the council as a member in case there is no full minister of the respective ministry or division;

- If necessary, the council may co-opt any person as a member of the council;
- If necessary, the government will add or reduce the number of council members through gazette notification.

Meetings of the National Disaster Management Council

- (1) Meetings of the council will take place at the time and venue decided by the chairperson of the council;
- (2) At least one meeting of the council will take place each year;
- (3) Quorum of the meeting will be ensured with the presence of two-third of the members of the council;
- (4) Decision of the council meetings will be accepted on the majority members' vote and the chairperson of the council will have a deciding vote in case of a tie.

Responsibilities and Functions of the Council

- (1) Provide strategic guidance on policies and plans for disaster risk management;
- (2) Provide necessary guidance to all concerned regarding disaster risk management laws and policy formulation and strategies for plan implementation;
- (3) Provide strategic guidance in updating, refinement or modification of existing disaster risk reduction and emergency response programmes through systematic review and evaluation;
- (4) Evaluate disaster preparedness activities and provide strategic advice to the concerned authority, committees and individuals;
- (5) Provide strategic directions to the concerned committees and individuals for disaster response and recovery activities, and to improve its processes and procedures;
- (6) Review the progress on implementation of government projects or programmes on disaster risk reduction and recovery;
- (7) Provide necessary guidance and advice to the concerned authorities and personnel for organizing seminars, workshops, etc. to enhance public awareness of all disaster related issues, activities, directives, programmes, laws, rules, policies, etc.;
- (8) Initiate other relevant activities to fulfill the objectives of the Disaster Management Act 2012.

3.1.2 Inter-Ministerial Disaster Management Coordination Committee (IMDMCC)

With the view to formulate policies, programmes, plans and directives for implementation on disaster risk reduction and emergency response management, the composition, meetings, responsibilities and activities of the IMDMCC will be as follows:

| | | |
|----|---|------------------|
| 1 | Minister, Ministry of Disaster Management and Relief | Chairperson |
| 2 | Cabinet Secretary, Cabinet Division | Vice-Chairperson |
| 3 | Principal Secretary to the Prime Minister | Member |
| 4 | Principal Staff Officer, Armed Forces Division | Member |
| 5 | Secretary, Finance Division, Finance Ministry | Member |
| 6 | Secretary, Ministry of Public Administration | Member |
| 7 | Secretary, Ministry of Water Resources | Member |
| 8 | Secretary, Ministry of Industries | Member |
| 9 | Secretary, Financial Institutions Division | Member |
| 10 | Secretary, Public Security Division | Member |
| 11 | Secretary, Security Services Division | Member |
| 12 | Secretary, Ministry of Power, Energy and Mineral Resources | Member |
| 13 | Secretary, Posts and Telecommunications Division | Member |
| 14 | Secretary, Health Services Division | Member |
| 15 | Secretary, Medical Education and Family Welfare Division | Member |
| 16 | Secretary, Ministry of Agriculture | Member |
| 17 | Secretary, Ministry of Food | Member |
| 18 | Secretary, Ministry of Housing and Public Works | Member |
| 19 | Secretary, Ministry of Shipping | Member |
| 20 | Secretary, Ministry of Foreign Affairs | Member |
| 21 | Secretary, Ministry of Environment, Forest and Climate Change | Member |
| 22 | Secretary, Ministry of Defence | Member |

| | | |
|----|--|------------------|
| 23 | Secretary, Secondary and Higher Education Division | Member |
| 24 | Secretary, Technical and Madrasah Education Division | Member |
| 25 | Secretary, Ministry of Primary and Mass Education | Member |
| 26 | Secretary, Ministry of Civil Aviation and Tourism | Member |
| 27 | Secretary, Ministry of Land | Member |
| 28 | Secretary, Ministry of Women and Children Affairs | Member |
| 29 | Secretary, Ministry of Fisheries and Livestock | Member |
| 30 | Secretary, Ministry of Railways | Member |
| 31 | Secretary, Ministry of Social Welfare | Member |
| 32 | Secretary, ICT Division | Member |
| 33 | Secretary, Road Transport and Highways Division | Member |
| 34 | Secretary, Bridges Division | Member |
| 35 | Secretary, Local Government Division | Member |
| 36 | Secretary, Power Division | Member |
| 37 | Secretary, Ministry of Science and Technology | Member |
| 38 | Secretary, Ministry of Labour and Employment | Member |
| 39 | Secretary, Ministry of Information | Member |
| 40 | Secretary, Socio Economic Infrastructure Division, Planning Commission | Member |
| 41 | Director General, Department of Disaster Management | Member |
| 42 | Secretary, Ministry of Disaster Management and Relief | Member-Secretary |

Meetings of the Inter-Ministerial Disaster Management Coordination Committee

- (1) The Committee will meet at least twice in a year. However, meetings can be arranged any time if it is urgent;
- (2) Quorum will be ensured with the presence of at least one-third of the members;
- (3) If the committee decides appropriate, it can co-opt a relevant person as a member of the committee;

- (4) Considering the possibility, nature and extent of a disaster, the Committee may invite representatives/experts from any organization to attend in its meeting.

Responsibilities and Functions of the Inter-Ministerial Disaster Management Coordination Committee (IMDMCC)

(A) Risk Reduction Functions

- (1) Undertake activities as advised by the NDMC;
- (2) Recommend the NDMC for approval of laws, rules, policies, orders and national level plans;
- (3) Review, amend and finalize the contingency plans adopted by the primary responding agencies;
- (4) Ensure implementation of the activities as directed in the Standing Orders on Disaster;
- (5) Finalize the plans developed by the City Corporation, Division and District Disaster Management Committees;
- (6) Recommend for revision of disaster management frameworks to ensure effective implementation of disaster risk reduction, response preparedness and recovery activities;
- (7) Finalization of the National Plan and Regional/Local programmes on disaster risk reduction;
- (8) Undertake initiatives to mainstream disaster risk reduction into all development activities;
- (9) Evaluate disaster risk reduction programmes and share the findings with the NDMC;
- (10) Review existing emergency preparedness and public awareness activities, and provide necessary assistance to enhance capacity;
- (11) Take necessary decisions based on the recommendations produced by the committee formed by the government to review floods, cyclones, storm surges, lightning strikes, landslides, earthquakes, chemical and nuclear accidents;
- (12) Strengthen education and research activities related to disaster risk reduction and emergency response;
- (13) Advise local level disaster management committees on the appropriate application of laws, regulations, acts, rules and ordinance on disaster risk management.

(B) Emergency Response, Rehabilitation, Reconstruction and Recovery Functions

- (1) Evaluate activities undertaken to enhance emergency response preparedness;
- (2) Finalize emergency response and recovery plans;
- (3) Assist to arrange mock drills and simulation exercises on safe evacuation, search & rescue and training programmes;

- (4) Ensure coordination in emergency response, humanitarian assistance and recovery activities at all levels of the government;
- (5) Coordination of the disaster risk management approaches and practices adopted by various agencies and organizations;
- (6) Assist in the formation of search & rescue teams;
- (7) Advise all relevant agencies to formulate and implement short, medium and long-term recovery plans to overcome damage and loss due to disasters;
- (8) Recommend the Cabinet Division to set up temporary offices (if necessary) by the concerned ministry/division in disaster-affected areas in the aftermath of a major disaster;
- (9) Recommend the Finance Division to increase the allocation for humanitarian assistance and recovery programmes in disaster-affected areas for special cases;
- (10) Strengthen psycho-social support for disaster-affected people and primary responders involved in emergency response activities;
- (11) Undertake necessary skill training to ensure gender and social inclusion in emergency response preparedness activities.

3.1.3 National Disaster Management Advisory Committee

The composition, meetings, responsibilities and activities of the National Disaster Management Advisory Council for advising the Government on disaster risk management activities are as follows:

| | | |
|---|--|-------------|
| 1 | Chairman of Standing Committee, Ministry of Disaster Management and Relief Affairs | Chairperson |
| 2 | Member of the Parliament recommended by respected Speaker (one each from cyclone and landslide prone areas and one from each division) | Member |
| 3 | Chairman, Chattogram Hill Tracts Development Board | Member |
| 4 | Senior Secretary/Secretary, Ministry of Disaster Management and Relief | Member |
| 5 | Chairman, Bangladesh Agricultural Research Council | Member |
| 6 | Chief National Commissioner, Bangladesh Scouts | Member |
| 7 | Director General, Department of Disaster Management | Member |
| 8 | Director General, Department of Health | Member |

| | | |
|----|--|--------|
| 9 | Chairman, Barind Multipurpose Development Authority | Member |
| 10 | Chairman, Rajdhani Unnayan Kartipakkha | Member |
| 11 | Director General, Department of Environment | Member |
| 12 | Director General, NGO Affairs Bureau | Member |
| 13 | Director General, Department of Social Welfare | Member |
| 14 | Director General, Department of Women Affairs | Member |
| 15 | Director General, River Research Institute, Faridpur | Member |
| 16 | Director General, Bangladesh Water Development Board | Member |
| 17 | Director General, Geological Survey of Bangladesh | Member |
| 18 | Director General, Bangladesh Fire Service and Civil Defense | Member |
| 19 | Director General, Department of Agricultural Extension | Member |
| 20 | Director General, Department of Fisheries (DOF) | Member |
| 21 | Director General, Department of Livestock Services (DLS) | Member |
| 22 | Director General, Bangladesh Haor and Wetland Development Department | Member |
| 23 | Managing Director, National Foundation for Development of the Disabled Persons | Member |
| 24 | Additional Secretary, Ministry of Chattogram Hill Tracts Affairs | Member |
| 25 | Chief Explosive Investigator, Department of Explosives | Member |
| 26 | Chairman, Bangladesh Atomic Energy Commission | Member |
| 27 | Chairman, Bangladesh Atomic Energy Regulatory Authority | Member |
| 28 | Chairman, Bangladesh Red Crescent Society | Member |
| 29 | Chief Engineer, Public Works Department | Member |
| 30 | Chief Engineer, Local Government Engineering Department | Member |
| 31 | Chief Engineer, Department of Public Health Engineering | Member |
| 32 | Managing Director, Nuclear Power Plant Company Bangladesh Limited | Member |
| 33 | Chief Forest Officer, Forest Department | Member |

| | | |
|----|--|------------------|
| 34 | Director General (Operation and Planning), Armed Forces Division | Member |
| 35 | Director, Housing and Building Research Institute (HBRI) | Member |
| 36 | Director, Bangladesh Meteorological Department | Member |
| 37 | Water Resource Specialist (nominated by govt.) | Member |
| 38 | Climate Specialist (nominated by govt.) | Member |
| 39 | Earthquake Specialist (nominated by govt.) | Member |
| 40 | Disaster Management Specialist, (nominated by govt.) | Member |
| 41 | Chairman, FBCCI | Member |
| 42 | Chairman, REHAB | Member |
| 43 | Chairman, BGMEA | Member |
| 44 | Chairman, BKMEA | Member |
| 45 | Gender and Social Inclusive Affairs Specialist | Member |
| 46 | Representative of National/International Development Organization (nominated by govt.) | Member |
| 47 | Additional Secretary, Ministry of Disaster Management and Relief | Member-Secretary |

Meetings of the National Disaster Management Advisory Committee

- (1) Meetings will take place at least twice a year. However, meetings can be arranged at any time if it is urgent;
- (2) Quorum will be ensured with the presence of at least one-third of the committee members;
- (3) If it deemed necessary, the Committee may co-opt any expert as a member or may invite to join its meetings.

Responsibilities and Functions of the National Disaster Management Advisory Committee

- (1) Advise the Ministry of Disaster Management and Relief on disaster risk reduction, preparedness for emergency response and humanitarian assistance activities;
- (2) Considering overall disaster risks, if necessary, provide recommendations to form sub-committees involving communities;
- (3) Provide guidance to form a forum with relevant experts on disaster risk management;

- (4) If necessary, recommend to create/increase funds for special projects and to adopt special strategies for extraordinary crises;
- (5) Provide guidance to resolve the problems identified by the Ministry of Disaster Management and Relief, Department of Disaster Management or any other agency/person concerned;
- (6) Submit proposals for short, medium and long-term recovery plans in line with the ‘build back better’ approach to overcome disaster induced loss and damage;
- (7) Provide specific recommendations for mainstreaming disaster risk reduction and emergency response;
- (8) Provide guidance to undertake short, medium and long-term sectoral adaptation plans for climate change;
- (9) Evaluate the programmes adopted for disaster risk management and share the report along with recommendations with the NDMC/IMDMCC.

3.1.4 Earthquake Preparedness and Awareness Building Committee

The following is the committee’s structure, meetings and responsibilities to ensure earthquake preparedness and to enhance awareness for earthquake risk management:

| | | |
|----|---|------------------|
| 1 | Minister, Ministry of Disaster Management and Relief | Chairperson |
| 2 | Secretary, Ministry of Disaster Management and Relief | Vice-Chairperson |
| 3 | Secretary, Ministry of Public Administration | Member |
| 4 | Secretary, Ministry of Agriculture | Member |
| 5 | Secretary, Finance Division | Member |
| 6 | Secretary, Economic Relations Division | Member |
| 7 | Secretary, Ministry of Housing and Public Works | Member |
| 8 | Secretary, Energy and Mineral Resources Division | Member |
| 9 | Secretary, Ministry of Information | Member |
| 10 | Secretary, Ministry of Foreign Affairs | Member |
| 11 | Secretary, Ministry of Defence | Member |
| 12 | Secretary, Ministry of Primary and Mass Education | Member |

| | | |
|----|---|--------|
| 13 | Secretary, Secondary and Higher Education Division | Member |
| 14 | Secretary, Technical and Madrasa Education Division | Member |
| 15 | Secretary, Power Division | Member |
| 16 | Secretary, Ministry of Railways | Member |
| 17 | Secretary, Road Transport and Highways Division | Member |
| 18 | Secretary, Bridges Division | Member |
| 19 | Secretary, Ministry of Social Welfare | Member |
| 20 | Secretary, Ministry of Women and Children Affairs | Member |
| 21 | Secretary, Security Services Division | Member |
| 22 | Secretary, Public Security Division | Member |
| 23 | Secretary, Local Government Division | Member |
| 24 | Secretary, Health Services Division | Member |
| 25 | Secretary, Medical Education and Family Welfare Division | Member |
| 26 | Representative, Cabinet Division | Member |
| 27 | Director General, Department of Disaster Management | Member |
| 28 | Director General, Directorate General of Health Services | Member |
| 29 | Director General, Bangladesh Fire service and Civil Defense | Member |
| 30 | Director General, Geological Survey of Bangladesh | Member |
| 31 | Director General, NGO Affairs Bureau | Member |
| 32 | Director General, Department of Women Affairs | Member |
| 33 | Managing Director, National Foundation for Development of Persons with Disabilities | Member |
| 34 | Chairman, Rajdhani Unnayan Kartipakkha | Member |
| 35 | Divisional Commissioner, Dhaka | Member |
| 36 | Divisional Commissioner, Chattogram | Member |
| 37 | Divisional Commissioner, Rajshahi | Member |

| | | |
|----|--|--------|
| 38 | Divisional Commissioner, Khulna | Member |
| 39 | Divisional Commissioner, Barishal | Member |
| 40 | Divisional Commissioner, Sylhet | Member |
| 41 | Divisional Commissioner, Rangpur | Member |
| 42 | Divisional Commissioner, Mymensingh | Member |
| 43 | Joint-Secretary (Field Administration), Cabinet Division | Member |
| 44 | Joint-Secretary (Disaster Management), Ministry of Disaster Management and Relief | Member |
| 45 | Chief Executive Officer, Dhaka North City Corporation | Member |
| 46 | Chief Executive Officer, Dhaka South City Corporation | Member |
| 47 | Managing Director, Dhaka WASA | Member |
| 48 | Chief Engineer, Public Works Department | Member |
| 49 | Chief Engineer, Roads and Highways Department | Member |
| 50 | Chief Engineer, Local Government Engineering Department | Member |
| 51 | Chief Engineer, Technical Education Department | Member |
| 52 | Chief Engineer, Dhaka Electric Supply Company (DESCO) Limited | Member |
| 53 | Chief Engineer, Dhaka (DPDC) Limited | Member |
| 54 | Director, Housing and Building Research Institute (HBRI) | Member |
| 55 | Chairman, Department of Disaster Science and Management, Dhaka University | Member |
| 56 | Chairman, Department of Geology, Dhaka University | Member |
| 57 | Chairman, Red Crescent Society | Member |
| 58 | Representative of National Forum of Persons with Disabilities | Member |
| 59 | Representative, Hazrat Shahjalal International Airport, Dhaka | Member |
| 60 | Representative, Urban Development Directorate (UDD) | Member |
| 61 | Representative, Civil Engineering Department, Bangladesh University of Engineering and Technology (BUET) | Member |

| | | |
|----|---|------------------|
| 62 | Representative, Department of Geography and Environmental Science, Chattogram University | Member |
| 63 | Representative, Urban and Rural Planning Discipline, Jahangirnagar University | Member |
| 64 | Representative, Civil and Environmental Engineering Department, Shahjalal Science and Technology University, Sylhet | Member |
| 65 | National Commissioner, Bangladesh Scouts | Member |
| 66 | Representative, Armed Forces Division | Member |
| 67 | Representative, Bangladesh Police | Member |
| 68 | Representative, Rapid Action Battalion (RAB) | Member |
| 69 | Managing Director, Nuclear Power Plant Company Bangladesh Limited | Member |
| 70 | Director, Bangladesh Meteorological Department | Member |
| 71 | Representative of Development Partners (government approved) | Member |
| 72 | Representative, nominated by UNRC | Member |
| 73 | Representatives of NGOs (3 NGOs) working at the national level, recommended by the Ministry of Disaster Management and Relief | Member |
| 74 | Representatives of International NGOs (2 INGOs) working at the international level, recommended by the Ministry of Disaster Management and Relief | Member |
| 75 | Additional Secretary/Joint Secretary, Ministry of Disaster Management and Relief | Member-Secretary |

Meetings of the Earthquake Awareness Building Committee

- (1) Meetings will take place at least twice a year, however, the committee may call for a meeting at any stage;
- (2) Quorum will be ensured with the presence of at least one third of the committee members;
- (3) If it deemed necessary, the committee may co-opt a relevant person/expert as a member or may invite to join its meetings.

Responsibilities and Functions of the Earthquake Awareness Building Committee

- (1) Review earthquake preparedness and awareness programmes and provide recommendations to relevant agencies regarding required actions;
- (2) Advise to formulate strategies to enhance capacity on earthquake preparedness, search & rescue and recovery;
- (3) Provide advice on earthquake risk reduction and requirements of the search & rescue activities by reviewing existing lists;
- (4) Provide advice for enhancement of the capacity of the primary and secondary responding individuals/agencies;
- (5) Provide recommendations for required actions for post-earthquake reconstruction and rehabilitation activities;
- (6) Undertake advocacy programmes to enforce the Bangladesh National Building Code for constructing buildings and infrastructure;
- (7) Provide advice to make all critical services and lifeline infrastructure disaster resilient;
- (8) Advice to prepare contingency plans and conduct mock drills and simulations;
- (9) Recommend forming sub-committees (as per requirements) for earthquake risk reduction, preparedness and response;
- (10) Recommend undertaking awareness raising activities on “Dos & don’ts during earthquake” at educational institutions;
- (11) Recommend conducting regular earthquake drills and other preparedness activities in households, workplaces, commercial enterprises and educational institutions;
- (12) Recommend preparing a database with mobile phone numbers and e-mail addresses of the responsible persons at academic institutions, offices and business centres, and update them in order to communicate in emergency situations;
- (13) Gather earthquake risk management experiences and lessons learnt from other countries and utilize for Bangladesh with careful review;
- (14) Support to ensure the mandatory enforcement of the Bangladesh National Building Code for building construction;
- (15) Operate mobile courts with representatives from different ministries and departments;
- (16) Ensure the provision of emergency exits during construction of high-rise buildings;
- (17) Arrange disaster preparedness drills at different educational institutions and offices at three month intervals or periodic intervals.

3.1.5 Chemical Disaster Management and Awareness Raising Committee

In order to determine policy recommendations for effective management of chemical disasters, a committee will be formed in the name of Chemical Disaster Management and Awareness Raising Committee. The composition, roles and responsibilities of the committee are as follows:

| | | |
|----|---|-------------|
| 1 | Secretary, Ministry of Industries | Chairperson |
| 2 | Director General, Department of Health | Member |
| 3 | Chairman, Bangladesh Atomic Energy Commission | Member |
| 4 | Chairman, Bangladesh Council of Scientific and Industrial Research (BCSIR) | Member |
| 5 | Managing Director, Nuclear Power Plant Company Bangladesh Limited | Member |
| 6 | Director General, Department of Environment | Member |
| 7 | Director General, Bangladesh Fire Service and Civil Defense | Member |
| 8 | Director General, Department of Inspection for Factory and Establishment | Member |
| 9 | Representative, Cabinet Division | Member |
| 10 | Representative, Bangladesh National Authority for Chemical Weapons Convention (BNACWC), Armed Forces Division | Member |
| 11 | Chief Explosive Investigator, Department of Explosives | Member |
| 12 | Representative, Ministry of Disaster Management and Relief | Member |
| 13 | Representative, Ministry of Information | Member |
| 14 | Representative, Security Services Division | Member |
| 15 | Representative, Public Security Division | Member |
| 16 | Representative, Bangladesh University of Engineering and Technology (BUET) | Member |
| 17 | Representative, Dhaka University | Member |
| 18 | Representative, Armed Forces Division | Member |
| 19 | Representative, Bangladesh Police | Member |
| 20 | Representative, Federation of Bangladesh Chamber and Commerce Industries (FBCCI) | Member |

| | | |
|----|---|------------------|
| 21 | Representative, Rapid Action Battalion (RAB) | Member |
| 22 | Representative, National Board of Revenue (NBR) | Member |
| 23 | Representative, Department of Public Health Engineering | Member |
| 24 | Representative, Bangladesh Petroleum Corporation (BPC) | Member |
| 25 | Representative, Petro Bangla | Member |
| 26 | Chemical Disaster Management Specialists (2 persons) | Member |
| 27 | Chairman, Bangladesh Chemical Industries Corporation (BCIC) | Member-Secretary |

Meetings of the Chemical Disaster Management and Awareness Raising Committee

- (1) Meetings will take place at least twice a year, however, the committee may call for a meeting at any stage;
- (2) Quorum will be ensured with the presence of at least one third of the committee members;
- (3) The Committee may recommend the formation of multiple sub-committees as per the need for risk reduction, preparedness and response to chemical disasters. If required, specialists/chemists can be included in the sub-committees.

Responsibilities and Functions of the Chemical Disaster Management and Awareness Raising Committee

- (1) Review current preparedness and awareness programmes to deal with chemical hazards and provide recommendations to concerned agencies for improvement with necessary actions;
- (2) Advise to determine capacity building strategies to prepare for, respond to and recover from chemical disasters, including enhancement of skills around decontamination, search & rescue and recovery;
- (3) Review the list of equipment and tools needed for risk reduction, response, search & rescue and provide recommendations to update the list of requirements;
- (4) Formulate necessary recommendations for decontamination after a chemical disaster, ensuring pollution-free environment and restoration of activities after the chemical disaster;
- (5) Organizing dialogues and seminars with the countries affected by chemical disasters to exchange the lessons learnt on preparedness and response to provide recommendations on what needs to be done for mitigating the risk of chemical hazards;

- (6) Advise on construction of factories and establishments as per national level policies;
- (7) Provide necessary advice and recommendations to ensure key point installations and disaster resilient emergency supply services;
- (8) Provide necessary advice including technical guidance in preparing contingency plans and conducting mock drills and simulations;
- (9) Provide directions to follow existing laws and legislation in the import, transportation, stockpiling, production, marketing, disposal and use of toxic chemical products;
- (10) Provide necessary directions and advice on the (a) protection of goods and assets from chemical hazards, and (b) better management of the treatment of persons affected by chemical hazards;
- (11) Provide recommendations to undertake necessary measures to ensure Environmental Impact Assessments (EIA) and Disaster Impact Assessments (DIA) for establishing any chemical factory.

3.1.6 National Platform for Disaster Risk Reduction (NPDRR)

The composition, meetings, roles and responsibilities of the National Platform for Disaster Risk Reduction (NPDRR) are as follows:

| | | |
|----|---|-------------|
| 1 | Secretary, Ministry of Disaster Management and Relief | Chairperson |
| 2 | Secretary, Ministry of Agriculture | Member |
| 3 | Secretary, Ministry of Water Resources | Member |
| 4 | Secretary, Ministry of Environment, Forest and Climate Change | Member |
| 5 | Secretary, Ministry of Fisheries and Livestock | Member |
| 6 | Secretary, Security Services Division | Member |
| 7 | Secretary, Public Security Division | Member |
| 8 | Secretary, Local Government Division | Member |
| 9 | Secretary, Health Services Division | Member |
| 10 | Secretary, Health Education and Family Welfare Division | Member |
| 11 | Secretary, Ministry of Women and Children Affairs | Member |
| 12 | Secretary, Ministry of Social Welfare | Member |

| | | |
|----|--|--------|
| 13 | Secretary, Ministry of Science and Technology | Member |
| 14 | Member, Physical Infrastructure Division, Planning Commission | Member |
| 15 | Member, Agriculture, Water Resource and Rural Organization Division, Planning Commission | Member |
| 16 | Chairperson, Bangladesh Atomic Energy Commission | Member |
| 17 | Director General, Department of Health | Member |
| 18 | Director General, Department of Social Services | Member |
| 19 | Director General, Bangladesh Betar | Member |
| 20 | Director General, Bangladesh Television | Member |
| 21 | Director General, NGO Affairs Bureau | Member |
| 22 | Director General, Directorate of Primary Education | Member |
| 23 | Director General, Directorate of Secondary and Higher Education | Member |
| 24 | Director General, Directorate of Madrasa Education | Member |
| 25 | Director General, Directorate of Technical Education | Member |
| 26 | Director General, Department of Environment | Member |
| 27 | Director General, Department of Youth Development | Member |
| 28 | Director General, Department of Women Affairs | Member |
| 29 | Director General, Bangladesh Fire Service and Civil Defence | Member |
| 30 | Director General, Department of Livestock Services | Member |
| 31 | Director General, Bangladesh Rural Development Board | Member |
| 32 | Director General, Department of Cooperatives | Member |
| 33 | Director General, Department of Fisheries | Member |
| 34 | Chief Information Officer, Press Information Department | Member |
| 35 | Chief Engineer, Public Works Department | Member |
| 36 | Chief Engineer, Roads and Highways Department | Member |
| 37 | Chief Engineer, Local Government Engineering Department | Member |

| | | |
|----|---|------------------|
| 38 | Chief Engineer, Public Health Engineering Department | Member |
| 39 | Divisional Commissioner, Dhaka | Member |
| 40 | Managing Director, National Foundation for Development of the Disabled Persons | Member |
| 41 | Joint Secretary (Field Administration), Cabinet Division | Member |
| 42 | Joint Secretary (Disaster Management), Ministry of Disaster Management and Relief | Member |
| 43 | Representative of Vice-Chancellor, Bangladesh University of Engineering and Technology (BUET) | Member |
| 44 | Chairperson, Department of Disaster Science and Management, Dhaka University | Member |
| 45 | Director, Bangladesh Meteorological Department | Member |
| 46 | Director (Administration), Cyclone Preparedness programme | Member |
| 47 | Representative, Armed Forces Division | Member |
| 48 | Representative, Institute of Water Modelling (IWM) | Member |
| 49 | Mental Health and Psychosocial Specialist – 1 person (nominated by govt.) | Member |
| 50 | Representative, Ministry of Public Administration | Member |
| 51 | Representative, Centre for Environmental and Geographic Information Services (CEGIS) | Member |
| 52 | Representative, Bangladesh Agricultural Research Institute (BARI) | Member |
| 53 | Earthquake Specialists – 2 persons (nominated by government) | Member |
| 54 | Water Resource Specialists - 2 persons (nominated by government) | Member |
| 55 | Disaster Management Specialists – 2 persons (nominated by government) | Member |
| 56 | Residential Coordinator of the United Nations | Member |
| 57 | Representatives from UN/HCTT – 4 persons (nominated by government) | Member |
| 58 | Representatives from National/International NGOs – 3 persons | Member |
| 59 | Director General, Department of Disaster Management | Member-Secretary |

Meetings of the National Platform for Disaster Risk Reduction

- (1) Meetings of the committee will take place at least twice a year, however, the committee may call for a meeting at any stage;
- (2) Quorum will be ensured with the presence of at least one third of the committee members;
- (3) If it deemed necessary, the committee may co-opt relevant a person as a members or may invite to join its meetings.

Responsibilities and Functions of the National Platform for Disaster Risk Reduction

- (1) Coordinate among inter-related stakeholders for reducing vulnerability and disaster risk;
- (2) Prioritize disaster risk reduction actions, recommend for allocation of necessary resources, present work plans, and review the implementation of disaster risk reduction programmes if it is done in accordance with the Sendai Framework, SDGs, Delta Plan 2100, Five Year Plan and other national and international standards;
- (3) Act as a catalyst for creating an enabling space for dialogue for building consensus on disaster risk reduction actions;
- (4) Assist development partners, international development banks and financial institutions and various agencies of the United Nations for their allocation of resources including distribution of humanitarian aid in disaster-affected areas;
- (5) Provide technical assistance to the government in presenting the progress status of disaster risk management, and placing country proposals for developing international policy frameworks at the Asian Ministerial Conference for Disaster Risk Reduction (AMCDRR) and the Global Platform for Disaster Risk Reduction (GPDRR);
- (6) Provide technical and organizational assistance to regional and international conferences on disaster risk management organized by the Government of Bangladesh;
- (7) Assist in organizing dialogues/workshops to share experiences with relevant countries in order to deal with major hazards such as earthquakes, cyclones and landslides;
- (8) Undertake necessary measures considering Zoonotic diseases (e.g. plague, bird flu, swine flu, dengue, chikungunya, SARS, Ebola, etc.) as disasters.

3.1.7 National Disaster Response Coordination Group (NDRCG)

Sections 14, 15 and 16 of the Disaster Management Act 2012 highlights the formation, functions and meetings of the National Disaster Response Coordinating Group with regard to disaster risk reduction and emergency response. In the light of these sections, the composition, meetings and functions of NDRCG are as follows:

| | | |
|----|---|------------------|
| 1 | Minister, Ministry of Disaster Management and Relief | Chairperson |
| 2 | Minister, Ministry of Local Government, Rural Development and Co-operatives | Member |
| 3 | Principal Staff Officer, Armed Forces Division | Member |
| 4 | Secretary, Finance Division | Member |
| 5 | Secretary, Security Services Division | Member |
| 6 | Secretary, Public Security Division | Member |
| 7 | Secretary, Ministry of Information | Member |
| 8 | Secretary, Health Services Division | Member |
| 9 | Secretary, Medical Education and Family Welfare Division | Member |
| 10 | Secretary, Posts and Telecommunications Division | Member |
| 11 | Secretary, Information and Communication Technology Division | Member |
| 12 | Secretary, Ministry of Water Resources | Member |
| 13 | Secretary, Secondary and Higher Education Division | Member |
| 14 | Secretary, Technical and Madrasah Education Division | Member |
| 15 | Secretary, Ministry of Shipping | Member |
| 16 | Secretary, Implementation, Monitoring and Evaluation Division | Member |
| 17 | Secretary, Ministry of Disaster Management and Relief | Member-Secretary |

Note: If it deemed necessary, the committee may co-opt a relevant expert as a member of the committee.

Meetings of the National Disaster Response Coordination Group

- (1) The group will hold meetings as needed;
- (2) Quorum will be ensured with the presence of one-third of the committee members;
- (3) The Ministry of Disaster Management and Relief will provide secretarial assistance to the Group;

Responsibilities and Functions of the National Disaster Response Coordination Group

- (1) Evaluate the situation of earthquakes and other mega disasters for strengthening emergency response and early recovery activities, and their procedures and processes;
- (2) Mobilize supportive resources for disaster response;
- (3) Ensure proper dissemination of alert/warning messages;
- (4) Coordinate response and early recovery activities;
- (5) Supervise evacuation and search & rescue activities during disaster;
- (6) Coordinate post-disaster humanitarian assistance activities;
- (7) Ensure urgent dispatch of additional equipment/goods in the areas where telecommunications remained disconnected;
- (8) Prioritize the needs of goods for humanitarian assistance, funds and vehicles/equipment for their deployment;
- (9) If needed, utilize the wireless signal system of the Armed Forces to establish alternative telecommunications and also take assistance from the Police and RAB;
- (10) Mobilize additional manpower and resources in disaster-affected areas;
- (11) If applicable, coordinate the mobilization of Armed Forces with specific responsibilities for communication and rendering essential services;
- (12) Undertake necessary measures to keep the information flow uninterrupted during a disaster or emergency situation;
- (13) Implement the decisions of the NDMC and keep the Council informed about the disaster situation;
- (14) Prepare or update guidance/directives for coordinating disaster response activities by different agencies;
- (15) Prepare or update guidelines to implement a multi-agency disaster incident management system;

- (16) Provide recommendations on disaster response and risk reduction initiatives;
- (17) Provide recommendations about requisition of relevant resources, services, buildings marked as emergency shelter, vehicles or other facilities;
- (18) Undertake the initiative to bring Zoonotic diseases (e.g. bird flu, swine flu, dengue, chikungunya, SARS, Ebola, etc.) under disaster risk management;
- (19) In the situation of catastrophic disaster or in the eve of potential mega disaster, recommend the government to engage the Armed Forces for saving lives and properties;
- (20) Recommend the procurement committee of the Cabinet to obtain consent for purchasing necessary goods/items and resources to ensure timely response during and post- disaster situations;
- (21) Undertake necessary steps for debris/waste removal, dead body management and proper management of humanitarian aid, health care services and shelters.

3.1.8 Cyclone Preparedness Programme Policy Committee

The composition, meetings, responsibilities and functions of the Cyclone Preparedness Programme Policy Committee are as follows:

| | | |
|----|--|------------------|
| 1 | Minister, Ministry of Disaster Management and Relief | Chairperson |
| 2 | Secretary, Ministry of Disaster Management and Relief | Vice-Chairperson |
| 3 | Chairman, Bangladesh Red Crescent Society | Member |
| 4 | Secretary, Finance Division | Member |
| 5 | Secretary, Ministry of Agriculture | Member |
| 6 | Secretary, Ministry of Housing and Public Works | Member |
| 7 | Secretary, Ministry of Information | Member |
| 8 | Secretary, Secondary and Higher Education Division | Member |
| 9 | Secretary, Technical and Madrasa Education Division | Member |
| 10 | Secretary, Ministry of Primary and Mass Education | Member |
| 11 | Secretary, Local Government Division | Member |
| 12 | Secretary, Agriculture, Water Resource and Rural Organizations Division, Planning Commission | Member |

| | | |
|----|---|------------------|
| 13 | Director General, Department of Disaster Management | Member |
| 14 | Director General, Bangladesh Oceanographic Research Institute | Member |
| 15 | Representative, Cabinet Division (not below the post of Joint Secretary) | Member |
| 16 | Representative, Ministry of Public Administration (not below the post of Joint Secretary) | Member |
| 17 | Director (administration), Cyclone Preparedness Programme (CPP) | Member |
| 18 | Joint Secretary (Disaster Management Programme), Ministry of Disaster Management and Relief | Member-Secretary |

Meetings of the Cyclone Preparedness Programme Policy Committee

- (1) Meetings will take place at least twice a year, however, the committee may call for a meeting at any stage;
- (2) Quorum will be ensured with the presence of at least one-third of the members;
- (3) If it deemed necessary, the committee may co-opt a relevant expert as a member of the committee;
- (4) If needed, sub-committees may be formed.

Responsibilities and Functions of the Cyclone Preparedness Programme Policy Committee

- (1) Determine strategic policy to operate the actions of the Cyclone Preparedness Programme (CPP);
- (2) Provide strategic guidance and advise the CPP Implementation Board on the basis of evaluation of the operational policies and plans of CPP;
- (3) Provide strategic guidance and advice based on implementation of the activities by CPP;
- (4) Recommend allocation of necessary resources in favor of the CPP Implementation Board, on the basis of CPP's functional jurisdiction and requirements of equipment;
- (5) Expedite the activities of the programme in consultation with policy makers and as per CPP policy and plan.

3.1.9 Cyclone Preparedness Programme Implementation Board

The composition, meetings, responsibilities and activities of the Cyclone Preparedness Programme Implementation Board are as follows:

| | | |
|----|---|------------------|
| 1 | Secretary, Ministry of Disaster Management and Relief | Chairperson |
| 2 | Director General, Department of Disaster Management | Vice-Chairperson |
| 3 | Chief Engineer, Public Health Engineering Department | Member |
| 4 | Managing Director, National Foundation for Development of the Disabled Persons | Member |
| 5 | Joint Secretary (Disaster Management Programme), Ministry of Disaster Management and Relief | Member |
| 6 | Joint Secretary (Relief), Ministry of Disaster Management and Relief | Member |
| 7 | Representative, Cabinet Division | Member |
| 8 | Representative, Ministry of Public Administration | Member |
| 9 | Representative, Security Services Division | Member |
| 10 | Representative, Public Security Division | Member |
| 11 | Representative, Ministry of Agriculture | Member |
| 12 | Representative, Ministry of Information | Member |
| 13 | Representative, Finance Division | Member |
| 14 | Representative, Local Government Division | Member |
| 15 | Representative, Ministry of Women and Children Affairs | Member |
| 16 | Representative, Bangladesh Space Research and Remote Sensing Organization (SPARRSO) | Member |
| 17 | Representative, Bangladesh Oceanographic Research Institute | Member |
| 18 | Director, Bangladesh Meteorological Department | Member |
| 19 | Director General, Bangladesh Red Crescent Society (BDRCS) | Member |
| 20 | Deputy Secretary (NDRCC), Ministry of Disaster Management and Relief | Member |

| | | |
|----|---|------------------|
| 21 | Director (Operation), Cyclone Preparedness Programme (CPP) | Member |
| 22 | Representative, Armed Forces Division | Member |
| 23 | Representative, International Federation of Red Cross and Red Crescent Societies (IFRC) | Member |
| 24 | Representative, Bangladesh Scouts | Member |
| 25 | Director (Administration), Cyclone Preparedness Programme (CPP) | Member-Secretary |

Meetings of the Cyclone Preparedness Programme Implementation Board

- (1) The Committee will meet at least twice a year. However, a meeting will be called soon after signal number 4 is flagged;
- (2) Quorum will be ensured with the presence of at least one-third of the members;
- (3) If necessary, the committee may co-opt any relevant person as member or may invite to join its meetings.

Responsibilities and Functions of the Cyclone Preparedness Programme Implementation Board

- (1) Provide recommendations about necessary budget allocations for the Cyclone Preparedness Programme along with human resources structure and technical contents;
- (2) Ensure the dissemination of warning messages including hoisting of flag by the Cyclone Preparedness Programme after the issuance of a cyclone alert message and warning signal by the Bangladesh Meteorological Department;
- (3) Review the work plan of the Cyclone Preparedness Programme and oversee its implementation;
- (4) Appropriate use of all resources of the programme that are submitted by the Cyclone Preparedness Policy Committee to the board for release;
- (5) Approve all costs of Cyclone Preparedness Programmes;
- (6) Set priorities in line with other programmes in the coastal region;
- (7) Assist execution of other activities for the smooth implementation of the Cyclone Preparedness Programme;
- (8) Evaluate understanding of communities on cyclone warning signals and recommend required revisions.

3.1.10 Committee for Speedy Dissemination of Special Weather Bulletin/ Disaster Warning Message and Determining Strategy

The composition, meetings, responsibilities and activities of the Special Weather Bulletin / Urgent Disaster Warning Message Dissemination and Strategy Settings Committee are as follows:

| | | |
|----|---|------------------|
| 1 | Director General, Department of Disaster Management | Chairperson |
| 2 | Director General, Bangladesh Television | Vice-Chairperson |
| 3 | Director General, Directorate of Mass Communication | Member |
| 4 | Director General, Department of Films and Publications | Member |
| 5 | Director General, Bangladesh Betar | Member |
| 6 | Director General, Bangladesh Meteorological Department | Member |
| 7 | Deputy Secretary (Disaster Management Programme), Ministry of Disaster Management and Relief | Member |
| 8 | Executive Engineer, Flood Forecasting and Warning Centre (FFWC), Bangladesh Water Development Board | Member |
| 9 | Director (administration/operations), Cyclone Preparedness Programme (CPP) | Member |
| 10 | Representative, Health and Education Bureau | Member |
| 11 | Chairman/General Secretary, National Press Club | Member |
| 12 | Drought Forecasting Centre, Department of Agricultural Extension | Member |
| 13 | Representative, Bangladesh Meteorological Department | Member |
| 14 | Representative, Geological Survey of Bangladesh | Member |
| 15 | Representative, Ministry of Chittagong Hill Tracts Affairs | Member |
| 16 | Representative, Joint River Commission, Bangladesh | Member |
| 17 | Representative, Bangladesh Telecommunication Regulatory Commission (BTRC) | Member |
| 18 | Representative, Bangladesh Water Development Board | Member |

| | | |
|----|---|------------------|
| 19 | Representative, Institute of Water Modelling (IWM)/ Water Resources Planning Organization (WARPO) | Member |
| 20 | Representative, Bangladesh Space Research and Remote Sensing Organization (SPARRSO) | Member |
| 21 | Representative, Armed Forces Division | Member |
| 22 | Representative, Association of Bangladesh Mobile Operators | Member |
| 23 | Representative, Association of Bangladesh Community Radio | Member |
| 24 | Representative, Frequency Modulation (FM) Radio | Member |
| 25 | Representative, Private Television Association | Member |
| 26 | Director (MIM), Department of Disaster Management | Member-Secretary |

Meetings of the Committee for Speedy Dissemination of Special Weather Bulletin/ Disaster Warning Message and Determining Strategy

- (1) The Committee will meet at any point of time as needed;
- (2) Quorum will be ensured with the presence of at least one-third of the members;
- (3) If it deemed necessary, the Committee may co-opt any expert as a member or may invite to join its meetings;
- (4) If needed, sub-committees may be formed to assist in the Programme implementation and may take opinions from experts.

Responsibilities and Functions of the Committee

- (1) Determine the ways, methods and strategies for disaster-related message dissemination, and further improvement on forecasts and warnings for floods, flash floods, landslides, precipitation, thunderstorms, cold waves, etc.;
- (2) Provide specific recommendations to take measures for timely dissemination of weather bulletins among the last mile users;
- (3) Develop effective approaches to increase public awareness of disaster-related issues including warning messages and make recommendations on related issues;
- (4) Determine ways to quickly disseminate weather messages and disaster warning signals among the communities at risk;

- (5) If needed, utilize the wireless signal system of the Armed Forces to establish alternative telecommunication, and also take assistance from the Police and RAB;
- (6) Perform any other necessary functions.

3.1.11 Focal Point Operational Coordination Group (FPOCG) Related Committee

The composition, meetings, responsibilities and activities of the Focal Point Operational Coordination Group are as follows:

| | | |
|----|--|-------------|
| 1 | Director General, Department of Disaster Management | Chairperson |
| 2 | Director General, Bangladesh Oceanographic Research Institute | Member |
| 3 | Director General, Bangladesh Fire Service and Civil Defense | Member |
| 4 | Director (administration), Department of Disaster Management | Member |
| 5 | Director, Bangladesh Meteorological Department | Member |
| 6 | Director (administration), Cyclone Preparedness Programme (CPP) | Member |
| 7 | Representative, NGO Affairs Bureau | Member |
| 8 | Representative, Department of Health | Member |
| 9 | Representative, Department of Livestock Services (DLS) | Member |
| 10 | Representative, Department of Fisheries (DoF) | Member |
| 11 | Representative, Department of Agricultural Extension | Member |
| 12 | Representative, Bangladesh Betar | Member |
| 13 | Representative, Bangladesh Television | Member |
| 14 | Representative, Directorate of Mass Communication | Member |
| 15 | Representative, National Institute of Mass Communication | Member |
| 16 | Representative, Press Institute of Bangladesh (PIB) | Member |
| 17 | Representative, Directorate General of Food | Member |
| 18 | Representative, Directorate of Primary and Mass Education | Member |
| 19 | Representative, Directorate of Secondary and Higher Education (DSHE) | Member |
| 20 | Representative, Department of Environment | Member |

| | | |
|----|---|--------|
| 21 | Representative, Bangladesh Rural Development Board (BRDB) | Member |
| 22 | Representative, Post Directorate, Bangladesh Postal Department | Member |
| 23 | Representative, Bangladesh Ansar and VDP | Member |
| 24 | Representative, Geological Survey of Bangladesh | Member |
| 25 | Representative, Bangladesh Atomic Energy Regulatory Authority | Member |
| 26 | Representative, Education Engineering Department (EED) | Member |
| 27 | Representative, Department of Women Affairs | Member |
| 28 | Representative, Department of Cooperatives | Member |
| 29 | Representative, Forest Department | Member |
| 30 | Representative, Roads and Highways Department | Member |
| 31 | Representative, Public Works Department | Member |
| 32 | Representative, BNACWC | Member |
| 33 | Representative, PDB | Member |
| 34 | Representative, DESCO/DESA | Member |
| 35 | Representative, Titas Gas Transmission and Distribution Company Ltd. | Member |
| 36 | Representative, BTCL | Member |
| 37 | Representative, Local Government Engineering Department(LGED) | Member |
| 38 | Representative, Public Health Engineering Department | Member |
| 39 | Representative, Armed Forces Division | Member |
| 40 | Representative, Bangladesh Police | Member |
| 41 | Representative, Bangladesh Coast Guard | Member |
| 42 | Representative, Rapid Action Battalion | Member |
| 43 | Representative, Planning Commission | Member |
| 44 | Representative, Bangladesh Space Research and Remote Sensing Organization (SPARRSO) | Member |
| 45 | Representative, Dhaka North City Corporation | Member |

| | | |
|----|---|------------------|
| 46 | Representative, Dhaka South City Corporation | Member |
| 47 | Representative, District Relief and Rehabilitation Officer, Dhaka | Member |
| 48 | Representative, Bangladesh Red Crescent Society (BDRCS) | Member |
| 49 | Representative, UN Organizations (5 nos) | Member |
| 50 | Representative, National Level NGOs (2 persons), (nominated by the Department of Disaster Management and Relief) | Member |
| 51 | Representative, International Level NGOs (2 persons), (nominated by the Ministry of Disaster Management and Relief) | Member |
| 52 | Director (Planning), Department of Disaster Management | Member-Secretary |

Meetings of the Focal Point Operational Coordination Group Committee

- (1) Meetings will take place once in every three months during normal period, and during emergency period, the committee may call meetings for one or more times in a week;
- (2) Quorum will be ensured with the presence of at least one third of the committee members;
- (3) If necessary, the committee may co-opt a member from a concerned department and organization.

Responsibilities and Functions

- (1) Advise proper coordination of activities of the Disaster Management Committees at the national and local levels, and improvements in required cases;
- (2) Provide recommendations for future actions, based on experiences and lessons learned from implementation of disaster preparedness and post-disaster response activities;
- (3) Update the email addresses and phone numbers of the emergency focal points, with a view to strengthening disaster risk reduction and emergency response activities;
- (4) Identify shortcomings in disaster risk management activities and recommend necessary improvements.

3.1.12 NGO Coordination Committee for Disaster Management

The composition, meetings, responsibilities and activities of the NGO Coordination Committee for disaster risk management are as follows:

| | | |
|----|---|-------------|
| 1 | Secretary, Ministry of Disaster Management and Relief | Chairperson |
| 2 | Additional Secretary, (Disaster Management), Ministry of Disaster Management and Relief | Member |
| 3 | Director General, NGO Affairs Bureau | Member |
| 4 | Director General, Department of Environment (DoE) | Member |
| 5 | Director General, Department of Women Affairs | Member |
| 6 | Director General, Department of Social Services | Member |
| 7 | Managing Director, National Foundation for Development of the Disabled Persons | Member |
| 8 | Director General, Directorate of Secondary and Higher Education (DSHE) | Member |
| 9 | Director General, Directorate of Technical Education | Member |
| 10 | Director General, Directorate of Madrasah Education (DME) | Member |
| 11 | Director General, Directorate of Primary Education | Member |
| 12 | Director General, Department of Agricultural Extension | Member |
| 13 | Director General, Department of Livestock Services (DLS) | Member |
| 14 | Director General, Department of Fisheries (DOF) | Member |
| 15 | Chief Engineer, Local Government Engineering Department(LGED) | Member |
| 16 | Chief Engineer, Public Health Engineering Department(DPHE) | Member |
| 17 | Chairman, Bangladesh Space Research and Remote Sensing Organization (SPARRSO) | Member |
| 18 | Director General, Bangladesh Bureau of Statistics (BBS) | Member |
| 19 | Commissioner, Refugee, Relief and Rehabilitation Commissioner | Member |
| 20 | Residential Coordinator of UN Organizations (UNRC) | Member |
| 21 | Director General, Bangladesh Fire Service and Civil Defense | Member |

| | | |
|----|---|------------------|
| 22 | Managing Director, Palli Daridro Bimochon Foundation (PDBF) | Member |
| 23 | Director General, Bangladesh Water Development Board (BWDB) | Member |
| 24 | Director, Bangladesh Meteorological Department | Member |
| 25 | Director (administration), Cyclone Preparedness Programme (CPP) | Member |
| 26 | Chief of Organization from 10 (ten) selected International NGOs (nominated by the government) | Member |
| 27 | Executive Director, selected 20 (twenty) government-nominated local NGOs (at least three of those work on gender, women's rights and disability issues) | Member |
| 28 | Director General, Department of Disaster Management | Member-Secretary |

Meetings of the NGO Coordination Committee for Disaster Management

- (1) The Committee will meet once in every three months and as required during disaster situation;
- (2) Quorum will be ensured with the presence of at least one-third of the committee members;
- (3) If it deemed necessary, the Committee may co-opt member from relevant departments, organizations and NGOs or may invite to attend the meetings.

Responsibilities and Functions of the Committee

- (1) Ensure coordination of disaster preparedness, response, humanitarian assistance and recovery activities by governmental and non-governmental organizations;
- (2) Ensure collection, provide update and properly disseminate disaster-related information;
- (3) Identify the shortcomings in disaster risk management coordination and recommend appropriate solutions along with implementation of progress monitoring;
- (4) Apply Disaster Impact Assessment tools for disaster risk management related proposal formulation and implement the recommendations with regard to disaster risk management and humanitarian assistance;
- (5) Assist local level Disaster Management Committees to pursue and expand Community Risk Assessment methods in formulating disaster risk reduction action plans;

- (6) Provide necessary assistance for urgent approval of project proposals related to post-disaster humanitarian assistance activities including disaster relief, rescue and rehabilitation;
- (7) Send reports on disaster risk management training, planning and implementation progress to the Department of Disaster Management and Ministry of Disaster Management and Relief;
- (8) Implement activities as directed by the NDMC and the IMDMCC.

3.1.13 Disaster Management Training and Mass Awareness Taskforce

The composition, meetings, responsibilities and activities of the Disaster Management Training and Mass Awareness Taskforce are as follows:

| | | |
|----|--|-------------|
| 1 | Director General, Department of Disaster Management | Chairperson |
| 2 | Director, Bangladesh Meteorological Department | Member |
| 3 | Representative, Department of Agricultural Extension | Member |
| 4 | Representative, Bangladesh Betar | Member |
| 5 | Representative, Bangladesh Television | Member |
| 6 | Representative, Bangladesh Rural Development Board (BARD), Cumilla | Member |
| 7 | Representative, National Academy for Planning and Development (NAPD) | Member |
| 8 | Representative, NGO Affairs Bureau | Member |
| 9 | Representative, Department of Health | Member |
| 10 | Representative, Rural Development Academy (RDA), Bogra | Member |
| 11 | Representative, Directorate of Secondary and Higher Education (DSHE) | Member |
| 12 | Representative, The Department of Fisheries (DoF) | Member |
| 13 | Representative, Department of Livestock Services (DLS) | Member |
| 14 | Representative, Directorate of Primary Education | Member |
| 15 | Representative, Department of Women Affairs | Member |
| 16 | Representative, Department of Youth Development | Member |

| | | |
|----|--|--------|
| 17 | Representative, Bangladesh Rural Development Board (BRDB) | Member |
| 18 | Representative, FSCD | Member |
| 19 | Representative, Bangladesh Coast Guard | Member |
| 20 | Representative, Department of Social Services | Member |
| 21 | Representative, Press Information Department (PID) | Member |
| 22 | Representative, The National Institute of Local Government (NILG) | Member |
| 23 | Representative, Bangladesh National Cadet Core (BNCC) | Member |
| 24 | Representative, Bangladesh Atomic Energy Regulatory Authority | Member |
| 25 | Representative, Bangladesh Oceanographic Research Institute (BORI) | Member |
| 26 | Representative, Cabinet Division | Member |
| 27 | Representative, Ministry of Public Administration | Member |
| 28 | Representative, Bangladesh Public Administration Training Centre (BPATC) | Member |
| 29 | Representative, Armed Forces Division | Member |
| 30 | Representative, Bangladesh Police | Member |
| 31 | Representative, Rapid Action Battalion (RAB) | Member |
| 32 | Representative, Bangladesh Space Research and Remote Sensing Organization (SPARRSO) | Member |
| 33 | Director, Cyclone Preparedness Programme (CPP) | Member |
| 34 | Representative, BCS Administration Academy | Member |
| 35 | Representative, National Academy for Planning and Development (NAPD) | Member |
| 36 | Representative, Rural Development Academy (RDA), Bogra | Member |
| 37 | Representative, RDTA, Sylhet | Member |
| 38 | Representative, Bangladesh Scouts | Member |
| 39 | Representative, Department of Disaster Science and Management, Dhaka University | Member |
| 40 | Representative, Institute of Disaster Management and Vulnerability Studies (IDMVS), Dhaka University | Member |

| | | |
|----|--|------------------|
| 41 | Representative, Bangladesh Girls Scouts | Member |
| 42 | Representative, Department of Cooperatives | Member |
| 43 | Representative, United Nations Development Programme (UNDP) | Member |
| 44 | Representative, World Food Programme (WFP) | Member |
| 45 | Representative, UNICEF | Member |
| 46 | Representative, CARE Bangladesh | Member |
| 47 | Representative, International Federation of Red Cross and Red Crescent Societies (IFRC) | Member |
| 48 | Representative, international level NGOs (three organizations) (approved by the government) | Member |
| 49 | Representative, national level NGOs (five organizations, among those, at least two organizations that work in gender, women's rights and persons with disabilities) (approved by the government) | Member |
| 50 | Representative, Institute of National Mental Health and Hospital | Member |
| 51 | Director (Training and Research), Department of Disaster Management | Member-Secretary |

Meetings of the Disaster Management Training and Mass Awareness Taskforce

- (1) The Committee will meet once in three months and as necessary during disasters;
- (2) Quorum will be ensured with the presence of at least one-third of the committee members;
- (3) If it deemed necessary, the Committee may co-opt a member from a relevant Department and Organization or invite to attend the meetings.

Responsibilities and Functions of the Taskforce

- (1) Provide guidance on preparation of training plans and modules on disaster risk management;
- (2) Assist in public awareness and communication activities on disaster risk management;
- (3) Coordinate training and public awareness programmes on disaster risk management;
- (4) Assist the Department of Disaster Management for developing a pool of master trainers and a pool of specialists, and regularly update the list;

- (5) Monitor and evaluate the implementation of disaster risk management training and awareness raising activities;
- (6) Implement activities directed by the NDMC and IMDMCC.

3.1.14 Fire Risk Management Committee

The composition, meetings, responsibilities and activities of the Fire Risk Management Committee are as follows:

| | | |
|----|--|------------------|
| 1 | Director General, Department of Disaster Management | Chairperson |
| 2 | Director General, Bangladesh Fire Service and Civil Defence | Vice-Chairperson |
| 3 | Chairman, Rajdhani Unnayan Katripakkho (RAJUK) | Member |
| 4 | Representative, Cabinet Division | Member |
| 5 | Representative, Ministry of Science and Technology | Member |
| 6 | Representative, Ministry of Disaster Management and Relief | Member |
| 7 | Representative, Ministry of Housing and Public Works | Member |
| 8 | Representative, Ministry of Public Administration | Member |
| 9 | Representative, Director (administration/operations), Cyclone Preparedness Programme (CPP) | Member |
| 10 | Representative, Security Services Division | Member |
| 11 | Representative, Public Security Division | Member |
| 12 | Representative, Health Services Division | Member |
| 13 | Representative, Medical Education and Family Welfare Division | Member |
| 14 | Representative, Ministry of Environment, Forest and Climate Change | Member |
| 15 | Representative, Ministry of Industries | Member |
| 16 | Representative, FBCCI | Member |
| 17 | Representative, BGMEA/BKMEA | Member |
| 18 | Chief Explosive Investigator, Department of Explosives | Member |

| | | |
|----|---|------------------|
| 19 | Director Investigator, Department of Inspection for Factory and Establishment | Member |
| 20 | Representative, Power Division | Member |
| 21 | Representative, Energy and Mineral Resources Division | Member |
| 22 | Representative, Bangladesh Police | Member |
| 23 | Representative, Dhaka North City Corporation | Member |
| 24 | Representative, Dhaka South City Corporation | Member |
| 25 | Fire Hazard Management Experts (two persons) | Member |
| 26 | Director General, Bangladesh Fire Service and Civil Defence | Member-Secretary |

Meetings of the Fire Risk Management Committee

- (1) Meetings will take place at least twice a year in the normal period and during an emergency, the committee may call for a meeting at any stage one or more times a week;
- (2) Quorum will be ensured with the presence of at least one third of the committee members;
- (3) The committee may recommend forming one or more sub-committees for fire hazard management. If needed, experts may be included in the sub-committees.

Responsibilities and Functions of the Fire Risk Management Committee

- (1) Review of fire prevention and disaster preparedness and awareness programmes and provide recommendations to relevant agencies on appropriate actions;
- (2) Suggest forming strategies to enhance capacity on fire prevention, risk reduction, preparedness, response, search & rescue and recovery;
- (3) Conduct dialogues and consultation workshops to provide recommendations on actions for preventing fires and tackling disasters which are appropriate for Bangladesh;
- (4) Provide recommendations on the construction of industries and other infrastructures following national policies and building codes.
- (5) Provide necessary guidance to the authorities of emergency service provider installation and logistics systems on preventing fire;
- (6) Provide technical advice including on the hand technical assistance for preparing contingency plans and conducting simulations;

- (7) Provide recommendations to ensure Environmental Impact Assessments (EIA) and Disaster Impact Assessments (DIA) for establishing industries and factories.

3.1.15 Committee for Disaster Damage and Needs Assessment

The composition, meetings, responsibilities and activities of the Committee for Disaster Damage and Needs Assessment are as follows:

| | | |
|----|--|------------------|
| 1 | Director General, Department of Disaster Management | Chairperson |
| 2 | Representative, Department of Food | Vice-Chairperson |
| 3 | Representative, Department of Environment (DoE) | Member |
| 4 | Representative, Bangladesh Fire Service and Civil Defence | Member |
| 5 | Representative, Institute of Public Health and Nutrition (IPHN) | Member |
| 6 | Representative, Public Health Engineering Department (DPHE) | Member |
| 7 | Representative, Department of Health Services (DGHS) | Member |
| 8 | Representative, Ministry of Women and Children Affairs | Member |
| 9 | Director (administration/operations), Cyclone Preparedness Programme (CPP) | Member |
| 10 | Representative, Local Government Engineering Department (LGED) | Member |
| 11 | Representative, Urban Development Directorate (UDD) | Member |
| 12 | Representative, Department of Agricultural Extension | Member |
| 13 | Representative, Department of Livestock Services (DLS) | Member |
| 14 | Representative, Department of Fisheries (DoF) | Member |
| 15 | Representative, Bangladesh Bureau of Statistics (BBS) | Member |

| | | |
|----|---|------------------|
| 16 | Representative, national level NGOs - 3 persons (nominated by the government) | Member |
| 17 | Representative, international level NGOs - 3 persons (nominated by the government) | Member |
| 18 | Representative, United Nations (UN) Organizations - 3 persons (nominated by the government) | Member |
| 19 | Director (Relief), Department of Disaster Management | Member-Secretary |

Meetings of the Committee for Disaster Damage and Needs Assessment

- (1) In the normal period the Committee will meet once every three months and during a disaster as and when needed;
- (2) Quorum will be ensured with the presence of at least one-third of the committee members;
- (3) Coordinate the collection of damage and needs information, and depending on the severity of the disaster send it to the Ministry of Disaster Management and Relief within the shortest possible duration;
- (4) If it deemed necessary, the Committee may co-opt a member from an appropriate agency and organization.

Responsibilities and Functions of the Committee

- (1) Coordinate all disaster-related damage and needs assessment initiatives;
- (2) Take decisions about the conduction of comprehensive damage, loss and needs assessment based on the scale and extent of the disaster;
- (3) Review and update SOS and D-Form (Appendix 5 and 6) from time to time;
- (4) Ensure the conduction of damage and needs assessment within the shortest possible time following a disaster using SOS and D-Form;
- (5) Provide necessary technical assistance to all the committees concerned at all levels;

- (6) Provide recommendations to the Ministry of Disaster Management and Relief on the use of potential new technologies for assessing damage and needs in the future;
- (7) Assist to coordinate disaster risk reduction and contingency planning activities at local/rural and urban areas;
- (8) Conduct workshops, seminars and necessary training to enhance the knowledge and skills of the people engaged in damage, loss and needs assessment.

3.1.16 Forecast-Based Financing/Action (FbF/A) Taskforce

The composition, meetings, responsibilities and activities of the Forecast-Based Financing/Action (Fb F/A) Taskforce are as follows:

| | | |
|----|--|------------------|
| 1 | Additional Secretary, Ministry of Disaster Management and Relief | Chairperson |
| 2 | Director General, Department of Disaster Management | Vice-Chairperson |
| 3 | Joint Secretary, Ministry of Disaster Management and Relief | Member |
| 4 | Secretary, Bangladesh Red Crescent Society (BDRCS) | Member |
| 5 | Director (administration), Cyclone Preparedness Programme (CPP) | Member |
| 6 | Director, Bangladesh Meteorological Department | Member |
| 7 | Representative, Finance Division | Member |
| 8 | Representative, Financial Institutions Division | Member |
| 9 | Representative, Health Services Division | Member |
| 10 | Representative, Ministry of Water Resources | Member |
| 11 | Representative, Local Government Division | Member |
| 12 | Representative, Ministry of Agriculture | Member |
| 13 | Representative, Ministry of Fisheries and Livestock | Member |
| 14 | Representative, Ministry of Social Welfare | Member |
| 15 | Representative, Ministry of Women and Children Affairs | Member |
| 16 | Representative, Palli Karmo Sohayok Foundation (PKSF) | Member |
| 17 | Executive Engineer, Flood Forecasting and Warning Centre (FFWC) | Member |
| 18 | Representative, international/national level development organizations - 8 persons (nominated by the government) | Member |
| 19 | Representative, United Nations (UN) Organizations - 3 persons (nominated by government) | Member |
| 20 | Director (Relief), Department of Disaster Management | Member-Secretary |

Meetings of the Forecast-Based Financing/Action Taskforce

- (1) The taskforce will meet once every three months during the normal period, and more than once as per need during a disaster period;
- (2) Quorum will be ensured with the presence of at least one-third of the committee members;
- (3) If necessary, the committee may co-opt a member to join the committee.

Responsibilities and Functions of the Taskforce

- (1) Provide guidance on preparing forecasts based on early action-related strategies through analysis of the disaster level, trigger/threshold and impact, and maintaining coordination with stakeholders;
- (2) Provide guidance to determine and implement forecast-based financing/action strategy for all possible disasters;
- (3) Provide guidance on the methods and procedures of releasing funds against forecast-based response activities;
- (4) Preparing protocols or guidelines describing roles and responsibilities along with implementation of monitoring for the government and non-governmental organizations involved in forecast-based action.

Chapter 4: Disaster Risk Management Coordination at the Local Level

4.1 Disaster Management Committees at the Local Level

Ensuring effective participation of relevant agencies and inter-agency coordination is indispensable for effective implementation of disaster risk management. Local communities are significantly affected by disasters. The success of disaster risk management at the local level largely depends on the proper initiative and coordination of local agencies/organizations. Local level coordination is a prime indicator of effective disaster risk management. Institutional strength and coordinated effort of all concerned agencies/organizations play an important role for establishing a disaster risk management system. With this objective, disaster management committees have been established at city corporation, division, district, upazila, pourashava, union and ward levels. These committees perform coordination and implementation roles of disaster risk reduction, preparedness, emergency response and recovery. The formation, responsibilities and functions of different local level committees are described below:

4.1.1 City Corporation Disaster Management Committee

The composition of the City Corporation Disaster Management Committee is as follows:

| | | |
|----|---|-------------|
| 1 | Mayor | Chairperson |
| 2 | Chairperson, RAJUK/ KDA/ CDA/ RDA | Member |
| 3 | President of the Chamber of Commerce and Industry at city level | Member |
| 4 | Respective Deputy Commissioner | Member |
| 5 | Police Commissioner of respective City Corporation | Member |
| 6 | All Ward Councilor | Member |
| 7 | Chief Engineer, City Corporation | Member |
| 8 | Chief Health Officer, City Corporation (if any) | Member |
| 9 | General Manager (Transportation), City Corporation | Member |
| 10 | Chief Town Planner (if any) | Member |
| 11 | Chief Sanitation Officer, City Corporation (if any) | Member |

| | | |
|----|--|--------|
| 12 | Representative, Public Works Department | Member |
| 13 | Representative, Road and Highways Department | Member |
| 14 | Representative, Directorate of Primary Education | Member |
| 15 | Representative, Directorate of Secondary and Higher Education | Member |
| 16 | Representative, Directorate of Technical Education | Member |
| 17 | Representative, Directorate of Madrasa Education | Member |
| 18 | Representative, Bangladesh Ansar and VDP | Member |
| 19 | Representative, Department of Geological Survey of Bangladesh | Member |
| 20 | Representative, Department of Bangladesh Fire Service and Civil Defence | Member |
| 21 | Representative, Bangladesh Telecommunications Company Limited (BTCL) | Member |
| 22 | Representative, Department of Disaster Management | Member |
| 23 | Representative, Directorate General of Health Services | Member |
| 24 | Representative, Gas (Titas/ Bakharabad/ Sylhet etc.) Transmission and Distribution Company Limited | Member |
| 25 | Representative, Bangladesh Power Development Board /DESA/ DESCO | Member |
| 26 | Representative of Civil Society (social/cultural personality, journalist, religious personality, nominated by the Chairperson of the committee), 5 persons | Member |
| 27 | Representative, Voluntary Blood Donation Organizations (Shandhani/ Badhan/ Quantum etc.) | Member |
| 28 | Women Representative (nominated by the Department of Women Affairs) | Member |
| 29 | Representative, from national and local level NGOs working in City Corporation Area, 3 persons (nominated by the Chairperson of the committee) | Member |
| 30 | Representative, BNCC | Member |
| 31 | Representative, Bangladesh Scouts | Member |
| 32 | Representative, Girls in Scouts | Member |

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| 33 | Representative, WASA (if any) | Member |
| 34 | Representative, organization working for the development of persons with disabilities | Member |
| 35 | Representative, Anjuman Mufidul Islam | Member |
| 36 | Representative, Bangladesh Red Crescent Society | Member |
| 37 | Relief and Rehabilitation Officer of the respective district | Member |
| 38 | Representative, Department of Youth Development | Member |
| 39 | Representative, Press Information Department | Member |
| 40 | Representative, Bangladesh Inland Water Transport Authority (where applicable) | Member |
| 41 | Representative, Bangladesh Road Transport Authority | Member |
| 42 | Representative, BCIC | Member |
| 43 | Representative, Cyclone Preparedness Programme (CPP) (if any) | Member |
| 44 | Representative, Water Development Board | Member |
| 45 | Representative, Civil Aviation Authority of Bangladesh | Member |
| 46 | Representative, Bangladesh Railway | Member |
| 47 | Representative, Organization working on Mental Health and Psycho-social issues (government/NGO) | Member |
| 48 | Chief Executive Officer, City Corporation | Member-Secretary |

Meetings of the City Corporation Disaster Management Committee

- (1) Members of Parliament of different constituencies within the City Corporation will be the Advisors of the committee;
- (2) Considering the local situation or condition, the City Corporation committee can form one or more sub-committees and can take advice from experts in any special case;
- (3) The City Corporation Committee may invite any relevant person to attend if it is necessary and appropriate;
- (4) The City Corporation Committee will convene meetings by considering the situation at the time mentioned below:
 - (a) During the normal period, once a year;

- (b) Before disaster, during disaster and post-disaster period, as required.
- (5) Quorum will be ensured with the presence of one-third in the normal and post-disaster period and one-fourth of members during warning and disaster periods;
 - (6) Every year within 15th January (if there are no changes to the previous years' committee) a complete updated list of the committee signed by the Chairperson of the City Corporation Committee, will be sent to the Department of Disaster Management;
 - (7) After a new election of the City Corporation, the Committee will be reorganized, and the list of the revised committee members should be sent to the Department of Disaster Management.

Responsibilities and Functions of the City Corporation Committee

(a) Risk Reduction Functions

- (1) Organize seminars, workshops and training programmes regularly on disaster risk management, especially on earthquakes, fires, etc.;
- (2) Form volunteer groups for emergency response programmes and take necessary steps to train them;
- (3) Identify and assess hazard, vulnerability and risk in the City Corporation areas and conducting campaigns and simulations widely to inform those concerned;
- (4) Prepare contingency plans and organize drills/simulations on earthquakes along with different disasters such as fire incidents, chemical incidents, building collapses, urban flooding, waterlogging, etc. Also include debris management in the contingency plans;
- (5) Identify specific safer places on open space where people would be able to take shelter during disaster;
- (6) Prepare a contingency plan for implementation in collaboration with the Fire Service and Civil Defense, WASA, DSA, PDB, gas agency, BTCL and other relevant service providers for effective rescue and evacuation of injured people, and other post-disaster management activities;
- (7) Identify the peoples at risk according to gender, age, persons with disabilities, social class, occupations and economic status. Formulate short, medium and long-term risk reduction action plans with active participation of persons with disabilities, women and children;
- (8) Review whether construction of multi-storey buildings, hospitals, clinics, community centres, shopping centres, cinema halls, restaurants and factories are in accordance with adequate setback, fire safety provision and earthquake resistance as per the Bangladesh

National Building Code. Impose appropriate penalty in the case of any deviation in the construction process;

- (9) Identify open spaces under the jurisdiction of the City Corporation to establish temporary hospitals for the treatment of the injured. Preserve various lifesaving medicines and other necessary items centrally at the City Corporation and ward level to use during the disaster time;
- (10) Ensure inclusion of disaster risk reduction in annual budgets/development programmes of the City Corporation;
- (11) Prepare, update and maintain the list of volunteers based on wards and send it to the relevant agency;
- (12) Develop and maintain databases of volunteers, risk and resource maps on the City Corporation's website.

(b) Emergency Response Functions

(1) Alert/Warning Stage

- (1) Disseminate warning and security messages, establish contact with rescue teams and take necessary steps to evacuate at-risk communities to safer places as per the evacuation plan;
- (2) Deploy agencies, volunteers and associated personnel at the field level to the vulnerable community and disseminate forecast and warning speedily and coordinate and monitor the programme of overall safety and dissemination of warning messages;
- (3) Inspection of selected emergency shelters and ensure the preparedness of various organizations and volunteers engaged in necessary services and security work;
- (4) Ensure adequate numbers of hygienic toilets including provisions for safe water supply and sufficient lighting at designated locations near the shelter;
- (5) Prepare a checklist of the emergency tasks and ensure the necessary materials and manpower;
- (6) Undertake necessary measures for deploying rescue teams along with required vehicles, necessary tools and equipment during disaster;
- (7) Assist the people to transfer their valuables and important assets and goods to a safer place;
- (8) Take necessary steps to keep the emergency health service team ready.

(2) Disaster Stage

- (1) Conduct emergency rescue in coordination with primary rescue authorities;

- (2) Take urgent steps to prevent various water-borne diseases and diarrhea by purifying water and arranging provisions of oral saline;
- (3) Coordinate the government and non-government humanitarian assistance activities;
- (4) Ensure to provide accurate information among the people so that people do not panic due to rumours about the disaster;
- (5) Ensure safety and security for women, children and persons with disabilities during disaster in the shelter or in other accommodation;
- (6) Provide support to the concerned agencies for transferring injured people to temporary health centres or hospitals, if needed;
- (7) Take appropriate steps for the quick funeral of dead bodies and prevent an environmental hazard by burying animal carcasses under the ground;
- (8) Assist in the work of the responding agencies for removal of debris;
- (9) Assist people to transfer their precious and valuable assets to a safer place.

(3) Rehabilitation, Reconstruction and Recovery Stage

- (1) Collect disaster damage information in SOS form and send it to the Department of Disaster Management and Ministry of Disaster Management and Relief over telephone, fax, e-mail or through wireless message within an hour;
- (2) Conduct damage and loss assessment using the D-Form and send the information to the Department of Disaster Management and Ministry of Disaster Management and Relief in order to determine humanitarian assistance and rehabilitation activities on a priority basis;
- (3) Distribution of humanitarian aid and resources that are arranged locally or received from the Ministry of Disaster Management and Relief or any other sources as per the actual needs of people and the instructions from the ministry;
- (4) Maintaining the accounts of humanitarian and rehabilitation aid received from the government and development partners;
- (5) Take necessary steps so that people can return to their own home in the aftermath of the disaster;
- (6) Take steps to keep the families in temporary and permanent shelter with required facilities, until the rehabilitation of their destroyed houses;
- (7) Provide essential psycho-social support to disaster-affected people, with the assistance of specialist doctors or volunteers to overcome trauma;
- (8) Provide first aid to injured people and if required send them to the hospital for better treatment;

- (9) Take security measures for women, children and people with disability of the disaster-affected communities;
- (10) Identify and confirm the identity of the dead persons according to the dead body management guidelines, provide the death certification and arrange funeral rites for the dead body, if the body is not claimed;
- (11) Provide appropriate recommendations for future actions through workshops with the participation of concerned institutions and individuals for sharing of lessons acquired during disaster and post-disaster activities;
- (12) Follow instructions from the Ministry of Disaster Management and Relief.

4.1.1.1 City Corporation Ward Disaster Management Committee

The composition of the City Corporation Ward Disaster Management Committee is as follows:

| | | |
|----|--|------------------|
| 1 | Ward Councilor | Chairperson |
| 2 | Female Councilor in reserved seat (one nominated by Mayor) | Vice-Chairperson |
| 3 | Four representatives, each from the government emergency services provider (gas, water, electricity and telephone) located at the ward level | Member |
| 4 | Representative from the Department of Health (nominated by the office of the District Civil Surgeon/Divisional Director) | Member |
| 5 | Representative of Ansar and VDP (nominated by the district/divisional office) | Member |
| 6 | One Imam and one Purohit or two leaders of any other religious groups nominated by the Ward Councilor | Member |
| 7 | Representative of registered social/cultural organization | Member |
| 8 | Representatives of teachers (school, madrasa and college) (nominated by district/divisional office), total 3 | Member |
| 9 | Representative of Bangladesh Red Crescent Society (nominated by district/city unit) | Member |
| 10 | Representative of Fire Service and Civil Defence (nominated by district/city unit) | Member |

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| 11 | Representative of local press club / local media person | Member |
| 12 | Representative of the organization, which deals with persons with disability | Member |
| 13 | Persons with disability at the local level | Member |
| 14 | Representative of freedom fighters (nominated councilor or local commander) | Member |
| 15 | Representative of women's organization nominated by the Councilor | Member |
| 16 | Ward social worker nominated by the district social service officer | Member |
| 17 | Representative of police (nominated from the local police station) | Member |
| 18 | Two trained urban volunteers nominated by the Councilor | Member |
| 19 | Local BNCC Representative | Member |
| 20 | Local SCOUTS Representative | Member |
| 21 | Representative of Anjuman Mufidul Islam | Member |
| 22 | Two local esteemed persons nominated by the Councilor | Member |
| 23 | Two representatives of NGOs (national and international NGOs) | Member |
| 24 | Representative of Post-Office (if available) | Member |
| 25 | Representative of the engineering department of the City Corporation | Member |
| 26 | Representative of immigrants (if available) | Member |
| 27 | Ward Secretary, City Corporation | Member-Secretary |

Formation and Meetings of the City Corporation Ward Disaster Management Committee

- (1) The Chairperson of the Ward Committee will send a complete update of the committee to the Chairperson of the City Corporation Disaster Management Committee within 15th January of each year;
- (2) The Committee can co-opt any concerned person as a member of the committee or may invite them to attend the meeting if necessary;
- (3) Considering the situation, the Ward Committee may form one or more sub-committees to assist the committee;
- (4) Considering the situation, The Ward Committee will call for meetings as follows:
 - (a) During normal period, once in two months;

- (b) Before disaster, during disaster and post-disaster period, as required.
- (5) During normal and post-disaster periods quorum will be ensured, with the presence of one-third of the committee members. Quorum will be ensured with the presence of one-fourth of the members during warning and disaster periods;
- (6) If necessary, the committee may request a local level knowledgeable expert to present at the concerned meeting at the local level.

Responsibilities and Functions of the Ward Committee

(a) Disaster Risk Reduction Functions

- (1) Assess and analyze vulnerability and risk of earthquakes and other hazards at the ward level, and prepare risk reduction action plan accordingly;
- (2) Prepare contingency plans to ensure appropriate response for saving lives and assets from disasters;
- (3) Arrange drills regularly and provide training to make people aware about earthquakes, fires and other hazards;
- (4) Form 'ward-based volunteer teams' and prepare a database to connect them with emergency service providing institutions and local Fire Service and Civil Defence stations;
- (5) Identify most vulnerable or at-risk populations and prepare disaster risk reduction action plans with their active participation;
- (6) Play an effective role in saving lives and assets through timely dissemination of early warning at the ward level;
- (7) Undertake necessary measures to provide emergency vehicles and equipment that are suitable for roads at the ward level for rescue and emergency response in the case of earthquakes, fires and chemical accidents;
- (8) Identify safe locations in specific areas respectively for people there to evacuate during an emergency and make plans to provide necessary services and security to those centres;
- (9) With the assistance of the City Corporation, prepare a plan to provide safe water supply, sanitation and other necessary services in the safe refuges or temporary shelters;
- (10) Identify open spaces for use as a shelter or health centre during a disaster;
- (11) Undertake effective planning by reviewing and checking whether an adequate stock of life-saving medicine is available at the ward level;
- (12) Assist the City Corporation in preparation of a debris removal plan;

- (13) Assist the City Corporation in preparing post-disaster recovery plans following the principle of ‘build back better’;
- (14) Assist persons with disabilities for accessing essential services or infrastructure during disaster and post-disaster periods;
- (15) Provide updated information to the City Corporation Disaster Management Committee on the progress of implementation of risk reduction actions plans;
- (16) Advise people to keep emergency food, candles, lighter, torchlight, mobile phone, crowbar, hammer, knife, whistle, etc. in a specific and safe place during an earthquake or other urban disasters;
- (17) Take necessary steps to train volunteers on psycho-social services.

(b) Emergency Response Functions

(1) Alert/Warning Stage

- (1) Take measures to disseminate warnings, security messages and disaster forecast quickly and effectively;
- (2) Assist rescue teams to evacuate women, children, the elderly and persons with disabilities to a safe shelter according to directives and the evacuation plan of the authority;
- (3) Take necessary measures to ensure essential services and security measures by inspecting the pre-selected shelters;
- (4) Provide safe and potable water supply and sanitation facilities at safe refuges/temporary shelters and specify alternative sources of water supply, if needed;
- (5) Stock life-saving medicines at the Ward Health and Family Welfare Centre;
- (6) Prepare checklists for emergency activities and ensure essential materials and human resources for managing disasters.

(2) Disaster Stage

- (1) Conduct emergency rescue with the assistance of listed ward-based volunteers and assist those concerned as directed by the City Committee;
- (2) Bring homeless family members to shelters during a disaster and ensure the safety and security of women, children, persons with disability;
- (3) Distribute essential materials, including water purifying tablets among the at-risk people on an urgent basis;
- (4) Assist to implement government and non-government humanitarian assistance programmes at the ward level;

- (5) Ensure to provide accurate and real-time disaster-related information to the people;
- (6) Ensure the safety of women, children, elderly people and persons with disabilities in disasters and provide priority for humanitarian assistance and other necessary needs;
- (7) Identify and confirm the dead persons from the disaster according to the dead body management guidelines. Issue death certificates and arrange funeral rites for the dead body, if the body is not claimed.

(3) Rehabilitation, Reconstruction and Recovery Stage

- (1) Assist the City Corporation Committee to assesses the needs and priority of humanitarian assistance and rehabilitation through collecting data and information on damage and loss by using SOS and D-Form;
- (2) Provide necessary assistance in the distribution of humanitarian aid and rehabilitation assistance received from the Department of Disaster Management or arranged locally as per directions of the government and City Corporation Committee;
- (3) Maintain the account of received goods for humanitarian assistance and rehabilitation and send to the City Corporation Committee, government and concerned assistance-providing agencies;
- (4) Provide recommendations to the City Committee to ensure that displaced people can return to their former places and take necessary measures for temporary and permanent rehabilitation of the affected families;
- (5) Provide required psycho-social support to disaster affected people with the help of specialist doctors or volunteers to overcome trauma caused by the disaster.
- (6) Ensure proper healthcare for persons injured in a disaster and seek cooperation of the City Corporation Committee if needed.

4.1.2. Divisional Disaster Management Committee

The composition the Divisional Disaster Management Committee is as follows:

| | | |
|---|---|-------------|
| 1 | Divisional Commissioner | Chairperson |
| 2 | DIG, Bangladesh Police | Member |
| 3 | Representative, Armed Forces Division | Member |
| 4 | Divisional Officer, DG Health Service | Member |
| 5 | Divisional Officer, Agricultural Extension Department | Member |

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| 6 | All Deputy Commissioner of the concerned Division | Member |
| 7 | Divisional Officer, Department of Fisheries | Member |
| 8 | Divisional Officer, Livestock Department | Member |
| 9 | Divisional Officer, Secondary and Higher Secondary Education Department | Member |
| 10 | Divisional Officer, Primary Education Department | Member |
| 11 | Divisional Officer, Department of Women's Affair | Member |
| 12 | Divisional Officer, Department of Food | Member |
| 13 | Divisional Officer, Department of Public Health Engineering | Member |
| 14 | Divisional Officer, Education Engineering Department | Member |
| 15 | Divisional Officer, Water Development Department | Member |
| 16 | Divisional Officer, Department of Public Works | Member |
| 17 | Divisional Officer, Roads and Highways Department | Member |
| 18 | Divisional Officer, Power Development Board | Member |
| 19 | Divisional Officer, Rural Electrification Board (where necessary) | Member |
| 20 | Divisional Officer, Department of Youth Development | Member |
| 21 | Divisional Officer, Department of Cooperatives | Member |
| 22 | Divisional Officer, Department of Social Services | Member |
| 23 | Divisional Officer, Bangladesh Ansar and VDP | Member |
| 24 | Divisional Officer, Department of Information | Member |
| 25 | Representative, Border Guard Bangladesh | Member |
| 26 | Representative, Rapid Action Battalion | Member |
| 27 | Divisional Officer, Bangladesh Fire Service and Civil Defence | Member |
| 28 | Representative, Bangladesh Small and Cottage Industries Corporation | Member |
| 29 | An officer of the State-owned Commercial Bank nominated by the Divisional Commissioner | Member |
| 30 | Representative, City Corporation | Member |

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| 31 | Divisional Officer, Bangladesh Meteorological Department | Member |
| 32 | Representative, Bangladesh Red Crescent Society | Member |
| 33 | Representative, Disaster Preparedness Programme | Member |
| 34 | One Male and one Female of socially respectable or civil society member nominated by the Divisional Commissioner | Member |
| 35 | Three representatives from a Non-Governmental Organization (NGO) that have activities at local, national or international levels nominated by the Divisional Commissioner, where there will be a representative from an organization involved in disability-related work. | Member |
| 36 | President, Press Club at Divisional level | Member |
| 37 | President, Chamber of Commerce and Industries | Member |
| 38 | Divisional Officer, Bangladesh Betar | Member |
| 39 | Divisional Officer, Bangladesh Television | Member |
| 40 | Representative, Electronic Media | Member |
| 41 | Representative, Community Radio | Member |
| 42 | Representative, Bangladesh Road Transport Owners Association | Member |
| 43 | Representative, Bangladesh Road Transport Workers Federation | Member |
| 44 | Representative, Scouts and Rover Scouts | Member |
| 45 | Representatives of organizations that work with persons with disabilities | Member |
| 46 | Organizations (government/non-government) working on mental health and psycho-social issues | Member |
| 47 | Director, Local Government | Member-Secretary |

Meetings of the Divisional Committee

- (1) If the Divisional Committee feels it necessary and appropriate, it can co-opt any concerned person as its member;
- (2) Considering the situation, the Divisional Committee will call for meetings as follows:
 - (a) During the normal period, once in three months;

(b) Before disaster, during disaster and post-disaster period, as required.

Responsibilities and Functions of the Divisional Committee

(a) Risk Reduction Functions

- (1) Assist the formation of the District Disaster Management Committee and implementation of its activities;
- (2) Assist the District Disaster Management Committee in formulation and implementation of disaster risk inclusive development plans and programmes, and take proper initiatives in the construction of buildings as per the Bangladesh National Building Code (BNBC);
- (3) Provide guidance to the District Disaster Management Committee in preparing contingency plans for earthquakes, fires, floods, cyclones, etc.;
- (4) Follow-up the dissemination of weather forecasts and warning messages, and preparedness for rescue activities;
- (5) Take steps to prepare all the authorities and agencies working at the divisional and local levels for managing a disaster;
- (6) Assist the District Administration to keep the safe refuge or shelter ready for use by people evacuated from disaster-prone areas;
- (7) Undertake publicity initiatives to encourage the use of the 1090 number (toll free) accessible by all mobile phones as a 24/7 Interactive Voice Response (IVR) system to receive weather and disaster warning messages;
- (8) Take necessary steps to train volunteers on psycho-social services.

(b) Emergency Response Functions

(1) Alert/Warning Stage

- (1) Undertake initiatives for timely dissemination of early warning messages to most vulnerable communities, along with monitoring the publicity activities of warning and safety messaging;
- (2) Monitor safe drinking water supply at shelters;
- (3) Provide necessary instructions for the formation of emergency medical teams and their deployment;
- (4) Inspect the preparations of the persons assigned for emergency response activities;
- (5) Inspect the status of separate accommodation provision in shelters for the elderly, pregnant women, children and people with disability and provide guidance to ensure it.

(2) Disaster Stage

- (1) Provide necessary guidance in establishing emergency operation centres (control-room) for operating rescue, evacuation, humanitarian assistance and shelter management activities at the district level;
- (2) Provide necessary assistance to personnel assigned for rescue and humanitarian activities during disaster;
- (3) Take initiatives to ensure the safety of women, children and persons with disabilities in the safe refuges, shelters, or any other accommodation during a disaster;
- (4) Take proper initiatives to provide medical treatment for injured persons by setting temporary medical centres, if necessary;
- (5) Take necessary steps for temporary deployment of civilian officers in disaster-prone areas.

(3) Rehabilitation, Reconstruction and Recovery Stage

- (1) Undertake initiatives to engage the relevant sectors in the planning and implementation of short, medium and long-term rehabilitation and recovery programmes based on local needs;
- (2) Undertake proper initiatives for planning of rehabilitation and reconstruction through an integrated approach of all sectors and following the 'build back better' principle;
- (3) Undertake necessary administrative steps so that people - displaced by a disaster can return to their own place;
- (4) Undertake necessary initiatives to ensure emergency medical treatment and healthcare for people injured in a disaster;
- (5) Observe the status of food, drinking water and medical care in shelters and provide necessary assistance;
- (6) Provide appropriate recommendations for future actions through workshops with the participation of concerned institutions and individuals for sharing the lessons learnt during disaster and post-disaster activities.

4.1.3. District Disaster Management Committee

The composition of the District Disaster Management Committee is as follows:

| | | |
|----|---|-------------|
| 1 | Deputy Commissioner | Chairperson |
| 2 | Chief Executive Officer, Zilla Parishad | Member |
| 3 | Chief Executive Officer, City Corporation (where necessary) | Member |
| 4 | Super of Police | Member |
| 5 | Civil Surgeon | Member |
| 6 | Deputy Director, Local Government | Member |
| 7 | Deputy Director, Department of Agriculture Extension | Member |
| 8 | District Fisheries Officer | Member |
| 9 | District Livestock Officer | Member |
| 10 | District Education Officer | Member |
| 11 | District Primary Education Officer | Member |
| 12 | District Women Affairs Officer | Member |
| 13 | District Food Controller | Member |
| 14 | District Officer, Department of Environment | Member |
| 15 | Executive Engineer, Public Health Engineering Department | Member |
| 16 | Executive Engineer, Education Engineering Department | Member |
| 17 | Executive Engineer, Water Development Board | Member |
| 18 | Executive Engineer, Public Affairs Department | Member |
| 19 | Executive Engineer, Roads and Highways Department | Member |
| 20 | Executive Engineer, Local Government Engineering Department | Member |
| 21 | Executive Engineer, Power Development Board/Rural Electrification Board/Dhaka Electric Supply Company Limited/ Dhaka Power Distribution Company Limited/ West Zone Power Distribution Company Limited/Rural Power Association or other concerned electricity Distribution Authority (where necessary) | Member |
| 22 | Deputy-Director, Youth Development Department | Member |

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| 23 | Deputy-Director, Bangladesh Rural Development Board | Member |
| 24 | Deputy-Director, Department of Social Services | Member |
| 25 | District Cooperative Officer | Member |
| 26 | District Commandant, Bangladesh Ansar and VDP | Member |
| 27 | District Information Officer | Member |
| 28 | Representative, Border Guard Bangladesh (border district) | Member |
| 29 | Representative, Armed Forces Division (where necessary) | Member |
| 30 | Representative, Rapid Action Battalion | Member |
| 31 | Assistant/Deputy Assistant Director, Bangladesh Fire Service and Civil Defence Department | Member |
| 32 | District Representative, Bangladesh Small and Cottage Industries Corporation | Member |
| 33 | An officer of the State-owned Commercial Bank nominated by the Deputy Commissioner | Member |
| 34 | All Upazila Parishad Chairperson of the concerned district | Member |
| 35 | Municipality Mayor of District Headquarters | Member |
| 36 | All UNO under the concerned district | Member |
| 37 | Representative, Bangladesh Meteorological Department | Member |
| 38 | District Representative, Bangladesh Red Crescent Society | Member |
| 39 | Representative, Disaster Preparedness Programme | Member |
| 40 | One Male and one Female of socially respectable or civilized society nominated by the Deputy Commissioner | Member |
| 41 | Five Representatives of Non-Governmental Organizations (NGOs) that have activities at the local level designated by the Deputy Commissioner, where there will be a representative of an organization associated with disability-related work. | Member |
| 42 | President, District Press Club | Member |
| 43 | President, District Lawyers Association | Member |
| 44 | President, District Chamber of Commerce Industries | Member |

| | | |
|----|---|------------------|
| 45 | District President, Secondary Teachers Association | Member |
| 46 | District President, Primary Teachers Association | Member |
| 47 | A Principal of a college or madrasa nominated by the Deputy Commissioner | Member |
| 48 | District Representative of electronic media, community radio and Betar (one from each) | Member |
| 49 | Representative, Bangladesh Road Transport Owners Association | Member |
| 50 | Representative, Bangladesh Road Transport Workers Federation | Member |
| 51 | District Commander, Freedom Fighter District Command | Member |
| 52 | General Secretary, Scouts and Rover Scouts | Member |
| 53 | Representative of organizations that work with persons with disabilities | Member |
| 54 | Organizations (government/non-government) working on mental health and psycho-social Issues | Member |
| 55 | District Relief and Rehabilitation Officer | Member-Secretary |

Meetings of the District Committee

- (1) A Member of Parliament of the district will be the Advisor of the District Committee;
- (2) Considering the local situation, the District Committee may form one or more sub-committees to assist the District Committee;
- (3) If the District Committee feels necessary and appropriate, it can co-opt any concerned person as its member;
- (4) Considering the situation, the District Committee will call for meetings as follows:
 - (a) During the normal period, once in three months;
 - (b) Before disaster, during disaster and post-disaster period, as required.
- (5) During the normal and post-disaster periods quorum will be ensured, with the presence of one-fourth of the committee members. Quorum will be ensured with the presence of one-fifth of the members during the warning and disaster periods;
- (6) Deputy Commissioner with his/her signature, will send a complete updated list of the District Disaster Management Committee to the Department of Disaster Management within 10th February of each year, even if there are no changes in the previous year's committee.

Responsibilities and Functions of the District Committee

(a) Risk Reduction Functions

- (1) Ensure formation of upazila and municipal level committees (grade ‘A’ municipalities) and also ensure that committees are able to implement the assigned activities based on the available data, information and knowledge;
- (2) Organize regular training and workshops on Disaster Risk Management keeping the Department of Disaster Management informed;
- (3) Assist in formulating and implementing disaster risk-informed development plans and programmes and ensure the enforcement of the Bangladesh National Building Code in the construction of government and non-government buildings;
- (4) Compile of reports on assessment of vulnerability, risk and risk reduction issues received from the Upazila Committee and Municipal Committee and send them to the Department of Disaster Management;
- (5) Assist in preparing and updating contingency plans organizing regular related drills on earthquakes, fires, floods, cyclones, etc.;
- (6) Prepare a list of at-risk populations with location maps based on information received from the Upazila and the Municipal Committees and send them to the Department of Disaster Management;
- (7) Prepare comprehensive risk reduction plans at the district level based on the short, medium and long-term risk reduction plans prepared by the Upazila and Municipal Disaster Management Committees and send them to the Department of Disaster Management;
- (8) Review the progress of implementation of short, medium, long-term actions plans prepared through coordinated activities of all development and service delivery agencies in the district;
- (9) Inform the Department of Disaster Management about the progress of risk reduction action plans along with other relevant programmes in the district;
- (10) Conduct effective publicity campaigns to make the disaster forecasts and warning messages understandable to the people and build their awareness;
- (11) Prepare all relevant authorities and local agencies in the district to manage disasters effectively;
- (12) Undertake necessary steps to speedily disseminate early warning messages to the last mile;
- (13) Undertake necessary steps to alert the people about potential landslides and riverbank erosion;

- (14) Develop and implement district disaster management plans combining Risk Reduction Action Plan and Contingency Plan (as per Appendix 11);
- (15) Assist Union, Municipal and Upazila Committees in implementation of disaster management action plans through coordinated efforts of the district level government and non-government organizations;
- (16) Select suitable places and arrange for building materials to construct temporary shelters at the district level and establish warehouses in a safer place for stocking necessary humanitarian aid;
- (17) Coordinate the selection of safe shelters and preparation of the selected shelters to accommodate evacuated people from disaster-affected areas;
- (18) Ensure safe water supplies, security and other services in the safe shelter of the District Headquarters;
- (19) Take necessary steps to activate the Union Committee, Municipal Committee and Upazila Committee and to assist the committees to carry out rescue and emergency humanitarian assistance according to contingency plans;
- (20) Organize drills on dissemination of warning messages and forecasts, evacuation and search & rescue programmes at least once in six months with help from the Upazila Parishad, Zilla Parishad and Municipality;
- (21) Instruct Upazila, Municipal, Union and Ward Disaster Management Committees to dial 1090 (toll free and runs through Interactive Voice Response (IVR) system from all mobile phones) to receive 24/7 weather and disaster warning messages;
- (22) Formulate and manage the district disaster management fund;
- (23) Undertake initiatives to train volunteers on psycho-social services.

(b) Emergency Response Functions

(1) Alert/Warning Stage

- (1) Review overall preparedness for early warning dissemination, rescue and evacuation of vulnerable people;
- (2) Ensure dissemination of early warning among vulnerable communities, and monitor overall security and early warning dissemination activities;
- (3) Visit pre-selected emergency shelters and ensure preparation of various organizations and volunteers for providing necessary support and security;
- (4) Monitor the safe and potable water supply in the shelters and undertake initiatives for alternative sources, if needed;

- (5) Conduct demonstrations on the water purification process and take necessary measures to ensure availability of water purifying tablets at the local level. Also undertake necessary measures to store the required amount of water purification tablets;
- (6) Form emergency medical teams and undertake necessary steps to engage in response work on short notice;
- (7) Ensure sufficient storage of life-saving medications;
- (8) Prepare checklist of activities including scheduling of persons engaged in emergency response;
- (9) Ensure adequate number of toilets accessible to all at the shelters, with adequate water supply and sufficient lighting facilities;
- (10) Ensure the status of separate accommodation provision in shelters for the elderly, pregnant women, children and people with disability. Undertake improvements required for proper accommodation.

(2) Disaster Stage

- (1) Open and operate emergency operation centres (Control Room) for evacuation, rescue, humanitarian assistance and coordination of primary rehabilitation activities;
- (2) Coordinate and manage emergency rescue activities using locally available facilities and send emergency rescue teams to most disaster-affected upazilas and municipalities;
- (3) Coordinate government and non-government organizations' humanitarian assistance activities at union, municipality, upazila and district levels and monitor the distribution of allocated humanitarian assistance according to requirements;
- (4) Ensure safety and security of the personnel engaged in humanitarian operations during a disaster;
- (5) Undertake initiatives to provide necessary security to women, children and people with disability in safe shelters, homes or any other safe place during disaster;
- (6) Identify human dead bodies and carry out the burial process; and undertake appropriate steps to bury animal carcasses underground immediately to prevent an environmental hazard;
- (7) Hand over allocated cash amounts to the families of the persons who died and for the medical treatment of injured persons;
- (8) Supervise the provision of medical treatment to the injured persons by establishing temporary medical centres, if necessary;
- (9) Monitor the transfer to safe places of valuable and important resources of the people (livestock, poultry, emergency food, seeds, radios, torch lights, mobile phones, etc.).

(3) Rehabilitation, Reconstruction and Recovery Stage

- (1) Assess damage and loss using the D-form and verify them by the Upazila Disaster Management Committee and send the priority requirements for humanitarian assistance and rehabilitation activities as per the direction of the Department of Disaster Management or the Ministry of Disaster Management and Relief;
- (2) Engage all relevant sectors in preparing and implementing of the short, medium- and long-term rehabilitation, reconstruction and recovery activities in terms of local needs and send those plans to the Ministry of Disaster Management and Relief;
- (3) Prioritize risk-reduction activities by following ‘build back better’ principles through an integrated approach of all sectors during the planning of rehabilitation and recovery activities;
- (4) Allocate resources for rehabilitation programmes to the upazilas and municipalities as per actual needs and instructions from the Department of Disaster Management and follow up on the distribution status;
- (5) Preserve and distribute goods received for humanitarian and rehabilitation operations, and send a progress report to the Department of Disaster Management and Ministry of Disaster Management and Relief;
- (6) Assist the people displaced the disaster to return home;
- (7) Assist disaster-affected people by providing psycho-social services with the assistance of specialists, trained officials and volunteers to overcome the trauma caused by the disaster;
- (8) Undertake necessary initiatives to ensure emergency medical healthcare for the disaster survivors and follow up on its implementation;
- (9) Oversee the distribution of agricultural assistance to farmers for rehabilitation/recovery and promote disaster-resilient crop cultivation and its extension under long-term rehabilitation activities by the Department of Agricultural Extension;
- (10) Oversee the recovery plan and implementation by the Department of Livestock Services and Department of Fisheries for short, medium and long-term rehabilitation;
- (11) Ensure comprehensive and effective disaster risk management in coordination with various departments;
- (12) Provide appropriate recommendations for future actions based on lessons learned and post-action review;
- (13) Follow the immediate directives of the Ministry of Disaster Management and Relief and Department of Disaster Management.

4.1.4 Upazila Disaster Management Committee

The composition of the Upazila Disaster Management Committee is as follows:

| | | |
|----|--|------------------|
| 1 | Chairperson, Upazila Parishad | Chairperson |
| 2 | Upazila Nirbahi Officer | Vice-Chairperson |
| 3 | Mayor of Municipality (if available) | Member |
| 4 | Vice-Chairperson, Upazila Parishad | Member |
| 5 | Union Parishad Chairperson under Upazila | Member |
| 6 | Assistant Commissioner (Land) | Member |
| 7 | Upazila Agriculture Officer | Member |
| 8 | Upazila Family Planning Officer | Member |
| 9 | Upazila Health Officer | Member |
| 10 | Upazila Livestock Officer | Member |
| 11 | Senior/Upazila Fisheries Officer | Member |
| 12 | Upazila Education Officer | Member |
| 13 | Senior Upazila Engineer, Local Government Engineering Department | Member |
| 14 | Upazila Social Welfare Officer | Member |
| 15 | Upazila Family Planning Officer | Member |
| 16 | Upazila Food Controller | Member |
| 17 | Officer in charge of the concerned Thana | Member |
| 18 | Upazila Youth Development Officer | Member |
| 19 | Upazila Cooperative Officer | Member |
| 20 | Upazila Secondary Education Officer | Member |
| 21 | Upazila Women's Affairs Officer | Member |
| 22 | Upazila Ansar and VDP Officer | Member |
| 23 | Upazila Rural Development Officer | Member |

| | | |
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| 24 | Representative, Public Health Engineering Department | Member |
| 25 | Station Officer, Upazila Fire Service and Civil Defence (if available) | Member |
| 26 | Representative, Power Development Board, Rural Electrification Board, Rural Electricity Cooperative or other Concerned power distribution authority (where necessary) | Member |
| 27 | Representative, Water Development Board (if available) | Member |
| 28 | Elected Members of the Upazila Parishad from the Reserved Women Members of the Union Parishad and Municipality | Member |
| 29 | Upazila President, Bangladesh Rural Development Board or Central Cooperative Society | Member |
| 30 | Representative, Cyclone Preparedness Programme (if available) | Member |
| 31 | Upazila Representative, Bangladesh Red Crescent Society (if available) | Member |
| 32 | Three representatives (nominated by the Committee) from Non-Governmental Organizations (NGOs) that have activities at local, national and international levels where one member will have experience in gender and disability-related work | Member |
| 33 | One representative of local respected person or representative from civil society nominated by the Chairperson | Member |
| 34 | Chairperson, Upazila Press Club (if available) | Member |
| 35 | Chairperson, Upazila Chamber of Commerce and Industries | Member |
| 36 | One Principal of college or madrasa nominated by the Chairperson | Member |
| 37 | Upazila Commander, Upazila Freedom Fighters Command Council | Member |
| 38 | Representative, Organizations (government/non-government) working on mental health and psycho-social issues | Member |
| 39 | Upazila Project Implementation Officer | Member-Secretary |

Advisor of the Upazila Committee and Meetings of the Sub-Committees

- (1) Local Member of Parliament will be the Advisor of the Upazila Committee;
- (2) Considering the local situation, the Upazila Committee may form one or more sub-committees and receive expert opinions to assist the Committee;

- (3) If the Upazila Committee feels it necessary and appropriate, it can co-opt any particular person as its member and invite to the meetings;
- (4) Considering the situation, the Upazila Committee will call for meetings as follows:
 - (a) During the normal period, once in two months;
 - (b) Before disaster, during disaster and post-disaster period, as required.
- (5) During the normal and post-disaster periods quorum will be ensured with the presence of one-third of the committee members. Quorum will be ensured with the presence of one-fourth of the members during the warning and disaster periods;
- (6) Every year within 15th January, (even if there are no changes to the previous year's committee) the Upazila Nirbahi Officer will send a complete updated list of the committee signed by the Chairperson of the committee to the Department of Disaster Management.

Responsibilities and Functions of the Upazila Disaster Management Committee

(a) Risk Reduction Functions

- (1) Provide necessary assistance for formation and functioning of the Union Disaster Management Committee;
- (2) Assist the Union Committee to develop strategies for the warning system, risk reduction action plans, search & rescue plan and mass awareness-raising at the local level;
- (3) Undertake appropriate initiatives to follow the guidelines of Disaster Impact Assessments (DIA) in planning and implementation of disaster risk reduction and development projects/programmes;
- (4) Undertake appropriate initiatives to ensure the formulation and implementation of the disaster risk inclusive development plan at the union and upazila levels;
- (5) Organize regular disaster-related training and workshops and assist the concerned committees to conduct similar training and workshops at the union level by informing the District Committee;
- (6) Assist the Union Committee to assess vulnerability and risk and undertake initiatives for integrating them into the risk reduction action plans prepared by the Union Committees then send to the District Disaster Management Committee and Department of Disaster Management;
- (7) Prepare a risk atlas of the respective upazilas, ensuring active participation of all relevant sectors and use the map in designing development projects;
- (8) Assist the Union Committee to identify people at risk based on gender, age, disability, social and economic status;

- (9) Provide compiled list of at-risk populations to the District Disaster Management Committee along with the location map prepared by the Union Committee;
- (10) Assist the Union Committee to prepare short, medium and long-term action plans with the active participation of the people at risk;
- (11) Arrange quarterly meetings with the concerned organizations/agencies of the Upazila to review the progress of implementation of the local risk reduction action plan;
- (12) Inform the District Committee about the progress of the upazila level risk reduction action plan and other associated activities;
- (13) Prepare and implement the Upazila Disaster Risk Management Plan to substantially reduce loss of lives and assets;
- (14) Fast and effective dissemination of disaster forecasts;
- (15) Undertake necessary measures to alert people on potential landslides and riverbank erosion;
- (16) Provide necessary assistance and advisory support to relevant stakeholders and people for building disaster-resilient infrastructures;
- (17) Assist the Union Committee, local institutions and volunteers for enhancing their capacity to support the people for adopting disaster-resilient agriculture and livelihood systems;
- (18) Ensure access of people to a safe place or shelter along with necessary services and safety during emergencies with the assistance of Union Committees and Municipal Committees;
- (19) Assist in ensuring safe water supply and other services at the shelter;
- (20) Assist the Union Committee for construction of Mujib Killas which can be safely used as shelter for cattle and other livestock during disasters;
- (21) Assist the Union Committee and Municipal Committee for keeping lifesaving emergency medications in the medical centres at the union and municipality level;
- (22) Prepare plans for operating rescue, initial humanitarian assistance, reconstruction of damaged road for communication and rehabilitating the most affected families in the local context;
- (23) Regular monitoring of progress of activities by the Union Committee and work plan implementation and submit the progress report to the District Committee on the implementation of the Upazila Disaster Management Plan;
- (24) Organize simulations/drills on dissemination of warning messages, forecasts, evacuation, rescue and primary humanitarian assistance work, and take the support of the District Committee, if needed;

- (25) Identify human dead bodies, establish community-based raised ground for performing funeral rites and prepare a plan for building a central graveyard and crematorium as needed;
- (26) Assist productive farms, and small and medium enterprises for disaster preparedness to reduce the risk;
- (27) Develop and maintain a database on rescue/evacuation sites and shelters and inform the relevant stakeholders;
- (28) Construct infrastructure for stocking emergency rescue equipment and response materials and create a fund for implementation of contingency plans or undertake appropriate measures to obtain assistance in this regard;
- (29) Maintain rescue equipment and response materials to address immediate risks. Preparation of quarterly reports on the list of equipment and materials and their proper maintenance to be done by the Project Implementation Officer for submitting to the Upazila Nirbahi Officer. Subsequently discussion will take place on the storage of rescue equipment and response materials during the meeting of the Upazila Disaster Management Committee;
- (30) Undertake initiatives to organize training for volunteers on psycho-social services.

(b) Emergency Response Functions

(1) Alert/Warning Stage

- (1) Disseminate warnings and security messages, monitor rescue teams and their final preparations for evacuation of the people at risk;
- (2) Undertake measures to speedily disseminate forecasts and warning messages among the people at risk and monitor the overall security;
- (3) Inspect emergency shelters and ensure necessary services and security;
- (4) Ensure safe drinking water supply at the shelters;
- (5) Ensure water purification facilities and undertake necessary measure to preserve water purification tablets;
- (6) Ensure adequate number of sanitary latrines at shelters with proper water supply and adequate lighting facility;
- (7) Undertake steps to store life-saving essential medications at the union level for emergency use;
- (8) Undertake steps to prepare the medical teams for mitigating the risk of a probable disaster;

- (9) Prepare a checklist of the emergency tasks that need to be done during a disaster and ensure that the necessary materials and manpower are ready;
- (10) Assure people that their assets and livestock are safe so that they feel confident to evacuate to the shelter during a disaster.

(2) Disaster Stage

- (1) Open emergency operation centres (EOC) at the upazila level for the coordination of evacuation, search & rescue and humanitarian assistance activities;
- (2) Operate emergency rescue activities using pre-listed locally available facilities;
- (3) Coordinate government and non-government organizations' humanitarian assistance and rescue activities and ensure transparency of the humanitarian assistance at the upazila level;
- (4) Ensure required security of humanitarian personnel during disaster;
- (5) Ensure proper security for women, children, the elderly and people with disability during a disaster;
- (6) Take appropriate steps to prevent an environmental hazard through rapid funeral rites of dead bodies and burying animal carcasses under the ground;
- (7) Assist in the evacuation of people's valuable and important assets and goods including livestock, poultry, emergency food, etc. to safe places.

(3) Rehabilitation, Reconstruction and Recovery Stage

- (1) Collect damage and loss information as per the SOS form and send to the Department of Disaster Management and Ministry of Disaster Management and Relief over telephone, fax, e-mail, or wireless within an hour;
- (2) Collect and send the damage and loss information as per the D-Form to the District Committee, Ministry of Disaster Management and Relief and Department of Disaster Management;
- (3) Undertake the rehabilitation plan, following the principle of 'build back better' considering the required steps needed for future risk reduction;
- (4) Undertake necessary steps for distribution of humanitarian aid and resources for rehabilitation that are collected from local sources or received from the Department of Disaster Management or from other sources as per the instructions of the District Committee;
- (5) Maintain the stock and distribute goods for humanitarian assistances and rehabilitation activities, and prepare a progress report for sending to the District Committee or development partners if applicable;

- (6) Ensure the safe return of the people displaced by the disaster and undertake effective measures for their resettlement;
- (7) Provide psychological services to the disaster-affected people with the assistance of specialists, trained officers and volunteers to overcome trauma caused by the disaster;
- (8) Provide first aid to injured people and transfer them to hospitals if needed;
- (9) Coordinate humanitarian assistance, rehabilitation and reconstruction programmes with various departments/offices at the upazila level;
- (10) Undertake appropriate steps for establishing funds or allocation of resources by the Water Development Board at the local level in order to repair and maintain flood control and coastal dams;
- (11) Provide appropriate recommendations for future actions through organizing workshops with the participation of concerned institutions and individuals for sharing the lessons learnt during disasters and post-disaster activities;
- (12) Follow the instant directives of the Ministry of Disaster Management and Relief and Department of Disaster Management.

4.1.5 Municipal Disaster Management Committee

The composition of the Municipal Disaster Management Committee is as follows:

| | | |
|----|---|------------------|
| 1 | Mayor | Chairperson |
| 2 | Panel-Mayor | Vice-Chairperson |
| 3 | Councilor (All) | Member |
| 4 | Representative, District Administration | Member |
| 5 | Medical Officer or Sanitary Inspector, Municipality | Member |
| 6 | Executive Engineer/Assistant Engineer, Municipality | Member |
| 7 | Upazila Project Implementation Officer (PIO) | Member |
| 8 | Officer in Charge of the concerned Thana | Member |
| 9 | Representative, Bangladesh Red Crescent Society (if available) | Member |
| 10 | Station Officer, Upazila Fire Service and Civil Defence (if available) | Member |
| 11 | One Representative nominated by the Upazila Commander or Upazila Freedom Fighters Command Council | Member |
| 12 | Three representatives (nominated by the Mayor) from Non-Governmental Organizations (NGOs) that have activities at local, national and international levels where one member will have experience in gender and disability-related work. | Member |
| 13 | Representative of gas supply / distribution company (if the concerned area is under the gas transmission network) | Member |
| 14 | Representative, Power Development Board | Member |
| 15 | Representative, Agricultural Extension Department | Member |
| 16 | Representative, Executive Engineer, Public Health Engineering | Member |

| | Department | |
|----|---|------------------|
| 17 | Representative of the President, District or Upazila Press Club (where applicable) | Member |
| 18 | Representative, Upazila Health and Family Planning Officer or Civil Surgeon (where necessary) | Member |
| 19 | One representative from civil society nominated by the Chairperson of the Municipal Committee | Member |
| 20 | Representative, Cyclone Preparedness Programme (if available) | Member |
| 21 | One Principal/Superintendent/Headmaster of college/madrassa/school nominated by the Chairperson of Municipal Committee | Member |
| 22 | Representative, Upazila Social Welfare Officer | Member |
| 23 | Representative, District or Upazila Chamber of Commerce/Local Business Leader (where applicable) | Member |
| 24 | Representative, Upazila or District Women Affairs Officer (where applicable) | Member |
| 25 | Representative, Executive Engineer, Rural Electrification Board, Rural Electrification Association or any other electricity distribution authority (where applicable) | Member |
| 26 | Representative, Bangladesh Water Development Board | Member |
| 27 | Representative, Upazila or District Ansar VDP officer (where applicable) | Member |
| 28 | Representative, Zilla or Upazila Parishad (where applicable) | Member |
| 29 | Representative, forum or association for persons with disabilities (if available) | Member |
| 30 | Representative, Deputy Director, Department of Family Planning | Member |
| 31 | Chief Executive Officer or Secretary of Municipality | Member-Secretary |

Meetings of the Municipal Committee

- (1) Member of Parliament of the local constituency will be the Advisor of the Municipal Committee;
- (2) The Municipal Committee may form one or more sub-committees for the necessary assistance of the Committee;
- (3) If the Municipal Committee feels it necessary and appropriate, it can co-opt any particular person as its member;
- (4) Considering the situation, the District Committee will call for meetings as follows:
 - (a) During the normal period, once in three months;
 - (b) Before disaster, during disaster and post-disaster period, as required.
- (5) During the normal and post-disaster periods quorum will be ensured with the presence of one-third of the committee members. Quorum will be ensured with the presence of one-fourth of the members during the warning and disaster periods;
- (6) Secretary or Chief Executive Officer with the signature of the Chairperson of the Committee will send a complete updated list to the Department of Disaster Management

within 15th January of each year, even if there are no changes to the previous year's committee.

Responsibilities and functions of Municipal Committee

(a) Risk Reduction Functions

- (1) Undertake necessary initiatives for pre-disaster preparedness at household and community levels and enhance awareness for risk reduction;
- (2) Organize training and workshops on disaster issues;
- (3) Identify people at risk and their vulnerability in accordance with gender, age, persons with disabilities, social status, occupations and financial condition;
- (4) Assessment of hazards, vulnerability and risk at the municipal level and prepare risk-reduction action plans for earthquakes and other hazards;
- (5) Prepare contingency plans and organize related drills and simulations;
- (6) Follow the instructions of the Disaster Impact Assessment (DIA) tool in preparing proposals for disaster risk reduction and development, and their implementation;
- (7) Review implementation and progress of disaster risk reduction action plans with the participation of all relevant sectors and provide necessary guidance for strengthening actions on the ground as needed;
- (8) Undertake measures to disseminate disaster forecasts quickly and effectively;
- (9) Undertake necessary steps to alert people on potential landslides and riverbank erosion;
- (10) Undertake necessary initiatives to organize regular drills at educational institutions including raising awareness on earthquake preparedness and response;
- (11) Identify vulnerable buildings and infrastructures with regard to earthquakes and take appropriate measures for retrofitting or removal of high-risk buildings if necessary;
- (12) Assess the suitability of the movement of rescue vehicles on roads in the municipality for managing and responding to earthquakes and fire incidents and arrange for vehicles that are suitable for easy movement on road in consultation with relevant rescue agencies;
- (13) Prepare a list of vehicles and suitable equipment for rescue and response of concerned government and non-government agencies along with mobile numbers and undertake necessary measures for archiving the list and sending them to relevant organizations;
- (14) Undertake necessary steps for awareness raising and capacity building of relevant stakeholders and people for constructing disaster-resilient houses and infrastructure and their implementation;
- (15) Ensure necessary services and security measures including their safe transfer of people from a risk-prone area to safe shelter with the assistance from the Upazila Disaster Management Committee;
- (16) Ensure the supply of safe water and other services in shelters/temporary shelters;
- (17) Prepare a plan that is locally manageable for operating rescue, preliminary humanitarian assistance, restoration of damaged road networks and rehabilitation of the most affected families;

- (18) Conduct drills on warning messages or dissemination of forecasts, evacuation, rescue and operating humanitarian assistance activities.

(b) Emergency Response Functions

(1) Alert/Warning Stage

- (1) Disseminate warnings and security messages among the population at risk to be evacuated to safe shelter with the help of rescue teams;
- (2) Undertake necessary steps to disseminate disaster warning messages quickly and effectively;
- (3) Inspect premises of the shelters/temporary shelters and ensure its necessary preparation with the help of services and safety providing institutions and volunteers;
- (4) Check the provision of safe and pure drinking water in the shelters/temporary shelters and arrange it from alternative source, if necessary;
- (5) Undertake steps for storing water purifying tablets for ensuring safe water for the disaster-affected people;
- (6) Ensure the required number of clean and hygienic sanitary facilities, and especially ensure separate toilets for women, children, the elderly and persons with disabilities;
- (7) Storage of life-savings medications at the municipal health and family welfare centres or dispensaries;
- (8) Prepare medical teams with respect to probable injuries;
- (9) Assist the small and medium enterprises or industries to take steps to tackle disasters.

(2) Disaster Stage

- (1) Conduct emergency rescue activities using locally available facilities as per schedule;
- (2) Assist in the transfer of people's valuable and important resources/goods to a safe place;
- (3) Take necessary steps to provide safe water and to prevent water-borne diseases;
- (4) Coordinate government and non-government organizations' humanitarian assistance and rehabilitation programmes and ensure transparency in the delivery of humanitarian assistance;
- (5) Ensure necessary security for the rescue and humanitarian assistance providing staff;
- (6) Ensure the security of women, children, the elderly and persons with disabilities in the shelters and disaster-affected areas;
- (7) Take the appropriate steps to provide primary health care to the disaster-affected people, arrange transfer to the hospital if necessary and also render other necessary emergency health services;
- (8) Identify the dead bodies people who died in the disaster, issue death certificates and hand over the body to relatives or guardians;

- (9) Undertake steps for quick funeral rites for dead persons and bury dead animal carcasses to prevent an environmental hazard.

(3) Rehabilitation, Reconstruction and Recovery Stage

- (1) Collect disaster damage and loss information in the SOS form given in the appendix and send it to the Department of Disaster Management and Ministry of Disaster Management and Relief as soon as possible over telephone, fax, email or wireless;
- (2) In order to prioritize damage, loss and needs assessment, humanitarian assistance and rehabilitation activities, incorporate all necessary information in the loss and damage form (D-Form) and send it to the Department of Disaster Management and the Ministry of Disaster Management and Relief;
- (3) In coordination with the concerned agencies, undertake effective steps for the restoration or reconstruction of emergency services including water, sanitation, electricity and gas;
- (4) Prepare short, medium and long-term plans on rehabilitation activities following the principle of 'build back better' and undertake appropriate steps for their implementation in coordination with the relevant agencies;
- (5) Undertake necessary steps for distribution of resources for humanitarian assistance and rehabilitation as per the directions of the Department of Disaster Management or any other concerned authority;
- (6) Maintain the stock and distribution of the goods received for humanitarian assistance and rehabilitation activities, keeping their accounts and follow up and send a progress report to the Department of Disaster Management or development partners if applicable;
- (7) Assist the displaced people to return to their former places or to a resettlement area, if needed;
- (8) Undertake necessary steps to keep the people in shelters whose houses are fully damaged until the rehabilitation has taken place;
- (9) With the help of specialists, trained officers and volunteers, provide psychological services to get overcome trauma caused by the disaster;
- (10) Provide first aid to people injured in the disaster, and if necessary, send them to hospitals and involve the healthcare authorities in emergency healthcare services;
- (11) Coordinate humanitarian assistance and rehabilitation and reconstruction activities in various offices at the upazila level;
- (12) Provide appropriate recommendations for future actions through organizing workshops with the participation of concerned institutions and individuals for sharing lessons learnt from experiences during the disaster and post-disaster activities;
- (13) Follow the instant directives of the Ministry of Disaster Management and Relief and Department of Disaster Management.

4.1.5.1 Municipal Ward Disaster Management Committee

The composition of the Municipal Ward Disaster Management Committee is as follows:

| | | |
|----|---|------------------|
| 1 | Councilor of the concerned ward | Chairperson |
| 2 | Female Councilor of the concerned ward | Advisor |
| 3 | Teachers representative nominated by the committee | Member |
| 4 | Two Government officers/employees working at the ward level | Member |
| 5 | Representative, Bangladesh Red Crescent Society (if available) | Member |
| 6 | NGO representative nominated by the committee (which has activities at the local level) | Member |
| 7 | Two religious representatives (Imam/Purohit) | Member |
| 8 | One representative from the population with special needs (representative of persons with disabilities) | Member |
| 9 | Representative of mass media (if available) | Member |
| 10 | Representative of the local business community | Member |
| 11 | Representative of tribal/indigenous community (if available) | Member |
| 12 | One representative nominated by the Ward Committee | Member-Secretary |

Meetings of the Municipal Ward Committee

- (1) If the Ward Committee feels necessary, it can co-opt any person as its member;
- (2) Considering the situation, the Ward Committee will call for meetings as follows:
 - (a) During the normal period, once in two months;
 - (b) Before disaster, during disaster and post-disaster period, as required.
- (3) During the normal and post-disaster period quorum will be ensured with the presence of one-third of the committee members. Quorum will be ensured with the presence of one-fourth of the members during the warning and disaster periods.

Duties and Functions of the Municipal Ward Disaster Management Committee

(a) Risk Reduction Functions

- (1) Prepare and implement awareness raising programmes on disaster preparedness at family and community levels;
- (2) Inform the local people about risk reduction measures at family and community levels and also provide support to build their capacity for their implementation;
- (3) Assist the Municipal Disaster Management Committee to prepare risk reduction action plans along with contingency plans for earthquakes, floods, landslides, cyclones and other disasters;
- (4) Identify the people at risk considering gender, age, persons with disabilities, geographical locations, occupations and socio-economic status;
- (5) Initiate necessary measures for selection and training of volunteers;
- (6) Assist to assess the need for necessary resources and their proper utilization to repair or reconstruct roads, dams and other infrastructure damaged in disasters;
- (7) Undertake proper initiatives to disseminate forecasts and warning messages of floods, cyclones and other disasters in coordination with various organizations including volunteer groups;
- (8) Increase the awareness of people about landslides and lightning strikes and undertake appropriate measures that are suitable in the local context to alert the people at risk to potential hazards;
- (9) Provide assistance to adopt crop production technology that is resilient to floods, drought and salinity, and encourage farmers in this regard with support from the Department of Agriculture Extension;
- (10) Undertake immediate steps to prepare supply chains with secure markets by including immediate agricultural rehabilitation and alternative employment, keeping in view widespread disasters including sudden or early floods, tidal waves, etc.;
- (11) Undertake coordinated initiatives for formulating and implementing appropriate plans for continuing education programmes during disaster and post-disaster situations;
- (12) Assess and ensure electricity and water supply systems at shelters, and if necessary, together with operational toilets ensure their availability from alternative sources with the assistance of the municipality;
- (13) Undertake steps to supply adequate water purifying tablets in the community;
- (14) Assist in selecting rescue/evacuation facilities and in preparing shelter databases and provide information to the stakeholders.

(b) Emergency Response Functions

(1) Alert/Warning Stage

- (1) Disseminate warnings and security messages, evacuate the people most at risk to safe shelters with the help of rescue teams;
- (2) Disseminate fast and effective forecasts among the people;
- (3) After visiting the shelters, ensure preparation of services and security in collaboration with various organizations and volunteers;
- (4) Monitor safe and pure drinking water facilities at the shelters and ensure the supply from alternative sources if needed;
- (5) Undertake necessary steps to distribute the adequate number of water purification tablets among the people in order for them to access safe drinking water;
- (6) Assist to ensure the adequate number of sanitary latrines in shelters, considering the utilities and safety of women and persons with disabilities;
- (7) Prepare checklists of emergency activities to deal with disasters and ensure preparation of necessary equipment and manpower;
- (8) Assist productive farms, and small and medium enterprises for disaster preparedness to reduce the risk.

(2) Disaster Stage

- (1) Participate in operating emergency rescue activities with the help of volunteers and assist the rescue teams when needed;
- (2) Keep women and children in separate rooms in the shelter and assist the shelter management committee to supply safe water and food at the shelter and to undertake necessary steps to prevent gender-based violence;
- (3) Ensure to provide accurate information among the people so that people do not panic due to rumours about the disaster;
- (4) Ensure safety of women, children and persons with disabilities during the disaster;
- (5) Provide first aid to the disaster-affected people and send them to the hospital, if needed and undertake the required steps to ensure necessary health services;
- (6) Assist people to evacuate their valuable and important resources and assets including livestock, poultry, emergency food, radio, mobile phones, etc.

(3) Rehabilitation, Reconstruction and Recovery Stage

- (1) Maintain the stock and distribute goods received for humanitarian assistance and rehabilitation, keeping their accounts and sending a progress report to the Municipal Committee;
- (2) Assist the people displaced by the disaster to return to their previous places and recommend to the Municipal Committee their proper rehabilitation, and if necessary and undertake necessary initiatives to implement that;
- (3) Ensure access to necessary health services for people injured in the disaster and take assistance from the Municipal Disaster Management Committee, if needed;
- (4) With the help of specialists, volunteers/ primary responders provide psycho-social and mental health services to overcome mental stress/trauma caused by the disaster.

4.1.6 Union Disaster Management Committee

The composition of the Union Disaster Management Committee is as follows:

| | | |
|----|---|-------------|
| 1 | Chairperson and Member of Reserved Women Seat by rotation | Chairperson |
| 2 | Elected Member (All) | Member |
| 3 | Representatives of teachers – 3 (nominated by Chairperson) | Member |
| 4 | Representatives from all UP-level government departments - 1 per department | Member |
| 5 | Representatives from vulnerable women - 3 (nominated by reserved female ward member) | Member |
| 6 | Representative, Cyclone Preparedness Programme (if available) or representative of local volunteers | Member |
| 7 | Representative, Bangladesh Red Crescent Society (if available) | Member |
| 8 | NGO representatives – 2 (nominated by the Chairperson) | Member |
| 9 | Representative of farmers - 1 (nominated by the Chairperson) | Member |
| 10 | Representative from fishing communities - 1 (nominated by the Chairperson) | Member |
| 11 | Respected person or social worker representative - 1 (nominated by the Chairperson) | Member |

| | | |
|----|---|------------------|
| 12 | Representative of freedom fighters -1 (nominated by Upazila Freedom Fighters Command Council) | Member |
| 13 | Representative from religious communities | Member |
| 14 | Representative from associations of persons with disabilities | Member |
| 15 | Representatives of local Scouts - 2 (leader or rover or Girls Scout representative) | Member |
| 16 | Representative from local cultural organizations - 1 | Member |
| 17 | Representative from mass media - 1 | Member |
| 18 | Representative from youth/sports organization -1 | Member |
| 19 | Representative from landless communities - 1 | Member |
| 20 | Representative from local business organizations -1 | Member |
| 21 | Representative of tribal communities/ethnic groups - 1 | Member |
| 22 | Expert equipped with traditional knowledge and conversant about local disasters - 1 | Member |
| 23 | Representative of Ansar and VDP - 1 | Member |
| 24 | Retired local government officer/employee - 1 | Member |
| 25 | Secretary, Union Parishad | Member-Secretary |

N.B.: A Headman and a Karbari from an ethnic community should be included as a member of the Union Disaster Management Committee in the Union Councils of the landslide-prone hilly areas.

Meetings of the Union Committee

- (1) The Union Committee, if it deemed necessary, can co-opt any person as its member;
- (2) Considering the situation, the Union Committee will call for meetings as follows:
 - (a) During the normal period, once in two months;
 - (b) Before disaster, during disaster and post-disaster period, as required.
- (3) During normal and post-disaster periods quorum will be ensured with the presence of one-third of the committee members. Quorum will be ensured with the presence of one-fourth of the members during warning and disaster periods;

- (4) Every year within 15th January, even if there are no changes, the committee will submit a complete updated list of the committee signed by the Chairperson to the Upazila Disaster Management Committee.

Duties and Functions of the Union Disaster Management Committee

(a) Risk Reduction Functions

- (1) Undertake and implement awareness-raising programmes in the light of gender and social inclusion at the family and social levels;
- (2) Inform the local people about measures to reduce disaster risk in the light of gender and social inclusion at family and social levels and enhance capacity and support to implement such measures;
- (3) Conduct regular disaster risk management training and workshops with the help of the Upazila Disaster Management Committee;
- (4) Assess local vulnerability and capacity at the union level through Community Risk Assessment (CRA) to prepare risk reduction action plans and mobilize resources for its implementation;
- (5) Identify the communities at risk, based on gender, age, physical ability (disability), geographical location, socio-economic status and occupation;
- (6) Prepare short, medium and long-term work plans to reduce the risk and increase the capacity of at-risk communities for active participation;
- (7) Undertake necessary steps to identify volunteers and train them;
- (8) Inform the Upazila Committee about the implementation progress of risk reduction action plans with the active participation and coordination of the respective service providing institutions/organizations, volunteers and respective communities;
- (9) Follow the Disaster Impact Assessment (DIA) guidelines for implementation of disaster risk reduction and development plans;
- (10) Ensure the inclusion of disaster risk reduction in the annual/five-year development plan of the Union Council with the help of the Upazila Parishad and mobilize required resources for implementation;
- (11) Ensure the necessary resources for implementation of repair or reconstruction activities of roads, dams and other infrastructure damaged in the disaster;
- (12) Ensure the effective dissemination of forecasts and warnings on floods, cyclones and other disasters in coordination with various organizations, volunteer groups and individuals;

- (13) Take appropriate measures at the local level to raise public awareness of disasters such as landslides and thunderstorms, and alert the most vulnerable populations about potential disasters;
- (14) Provide assistance to adopt crop production technology that is resilient to floods, drought and salinity, and encourage farmers in this regard with support from the Department of Agriculture Extension;
- (15) Undertake immediate steps to prepare supply chains with secure markets by including immediate agricultural rehabilitation and alternative employment, keeping in view widespread disasters including sudden or early floods, tidal waves, etc.;
- (16) Undertake coordinated initiatives in formulation and implementation of appropriate plans for continuing education programmes during disaster and post-disaster situations;
- (17) Prepare lists of vehicles and ready-to-use search & rescue equipment as available with governmental and non-governmental agencies together with contact numbers; and preserve the list to hand over to concerned institutions;
- (18) Provide necessary assistance and advice to enhance awareness and capacity of concerned stakeholders and people to construct disaster-resilient houses and other installations;
- (19) Determine the shelter centres with the assistance of the Upazila Disaster Management Committee where the community will take refuge during emergencies and ensure the necessary services and safeguards;
- (20) Check whether electricity and water supply systems are working in shelters, and if necessary, ensure alternative electricity, pure water supply and sanitation with the help of the Upazila Parishad;
- (21) Undertake appropriate steps and provide the necessary amount of water purifying tablets;
- (22) Assist the Upazila Disaster Management Committee to set up Mujib Killas for livestock/people to take refuge during disaster;
- (23) Ensure the stock of emergency lifesaving medications at the Union Health and Family Welfare Centres;
- (24) Initiate rescue plans, conduct primary humanitarian assistance programmes and re-establish of roads, telecommunications and carry out rehabilitation of the most affected families;
- (25) Organize mock drills/simulations on the dissemination of warning messages or forecasts, evacuation, search & rescue and primary humanitarian assistance activities with the help of the upazila or district authorities;
- (26) Create a database of rescue/evacuation and shelter centres and inform concerned stakeholders;

- (27) Establish effective communication with the Water Development Board for flood control embankments and coastal dam/polder repairs and undertake advocacy programmes to gather and release emergency funds;
- (28) Take steps to incorporate disaster risk reduction plans through Community Risk Assessments (CRA) and implement development plans or projects of other ministries including the Ministry of Disaster Management and Relief;
- (29) Widely disseminate success stories of disaster risk reduction;
- (30) Maintain all search & rescue equipment as available at the Union Parishad and check every three months if they are working.

(b) Emergency Response Functions

(1) Alert/Warning Stage

- (1) Disseminate cautionary and warning messages and evacuate at-risk people to emergency shelters with the help of rescue teams;
- (2) Undertake steps to disseminate disaster forecasts among the endangered population speedily and effectively, and monitor the overall security and warning message dissemination activities;
- (3) Visit the shelters and ensure the preparedness of various organizations and volunteers engaged in essential services and security;
- (4) Inspect the supply of safe and pure drinking water in the shelters and if necessary ensure collection of safe and pure drinking water from alternative sources;
- (5) Ensure the supply of safe water among the people and undertake steps to reserve the necessary amount of water purification tablets;
- (6) Ensure required sanitary latrines in the shelters considering accessibility and security of women and persons with disabilities;
- (7) Inspect the stock of emergency lifesaving medications at the Union Health and Family Welfare Centres and if necessary, undertake proper steps to increase the stock;
- (8) Undertake initiatives to prepare medical teams by considering probable disaster impacts;
- (9) Prepare a checklist of emergency duties to deal with the disaster and ensure the necessary preparedness of equipment and manpower;
- (10) Assist productive farms, and small and medium enterprises for disaster preparedness to reduce the risk.

(2) Disaster Stage

- (1) Establish and operate an emergency control room at the Union Parishad for coordination, rescue and humanitarian assistance activities;
- (2) Conduct emergency rescue activities with the help of volunteers using locally available facilities as per the schedule and assist the rescue teams when needed;
- (3) Keep women and children in separate rooms in the shelter and assist the shelter management committee to supply safe water and food at the shelter and to undertake necessary steps to prevent gender-based violence;
- (4) Ensure transparency in the management and coordination of government and non-government humanitarian assistance and recovery activities at the union level and in the distribution of humanitarian assistance;
- (5) Ensure to provide accurate information among the people so that people do not panic due to rumours about the disaster;
- (6) Ensure safety and security to the humanitarian assistance and rescue workers during disasters;
- (7) Ensure proper security for women, children and persons with disabilities during disasters;
- (8) Undertake proper steps to ensure first aid, and if necessary, send to the hospital, and provide necessary healthcare for the injured;
- (9) Undertake necessary steps to identify the deceased persons, provision of death certificates, transfer of bodies to relatives or guardians and carry out funeral management if a body is not claimed according to the rules and prevent environmental hazards by burying dead animals;
- (10) Take steps to distribute money allocated for psychological support to the families of persons who died or were injured in the disaster;
- (11) Assist at-risk people to transfer precious and valuable assets and products including livestock, poultry, emergency food, radios, mobile phones, etc. to a safe place;
- (12) Distribute of emergency supplies among the at-risk people to prevent various water-borne diseases.

(3) Rehabilitation, Reconstruction and Recovery Stage

- (1) Collect disaster damage and loss information on the SOS form and promptly send it to the Upazila Disaster Management Committee;
- (2) Send the SOS/D-Form to the Upazila Disaster Management Committee for calculating and prioritizing the damage and needs, and humanitarian assistance for speedy recovery;

- (3) Undertake necessary steps to distribute materials/cash for humanitarian assistance and rehabilitation collected locally or from the Department of Disaster Management or any other sources as per the directions of the Upazila Committee;
- (4) Provide recommendations to the Upazila Committee for the distribution of necessary humanitarian assistance including extension of time and limitation of time for VGF programmes based on the needs of disaster-affected families;
- (5) Provide recommendations to the Upazila Committee for extension of employment programmes for the very poor in affected areas and their proper implementation subject to allocation;
- (6) Humanitarian assistance and rehabilitation related distribution, monitoring, account keeping, and progress reports to be sent to the Upazila Committee and related development associations as applicable;
- (7) Undertake initiatives to plan and implement short, medium and long-term recovery activities with the help of the Upazila Committee on the basis of ‘build back better’ principles;
- (8) Assist the displaced people to return to their former places and provide recommendations to the Upazila Committee for their proper rehabilitation if necessary and undertake necessary initiatives for implementation;
- (9) Ensure that people affected by disasters receive appropriate health care within adequate time from healthcare providers and receive support from the Upazila Committee if needed;
- (10) Provide essential psychological services to disaster-affected people with the help of specialists, volunteers/primary caregivers and community-conscious people to overcome traumatic stress;
- (11) Conduct workshops with the participation of relevant institutions and individuals to exchange lessons learnt from experiences during the disaster and post-disaster activities and provide recommendations for future actions to be taken;
- (12) Follow the immediate instructions of the government and Department of Disaster Management in addition to the above actions.

4.1.6.1 Union Parishad Ward Disaster Management Committee

The composition of the Union Parishad Ward Disaster Management Committee is as follows:

| | | |
|---|---|-------------|
| 1 | Elected member of respective ward of the Union Parishad | Chairperson |
| 2 | Elected female member of the respective wards of the Union Parishad | Advisor |
| 3 | Teacher representative – 1 (nominated by the committee) | Member |

| | | |
|----|---|------------------|
| 4 | Government officials/employee working at the ward level - 2 | Member |
| 5 | Representative, Bangladesh Red Crescent Society (if available) - 1 | Member |
| 6 | NGO representative (which have activities at the local level) - 1 (nominated by the committee) | Member |
| 7 | Representatives from religious communities (Imam/Purohit) - 2 | Member |
| 8 | Representative from people with special needs (representatives of persons with disabilities) - 1 | Member |
| 9 | Media representative (if available) | Member |
| 10 | Representative from the local business community | Member |
| 11 | Representative from the ethnic community (if any) | Member |
| 12 | Representative nominated by the Ward Committee | Member-Secretary |

Meetings of the Union Parishad Ward Committee

- (1) If it deemed necessary, the Committee may co-opt any person as its member or may invite to its meeting;
- (2) Considering the situation, the Ward Committee will call for meetings as follows:
 - (a) During the normal period, once in two months;
 - (b) Before disaster, during disaster and post-disaster period, as required.
- (3) During normal and post-disaster periods, quorum will be ensured with the presence of one-third of the committee members. Quorum will be ensured with the presence of one-fourth of the members during the warning and disaster periods.

Duties and Functions of the Union Ward Disaster Management Committee

(a) Risk Reduction Functions

- (1) Undertake and implement awareness raising activities on disaster preparedness at the family and social levels;
- (2) Inform the local people about disaster risk reduction measures at the family and social levels, and increase capacity and support to implement such measures;
- (3) Aid the Union Disaster Management Committee in preparing disaster preparedness measures, and risk reduction and contingency plans for earthquakes, floods, landslides, cyclones and other disasters;

- (4) Identify people at risk based on gender, age, disability, geographical location, socio-economic status and occupation;
- (5) Undertake necessary steps for volunteer selection and training;
- (6) Assist to assess the resource requirements to repair and reconstruct damaged roads, dams and other infrastructures, and help in proper utilization of resources;
- (7) Undertake necessary measures to disseminate forecasts and warnings prior to floods, cyclones and other disasters in coordination with volunteer groups and other organizations;
- (8) Undertake appropriate measures to raise public awareness of disasters including landslides, lightning strikes, etc. and alert the most vulnerable populations prior to disasters;
- (9) Provide assistance to adopt crop production technology that is resilient to floods, drought and salinity, and encourage farmers in this regard with support from the Department of Agriculture Extension;
- (10) Undertake immediate steps to prepare supply chains with secure markets by including immediate agricultural rehabilitation and alternative employment, keeping in view widespread disasters including sudden or early floods, tidal waves, etc.;
- (11) Implement planned strategies to continue education activities during disaster and post-disaster situations;
- (12) Check whether electricity and water supply systems are working in shelters. If necessary, ensure alternative electricity, pure water supply and sanitation with the help of the Union Parishad;
- (13) Undertake steps to supply required water purification tablets in the community;
- (14) Assist to prepare a database on rescue/evacuation centres and shelters and provide the information to relevant stakeholders.

(b) Emergency Response Functions

(1) Alert/Warning Stage

- (1) Disseminate alert and safety messages and evacuate vulnerable people to the shelters with the help of rescue teams;
- (2) Undertake initiatives for fast and effective dissemination of disaster forecasts among the population;
- (3) Ensure preparation of the facilities in shelters with the assistance of various organizations and volunteers involved in necessary services and safeguard them by visiting the shelters;

- (4) Monitor safe and pure drinking water supply at shelters and ensure safe and pure drinking water collection from alternative sources if needed;
- (5) Undertake steps to obtain necessary water purification tablets for providing safe water supply to the public;
- (6) Ensure the required number of sanitary latrines at shelters by considering their usability and the safety of women and persons with disabilities;
- (7) Prepare checklists of urgent matters for dealing with the disaster and ensure availability of necessary materials and manpower;
- (8) Provide necessary assistance to prepare disaster preparedness plans for productive farms, and small and medium enterprises.

(2) Disaster Stage

- (1) Participate in the management of emergency rescue activities with the help of volunteers and assist the rescue teams when needed;
- (2) Keep women and children together in separate rooms in shelters and provide safe water and food to the shelter management committee, and take necessary steps to prevent gender-based violence;
- (3) Ensure accurate information is provided so that people do not panic due to rumours about the disaster;
- (4) Ensure safety of women, children and persons with disabilities during disasters;
- (5) Arrange first aid to disaster victims and if necessary send them to the hospital and take necessary steps to ensure healthcare;
- (6) Assist people to transfer valuable and important resources including livestock poultry, emergency food, radios, mobile phones, etc. to a safe place.

(3) Rehabilitation, Reconstruction and Recovery Stage

- (1) Distribute humanitarian assistance and rehabilitation materials, and supervise and maintain accounts and send progress reports to the Union Committee;
- (2) Assist displaced people to return to their own places and if necessary, recommend the Union Committee for their proper rehabilitation, and undertake necessary initiatives for implementation;
- (3) Ensure that disaster-affected people receive necessary healthcare and assistance from the Union Disaster Management Committee if needed;
- (4) Assist to provide psycho-social services by specialist, community-level volunteers and primary health responders to relieve traumatic stress.

4.2 Local Level Disaster Response Coordination Group

The Government is ensuring disaster risk management at the national level through coordination among different ministries/divisions/departments, international and national NGOs, UN agencies, development partners, private sector, civil society and volunteers. At the local levels of the district, city corporation, city corporation ward, municipality/pourashava, upazila, union and union parishad ward, disaster management committees are playing a vital role in disaster risk management. At the local level, the Disaster Response Coordination Group is formed to ensure implementation of government-initiated activities for effective disaster response.

4.2.1 City Corporation Disaster Response Coordination Group

The composition of the City Corporation Disaster Response Group as follows:

| | | |
|----|---|-------------|
| 1 | Mayor | Chairperson |
| 2 | Representative nominated by the Divisional Commissioner (in terms of divisional city corporations) - 1 | Member |
| 3 | Representatives nominated by the Chairman of Rajdhani Unnayan Kartipakkha, Khulna Development Authority, Chattogram Development Authority, Rajshahi Development Authority (as applicable) - 1 | Member |
| 4 | Representative nominated by the Deputy Commissioner - 1 | Member |
| 5 | Representative nominated by the Metropolitan Police Commissioner and Superintendent of Police (as applicable) - 1 | Member |
| 6 | Representative nominated by the Armed Forces Division - 1 | Member |
| 7 | Representative nominated by the concerned District Civil Surgeon - 1 | Member |
| 8 | Chief Engineer, representative nominated by the Public Works Department | Member |
| 9 | Executive Engineer, representative nominated by the Department of Public-Health Engineering | Member |
| 10 | Executive Engineer, representative nominated by the Education Engineering Department | Member |
| 11 | One representative, nominated by the Director General of Bangladesh Fire Service and Civil Defence | Member |
| 12 | District Relief and Rehabilitation officer (DRRO) of the concerned district | Member |

| | | |
|----|---|------------------|
| 13 | Representative, Bangladesh Red Crescent Society | Member |
| 14 | Chief Executive Officer, concerned city corporation | Member-Secretary |

Assistance to the City Corporation Disaster Response Coordination Group

The following officers will be invited to participate in the meeting for better coordination and providing support in the City Corporation Disaster Response Coordination Group's activities with regard to disaster risk reduction.

- (1) Executive Engineer, Roads and Highways Department;
- (2) Executive Engineer, Local Government Engineering Department;
- (3) Executive Engineer, Water Development Board;
- (4) Representative of Bangladesh Telecommunications Company Limited;
- (5) District Education Officer;
- (6) District Primary Education Officer;
- (7) Representative of gas supply or distribution company.

Meetings of the City Corporation Response Coordination Group

- (1) The City Corporation Response Coordination Group will meet during pre-disaster and disaster situations;
- (2) If it deemed necessary, the City Corporation Coordination Group may co-opt any relevant agency or person as its member;
- (3) The City Corporation Response Coordination Group may invite any officer or expert to attend any meeting of the group, if required. This will help to manage and coordinate the disaster response activities of the city corporation area.

Duties and Functions of the City Corporation Disaster Response Coordination group

- (1) Establish coordination with the emergency disaster management centre at the local level;
- (2) Inform about the disaster situation and maintain regular communication with the higher authority for necessary instructions;
- (3) Prepare a directory on human resources and logistics (infrastructure, vehicles, etc.);

- (4) Coordinate humanitarian assistance arrangements with the armed forces division where necessary;
- (5) Coordinate and manage disaster response and rapid recovery activities by assessing the disaster situation in the light of gender and social inclusion;
- (6) Prepare emergency response teams, logistics and resources and undertake initiatives to make them operational;
- (7) If necessary, for requisition of the listed services, assets, logistics, emergency shelters or buildings, vehicles or other facilities for carrying out the operations, act through the Deputy Commissioner or the appropriate authority if applicable;
- (8) Coordinate response and pre-recovery activities;
- (9) Monitor city-wide search & rescue task force activities;
- (10) Coordinate humanitarian assistance activities during the recovery phase;
- (11) Undertake initiatives to establish alternative telecommunication systems if needed and ensure speedy delivery of additional machinery and equipment to repair and resume damaged telecommunications;
- (12) Undertake steps to prioritize and implement humanitarian aid delivery, funding and transportation;
- (13) Maintain necessary coordination for emergency communications, critical services, engagement of the armed forces and additional human resources;
- (14) Ensure information flow in emergency situations;
- (15) Ensure proper warning dissemination in preparation for disaster response;
- (16) Recommend the Disaster Management Committees to undertake disaster preparedness, risk reduction and recovery measures in the light of lessons learnt from previous responses.

4.2.1.1 City Corporation Ward Disaster Response Coordination Group

The composition of the City Corporation Ward Response Coordination Group is as follows:

| | | |
|---|--|-------------------|
| 1 | Councilor of the concerned ward | Chairperson |
| 2 | Elected female councilor of the concerned ward | Vice- Chairperson |
| 3 | One representative each from government emergency service agencies (gas, water, electricity and telephone) located in the ward | Member |

| | | |
|----|--|------------------|
| 4 | Representative, Bangladesh Red Crescent Society (if available) | Member |
| 5 | Representative, Cyclone Preparedness Programme (if available) | Member |
| 6 | Two NGO representatives, nominated by the Group | Member |
| 7 | Two representatives from the religion community (imam/priest) | Member |
| 8 | Representative (disability organization) of people with special needs | Member |
| 9 | Two representatives from the local Scouts (leader or rover scouts or girls scouts) | Member |
| 10 | Media representative | Member |
| 11 | Representative of the local business community | Member |
| 12 | Two urban volunteers (1 male, 1 female) | Member |
| 13 | Representative, Bangladesh Fire Service and Civil Defence (if available) | Member |
| 14 | Representative of teachers from local educational institutions | Member |
| 15 | Secretary, City Corporation Ward (where necessary) or the representative nominated by the Ward Group | Member-Secretary |

Meetings of the City Corporation Ward Disaster Response Coordination Group

- (1) The group will meet during disaster and pre-disaster situations;
- (2) If it deemed necessary, the group may co-opt a representative from an organization or an individual as its member;
- (3) The City Corporation Ward Coordination Group may invite any officer or expert to attend its meeting, with a view to strengthening organized, effective and coordinated response.

Duties and Functions of the City Corporation Ward Disaster Response Coordination Group

- (1) Maintain regular contact with the City Corporation to inform about the disaster situation and to receive necessary guidance;
- (2) Prepare a directory of trained manpower and logistics (infrastructure, vehicle etc.);
- (3) Respond with the Armed Forces Division where necessary and coordinate humanitarian assistance activities;

- (4) Coordinate and manage disaster response and rapid recovery activities by assessing the disaster situation in the light of gender and social inclusion;
- (5) Undertake steps to prepare emergency response teams, logistics and resources ready and usable for disaster response;
- (6) Transfer of listed services, assets, logistics, emergency shelters, vehicles or other facilities for the response programmes. If necessary, send requests to the city corporation to act;
- (7) Assist the city corporation in coordinating response and pre-recovery activities;
- (8) Ensure information flow in the emergency period;
- (9) Ensure proper dissemination of warning messages to undertake response preparedness.

4.2.2 District Disaster Response Coordination Group

The composition of the District Disaster Response Coordination Group is as follows:

| | | |
|----|---|-------------|
| 1 | Deputy Commissioner | Chairperson |
| 2 | Superintendent of Police | Member |
| 3 | Civil Surgeon | Member |
| 4 | Executive Engineer, Bangladesh Water Development Board | Member |
| 5 | Executive Engineer, Power Development Board | Member |
| 6 | District Food Controller | Member |
| 7 | One representative nominated by the Armed Forces Division | Member |
| 8 | Mayor, concerned municipality | Member |
| 9 | Deputy Director, Department of Agricultural Extension | Member |
| 10 | District Education Officer | Member |
| 11 | District Primary Education Officer | Member |
| 12 | Representative, Cyclone Preparedness Programme (if available) | Member |
| 13 | Representative, Bangladesh Red Crescent Society | Member |
| 14 | One Representative from a local or national NGO, nominated by the Deputy Commissioner | Member |

| | | |
|----|---|------------------|
| 15 | One District level officer of the Bangladesh Fire Service and Civil Defense | Member |
| 16 | District Relief and Rehabilitation Officer (DRRO) | Member-Secretary |

Meetings of the District Disaster Response Coordination Group

- (1) The District Coordination Group will meet during disaster and pre-disaster situations;
- (2) If it deemed necessary, the District Coordination Group may co-opt a relevant individual as its member;
- (3) The District Coordination Group may invite any other officer, expert or person concerned to attend its meeting, with a view to strengthening organized, effective and coordinated response.

Duties and Functions of the District Disaster Response Coordination Group

- (1) Coordinate with local level emergency response operation centres;
- (2) Maintain regular contact with higher authorities to inform them about the disaster situation to receive necessary guidance;
- (3) Prepare a directory of logistics (human, infrastructure, vehicles etc.);
- (4) Take part in response with the Armed Forces Division if necessary and coordinate the humanitarian assistance activities;
- (5) Respond to disasters and coordinate early recovery activities by assessing the disaster situation;
- (6) Undertake steps to prepare emergency response teams and logistics, and make the resources ready and usable for disaster response;
- (7) If necessary, take control of the listed services, assets, logistics, emergency shelters, vehicles/helicopters or other facilities to carry out the operations through the District Administrator or appropriate authority;
- (8) Coordinate response and early recovery programmes;
- (9) Coordinate humanitarian assistance programmes in the recovery period;
- (10) Ensure quick delivery of additional machinery and equipment to repair and resume damaged telecommunication systems and undertake initiatives to establish alternative telecommunications, if needed;

- (11) Undertake steps to set priorities and implement humanitarian assistance equipment, fund and transport;
- (12) Maintain necessary coordination for emergency communications, critical services, engagement of the armed forces and additional human resources;
- (13) Ensure information flow in the emergency period;
- (14) Ensure proper dissemination of warning messages for response preparedness;
- (15) Disaster Management Committees should undertake disaster preparedness, risk-reduction and recovery measures in the light of lessons learnt from previous response programmes.

4.2.3 Upazila Disaster Response Coordination Group

The composition of the Upazila Disaster Response Coordination Group is as follows:

| | | |
|----|--|-------------|
| 1 | Upazila Nirbahi Officer | Chairperson |
| 2 | One Councilor nominated by the Mayor of the municipality (as applicable) | Member |
| 3 | Upazila Health and Family Planning Officer | Member |
| 4 | Upazila Agriculture Officer | Member |
| 5 | Upazila Engineer, Local Government Engineering Department | Member |
| 6 | Upazila Education Officer | Member |
| 7 | Sub-Assistant Engineer, Public Health Engineering Department | Member |
| 8 | Upazila level officer of Bangladesh Fire Service and Civil Defence | Member |
| 9 | Upazila Secondary Education Officer | Member |
| 10 | Upazila Food Controller | Member |
| 11 | Officer in charge of the concerned police station | Member |
| 12 | One representative from Bangladesh Water Development Board | Member |
| 13 | Representative of Upazila Bangladesh Red Crescent Society (if available) | Member |
| 14 | Representative, Cyclone Preparedness Programme (if available) | Member |

| | | |
|----|--|------------------|
| 15 | One Representative from a local or national NGO working in the upazila, nominated by the Upazila Nirbahi Officer | Member |
| 16 | Project Implementation Officer (PIO) | Member-Secretary |

Meetings of the Upazila Disaster Response Coordination Group

- (1) The Upazila Coordination Group will meet during pre-disaster and disaster situations;
- (2) If it deemed necessary, the Upazila Coordination Group may co-opt a member from a relevant organization or any person;
- (3) The Upazila Coordination Group may invite any other officer, expert or person concerned to attend its meeting, with a view to strengthening organized, effective and coordinated response.

Duties and Functions of the Upazila Disaster Response Coordination Group

- (1) Coordinate with local level emergency response operation centres;
- (2) Maintain regular contact with higher authorities to inform them about the disaster situation to receive necessary guidance;
- (3) Prepare a directory of logistics (human, infrastructure, vehicles etc.);
- (4) Take part in response with the Armed Forces Division if necessary and coordinate the humanitarian assistance activities;
- (5) Respond to disasters and coordinate early recovery activities by assessing the disaster situation;
- (6) Undertake steps to prepare emergency response teams and logistics, and make the resources ready and usable for disaster response;
- (7) If necessary, take control of the listed services, assets, logistics, emergency shelters, vehicles/helicopters or other facilities to carry out the operations through the District Administrator or appropriate authority;
- (8) Coordinate response and early recovery programmes;
- (9) Supervise search & rescue operations;
- (10) Coordinate humanitarian assistance programmes in the recovery period;
- (11) Ensure quick delivery of additional machinery and equipment to repair and resume damaged telecommunication systems and undertake initiatives to establish alternative telecommunications, if needed;

- (12) Undertake steps to set priorities and implement humanitarian assistance equipment, fund and transport;
- (13) Maintain necessary coordination for emergency communications, critical services, engagement of the armed forces and additional human resources;
- (14) Ensure information flow in the emergency period;
- (15) Ensure proper dissemination of warning messages for response preparedness;
- (16) Disaster Management Committees should undertake disaster preparedness, risk-reduction and recovery measures in the light of lessons learnt from previous response programmes.

4.2.4 Pourashava (Municipal) Disaster Response Coordination Group

The composition of the Pourashava Disaster Response Coordination Group is as follows:

| | | |
|----|---|------------------|
| 1 | Mayor | Chairperson |
| 2 | One representative nominated by Upazila Health and Family Planning Officer | Member |
| 3 | One representative nominated by Upazila Education Officer | Member |
| 4 | Project Implementation Officer (PIO) | Member |
| 5 | One representative nominated by the police station of the upazila | Member |
| 6 | One representative from Bangladesh Fire Service and Civil Defence | Member |
| 7 | One representative nominated by Public Health Engineering Department | Member |
| 8 | One representative from Bangladesh Red Crescent Society (if available) | Member |
| 9 | Representative, Cyclone Preparedness Programme (if available) | Member |
| 10 | One Representative from a local or national NGO working locally, nominated by the Mayor of the Pourashava | Member |
| 11 | Representative of volunteers organizations (Bangladesh Scouts, BNCC, BDRCS) | Member |
| 12 | Chief Executive Officer or Secretary | Member-Secretary |

Meetings of the Pourshava Disaster Response Coordination Group

- (1) Pourashava Coordination Group will arrange its meetings during pre-disaster and disaster situations;
- (2) If it deemed necessary, the group may co-opt a relevant person as its member;
- (3) The Pourashava Coordination Group may invite any other officer, expert or person concerned to attend its meeting, with a view to strengthening organized, effective and coordinated response.

Duties and Functions of the Pourashava Disaster Response Coordination Group

- (1) Coordinate with local level emergency response operation centres;
- (2) Maintain regular contact with higher authorities to inform them about the disaster situation to receive necessary guidance;
- (3) Prepare a directory of logistics (human, infrastructure, vehicles etc.);
- (4) Take part in response with the Armed Forces Division if necessary and coordinate the humanitarian assistance activities;
- (5) Coordinate and manage disaster response and rapid recovery activities considering the disaster situation in the light of gender and social inclusion;
- (6) Undertake steps to prepare emergency response teams and logistics, and make the resources ready and usable for disaster response;
- (7) For conducting emergency response activities, take support from the Deputy Commissioner or concerned authorities for requisition of the listed services, assets, logistics, emergency shelters, vehicles/helicopters or other facilities as requires;
- (8) Coordinate response and early recovery programmes;
- (9) Supervise the activities by the search & rescue taskforce/volunteers;
- (10) Coordinate humanitarian assistance activities in the post-disaster recovery stage;
- (11) Ensure quick delivery of additional machinery and equipment to repair and resume damaged telecommunication systems and undertake initiatives to establish alternative telecommunications, if needed;
- (12) Prioritize and implement activities related to humanitarian assistance, equipment, funds and transport;
- (13) Maintain necessary coordination for emergency communications, critical services, engagement of the armed forces and additional human resources;
- (14) Ensure information flow during the emergency period;

- (15) Ensure proper dissemination of warning messages for response preparedness;
- (16) Disaster Management Committees should undertake disaster preparedness, risk-reduction and recovery measures in the light of lessons learnt from previous response Programmes.

4.2.4.1 Pourashava Ward Disaster Response Coordination Group

The composition of the Pourashava Ward Disaster Response Coordination Group is as follows:

| | | |
|----|--|------------------|
| 1 | Councilor of the concerned ward | Chairperson |
| 2 | Elected Female Councilor of the concerned Ward | Member |
| 3 | One Representative each from government emergency service agencies (gas, water, electricity and telephone) located in the ward | Member |
| 4 | Representative, Bangladesh Red Crescent Society (if available) | Member |
| 5 | Representative, Cyclone Preparedness Programme (if available) | Member |
| 6 | Two NGO representatives, nominated by the group | Member |
| 7 | Two representatives from religion groups (Imam/priest) | Member |
| 8 | Representative (disability organization) of people with special needs | Member |
| 9 | Two representatives from local Scouts (leader or rover or girls scout) | Member |
| 10 | Media representative | Member |
| 11 | Representative of the local business community | Member |
| 12 | Two urban volunteers (1 male, 1 female) | Member |
| 13 | Representative, Bangladesh Fire Service and Civil Defence (if available) | Member |
| 14 | Representative of teachers from local educational institutions | Member |
| 15 | Representative nominated by the Ward Group | Member-Secretary |

Meetings of the Municipal Ward Disaster Response Coordination Group

- (1) The group will meet prior to and during the onset of disaster;
- (2) If it deemed necessary and appropriate, the committee can co-opt any individual or organization as its member;

- (3) The Pourashava Ward Coordination Group may invite any other officer, expert or person concerned to attend its meeting, with a view to strengthening organized, effective and coordinated response.

Duties and Functions of the Municipal Ward Disaster Response Coordination Group

- (1) Maintain regular contact with the Pourashava authority to update them about the disaster situation and receive guidance;
- (2) Prepare a directory of logistics (human, infrastructure, vehicles etc.);
- (3) Take part in response with the Armed Forces Division if necessary and coordinate the humanitarian assistance activities;
- (4) Coordinate and manage disaster response and rapid recovery activities by considering the disaster situation in the light of gender and social inclusion;
- (5) Undertake steps to prepare emergency response teams and logistics, and make the resources ready and usable for disaster response;
- (6) If necessary, take control of the listed services, assets, logistics, emergency shelters, vehicles/helicopters or other facilities to carry out the operations through the Deputy Commissioner or appropriate authority;
- (7) Coordinate response and early recovery programmes;
- (8) Ensure information flow in the emergency period;
- (9) Ensure proper dissemination of warning messages for response preparedness.

4.2.5 Union Disaster Response Coordination Group

The composition of the Union Disaster Response Coordination Group is as follows:

| | | |
|---|---|-------------|
| 1 | Union Parishad Chairman | Chairperson |
| 2 | Representative of teachers nominated by the group | Member |
| 3 | Two government officials/employees working at the union level | Member |
| 4 | Representative, Cyclone Preparedness Programme (CPP) (if available) | Member |
| 5 | Representative, Bangladesh Red Crescent Society (if available) | Member |
| 6 | NGO representative nominated by the group | Member |
| 7 | Two representatives from religious groups (imam/priest) | Member |
| 8 | Representative of people with special needs | Member |

| | | |
|----|--|------------------|
| 9 | Two representatives from local volunteer organizations (rover scout/ girls guide/BDRCS) | Member |
| 10 | Media representative | Member |
| 11 | Representative of the local business community | Member |
| 12 | Representative of ethnic minority (if available) | Member |
| 13 | Representative of Ansar and VDP | Member |
| 14 | One elected female member of the Union Parishad | Member |
| 15 | Union Parishad Secretary | Member-Secretary |

Meetings of the Union Disaster Response Coordination Group

- (1) The Union Disaster Response Coordination Group will meet prior to and during the onset of disasters;
- (2) If it deemed necessary, the Union Disaster Response Coordination Group may co-opt a concerned person as its member;
- (3) The Union Disaster Response Coordination Group may invite any other officer, expert or person concerned to attend its meeting, with a view to strengthening organized, effective and coordinated response.

Duties and Functions of the Union Disaster Response Coordination Group

- (1) Disseminate alert and warning messages and assist rescue teams to bring people at risk to safe shelters as per the evacuation plan;
- (2) Notify the Union Committee about the status of safe and pure drinking water supply at the shelter and help the people to get safe water from alternative sources during the disaster;
- (3) Prepare a checklist on disaster emergency tasks and maintain communication with relevant local organizations to keep necessary equipment and manpower ready;
- (4) Conduct emergency rescue activities with the help of volunteers using locally available facilities as per the previous list and assist other rescue teams if needed;
- (5) Arrange separate rooms at the shelter to keep women and children together and help the shelter management committee to provide safe water and food along with their safety;

- (6) Help people to transfer their valuable and important resources including livestock, poultry, emergency food supplies, radios, torch lights, mobile phones, etc. to the shelters or safe places;
- (7) Ensure the safety and security of humanitarian and rescue personnel deployed in disaster response;
- (8) Help the Union Disaster Management Committee to identify the persons who died in the disaster and to handover their bodies to guardians/relatives and to bury or arrange funeral rites;
- (9) Aid the disaster-affected people in need of psycho-social care with the help of specialists, primary caregivers and volunteers to overcome trauma caused by the disaster;
- (10) Encourage and assist people to transfer livestock and poultry to Mujib Killas. Undertake necessary safety and security measures for the livestock transferred to the Mujib Killa.

4.2.5.1 Union Parishad Ward Disaster Response Coordination Group

The composition of the Union Parishad Ward Disaster Response Coordination Group is as follows:

| | | |
|----|---|-------------|
| 1 | Member of the concerned ward | Chairperson |
| 2 | Representative of teachers nominated by the group | Member |
| 3 | Two government officials/employees working at the union level | Member |
| 4 | Representative, Cyclone Preparedness Programme (CPP) (if available) | Member |
| 5 | Representative, Bangladesh Red Crescent Society (if available) | Member |
| 6 | Two NGO representatives nominated by the group | Member |
| 7 | Two representatives from religious groups (imam/priest) | Member |
| 8 | Representative of people with special needs | Member |
| 9 | Two local Scouts representative (leader or rover or girls scout) | Member |
| 10 | Media representative | Member |
| 11 | Representative of the local business community | Member |
| 12 | Representative of ethnic minority (if available) | Member |

| | | |
|----|---|------------------|
| 13 | Representative of Ansar and VDP | Member |
| 14 | One elected female member of the Union Parishad | Member |
| 15 | One representative nominated by the Ward Group | Member-Secretary |

Meetings of the Union Parishad Ward Disaster Response Coordination Group

- (1) The Union Parishad Ward Disaster Response Coordination Group will meet before and during disaster as required;
- (2) The Union Parishad Ward Disaster Response Coordination Group can co-opt any member if it feels necessary and appropriate;
- (3) The Union Parishad Ward Disaster Response Coordination Group may invite any other officer, expert or person concerned to attend its meeting, with a view to strengthening organized, effective and coordinated response.

Duties and Functions of the Union Parishad Ward Disaster Response Coordination Group

- (1) Disseminate alert and warning messages and assist rescue teams to bring people at risk to safe shelters as per the evacuation plan;
- (2) Notify the Union Committee about the status of safe and pure drinking water supply at the shelter and help the people to get safe water from alternative sources during the disaster;
- (3) Prepare a checklist on disaster emergency tasks and maintain communication with relevant local organizations to keep necessary equipment and manpower ready;
- (4) Conduct emergency rescue activities with the help of volunteers using locally available facilities as per the previous list and assist other rescue teams if needed;
- (5) Arrange separate rooms at the shelter to keep women and children together and help the shelter management committee to provide safe water and food along with their safety;
- (6) Help people to transfer their valuable and important resources including livestock, poultry, emergency food supplies, radios, torch lights, mobile phones, etc. to the shelters or safe places;
- (7) Ensure the safety and security of humanitarian and rescue personnel deployed in disaster response;
- (8) Help the Union Disaster Management Committee to identify the persons who died in the disaster and to handover their bodies to guardians/relatives and to bury or arrange funeral rites;

- (9) Support the disaster-affected people in need of psycho-social care with the help of specialists, primary caregivers and volunteers to overcome trauma caused by the disaster.

4.3 Local Level Multi-Agency Incident Management System

In conformity with the Multi-Agency Incident Management System at the national level, select a local Disaster Incident Manager to take overall control of the disaster situation. Local level denotes disaster-affected ward, union, upazila, district, municipality/pourashava and city corporation. Similarly, to assist in disaster risk management, the Incident Manager will form a Disaster Incident Management Team at the local level with relevant stakeholders. The structure and functions of the Incident Management Team will be as per specified guidelines in this regard. Please refer to section 2.4 of Chapter 2, where the preparation of guidelines on the Incident Management System is discussed. Instructions will contain details about the Incident Management System, Disaster Incident Manager selection, and responsibilities and coordination at national and local levels.

Chapter 5: Responsibilities and Functions of the Ministries, Divisions, Departments and Agencies for Disaster Risk Management

5.1 General Responsibilities and Duties of all Ministries, Divisions, Departments and Government-Owned Corporations

The responsibilities and functions for respective ministries, divisions, departments and agencies have been set separately for disaster risk management. Accordingly, each ministry will include disaster risk reduction and effective disaster response issues in their policies and rules and will formulate relevant guidelines thereof. Each ministry, divisions, departments and other agencies will perform the following general responsibilities:

Risk Reduction Functions

- A) Include disaster risk reduction and climate change related issues properly during preparation and implementation of development plans;
- B) Formulate risk reduction and development plans following the Disaster Impact Assessment (DIA) method;
- C) Include disaster risk management related policies and Programmes in the process of the National Development Plan;
- D) Incorporate disaster risk reduction, response, rehabilitation and recovery issues in the acts, policies and rules of each ministry and prepare related guidelines as necessary;
- E) Prepare and implement programmes of each ministry for conducting research on different hazards and their impact on respective sectors and their mitigation measure;
- F) Participate actively in different national and local level committees formed for disaster risk reduction and emergency response planning and implementation;
- G) Allocate necessary resources for preparing and implementing programmes for disaster risk reduction on the basis of identified risk and vulnerability by conducting different hazard and risk analyses processes;
- H) Prepare contingency plans for ministries and respective departments;
- I) Establish and maintain control rooms or emergency operation centres to operate rescue, response and rehabilitation programmes, if necessary;

- J) Analyze capacity gaps for operating emergency response, rescue and humanitarian assistance programmes and take necessary measures for its improvement including training to fill gaps;
- K) Strengthen the inter-ministerial coordination mechanism for response, humanitarian assistance and rescue programmes and improve systems for sharing information with ministries and other related partners;
- L) Review and update contingency plans based on experience and learnings from response, humanitarian assistance, rehabilitation and rebuilding activities;
- M) Designate one officer as the Focal Point for disaster risk management in each ministry, division and department.
- N) Ensure the incorporation of disaster risk reduction, response, rehabilitation and recovery issues in the policies, programmes and plans of the ministries and its agencies;
- O) Formulate medium and long-term plans for disaster risk management and risk informed development with consideration to the six disaster hotspots described in Delta Plan 2100;
- P) Adopt risk reduction strategies for strengthening disaster resilience of existing infrastructure and undertake necessary initiatives for reducing the risk of services and other systems;
- Q) Formulate risk reduction and contingency plans based on assessment of sector-based risks;
- R) Formulate plans and arrange regular drills on different disasters;
- S) Develop and implement disaster risk reduction and emergency response plans following social inclusion principles by ensuring participation of the women, children, the elderly, persons with disabilities, small ethnic groups, marginalized populations and others;
- T) Follow the Bangladesh National Building Code (BNBC) appropriately in construction work.

Emergency Response

- A) Ensure participation in inter-Ministerial coordination activities on conducting humanitarian assistance, rescue and reconstruction/recovery programmes;
- B) Actively participate in the meetings of committees at all levels and ensure implementation of the meetings' decisions;
- C) Establish linkages between the National Emergency Disaster Operation Centre (NEOC) and all ministries, divisions, departments and agencies;
- D) Ensure dissemination of early warning message through the ministries and departments;

- E) Ensure the allocation of necessary resources from the respective ministries for implementation of response, humanitarian assistance, rescue and recovery/reconstruction programmes;
- F) Ensure participation of local level staff for helping response, rescue and humanitarian assistance activities;
- G) Send information and reports regularly to the National Disaster Response Co-ordination Centre (NDRCC) at the Ministry of Disaster Management and Relief;
- H) Prepare Situation Reports and make sure to disseminate them properly;
- I) Assess overall damage and loss, and estimate the reconstruction and repair costs for damaged infrastructure and send a report to the respective authority;
- J) Re-establish all services after a disaster and continue them where necessary;
- K) Assess damage and loss, and undertake humanitarian assistance, rescue and reconstruction activities as per need;
- L) Follow the 'build back better' approach for recovery and reconstruction activities;
- M) Where necessary, reallocate ministry resources including staff from non-affected areas to affected areas to support humanitarian assistance, rescue, recovery and rehabilitation activities;

5.2 Specific Duties and Responsibilities of Ministries, Divisions, Departments and Agencies

5.2.1 Prime Minister's Office

The Prime Minister's Office will perform the following responsibilities for disaster risk reduction and emergency response:

Risk Reduction Functions

- A) Provide necessary directions to all concerned regarding formulation, updating and implementing disaster risk management related laws, policies and plans;
- B) Review disaster risk reduction and emergency response programmes and provide strategic directions on development, refinement or change after evaluation;
- C) Provide direction or advice to concerned ministries/divisions to include disaster risk reduction, response and rehabilitation issues in formulation and implementation of five-year plans and other sectoral plans.
- D) Evaluate the progress of implementation of disaster risk management related projects or programmes and provide necessary directions for further improvement;

- E) Provide instructions to all ministries/divisions and other government agencies to perform their assigned duties and responsibilities properly as per the Standing Orders on Disaster;
- F) Provide necessary directions to the budget allocating authority to allocate necessary resources to prepare and implement sectoral programmes as per disaster risk management policies;
- G) Assist in implementation of the recommendations of the NDMC, IMDMCC, Earthquake Preparedness and Awareness Committee (EPAC) and National Disaster Management Advisory Committee (NDMAC) through concerned departments of different ministries/divisions;
- H) Coordinate the activities of the NDMC;
- I) Provide directions to all concerned ministries to ensure allocation of necessary resources for implementation of response, rescue, humanitarian assistance and rehabilitation programmes;
- J) Ensuring participation of representatives from the Prime Minister's Office in meetings related to response, humanitarian assistance and rehabilitation to be organized by the IMDMCC, EPAC and NDMAC and also monitor the progress of implementation of the decisions and ongoing activities.

Emergency Response Functions

- A) Establish a functional communication with the NEOC and NDRCC under the Ministry of Disaster Management and Relief;
- B) Check the appropriateness and effectiveness of warning messages disseminated by concerned departments;
- C) Provide necessary assistance and directions in inter-Ministerial coordination for response, rescue and humanitarian assistance programmes;
- D) Provide necessary directions to different ministries and divisions to formulate and implement preparedness, response and rehabilitation programmes considering the extent of loss and damage likely from large-scale disasters.

5.2.1.1 NGO Affairs Bureau

Risk Reduction Functions

- A) Undertake necessary initiatives to include disaster risk reduction programmes with the Foreign Donation-6 (FD-6) format of the NGO Affairs Bureau;
- B) Provide instructions to non-governmental organizations (NGOs) to include disaster awareness-building issues in their campaigns and programmes;
- C) Instruct NGOs that are working in urban areas to prepare earthquake contingency plans;
- D) Instruct NGOs to include guidelines and suggestions of the Ministry of Disaster Management and Relief when preparing proposals for disaster risk reduction projects.

Emergency Response Functions

(1) Response Preparedness Stage

- (A) Prepare and maintain a database of NGOs running humanitarian assistance programmes and submit all the information to the Ministry of Disaster Management and Relief;
- (B) Instruct relevant NGOs to be prepared for disaster response.

(2) Alert/Warning Stage

- (A) Instruct NGOs to disseminate warning messages among communities.

(3) Disaster Stage

- (A) Instruct all NGOs to assist District and Upazila Disaster Management Committees when necessary;
- (B) Assist NGOs in releasing humanitarian assistance goods sent by international agencies/organizations within the shortest possible time from the airport/seaport;
- (C) Instruct NGOs to assist the local administration in the following areas:
 - Evacuation of disaster-affected people to a safe place;
 - Damage and needs assessment;
 - Medical services;
 - Transportation and supply of goods for humanitarian assistance;
 - Temporary suspension of collection of microcredit repayments in disaster-affected areas on a special order;
 - Any other issue deemed necessary by the local administration.

(4) Rehabilitation, Reconstruction and Recovery Stage

- (A) Instruct all international, national and local NGOs and other organizations to include quick rescue and rehabilitation activities in their mainstreamed activities and programmes;
- (B) Assist in approving project proposals on post-disaster recovery and rehabilitation that are prepared through the Foreign Donation-7 (FD-7) format;
- (C) Provide legal assistance to NGOs in emergency recovery and rehabilitation work;
- (D) Prepare and maintain a database on all the activities of different organizations based on the geographical area.

5.2.2 Cabinet Division

Risk Reduction Functions

- A) Undertake necessary steps for the approval of disaster risk management related policies, acts and legal frameworks that are produced by the Ministry of Disaster Management and Relief and recommended by the IMDMCC;
- B) Provide instructions to concerned ministries/divisions to include disaster risk reduction, response and rehabilitation related issues in their policies, plans and programmes;
- C) Take steps for necessary budget allocation for disaster risk reduction in revenue and development budgets;
- D) Provide instructions to Disaster Management Committees at the national and local level to arrange meetings regularly;
- E) Send appropriate representatives to the IMDMCC meetings and provide proper instructions to the ministries, divisions and departments to implement short, medium and long-term plans;
- F) Provide secretarial assistance to the NDMC.

Emergency Response Functions

- A) Provide instructions to concerned ministries and local administrations regarding implementation of disaster response, humanitarian assistance and rehabilitation programmes as well as monitoring the progress of implementation;
- B) Provide instructions to the Ministry of Public Administration to undertake initiatives for sending officers of concerned ministries/departments from areas unaffected by the disaster to disaster-affected areas;
- C) Provide instructions to ministries/departments to set up temporary offices in disaster-affected areas for the ease of taking emergency decisions and implementing them if necessary.

5.2.3 Armed Forces Division

In addition to discharging normal responsibilities, the division will take the following steps to implement its own action plans to deal with disasters:

Risk Reduction Functions

- A) Develop risk reduction and preparedness strategies through conducting detailed sectoral risk assessments;
- B) Prepare contingency plans on earthquakes and landslides for the Armed Forces;

- C) Arrange training and workshops on earthquakes and other natural hazards;
- D) Arrange desktop simulations and scenario-based demonstrations for people on earthquake preparedness and emergency response;
- E) Arrange Disaster Response Exercise and Exchange (DREE) in coordination with the Ministry of Disaster Management and Relief
- F) Divide the city into zones based on earthquake exposure and vulnerabilities, assess the possible damage and loss and undertake response planning with implementation strategies;
- G) Establish an emergency communication system to exchange information on disaster risk management;
- H) Mobilize, store and maintain all equipment and tools that are required for conducting search & rescue;
- I) Mobilize required resources for the implementation of a Disaster Reduction Action Plan.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Maintain effective communication and coordination with the Ministry of Disaster Management and Relief and NDRCC;
- B) Ensuring the preparedness of the Armed Forces with necessary equipment for assisting in safety, evacuation and rescue programmes considering the risk and vulnerability of disaster-prone areas;
- C) Arrange training for the Disaster Management Task Force formed by the Armed Forces Division;
- D) Create groups from the Armed Forces Division for emergency search & rescue, evacuation and humanitarian assistance programmes;
- E) Prepare a budget for emergency disaster response and arrange the necessary budget allocation for its implementation;
- F) Prepare a plan with the assistance of the Ministry of Disaster Management and Relief to deploy armed forces as per demand to help civil authorities on response;
- G) Arrange training on emergency response, rescue and humanitarian response related issues;
- H) Ensure the safety of people, infrastructure, materials and assets;
- I) Prepare a Contingency Plan;
- J) Nominate a Disaster Management Focal Point and inform all concerned.

(2) Alert/Warning Stage

- A) Operate a control room along with the Monitoring and Coordination Cell in the Prime Minister's Office and keep active 24/7;
- B) Maintain communication with the NEOC that is coordinated by the Ministry of Disaster Management and Relief;
- C) Ensure the preparedness of units of the Army, Air Forces and Navy for assisting in search and rescue, evacuation and humanitarian assistance programmes based on need;

(3) Disaster Stage

- A) According to the requisition of the government deploy relevant units of the Army, Air Forces and Navy to assist civilian authorities in response, humanitarian assistance and rehabilitation activities;
- B) Collect data on rescue and humanitarian assistance related programmes and dispatch it to the coordination cell of the Prime Minister's Office, and the NEOC, IMDMCC and NDRCC of the Ministry of Disaster Management and Relief;
- C) Implement search and rescue and humanitarian assistance programmes that are undertaken by civilian authorities as per need;
- D) Maintain coordination with civilian administrations and authorities under the Incident Management System;
- E) Prepare reports on humanitarian assistance and rehabilitation related programmes that are implemented by the Armed Force and dispatch them to the NDMC and Ministry of Disaster Management and Relief.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Assist in conducting surveys and assessments of rehabilitation needs in disaster affected areas;
- B) If needed, assist in rehabilitation and reconstruction activities in coordination with the Ministry of Disaster Management and Relief;
- C) Assist the local administration in environmental improvement and debris removal;
- D) Assist the local administration to ensure the supply of safe drinking water and improvement or reconstruction of road communication networks;
- E) Set up field hospitals if needed;
- F) Assist the local administration in building temporary shelters.

5.2.3.1 Bangladesh Army

At different stages of a disaster, the Bangladesh Army will perform the following duties:

Risk Reduction Functions

- A) Assess the risk of chemical, biological, radiological and nuclear explosive (CBRNe) related disasters as well as other disasters and prepare a plan for risk reduction and response by the Bangladesh Army;
- B) Ensure provision of necessary fund allocation for the implementation of the plan;
- C) Build a disaster risk-based communication network;
- D) Arrange disaster risk management related training and workshops for the army at home and abroad;
- E) Formulate contingency plans for earthquakes, CBRNe-related and other disasters and regularly update the own organizational contingency plan;
- F) Establish a functional and effective monitoring and evaluation system for ensuring proper use of assets;
- G) Identify risk-prone areas relating to chemical hazards in coordination with the Ministry of Disaster Management and Relief and local administrations, and in liaison with the Fire Service and Civil Defence;
- H) Organize regular meetings on preparedness for mitigating the risk and response to chemical material and chemical weapon related disasters and also reviewing the preparedness status regularly;
- I) Allocate in the budget for necessary equipment for disaster response and also for disaster-related study/training at home and abroad.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Ensure the arrangement of light vehicles, trucks and rescue watercraft for emergency response activities;
- B) Undertake an emergency response plan on the following issues:
 - Dissemination of warning and alert signals;
 - Establishing communication systems;
 - Formulation of response preparedness and exercises;
 - Security of personnel, equipment and installations;
 - Identification of resources to assist response and humanitarian assistance;

- Building and reserving a sub-Task Force with appropriate members from the Bangladesh Army (to provide safety, rescue missions, medical care and other associated support).
- C) Formulate and update own plan regularly for the safety of materials, installations and people;
 - D) Formulate an operational plan to respond to the demand of civilian administrations during the disaster period;
 - E) Arrange training on disaster risk management, earthquake drills and fire drills for officers and *jawans* in all training institutes and staff colleges;
 - F) Arrange drills on disaster preparedness and response;
 - G) Organize drills and collect equipment in coordination with local administrations, Bangladesh National Authority for Chemical Weapons Convention (BNACWC), and Fire Service and Civil Defence for protection in disasters and accidents caused by chemical weapons and hazardous chemicals used in industries;
 - H) Collect necessary vehicles and equipment for emergency response programmes and use them in training, and arrange their proper maintenance;
 - I) Allocate a budget for members of the Army for higher education/training/conferences on disaster risk management at home and abroad.

(2) Alert/Warning Stage

- A) Establish a control room during the disaster period in the district headquarters and respective divisional offices and provide their telephone numbers to the Director of Military Operation, officer in charge of the coordination cell of the Prime Minister's office, NEOC and NDRCC of the Ministry of Disaster Management and Relief and control rooms of the Air Force and Navy;
- B) Issue warning orders to all, issue emergency orders to engage the Army and provide specific duties in disaster-prone areas;
- C) Form a task force to serve as the Disaster Management Control Unit; each unit should be constituted with a one full infantry army member, and engineers, doctors and nursing assistants;
- D) Prepare reserve task forces and deploy them according to need;
- E) Coordinate with local civil authorities for transferring Task Force Commanders and rescue, humanitarian assistance, health care and rehabilitation activities;

- F) Maintain communications with local administrations and BNACWC for coordination of disaster mitigation in response to disasters caused by toxic chemicals or chemical weapons;
- G) Send reports on the current situation and activities to the coordination cell of the Prime Minister's Office.

(3) Disaster Stage

- A) Keep the disaster control room at the Army and concerned formations (divisional) headquarters operational 24/7;
- B) Collect information about the pre-preparedness and other activities from disaster-prone areas and dispatch it to the coordination cell of the Prime Minister's Office, NEOC and NDRCC of the Ministry of Disaster Management and Relief;
- C) Conduct rescue activities on chemical disasters by trained units and ensure coordination with local administrations, Fire Service and Civil Defence and BNACWC;
- D) Form a special unit consisting of trained military/non-military doctors for the treatment of people injured in a chemical disaster or accident caused by hazardous chemical substances or chemical weapons;
- E) Participate in disinfection, removing toxic chemicals, dead body management and helping other agencies;
- F) Deploy task forces according to demand in consultation with the Prime Minister's Office and Ministry of Disaster Management and Relief;
- G) Assist the local administration on the following issues:
 - Emergency evacuation;
 - Search and rescue operations in collapsed structures;
 - Rescue of dead bodies and removal of debris;
 - Establishing field hospitals and provision of treatment if needed;
 - Undertaking effective measures to prevent contagious diseases;
 - Build and manage temporary shelters;
 - Assistance to assess damage, loss and needs. Use helicopters and airplanes of the Army and Air Forces, if needed.
- H) Dispatch reports regularly to the coordination cell of the Prime Minister's Office, NEOC and NDRCC of the Ministry of Disaster Management and Relief in order for them to keep NDMC informed about the latest situation;

- I) Assist the local administration to undertake humanitarian assistance programmes in disaster-affected areas and assist in implementing rescue activities;
- J) Undertake different programmes considered indispensable from the humanitarian point of view to help people in disaster-affected areas.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Conduct surveys in affected areas and identify the needs for humanitarian assistance and rehabilitation;
- B) Assist the local administration in environmental improvement and debris removal;
- C) Assist the medical teams providing treatment to people injured in the disaster-affected area and also assist the agencies engaged in the prevention of epidemics;
- D) Assist the local administration for ensuring supply of pure and safe drinking water;
- E) Assist the local authority in construction of temporary shelters;
- F) Participate in reconstruction and rehabilitation activities conducted by the civil administration if needed;
- G) Make the NDMC aware about the progress of humanitarian assistance and rehabilitation work and dispatch a detailed report to the coordination cell of the Prime Minister's Office, NEOC and NDRCC of the Ministry of Disaster Management and Relief.

5.2.3.2 Bangladesh Navy

The Bangladesh Navy will undertake the following responsibilities:

Risk Reduction Functions

- A) Assess sector wise CBRNe- related disaster risks and prepare a risk reduction, preparedness and strategic plan of the Bangladesh Navy;
- B) Ensure budget allocation for implementation of the plan;
- C) Arrange awareness education and training for the Bangladesh Navy on disaster risk management;
- D) Organize training for Bangladesh Navy staff on earthquakes, CBRNe related disasters along with other disaster related preparedness;
- E) Organize training for Bangladesh Navy staff on earthquake preparedness;
- F) Prepare and update a sectoral contingency plan (special focus can be given on cyclones) and organize annual drills to review the preparedness status;
- G) Establish disaster risk communication systems;

- H) Identify risk-prone area relating to chemical hazards in coordination with the Ministry of Disaster Management and Relief, local administrations, BNACWC and Fire Service and Civil Defence;
- I) Arrange regular meetings on preparedness and response for mitigating the risk of hazardous chemical substances or chemical weapon related disasters and accidents, and observe the status of preparedness;
- J) Allocate an adequate budget for procuring necessary equipment for response and participate in higher education and training on disaster risk management.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Nominate Bangladesh Navy's disaster risk management focal points for Khulna, Chattogram, Payra Seaport and district headquarters, and inform the Ministry of Disaster Management and Relief;
- B) Arrange training and drills for the Naval Forces on emergency response, rescue and humanitarian assistance;
- C) Undertake an emergency response plan on the following issues:
 - Warning and alerting signals;
 - Communication systems;
 - Training and preparation for emergency response;
 - Security of installations, ships, equipment and personnel;
 - Responding to the need of civil administrations;
 - Identification of resources to assist response and humanitarian assistance;
 - Identification of suitable water rescue transport.
- D) Build an institutional system for the management of long-term humanitarian assistance programmes on a short notice;
- E) Maintain effective communication with the Bangladesh Meteorological Department (BMD)/ Ministry of Disaster Management and Relief to receive warning messages and for advance preparations from the responsible executive branch of the Naval Headquarters;
- F) In coordination with the Ministry of Disaster Management and Relief, local administrations, BNACWC, Fire Service and Civil Defence and Department of Explosives receive training, organize drills and collect equipment to mitigate disasters caused by chemical weapons and hazardous chemical substances used in industries;

- G) Prepare a list of serviceable water transport for humanitarian assistance and rescue activities;
- H) Prepare plans for the protection of the ships, equipment, installations, goods and personnel of the Bangladesh Navy against disasters.

(2) Alert/Warning Stage

- A) Issue alerts about a possible disaster to all units;
- B) Collect and exchange information with the Indian Ocean Tsunami Early Warning System (IOTWS) and BMD on a regular basis through the Sea Level Data Monitoring Unit, and act accordingly during an emergency;
- C) Establish a disaster control room in the Naval Headquarters and maintain communications with the Director of Naval Operations, control room and duty officer of the coordination cell of the Prime Minister's Office, NEOC and NDRCC of the Ministry of Disaster Management and Relief and the control room of Bangladesh Army and Air Forces;
- D) Undertake necessary arrangements for protection of ships and installations, personnel and equipment of the Bangladesh Navy that can be affected by the disaster;
- E) Maintain communications with local administrations and BNACWC and coordinate to ensure response to chemical disasters caused by hazardous chemical substances or chemical weapons.

(3) Disaster Stage

- A) Provide rescue ships to assist civil administrations;
- B) Help the local administration on the following issues:
 - Assessment of damage, loss and needs;
 - Provision of medical services;
 - Transportation and distribution of humanitarian assistance aid;
 - Recovery of communication systems and arrangement of necessary activities in coastal areas.
- C) Arrange required manpower for the control room of the Naval Headquarters, Chattogram, Khulna and Payra Seaport;
- D) Keep all ships and stations ready for conducting cyclone and flood related Programmes at short notice;

- E) Manage specifically trained units for rescue programmes on chemical-related disasters by maintaining communications with local administrations, Fire Service and Civil Defence and BNACWC;
- F) Formation of special units consisting of trained military/civilian doctors for the treatment of people wounded/injured in a chemical disaster or accident caused by hazardous chemical substances or chemical weapons;
- G) Directly participate in the management of disinfection, removing toxic chemicals, dead body management and related issues, and help other agencies;
- H) Maintain close liaison with the coordination cell of the Prime Minister's Office, NEOC and NDRCC of the Ministry of Disaster Management and Relief through the Naval Headquarters;
- I) Arrange all possible security management by maintaining cooperation and coordination with the concerned civil authorities;
- J) Assist civil authorities with ships/stations by the orders of the Naval Headquarters;
- K) Send regular reports on overall activities to the control rooms of the coordination cell of the Prime Minister's Office, NEOC and NDRCC of the Ministry of Disaster Management and Relief.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Assess the damage, loss and needs for humanitarian assistance and rehabilitation in the disaster-affected areas and advise the Armed Forces Division and Department of Disaster Management to take necessary steps in this regard;
- B) Assist the local administration for implementation of humanitarian assistance and rehabilitation activities in affected areas;
- C) Continue all the activities undertaken by the local/civil authority until the situation is normal again;
- D) Prepare detailed reports on all aspects of humanitarian assistance and rehabilitation and submit it to the Ministry of Disaster Management and Relief.

5.2.3.3 Bangladesh Air Force

The Bangladesh Air Force will perform the following duties along with their normal duties:

Risk Reduction Functions

- A) Assess sector wise CBRNe related disaster risks including other disaster risks and prepare a plan for risk reduction and preparedness and its implementation for the Bangladesh Air Force;

- B) Ensure budget allocation for implementation of the plan;
- C) Establish a sector-based risk communication system;
- D) Prepare and periodically update a contingency plan;
- E) Arrange education, awareness-building and skills development training for Air Force staff on disaster risk management of earthquakes, CBRNe related disasters other disasters;
- F) Identify chemically hazardous areas in coordination with the BNACWC and Fire Service and Civil Defence;
- G) Arrange regular meetings and check preparation on preparedness and response for chemical related or chemical weapon related disasters;
- H) Keep specialized helicopters along with helicopters of the Air Force ready 24/7 and conduct maintenance and repair;
- I) Arrange annual drills (including air lift/air drop);
- J) Along with the regular duties of the Air Force, ensure the supply of necessary equipment for rescue activities in disasters and during earthquake incidents through the sectors under Air Bases;
- K) Allocate a budget for members of the Air Force for receiving and participating in education and training on disaster risk management.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Prepare a contingency plan for the protection of own aircraft, equipment and installations and for responding to the call of civil authorities;
- B) Establish a disaster control room with updated aerial maps of flood-prone and coastal areas, and marine islands;
- C) Establish an effective system to collect weather-related information from the BMD and other sources;
- D) In coordination with local administrations, BNACWC, Fire Service and Civil Defence and Department of Explosives receive training, organize drills and collect equipment to mitigate disasters caused by chemical weapons and hazardous chemical substances used in industries;
- E) Arrange training on emergency response, humanitarian assistance and rehabilitation related activities;
- F) Make parachutes and keep them ready to carry out humanitarian assistance activities;

- G) Take preparations to provide emergency humanitarian assistance through air drop if needed;
- H) Undertake an emergency response plan on the following issues:
- Warning and alert signals;
 - Communication systems;
 - Formulation of response preparedness and exercises, and evaluation;
 - Security of installations, aircraft, equipment and personnel;
 - Identify resources to assist response and humanitarian assistance;
 - Identify aircraft landing spots and helipads;
 - Select aircraft for movement and operation of exploration expeditions.

(2) Alert/Warning Stage

- A) Issue precautionary orders to all concerned;
- B) Keep transport planes and helicopters ready;
- C) Take necessary precautionary steps for keeping aircraft and equipment of the Bangladesh Air Forces in a safe place in cyclone-prone areas;
- D) Appoint one Liaison Officer to communicate with the Prime Minister coordination cell when necessary and maintain communication with the control room of the NEOC and NDRCC of the Ministry of Disaster Management and Relief and Bangladesh Army and Navy;
- E) Keep a specialized trained unit ready to manage rescue programmes for chemical-related disasters by maintaining communications with local administrations, Fire Service and Civil Defence and BNACWC;
- F) Form a special unit with the coordination of military/civil specialized trained doctors to provide treatment of people injured in a disaster/accident caused by chemical weapons or toxic chemical products;
- G) Directly participate in disinfection, dead body management and related issues and help other agencies.

(3) Disaster Stage

- A) Monitoring cyclones, floods, earthquakes and land collapse situations;
- B) Integrate additional meteorological information collected through own sources with the information of the BMD and BWDB and send it to the concerned authority;

- C) Keep transport aircraft and helicopters ready to assess damage and loss in the disaster and operate rescue programmes;
- D) During a large-scale disaster, assist the civil authority with airlifts at remote affected areas for management of humanitarian assistance activities;
- E) Use reliable takeoff and landing spaces that are being used by the military, paramilitary, government, semi-government agencies or selected by local people to store aid materials for emergency rescue, response and humanitarian assistance;
- F) Transfer seriously injured people to the nearest hospital;
- G) Participate in rescue and evacuation activities after an earthquake and other disasters.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Conduct an aerial survey to assess the type and extent of damage and loss due to cyclones, floods and earthquakes in affected areas and send a report with the survey findings to the NDMC, IMDMCC and NDRCC;
- B) Provide transport aircraft and helicopters for conducting surveys and visiting the affected areas;
- C) Carry humanitarian assistance aid such as food and water to the affected areas and deliver them to affected people by airdrop, if required;
- D) Assist the civil administration with helicopters for transport of emergency humanitarian assistance materials, medications and medical teams to the affected area;
- E) Use Bangladesh Air Force's wireless, radio, night vision technology, internet and telephone communications system to exchange the very important information and images with the civil authority network;
- F) Help in other activities as per the order of the government to operate the overall humanitarian assistance;
- G) Dispatch detailed reports on humanitarian assistance activities to the Ministry of Disaster Management and Relief through the Armed Force Division;
- H) Appoint one Liaison Officer for humanitarian assistance missions (Air Force) of friendly countries.

5.2.4 Ministry of Disaster Management and Relief

The Ministry of Disaster Management and Relief is the focal point of all disaster risk management activities of the government. This ministry will be overall responsible for all disaster risk management activities. The ministry will help the NDMC and IMDMCC by providing information and in taking decisions. The ministry will coordinate and assist in all programmes of agencies/organizations involved in disaster risk reduction and response directly and indirectly. The Ministry of Disaster Management and Relief will perform the following duties precisely:

Risk Reduction Functions

- A) Update in a timely manner national policy, and planning and legal frameworks for building disaster resilience in Bangladesh by achieving the following strategic goals:
1. Build professionalism in disaster risk management;
 2. Mainstream disaster risk reduction;
 3. Strengthen and update institutional programmes and systems;
 4. Increase capacity and empowerment of people in disaster-prone areas;
 5. Formulate and expand risk reduction programmes to overcome hazards, vulnerabilities and sector-based risks;
 6. Strengthen emergency response systems;
 7. Develop and strengthen the networks of the Inter-Ministerial/Divisional level;
 8. Actively participate in disaster risk management platforms at national, regional and international levels;
 9. Play an effective role in sustainable development by enhancing disaster resilience;
 10. Strengthen disaster preparedness programmes;
 11. Formulate effective rescue and recovery plans;
 12. Take initiatives to formulate sector-based contingency plans to manage disaster risk;
 13. Undertake inclusive (persons with disabilities, women, children, the elderly) disaster risk management;
 14. Strengthen disaster risk management by coordinating with national and international driving forces;
 15. Establish the NEOC and undertake coordinated initiatives to manage it.

- B) Prepare, periodically review and update the National Disaster Management Plan and if needed update the Standing Orders on Disaster;
- C) Develop hazard-specific guidelines and templates to assist in formulation and application of policy in order to mainstreaming disaster risk management into the National Development Plan;
- D) Formulate national and local level risk reduction action plans such as at city corporation, district, upazila, pourashava, union and ward levels including the assessment of hazards, vulnerability and risk, and prepare strategies for their implementation;
- E) Prepare hazard/risk maps of disaster-prone areas;
- F) Periodically review contingency plans in coordination with concerned ministries;
- G) Ensure the availability of risk maps at risk-prone and vulnerable areas;
- H) Take organized initiatives to coordinate with concerned authorities to ensure proper application of the BNBC;
- I) Prepare a contingency plan to face emergency situations;
- J) Coordinate to formulate and implement sectoral risk reduction action plans;
- K) Assist to build a disaster resilient nation by ensuring the participation and empowerment in the risk reduction process of people, especially women, children, the elderly and persons with disabilities who are at risk;
- L) Help and motivate to undertake preparedness measures to reduce disaster risk at individual, family, community and organizational levels;
- M) Establish a database on Sex, Age, Disability & Disaggregated Data (SADDD) based on the magnitude of risk and vulnerability of people in disaster-prone areas;
- N) Conduct research programmes on contemporary issues related to disasters;
- O) Organize workshops and seminars at national and international levels and ensure effective participation of concerned ministries, divisions and non-governmental organizations;
- P) Create a National Disaster Management Fund and District Disaster Management Fund and formulate rules for their operation;
- Q) Provide incentives and motivation to governmental and non-governmental organizations for innovative activities in disaster risk management;
- R) Undertake initiatives to exchange national and international level information and experience on earthquake preparedness, response and rehabilitation, reconstruction and establishment of an effective earthquake risk management system;
- S) Arrange earthquake awareness-building programmes and intensive campaigns by all concerned from their own places on the same day throughout the country;

- T) Document best practices of disaster risk management activities, formulate knowledge management strategies and take necessary steps for implementation;
- U) Provide capacity building training to officials and organizations related to disaster risk management and provide logistics support along with other necessary assistance;
- V) Prepare a template for Disaster Impact Assessment (DIA) to assess the impact of disasters on development programmes; and prepare users' guidelines and ensure their implementation;
- W) Arrange training for the Cyclone Preparedness Programme (CPP) and other volunteers and provide other logistics support for enhancing capacity on earthquake risk management;
- X) Develop a disaster information management strategy and ensuring its proper application;
- Y) Establish a Multi-Agency Incident Management System and prepare its management guidelines;
- A1) Develop a monitoring system for the National Disaster Management Plan and legal framework of international standard and ensure its application;
- B1) Identify people who are vulnerable and at risk and in disaster hotspot areas and prepare an effective strategy for reducing their temporary and long-term internal displacement; for example: establishment of a monitoring of displacement and tracking system;
- C1) Construct and repair shelters and food warehouses; take necessary steps for renovation;
- D1) Take initiatives to build a Humanitarian Staging Area (HAS) near different airports for keeping stock of logistics and humanitarian assistance equipment to be used for effective response to large-scale disasters;
- E1) Form a single institutional structure for the Bangladesh Scouts and Bangladesh National Cadet Corps (BNCC) along with other voluntary organizations and allocate the responsibility of duties accordingly;
- F1) Provide technical assistance to the different ministries/divisions and adopt advocacy activities to implement the given activities in the Standing Orders on Disaster;
- G1) Adopt innovative pilot activities on disaster risk reduction and disaster risk management and encouragement for it;

Emergency Response Functions

(1) Response Preparedness Stage

- A) Review and update the ministry's own work plan every three months;
- B) Identify the highest risk locations and people at risk in the disaster-prone areas and collect information on the pre-crisis period;

- C) Periodically review the implementation status of the work plans of different ministries/divisions/departments/agencies at the meetings of the IMDMCC;
- D) Instruct to review and update the list of national and international NGOs working on disaster preparedness, emergency response and rehabilitation;
- E) Maintain information on food, humanitarian assistance materials and vehicles to be used during a disaster period;
- F) Organize meetings of the IMDMCC to review the disaster preparedness, response and rehabilitation activities of different ministries, divisions, departments, local government institutions, autonomous bodies, Bangladesh Red Crescent Society (BDRCS), CPP, NGOs, etc. and provide recommendations for further improvement, if needed.
- G) Ensuring 24/7 telecommunications of the Ministry of Disaster Management and Relief and Department of Disaster Management with district and upazila level administrations;
- H) Fix minimum national standards for humanitarian assistance activities and accordingly give orders to monitor response activities;
- I) Provide people in areas that can possibly be affected by a disaster advance assistance using weather forecasts (Forecast-Based Financing/Action).

(2) Alert/Warning Stage

- A) Issue orders to send humanitarian assistance equipment and deploy transportation at required places/locations;
- B) Issue orders to keep active the own control rooms of the Department of Disaster Management and NDRCC of the Ministry of Disaster Management and Relief;
- C) Maintain direct communication with the BMD and Flood Forecasting and Warning Centre (FFWC) of the BWDB and issue orders to collect warning messages and alerts;
- D) Ensure dissemination of warning signals through radio, television, fax, telephone, email, mobile phone and all other means of mass communication;
- E) Keep the NEOC open 24/7;
- F) Call meetings of the CPP Implementation Board and inform the decisions to all concerned;
- G) Inform the Chairperson (Honorable Prime Minister) of the NDMC and the Chairman of the IMDMCC about the disaster situation and the steps taken;
- H) Ensure organizing disaster preparedness meetings by the District, Upazila, City Corporation/Municipality, Union and Ward Disaster Management Committees;

- I) Request the Air Forces to keep helicopters and transport planes ready for emergencies to assess damage and loss, and conduct search & rescue and humanitarian assistance programmes;
- J) Request the Bangladesh Navy, Bangladesh Inland Water Transport Authority (BIWTA) and Bangladesh Coast Guard to keep watercraft ready for rescue and humanitarian assistance operations;
- K) Based on the warning message received, issue orders to the local administration to evacuate people to a safe place for protecting their lives and assets;
- L) Request the Army through the Armed Forces Division to get ready to reach out to affected areas as quickly as possible;
- M) After the declaration of great danger signals, issue orders to take immediate measures by the concerned specially the Chairpersons of Disaster Management Committees (Deputy Commissioner, Upazila Chairman/Upazila Nirbahi Officer, City Corporation/Municipality Mayor and Union Council Chairman) and other concerned agencies;
- N) Instruct orders to district and upazila administrations to carry out requisition of required transport for rescue and humanitarian assistance activities;
- O) Arrange meetings of the NDMC and IMDMCC as needed;
- P) Based on the warning messages received from the BMD and FFWC, issue orders to the local administration to evacuate to a safe place people who are likely to be affected;
- Q) Ensure broadcasting of warning signals repeatedly on Bangladesh Betar (radio) and Bangladesh Television;
- R) Ensure round the clock communication with the district control room, CPP and BMD;
- S) Make advance arrangements to collect and stock necessary humanitarian assistance materials for the disaster-prone areas;
- T) Appoint one Focal Point Officer at the ministry and inform all concerned about that person's address and telephone number;
- U) Appoint one Liaison Officer at the ministry to maintain communications with the coordination cell of the Prime Minister's office;
- V) Issue orders to the volunteers of CPP, Scouts, BNCC and urban volunteers to be prepared to participate in rescue and humanitarian assistance activities.

(3) Disaster Stage

- A) Arrange for Bangladesh Navy, Bangladesh Coast Guard and Bangladesh Air Forces to keep watercraft and airplanes ready for emergency rescue operations;
- B) Take appropriate measures for assessment of primary level damage and loss in the disaster;
- (C) Request the Armed Forces Division to assist the civil administrations in humanitarian assistance and rescue operations on the basis of need;
- D) Issue orders to the local administrations to coordinate activities of NGOs, UN agencies and other humanitarian assistance organizations for rescue and humanitarian assistance;
- E) Arrange meetings of the NDMC and the IMDMCC if needed;
- F) Collect detailed information on damage and loss;
- G) Estimate the requirement of additional funds and materials for humanitarian assistance and rehabilitation work;
- H) Collect funds and materials quickly for operating the humanitarian assistance activities at minimum standards.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Arrange for house building grants, Test Relief and arrange livelihoods Programmes for the extreme poor;
- B) Continue emergency recovery and rehabilitation work in affected areas until return of normalcy;
- C) Undertake initiatives to initially arrange temporary rehabilitation and then take steps for permanent rehabilitation activities for families who become homeless/displaced because of the disaster;
- D) Implement recovery and rehabilitation programmes through social safety net programmes in disaster-affected areas;
- E) Inspire all concerned to follow the ‘build back better’ approach in recovery programmes.

5.2.4.1 Department of Disaster Management

The Department of Disaster Management will perform the following duties:

Risk Reduction Functions

- A) Provide technical assistance at national and local levels including the city corporation, municipality, district, upazila and union on risk analysis and production of risk reduction actions plan and their implementation;
- B) Undertake initiatives to organize training and provide logistical support to CPP volunteers for enhancing their capacity for earthquake risk management;
- C) Identify the risk of people and vulnerability of disaster-affected areas regularly and undertake special programmes for risk reduction;
- D) Undertake initiatives to prepare and update guidelines on humanitarian assistance programmes, gender and disasters, psycho-social services and other issues based on the guidance of the ministry;
- E) Making liaison with the Armed Forces Division;
- F) Take initiatives to arrange drills to keep airports prepared 24/7 for emergency response;
- G) Conduct research on developing strategies for adaptation to any new hazard and climate change impacts and implementation of related projects;
- H) Produce guidelines to prepare a specific contingency plan on earthquake risk and vulnerability reduction, and ensure implementation and assist others to prepare similar plans;
- I) Communicate with different governmental organizations, development partners, aid agencies, NGOs and voluntary agencies and ensure coordination and cooperation among the organizations on all disaster risk management related issues;
- J) Identify the risk and vulnerability to cyclones, floods, earthquakes, thunderstorms, landslides, drought, riverbank erosion and identify other disaster-prone areas on maps and ensure the availability of the maps of these areas;
- K) Provide advice to the ministry to update or prepare policies and guidelines to mainstream disaster risk reduction;
- L) Organize training on disaster risk management for different ministries, local government institutions, government officers and staff, and public representatives;
- M) Organize workshops, seminars and dialogue on disaster risk management issues;
- N) Assist and motivate for preparedness on disaster risk reduction at individual, family, community and organizational levels;

- O) Prepare a checklist of necessary search & rescue equipment, and vehicles/watercraft and helicopters for emergency response and take initiatives to procure them if needed;
- P) Hand over search and rescue equipment to the appropriate response providing agencies;
- Q) Document the best practices in disaster risk management and prepare a strategy for knowledge management and take necessary steps for its implementation;
- R) Organize regular drills on earthquake preparedness in coordination with educational institutions and hospitals, and including other relevant agencies; organize drills and review the pre-preparedness on earthquakes, floods, and cyclones along with other disasters of the relevant primary responding organizations/Disaster Management Committees;
- S) Undertake proper steps for disaster risk reduction, alternative livelihoods of disaster-affected people, inclusive disaster risk management relating to gender and persons with disabilities and conduct related research work;
- T) Conduct research on developing strategies for adaptation to hazards and climate change impacts;
- U) Assist, coordinate and monitor the activities of relevant agencies responsible for implementing the BNBC;
- V) Analyze risk maps and prepare guidelines along with appropriate recommendations for disaster resilient housing and other installations;
- W) Implement social safety programmes based on a review of risk and poverty maps;
- X) Implement social safety programmes and construct rural roads, bridge-culverts and multipurpose shelters across the country, prepare contingency plans and develop audio-visual materials for its nationwide dissemination;
- Y) Arrange training for field level officers of the Department of Disaster Management on disaster preparedness, risk reduction, response, recovery and rehabilitation;
- Z) Other than the above issues, the Department of Disaster Management will assist the ministry on the following issues along with all other duties:
- Support to establish national comprehensive disaster risk management policies, and a planning and legal framework in Bangladesh, that is, make a proposal to prepare laws, rules and guidelines on disaster risk reduction, response, preparedness, humanitarian assistance, rehabilitation and reconstruction;
 - Prepare and implement disaster risk management plans at the district, upazila and union levels;
 - Formulate and update specific guidelines and templates to incorporate disaster risk management in the national development planning process as well as its mainstreaming;

- Prepare guidelines and working procedures to assess disaster risk and vulnerability at the community level and implement related programmes;
- Coordinate disaster risk assessment at the national, district, upazila, city corporation/municipality and union levels;
- Identify the highly disaster-prone areas and prepare a database of people at a risk to be affected by disasters;
- Arrange regular training for volunteers on earthquake preparedness and response;
- Produce information materials on disasters and promote them to increase awareness;
- Map out relevant NGOs and development partners engaged in disaster risk management programmes and strengthen their disaster Risk Reduction Functions through coordination;
- Campaign at all levels on issues of security, protection and psycho-social support to women, persons with disabilities and children and take initiatives to incorporate these issues in all disaster risk management related training courses;
- Undertake initiatives with the Ministry of Education to make children aware through educational institutions about self-protection during disasters.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Undertake activities to create awareness of the people, government employees and different professionals on disaster risk reduction;
- B) Help the NDMAC;
- C) Arrange publication and distribution of the Standing Orders on Disaster, National Disaster Management Plan and all other related laws/rules/policies/guidelines and other such documents;
- D) Undertake necessary arrangements to keep electronic communications such as email, fax and Interactive Voice Response (IVR) functional at the local, head office and national levels;
- E) Exchange disaster-related information with governmental and non-governmental organizations through the Disaster Management Information Centre (DMIC);
- F) Supply booklets, leaflets, posters, maps, audio-visual materials, documentaries and other promotional content to individuals/organizations associated with disaster risk management;

- G) Identify the constraints of implementation of action plans for disaster preparedness, prevention and risk reduction and take necessary steps to address them and inform the Ministry of Disaster Management and Relief of possible recommendations;
- H) Compile and maintain a list with information on the position of cyclone and flood shelters, dams, Mujib Killas, high platforms, temporary shelters and sites for construction of houses, installations and other infrastructure and also the list of implementing agencies;
- I) Ensure effective coordination with platforms/agencies and different NGOs related to disaster risk management;
- J) Ensure awareness dissemination campaigns on disaster forecasting and warning messages;
- K) Arrange regular public awareness programmes on disaster issues through radio and television;
- L) Organize meetings/seminars/workshops at national, district, upazila, city corporation, municipality and union levels to increase awareness about disaster risk management through concerned Disaster Management Committees and other agencies;
- M) Undertake necessary arrangements to include and update disaster risk management related chapters in the curricula of schools, colleges and universities;
- N) Ensure stockpiling, and storage and safety of necessary humanitarian assistance contents at in disaster-prone areas;
- O) Collect and store different usable equipment for search & rescue and disaster response activities;
- P) Create and repair the connecting roads to shelters, Mujib Killas and high areas;
- Q) Undertake tree plantation (planting palm trees to reduce the risk of lightning strikes and for greening of the coastal basin);
- R) Prepare a plan under the Rural Infrastructure Improvement (*Kabikha/Kabita*) programmes and use resources for its implementation;
- S) Instruct the local Disaster Management Committees to organize meetings in the pre-disaster stage to take proper preparedness measures for dealing with the disaster;
- T) Instruct the people who are engaged in shelter management to provide safety, security and psycho-social support for women and children and to prevent oppression and trafficking;
- U) Identify the high risk locations and the most vulnerable people in disaster-prone areas.

(2) Alert/Warning Stage

- A) Ensure sending warning signals and forecasts on the likely disaster to all concerned officials/focal points, departments/division/agencies and mass communication media;
- B) Assist the Ministry of Disaster Management and Relief to undertake emergency response programmes at high risk areas through different agencies, public representatives and local level Disaster Management Committees;
- C) Ensure countrywide publicity activities and awareness-raising campaigns on the newly-introduced early warning system. Arrange wide circulation of the number 1090 for receiving weather and disaster alerts through IVR using a mobile phone.
- D) After issuing Signal No. 4, ensure its dissemination at the community level;
- E) Introduce local warning systems on tsunamis and storm surges;
- F) During a disaster send information to the UN, World Bank, foreign missions and other international agencies through regular bulletins;
- G) Instruct local administrations to assess the damage and loss, and relief requirements;
- H) Maintain communications with the NEOC and NDRCC;
- I) Instruct all level officers of the department to stay alert;
- J) Inform the ministry about the preparedness status of emergency response and humanitarian assistance in the probable areas to be affected by the disaster;
- K) Ensuring stockpile of packet food, construction materials for houses, tents, blankets and other relevant items.

(3) Disaster Stage

- A) Keep the DMIC/NEOC open on a 24/7 basis and maintain continuous communication with the control centres/rooms of other organizations;
- B) Take appropriate steps to assess the initial damage and loss due to the disaster, and related requirements, and then collect detailed information on damage and loss;
- C) Establish an online system for information sharing through the damage and loss assessment cell;
- D) Assist the IMDMCC to ensure coordination among the government, NGOs and different response providing agencies for humanitarian assistance and rehabilitation Programmes;
- E) Assist the Ministry of Disaster Management and Relief to provide the required information to the Prime Minister's Office, Cabinet Division, Economic Relations Division and Ministry of Information along with other ministries and foreign agencies based on their needs;

- F) Publish daily news bulletins on damage and loss during the disaster period for foreign diplomatic missions and UN agencies;
- G) Keep the ministry informed about the progress of the distribution of humanitarian aid along with the distribution and use of other materials and equipment;
- H) Provide instructions to the local administration for arrangement and deployment of vehicles/watercraft to be used for rescue and evacuation of disaster-affected people;
- I) Inform the Ministry immediately for urgent humanitarian assistance, ensuring that it reaches as quickly as possible to the disaster-affected areas;
- J) Instruct field level staff to help the local administration in evacuation and rescue activities and if needed include additional staff;
- K) Ensure collection and deployment of vehicles/watercraft for transport of humanitarian aid to the disaster-affected areas;
- L) Assess the requirements of humanitarian assistance and inform the ministry;
- M) Assist the local administration to distribute humanitarian aid and keep proper accounts of the use of humanitarian aid;
- N) Monitor the progress of rescue, humanitarian assistance and rehabilitation activities; identify the problems and needs and dispatch it to the Ministry of Disaster Management and Relief; collect Gratuitous Relief (GR) money and materials for fast humanitarian assistance;
- O) Monitor the funeral rites of dead bodies according to dead body management policies;
- P) Monitor the removal of debris.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Take effective steps to formulate a rehabilitation and recovery plan and provide information on it to other agencies/authorities;
- B) Ensure effective steps on risk prevention and risk reduction considering future disasters when preparing the rehabilitation and reconstruction plan;
- C) Coordinate in preparing the requirements for different types of humanitarian assistance and recovery by assessing through the joint needs assessment method and recommend for necessary allocations;
- D) Implement house construction grants, test relief and employment generation programmes for the extreme poor;
- E) Expand and implement of employment generation programmes for the extreme poor as per the instructions of the Ministry of Disaster Management and Relief;

- F) Continue the most important rehabilitation work and take necessary steps to build disaster resilient houses;
- G) Follow the ‘build back better’ approach in recovery activities;
- H) Prepare and publish reports from the experience/learnings from the Comprehensive Disaster Management programme and formulate or update training modules and policies based on it;
- I) Provide all accounts of humanitarian assistance and rehabilitation expenses to the Ministry of Disaster Management and Relief;
- J) Assist the ministry to send humanitarian aid abroad/other countries at the special time of need;
- K) Undertake proper initiatives to build temporary housing at the initial stage and later on arrange permanent housing for the resettlement of homeless and displaced households;
- L) Implement recovery and rehabilitation activities in the disaster-affected areas through social safety net programmes;

5.2.4.1.1 Duties of the District Relief and Rehabilitation Officer and Upazila Project Implementation Officer

District Relief and Rehabilitation Officer (DRRO)

Risk Reduction Functions

- A) Assist in formation and re-formation of the District Disaster Management Committee;
- B) Implement the orders and programmes of the Department of Disaster Management on disaster preparedness, risk reduction, emergency response, humanitarian assistance, rehabilitation, reconstruction, recovery and social safety nets at the local level;
- C) Assist to assess local level disaster risks and vulnerabilities using the Community Risk Assessment (CRA) methods/tools for preparing risk reduction action plans;
- D) Assist to implement the risk reduction action plans prepared by the Union, Municipality/City Corporation and Upazila Disaster Management Committees;
- E) Undertake effective communications with different governmental agencies, NGOs and voluntary agencies and coordinate disaster risk reduction programmes to ensure nexus integration of all initiatives;
- F) Arrange regular workshops and training on disaster risk management for the Disaster Management Committee, Shelter Management Committee and local volunteers by keeping the Department of Disaster Management informed;
- G) Take necessary steps to include disaster risk reduction programmes in the District Development Plan and prioritize risk reduction interventions during its implementation;

- H) Assist the Upazila and Union Disaster Management Committees to mobilize resources for the implementation of risk reduction action plans;
- I) Undertake measures for speedy and effective dissemination of forecasts and warnings relating to disasters among all district and upazila level officers, concerned organizations, city corporations/municipality and union levels;
- J) Prepare a list of necessary search & rescue equipment and vehicles/watercraft for emergency response during a disaster;
- K) Assist in conducting earthquake preparedness and response drills in coordination with educational institutions, hospitals, and other relevant institutions and authorities;
- L) Arrange drills and review the level of preparedness for floods, cyclones and other disasters with the concerned primary response agencies/Disaster Management Committees.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Undertake programmes and provide information to create awareness among the people, local organizations and different professionals for disaster preparedness and response;
- B) Ensure awareness campaigns for people to respond properly to disaster forecasts and warning signals;
- C) Undertake measures to keep active the local level electronic communication systems (e-mail, fax, VHF, UHF) that function under the Department of Disaster Management;
- D) Identify the implementation challenges of the action plans adopted for disaster preparedness, prevention and risk reduction; take necessary steps to recover and inform the district administration and the Department of Disaster Management with recommendations;
- E) Collect and preserve the list of cyclone and flood shelters, embankments, Mujib Killas, open space, high ground, and places for temporary shelter with information on the implementing agencies;
- F) Supervise the construction and repair of connecting roads to the shelters, Mujib Killas and high areas along with the construction of bridges/culverts;
- G) Assist to undertake necessary plans and assist implementing planting palm trees to reduce lightning risk, create green belt in coastal areas and plantations in *haor* areas, and rural infrastructure repair and maintenance (*Kabikha/Kabita*) programmes;
- H) Safely store the humanitarian assistance and rescue equipment;
- I) Ensure the usability of humanitarian assistance;
- J) Provide information on issues of security and psycho-social support of women and children and take initiatives to include that in all training courses related to disaster risk management.

(2) Alert/Warning Stage

- A) Send weather forecasts and warning signals of an upcoming disaster to all concerned officials, offices/agencies;
- B) Assist the district administration on emergency response activities;
- C) Establish an emergency control room at the Deputy Commissioner's office;
- D) Inform the district administration about the preparedness status of the areas that have a high possibility of being impacted by the upcoming disaster;
- E) Send the humanitarian aid requirements to the Deputy Commissioner;
- F) Shift the stockpiles to a safe place from warehouses that may possibly be affected by the disaster with the permission of Deputy Commissioner;
- G) Maintain communication with the authorities/owners of vehicles and watercraft to be used for humanitarian aid activities;
- H) Based on visits, prepare a status report on the identified shelters about basic utilities such as water and power supply, toilets and drainage, and send it to the Department of Disaster Management;
- I) Establish a disaster-resilient warehouse at the district level to store humanitarian aid materials;
- J) Take necessary initiatives to ensure essential facilities in shelters including rainwater storage, adequate lighting facility, installation of solar panels, determining exit routes, disability access, labour rooms for pregnant mothers, and breastfeeding corners for lactating mothers.

(3) Disaster Stage

- A) Assist the district administration to maintain the control room active on a 24/7 basis and to conduct search & rescue activities;
- B) Send information on primary damage and needs of the district to the Department of Disaster Management;
- C) Undertake final preparations to send humanitarian aid contents to shelters and disaster-affected areas;
- D) Immediately inform the district administration about requirements for special humanitarian aid contents;
- E) Coordinate and monitor the distribution of humanitarian aid contents as per allocation;
- F) Hand over allocated financial support to the families of deceased persons and for treatment of injured persons;
- G) Follow up on safety and protection activities for the elderly, children, women and persons with disabilities in a shelter and undertake necessary initiatives to address any gaps.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Keep the detailed information on damage and needs in the online system and send related reports to the upazila and district administrations;
- B) Take necessary steps to send house building grants, Gratuitous Relief (GR) and other humanitarian aid contents to affected families urgently;
- C) Help in the inclusion of disaster-affected people in Test Relief and other employment generation programmes as a way to rehabilitate extremely poor people and help to implement these projects/programmes immediately;
- D) Collect information from the Union Council member or City Corporation/ Municipality Ward Council on the people of each family who stayed in the shelters and have moved back to their houses and if they could they resume their livelihoods; prepare a report on it and send it to the Department of Disaster Management;
- F) Repair damaged roads, bridges/culverts and shelters;
- F) Remove debris and undertake management of dead bodies;
- G) Submit a report on humanitarian assistance and rehabilitation activities to the Department of Disaster Management.

Project Implementation Officer (PIO)

Risk Reduction Functions

- A) Assist in the formation and re-formation of Disaster Management Committees at the upazilas and unions and Ward Response Coordination Group at wards;
- B) Implement the orders and programmes of the Department of Disaster Management on disaster preparedness, risk reduction, emergency response, humanitarian assistance, rehabilitation, reconstruction, recovery and social safety nets at the local level;
- C) Assist to assess local level disaster risks and vulnerabilities using the CRA methods/tools;
- D) Assist to implement the risk reduction action plans prepared by the Union, Municipality and Upazila Disaster Management Committees;
- E) Coordinate disaster risk reduction programmes by different government offices and NGOs;
- F) Arrange regular workshops and training on disaster risk management with the Disaster Management Committee, Shelter Management Committee and local volunteers, keeping the Department of Disaster Management informed;
- G) Take necessary steps to integrate disaster risk reduction programmes in the preparation and implementation of the Upazila Development Plan;

- H) Undertake effective communications with different government agencies, NGOs and voluntary organizations and ensure assistance and coordination between all the agencies related to disaster risk management;
- I) Include priority programmes for risk reduction when implementing development activities by including information on risks and vulnerabilities identified through the CRA method;
- J) Assist Upazila and Union Disaster Management Committees to mobilize resources for the implementation of risk reduction action plans;
- K) Undertake measures for speedy and effective dissemination of forecasts and warnings relating to disasters to all officers, concerned agencies, and organizations at upazila, pourashava and union levels;
- L) Take initiatives to arrange regular meetings of the Upazila and Union Disaster Management Committees and Ward Response Coordination Group;
- M) Ensure the dissemination, display and use of risk, vulnerability and resource maps relating to cyclones, floods, earthquakes, lightning, landslides, drought, riverbank erosion and other disaster risk and damage maps;
- N) Prepare a list of necessary search & rescue equipment and vehicles/watercraft for emergency response during a disaster;
- O) Assist in conducting earthquake preparedness and response drills in coordination with educational institutions, hospitals, and other relevant institutions and authorities;
- L) Arrange drills and review the level of preparedness for floods, cyclones and other disasters with the concerned primary response agencies/Disaster Management Committees;
- Q) Undertake necessary initiatives to ensure essential facilities/provisions in a shelter in terms of rainwater storage, arrangement for adequate lighting, back-up power supply (i.e. solar panel installation), determining exit routes, disability access, labour rooms for pregnant mothers, and breastfeeding corners for lactating mothers.

Emergency Response Functions

(1) Response Preparedness Stage

- (A) Undertake programmes and provide information to create awareness among the people, local organizations and different professionals for disaster preparedness and response;
- (B) Ensure awareness campaigns for people to respond properly to disaster forecasts and warning signals;
- (C) Undertake measures to keep active the local level electronic communication systems (e-mail, fax, VHF, UHF) that function under the Department of Disaster Management;

- (D) Identify the implementation challenges of the action plans adopted for disaster preparedness, prevention and risk reduction; take necessary steps to recover and inform the district administration and the Department of Disaster Management with recommendations;
- (E) Collect and preserve the list of cyclone and flood shelters, embankments, Mujib Killas, open space, high ground, and places for temporary shelter with information on the implementing agencies;
- (F) Supervise the construction and repair of connecting roads to the shelters, Mujib Killas and high areas along with the construction of bridges/culverts;
- (G) Assist to undertake necessary plans and assist implementing planting palm trees to reduce lightning risk, create green belt in coastal areas and plantations in *haor* areas, and rural infrastructure repair and maintenance (*Kabikha/Kabita*) Programmes;
- (H) Store safely the humanitarian assistance and rescue equipment and ensure the usability of humanitarian assistance;
- (j) Prepare and implement local level contingency plans;
- J) Undertake initiatives to arrange meetings of the Upazila Disaster Management Committee to formulate/update the Disaster Response Management Plan;
- K) Coordinate the Incident Management System at the local level;
- L) Provide information on issues of security and psycho-social support of women and children and take initiatives to include that in all training courses related to disaster risk management.

(2) Alert/Warning Stage

- A) Ensure to send warning signals and forecasts on an upcoming disaster to all concerned officials, departments/agencies and the Union Parishad Chairman;
- B) Assist the upazila administration on emergency response activities in disaster-prone areas through the Upazila and Union Disaster Management Committees and other agencies;
- C) Arrange to establish a control room in the office of the Upazila Nirbahi Officer;
- D) Inform the District Relief and Rehabilitation Officer and Upazila Nirbahi Officer about the response preparedness in a disaster-prone area;
- E) Send the requirements for humanitarian aid contents to the Deputy Commissioner through the Upazila Nirbahi Officer;
- F) Assist in establishing coordination between volunteer teams and upazila level response providing agencies;

- G) Maintain communication with the authorities/owners of vehicles and watercraft to be used for humanitarian aid activities;
- H) Based on visits, prepare a status report on the identified shelters about basic utilities such as water and power supply, toilets and drainage, and send it to the Department of Disaster Management;
- I) Establish a disaster-resilient warehouse at the district level to store humanitarian aid materials;

(3) Disaster Stage

- A) Assist the upazila administration to maintain the control room active on a 24/7 basis;
- B) Assist to conduct search & rescue activities during an emergency;
- C) Assess the primary damage and loss, and needs in a disaster;
- D) Send the primary information regarding loss of lives and properties and humanitarian needs to the District Relief and Rehabilitation Officer;
- E) Select places for distribution of humanitarian assistance and take necessary preparation to send them to the spots;
- F) For special humanitarian aid allocation, inform the district and upazila administrations immediately;
- G) Undertake arrangements to distribute humanitarian aid based on allocations and supervise and monitor the Union Council's humanitarian aid activities;
- H) Follow up on safety and protection activities for the elderly, children, women and persons with disabilities in a shelter and prepare a report for the District Relief Officer and Upazila Nirbahi Officer.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Keep the detailed information on damage and needs in the online system and send related reports to the upazila and district authorities;
- B) Undertake necessary steps to send house building grants, Gratuitous Relief (GR) and other humanitarian aid contents to affected families;
- C) Ensure the inclusion of disaster-affected people in Test Relief, cash for work and other employment generation programmes as a way to rehabilitate the people and assist in fast implementation of these projects/programmes;
- D) Collect data from the Union Council member or Municipality/Ward Councilors on the people of each family who stayed in the shelters and have moved back to their houses and if they could they resume their livelihoods; and prepare a report on it and send to the District Relief and Rehabilitation Officer;

- E) Repair damaged roads, bridges/culverts, and shelters;
- F) Remove the debris and undertake management of dead bodies;
- G) Prepare the accounts of humanitarian aid related spending for audit;
- H) Submit a report on humanitarian assistance and rehabilitation to the district level.

5.2.4.2 Cyclone Preparedness Programme

Cyclone Preparedness Programme (Head Office, Dhaka)

Risk Reduction Functions

- A) Integrate disaster risk reduction into the policies, plans and programmes of CPP;
- B) Coordinate with the disaster risk reduction related national level committees;
- C) Arrange training for CPP staff and volunteers on disaster risk reduction and allocate necessary resources for implementation;
- D) Send proposals to the ministry for including new areas into the programme after considering the cyclone risk;
- E) Prepare a database of CPP volunteers and make it available on the website and take efforts to publicize it widely;
- F) Assign a Focal Point to attend the meetings of the IMDMCC and other national level disaster risk management committees;
- G) Make people aware about the safety and security issues of women, children, the elderly and persons with disabilities along with psycho-social care at all levels and take necessary initiatives to include these issues in all kinds of training courses related to disaster risk management.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Keep the preparedness activities in disaster-prone areas ongoing and arrange drills each year before the cyclone season to identify the cyclone preparedness status;
- B) Appoint volunteers and complete their training each year before the month of April;
- C) Update unit, union and upazila level committees;
- D) Establish Union and Upazila Offices and ensure holding meetings at the union and upazila levels;
- E) Provide signal dissemination materials to the team leaders of volunteers and ensure their use;

- F) Establish wireless communications between the CPP Head Office and Upazila Office and between Upazila Office and Union Office;
- G) Instruct local level Disaster Management Committees to assist in selection of shelters and elevated safe places/Mujib Killas and take steps to inform the people about evacuation plans during a possible disaster;
- H) Create awareness among the people about cyclone signals and popularize preparedness plans through discussion meetings, posters, pamphlets, films and dramas with the help of the Department of Disaster Management;
- I) Keep fax machines on to ensure non-stop communication with the BMD and along with email communication.

(2) Alert/Warning Stage

- A) Establish a control room in the CPP Head Office and regional offices and assist the District, Upazila and Union Councils to establish a control room;
- B) Establish close communications with the BMD and DMIC;
- C) Send special weather bulletins received from the Bangladesh Metrological Department to upazila and regional offices and instruct the Upazila Office to send it to the Union Council office on an urgent basis;
- D) Instruct the CPP volunteers to listen to daily radio news/CPP's radio news and community radio news/disaster-related programmes;
- E) Establish communications with union team leaders through radio or liaison volunteers;
- F) Inspire and advise the union team leaders and their staff to work according to the guidelines published by the CPP;
- G) Inform the Chairman of the CPP Implementation Board and members about updated information on the cyclone;
- H) Deliver the warning message to the Divisional Commissioner, Deputy Commissioner, Upazila Nirbahi Officer, City Corporation/Pourashava Mayor and Councilor, Union Council Chairman and members and local NGO officials;
- I) Verify if the CPP volunteers have started to work in the field or not;
- J) Advise the at-risk communities to evacuate their livestock, poultry and other domestic animals to safer high ground or Mujib Killas;
- K) Instruct the Assistant Director/Deputy Director to suggest to the Chairperson of the Upazila Disaster Management Committee to hold meetings of the committee;
- L) Instruct the Assistant Director/Deputy Director to assist in holding Union Disaster Management Committee meetings;

- M) Implement the decisions made in the urgent meetings of the CPP Implementation Board;
- N) Instruct the concerned CPP officials to assist in implementing the decisions of the Upazila and Union Disaster Management Committees;
- O) Disseminate warning messages through radio to the Regional, Upazila and Union Parishad Offices;
- P) Ensure public awareness about cyclone warning messages through development workers and volunteers;
- Q) Periodically inform the Focal Point of the Ministry of Disaster Management and Relief, Chairman of the CPP implementation Board, Director General of the Department of Disaster Management and officials of the BDRCS about the local situation.

(3) Disaster Stage

- A) Coordinate with concerned governmental and non-governmental agencies for CPP activities;
- B) Make sure that the development officials and volunteers can perform rescue and first aid services based on need;
- C) Instruct the Assistant Director/Deputy-Director to maintain wireless communications and to maintain regular communication with the district headquarters and transmit the damage and loss report as soon as it is received;
- D) Instruct the Assistant Director/ Deputy-Director to maintain wireless communications with Union Group leaders and maintain close communication with development professionals, and to send damage and loss reports upon receiving them from the field to the Regional/Central Office.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Instruct all Union Office leaders to send the preliminary damage and loss report of their respective area to the Development Officer;
- B) Instruct field level officers to perform the following duties:
 - Assist in vaccination, prevention and other healthcare activities;
 - Participate in rehabilitation activities;
 - Assist in coordination with the activities of non-governmental agencies.

5.2.4.2.1 Field Level CPP

Risk Reduction Functions

- A) Appoint a Focal Point to participate in all the Disaster Management Committee meetings at the local level;
- B) Participate in the preparation of local level disaster risk and vulnerability assessment maps and risk reduction action plans of the Department of Disaster Management.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Regularly arrange cyclone preparedness drills in disaster-prone areas and arrange drills with the people before the cyclone season starts to assess the preparedness status;
- B) Complete the recruitment and training of volunteers before the month of April each year; make all volunteers aware of ‘who will evacuate whom’ during an emergency considering the vulnerable population groups (i.e., women, the elderly, children and persons with disabilities);
- C) Examine the actual stock and condition of the equipment allotted to the volunteer team leader and undertake necessary repairs/replacement (if needed);
- D) Test the wireless communications system and keep it active to maintain communication with CPP Head Office and Upazila and Union Offices;
- E) Undertake awareness activities according to Communication with Communication (CWC) principles so that different warning signals are understandable for people;
- F) Mark the shelter places, Mujib Killas and elevated ground, and make them usable and conduct campaigns to make people aware about the evacuation plan.

(2) Alert/Warning Stage

- A) Establish a control room and maintain communications with Upazila, Union and CPP Headquarters;
- B) Maintain close contact with the BMD and other concerned offices and collect information about the cyclone;
- C) Get the local offices informed about the special warning messages received from CPP Head Office;
- D) Alert the Chairperson and members of District/Upazila/Union Disaster Management Committees, religious leaders, local elite, teachers and people related to different agencies;

- E) Instruct the CPP volunteers to listen to the radio broadcasts in order to ensure the activities of Union Office team leaders and co-workers according to the booklet published by CPP;
- F) Request the Deputy Commissioner/Upazila Nirbahi Officer/Union Parishad Chairman(s) to call an emergency meeting of the Disaster Management Committee;
- G) Assist to implement the decisions taken in the emergency meetings;
- H) Mobilize CPP volunteers according to contingency planning to evacuate livestock, poultry and other domestic animals to safe higher ground and Mujib Killas;
- I) Instruct all the field level agencies to make the organization under them aware about the special weather news;
- J) Make the people aware about the cyclone warning;
- K) Advise the at-risk people to move to the shelters upon receiving orders and provide necessary assistance;
- L) Provide the final warning signal to communities using mega-phones, signal lights and flashlights;
- M) Inform the upazila and district administrations, CPP Head Office, Department of Disaster Management and all concerned about the actual situation of the disaster;
- N) Assist different governmental and non-governmental agencies to implement their programmes.

(3) Disaster Stage

- A) Keep the wireless in operation and maintain communication with CPP Central Office and send the damage and loss statement to the concerned authority as soon as it is received;
- B) Conduct rescue work in coordination with union and upazila authorities, and provide first aid according to need and arrange sending severely injured people to hospitals;
- C) Assist the local administration in distributing humanitarian assistance.

(4) Rehabilitation and Reconstruction Stage

- A) Collect data on damage and loss due to the cyclone, prepare reports and send them to CPP Head Office, Union DMC, upazila and district administrations;
- B) Assist the local administration in burial of dead bodies and animal carcasses;
- C) Assist in inoculation-vaccination drives and other health measures;
- D) Participate in the rehabilitation programme with NGOs and other agencies.

5.2.5 Ministry of Food

The Ministry of Food will perform the following duties:

Risk Reduction Functions

- A) Undertake necessary policies, plans and programmes to incorporate disaster risk reduction considerations into the national food security policy of the government and update the same when necessary;
- B) Consider the present and future disaster risks to determine the food stock requirements and take initiatives to increase the allocation for disaster-prone areas;
- C) Assess the vulnerability and risk of warehouse infrastructure and take measures for repair or retrofitting as needed;
- D) Prepare and review contingency plans for the headquarters, district and field level agencies;
- E) Construct disaster resilient infrastructure considering current and future disaster risks while designing new storage facilities and infrastructure;
- F) Increase the amount of reserved food and maintain it regularly;
- G) Extend food-friendly programmes to disaster-prone areas;
- H) Issue necessary orders with instructions to the relevant departments to ensure implementation of the risk reduction policies of the Ministry of Food.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Maintain communication with the control room of the Ministry of Disaster Management and Relief;
- B) Advise the Department of Food to update the list of stockpiled items with names, expire dates and amounts per warehouse;
- C) Take steps for the preservation of food and storage of other products in food warehouses and shift them to safer places, if required.
- D) Ensure effective coordination with the Ministry of Disaster Management and Relief for food supply for VGF, GR and Test Relief;
- E) Appoint one officer as disaster risk management Focal Point.

(2) Alert/Warning Stage

- A) Open a control room at the Ministry of Food;
- B) Keep full-time communication with the NEOC of the Ministry of Disaster Management and Relief;
- C) Ensure fair prices of food grains;
- D) Ensure adequate food reserves at field level warehouses where a disaster may hit soon and take alternative measures for food storage, if required.

(3) Disaster Stage

- A) Keep own control room open on a 24/7 basis and maintain communications with control rooms at divisional/district levels;
- B) Collect information on the disaster-affected areas and send them to the IMDMCC and Ministry of Disaster Management and Relief;
- C) If required, operate a special rationing system and take steps for food-friendly programmes including open market food sale in the affected areas and ensure an adequate supply of food to the people;
- D) Based on the situation, extend food distribution programmes to disaster-affected areas at the village level;
- E) Take precautionary steps against hoarding and profit-mongering and ensure normal prices of commodities in the market.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Conduct a rapid assessment of the damage, loss and needs and take required steps to rehabilitate the infrastructure benefits and services under the Ministry of Food;
- B) Take and implement appropriate plans for the repair and reconstruction of warehouses.
- C) Expand the food-friendly programmes /open market sale (OMS) activities based on need.

5.2.5.1 Directorate General of Food

The Directorate General of Food will perform the following duties along with regular duties:

Risk Reduction Functions

- A) Consider the present and future disaster risks when determining food storage requirements;
- B) Conduct vulnerability and risk assessments of food infrastructure facilities and undertake necessary steps for necessary improvement;
- C) Prepare contingency plans for the headquarters, and district and upazila level offices;
- D) Consider current and future disaster risks while constructing new storage facilities and infrastructure and follow the BNBC;
- E) Regularly maintain warehouses.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Appoint a Focal Point for disaster risk management issues;
- B) Appoint one Liaison Officer to maintain communication with the control room of the Ministry of Disaster Management and Relief;
- C) Conduct quarterly reviews of the progress of implementation of the work plan of the department's field level offices;
- D) Undertake arrangements for urgent supply of food materials and distribution, if required;
- E) Prepare a detailed action plan by reviewing all preparedness activities that were taken before the disaster season;
- F) Take protective steps for the safety of stored food and other materials and if required arrange to shift them to safer places;
- G) Arrange adequate storage of food supplies at comparatively safer places in disaster-prone areas and inspect the stock in LSDs and CSDs;
- H) If the main route is damaged, keep a record of alternative routes for quick distribution of food products in a disaster-affected area from LSD and CSD with the help of the Food Transport Contractor Society, and other transport owners and workers;
- I) Maintain an updated list of names and mobile numbers of the owners of trucks, water transport, country boats, etc. and the capacity and particulars of stock in the storehouse(s);
- J) Warn all concerned in cyclone/flood prone areas about the upcoming cyclone/flood and ensure the safety of food warehouses, stocked grains, water transport and vehicles;
- K) Coordinate with the local administration in advance about transportation of food materials and other related issues;

- L) Inform the Ministry of Disaster Management and Relief and Ministry of Food about the stocks of food supplies in disaster-prone districts and upazilas.

(2) Alert/Warning Stage

- A) Open control rooms in the offices of the Regional and District Food Controllers along with the department;
- B) Appoint one Liaison Officer to maintain communications with the NEOC and NDRCC;
- C) Alert the officials stationed in possible disaster areas about the upcoming disaster and ensure their presence there;
- D) Consider food price hikes in September-November and March-April, start food-friendly programmes and OMS activities to keep market prices normal during a disaster and sell food grains through OMS programmes;
- E) Protect the stocked food grains from disaster risks.

(3) Disaster Stage

- A) Operate a control room on a 24/7 basis and maintain communications with the NEOC and NDRCC of the Ministry of Disaster Management and Relief;
- B) Start operating a special rationing system and OMS in the affected areas and ensure continued supply of food if necessary;
- C) Take effective legal steps against hoarding and profit-mongering and try to keep the market price stable and normal;
- D) Assist the local administration in all possible ways in evacuation, rescue and humanitarian aid related activities;
- E) Ensure quick supply of food in disaster-affected areas as per the supply order of the Deputy Commissioner/Upazila Nirbahi Officer according to the guidelines of the Ministry of Disaster Management and Relief;
- F) Determine the extent of damage and loss in food godowns and arrange quick repairs and reconstruction; and re-stock food products as necessary;
- G) Prepare a daily food stock and distribution report for the affected areas and send it to the NEOC and NDRCC;
- H) Take assistance from local administrations and law enforcement agencies for the safety of warehouses and vehicles (wagons, trucks and watercraft) during a disaster;
- I) Request assistance from local administrations and law enforcers for food transportation, if the transport system collapses during the post-disaster period.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Conduct rapid assessment of damage and loss, and take measures for repair and recovery on a priority basis.
- B) Start the repair and reconstruction work of the godowns speedily as per approved procedures;
- C) Keep a knowledge of the food stock and obtain supplies as per requirement;
- D) Receive humanitarian aid contents and distribute it to the disaster-affected areas;
- E) Make arrangements for immediate release of food supplies as per the supply order of the Deputy Commissioner/Upazila Nirbahi Officer in consultation with the Ministry of Disaster Management and Relief and Ministry of Food;
- F) Strengthen the food distribution programmes.

5.2.5.1.1 Field Offices of the Directorate General of Food

The Field Offices of the Directorate General of Food located in the districts and upazilas, LSD, CSD and Silo will perform the following duties individually or jointly for disaster risk management in their areas along with their regular responsibilities:

Risk Reduction Functions

- A) Assess the food requirements of respective areas considering present and future disaster risks;
- B) Bring food grain traders under licencing procedures and collect fortnightly stock reports from those licence holders. Also, regularly monitor markets;
- C) Ensure minimum food stock by timely purchase of food grains from local markets.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Establish and operate an information centre in own office to maintain communication with the local Disaster Management Committee;
- B) Appoint one Liaison Officer to maintain communications with local Disaster Management Committees;
- C) Ensure quarterly review of the preparedness management plans of food grain traders and local councils under the concerned department and alert all concerned about the safety of food supply, warehouses, installations, transportation and equipment;

- D) Maintain an updated list of trucks, water transport, boats and other vehicles with the names and contact numbers of their owners and drivers along with the detail of stock products and capacity of the warehouses;
- E) If the main route is damaged, then prepare advance plans for alternative routes for quick food product distribution in a disaster-affected area from LSD and CSD during the disaster period;
- F) Take protective measures for silos, food products, food and water transport in disaster-prone areas;
- G) Examine the supply and distribution system of food products every three months;
- H) Increase the height of the *khamal* of godowns and construct baffle walls on warehouse gates as a precaution for warehouse safety in flood-affected areas and undertake arrangements to shift stocked goods to a safer place if there are chances of water entering inside;
- I) Undertake arrangements to stock food materials in a secured place in a disaster-prone area and inspect LSD and CSD stock;
- J) Consider rice and wheat as the main stock of disaster-prone areas and ensure proper stocking;
- K) Coordinate with the local administration for food storage, safety and transportation.

(3) Disaster Stage

- A) Maintain communication with the NEOC, NDRCC and local Disaster Management Committee;
- B) Appoint one Liaison Officer at the Control Room of the local Disaster Management and Humanitarian Aid Coordination Committee;
- C) Assist local administrations and local government institutions in all possible ways in evacuation, rescue, humanitarian aid and rehabilitation related activities;
- D) Submit daily reports to the supervisory authority or to the Director General of Food about current stock and damage and loss of stock;
- E) Undertake arrangements to start special rationing and OMS of rice and wheat as per government orders and ensure continued supply of food materials;
- F) Take effective legal actions against hoarding and profiteering to ensure normal and stable market prices of food supplies and monitor the market food prices;

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Conduct damage and loss assessments and undertake rehabilitation and recovery activities quickly;
- B) Start the repair and reconstruction work of the warehouses in the shortest possible time after the disaster;
- C) Ensure uninterrupted supply of food grains;
- D) Make arrangements for immediate release of food products as per the distribution order of the Deputy Commissioner/Upazila Nirbahi Officer or as per the advice of the Ministry of Disaster Management and Relief;
- E) Make arrangements for necessary storage space for receiving and distributing humanitarian aid materials;
- F) Help the local administration in humanitarian aid and rehabilitation activities;
- G) Strengthen food distribution programmes among the disaster-affected people;
- H) Submit regular reports on food supply and distribution.

5.2.6 Public Safety Division

The division will perform the following disaster-related duties along with its regular duties and implementation of its own work plan:

Risk Reduction Functions

- A) Develop a sectoral risk reduction and strategic plan;
- B) Ensure budgetary provision for implementation of the work plan of the division;
- C) Keep the telecommunications system active in possible disaster areas;
- D) Arrange disaster risk management related training for workers;
- E) Establish a sectoral risk communication system of the division;
- F) Encourage sector and agency wise Risk Reduction Action Plans and Contingency Plans for emergency response;
- G) Take initiatives to include disaster safety and psycho-social safety issues in training courses. Emphasize special care and safety issues for the elderly, women, children and persons with disabilities when conducting search & rescue and humanitarian aid activities in the training.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Undertake necessary arrangements for the safety of wireless equipment, vehicles, assets and installations;
- B) Undertake skill development plans on helping the civil authority in dissemination of warning signals, evacuation of affected people, rescue and humanitarian aid programmes, and rehabilitation, and on maintaining law and order after a disaster;
- C) Organize search & rescue training for the Border Guard Bangladesh (BGB), Bangladesh Coast Guards, Police, Ansar and VDP;
- D) Undertake arrangements to provide necessary equipment, vehicles and other instruments to manage disasters;

(2) Alert/Warning Stage

- A) Keep the forces ready in the disaster-prone area and ensure implementation of their plan in the alert/warning stage.

(3) Disaster Stage

- A) Establish and operate a control room and make provisions for the safety of assets of disaster-affected people;
- B) Appoint one Liaison Officer to maintain communications with the NEOC and NDRCC;
- C) Collect information related to laws and orders;
- D) Ensure quick deployment of BGB, Bangladesh Coast Guard, Ansar and VDP, and participate in rescue operations;
- E) Provide instructions to the concerned BGB, Police, Ansar, VDP and Bangladesh Coast Guard to assist and support local administrations in evacuating people and domestic animals to shelters/safe places, Mujib Killas and safer high ground;
- F) Undertake arrangements to operate round the clock the control rooms of BGB, Police, Ansar, VDP and Bangladesh Coast Guard and regularly supply information to the emergency operation centre of the Ministry of Disaster Management and Relief;
- G) Collect damage and loss information regularly from head offices of BGB, Police, Ansar, VDP and Bangladesh Coast Guard, and dispatch them to the NDMC/IMDMCC and Ministry of Disaster Management and Relief;
- H) Supervise the field level work of BGB, Police, Ansar, VDP and Bangladesh Coast Guard.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Assist the civil administration in the rehabilitation programme;
- B) Quickly withdraw BGB, Ansar and VDP members after the disaster risk related activities are complete;
- C) Send a detailed report of all work related to rescue, humanitarian aid and rehabilitation by Police, BGB, Bangladesh Coast Guard, Ansar and VDP to the NDMC/IMDMCC and Ministry of Disaster Management and Relief.

5.2.6.1 Border Guards Bangladesh (BGB)

The BGB members will perform the following duties under direct supervision of the agency/division responsible for disaster risk management:

Risk Reduction Functions

- A) Formulate and implement risk reduction strategies for BGB through risk assessments;
- B) Formulate and implement risk reduction related capacity strengthening plans;
- C) Formulate a contingency plan.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Provide training to members of the forces to combat disasters;
- B) Compile a list of shelters and warehouses to ensure necessary safety;
- C) Assist to operate the radio round the clock in areas that can possibly be affected by a disaster;
- D) Undertake arrangements to receive warning messages from the BMD and FFWC;
- E) Undertake steps to make every member of BGB aware and to know about the warning signals;
- F) Arrange drills to face cyclones, floods and earthquakes and take protective measures for the safety of own lives, assets, equipment, installations, water transport and vehicles;
- G) Supply additional wireless machines to Border Outposts (BOP) in cyclone-affected areas;
- H) Undertake initiatives to include the safety of women, children, the elderly and persons with disabilities and psycho-social care in training courses. Provide training focusing on special care and safety measures when conducting search & rescue and providing services in shelters for women, children, the elderly and persons with disabilities.

(2) Alert/Warning Stage

- A) Extend the warning messages issued from the BMD and FFWC and broadcasted warning messages from radio/television to the indigenous people living near disaster-prone border areas through the upazila administration;
- B) Form teams to operate rescue and humanitarian aid programmes;
- C) Coordinate and communicate with the local administration and assist to evacuate people and their assets to a safe place;
- D) Maintain round the clock communication with the control room of BGB Headquarters;
- E) Establish a control room at BGB Headquarters and appoint one Liaison Officer who will assist local administrations in rescue, humanitarian aid and rehabilitation work and maintain law and order by coordinating with the police according to work distribution;
- F) Depending on the emergency of situation, help the local administration to use wireless facilities to make contact with the Disaster Management Committee or Ministry of Disaster Management and Relief;
- G) Alert BOP level people.

(3) Disaster Stage

- A) Arrange to send injured people to the hospital or emergency medical centre;
- B) Assist the disaster response coordination groups in the rescue and dead body burial activities;
- C) Assist the local administration in evacuation activities;
- D) Assist the local administration in distributing necessary transport, fuel, medications and humanitarian aid contents to the disaster-affected people;
- E) Send daily situation reports to the BGB headquarters;
- F) Prepare reserve/addition teams for deployment if required;
- G) Assist the civil administration to maintain law and order in the disaster-affected areas;
- H) Send information received from BGB Headquarters to NDRCC of the Ministry of Disaster Management and Relief with a copy to the Security Services Division;
- I) Maintain communication between BOP battalion and sector headquarters.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Aid the local administration/community to construct/reconstruct shelters;

- C) Provide support to the local administration to distribute humanitarian aid contents to the affected people;
- D) Assist to provide treatment and vaccination activities in disaster-affected areas;
- E) Help in sending humanitarian aid contents without any obstacles to the affected people;
- F) Undertake quick arrangements for repatriation if someone goes to or comes from a neighbouring country because of a disaster;
- G) Submit a detailed report on humanitarian aid and rehabilitation activities to the Security Services Division.

5.2.6.2. Bangladesh Police

Beside regular activities, the Bangladesh Police will perform the following duties for disaster risk management:

Risk Reduction Functions

- A) Prepare the agency's Risk Reduction Action Plan based on risk analysis;
- B) Participate in search & rescue and humanitarian aid activities in emergency situations according to need and be ready to maintain law and order;
- C) Organize cyclone, flood and earthquake preparedness programmes and arrange annual drills to increase preparedness;
- D) Strengthening own risky buildings through repair/retrofitting;
- E) Use risk maps when constructing new establishments;
- F) Strengthen the police wireless network and make concerned government agencies aware about the network;
- G) Establish alternative communication systems to use in emergency situations;
- H) Prepare and maintain a list of equipment that can be used in search & rescue and humanitarian aid operations;
- I) Coordinate the radio frequency of Bangladesh Police with the wireless network of BGB, CPP, Bangladesh Inland Water Transport Authority (BIWTA) and Bangladesh Inland Water Corporation (BIWTC).

Emergency Response Functions

(1) Response Preparedness Stage

- A) Provide evacuation, rescue and humanitarian aid training to police members;

- B) Instruct cyclone/flood and other disaster related emergency rescue, evacuation and humanitarian aid and on-duty police to be prepared to provide safety at all times;

(2) Alert/Warning Stage

- A) Establish an emergency control room at the Police Headquarters, and at range and district levels;
- B) Ensure the VHP communication system of Bangladesh Police and alert all concerned and exchange information with the disaster risk management related stakeholders;
- C) Maintain communications with regional and field level bases/installations in the disaster-affected areas;
- D) Make road and water transport ready to reach the disaster-affected areas on short notice;
- E) Maintain direct communications with officers at different levels such as the Divisional Commissioner, Deputy Commissioner, Upazila Nirbahi Officer, City Corporation Mayor, Pourashava Mayor, Union Parishad Chairman and other such officials and help the public representatives, local administrations and Disaster Management Committees to take any steps to combat any situation;
- F) Instruct all concerned to disseminate and follow the disaster-related wireless messages on a priority basis.

(3) Disaster Stage

- A) Organize all the vulnerable people and arrange evacuation activities with the help of local people, local organizations and the local administration;
- B) Deploy reserve police forces to the affected areas if required, and maintain effective law and order and make provisions for the safety of lives and assets of the evacuated people;
- C) Stay alert for any kind of criminal activity (oppression, sale, human and other trafficking) or anti-state activities and take strict measures if required;
- D) Resist gender-based violence;
- E) Assist the local administration to remove debris just after the disaster;
- F) Ensure the law and order situation and internal (critical infrastructure) and external traffic control.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Arrange security of government property and installations damaged in the disaster.
- B) If necessary, arrange for control of transport in areas around damaged roads, bridges, etc.

- C) Assist the local administration/local agencies in the rescue operations for stranded people, first aid to injured persons and burial work of dead human bodies and animal carcasses after they are found;
- D) Assist the local administration in humanitarian aid activities safely and securely;
- E) If any child becomes separated from the parents and arrives at another area because of the disaster, take measures to return him/her to the family or hand over to the Social Welfare Department; if child from his/her own area is lost then undertake activities to rescue him/her; if both the parents of a child dies or it is not possible to locate them, then hand over the child to the Social Welfare Department;
- F) Participate in reconstruction and rehabilitation activities until normalcy is restored.

5.2.6.3 Bangladesh Ansar and Village Defence Party (Ansar and VDP)

Bangladesh Ansar and Village Defence Party (VDP) will perform the following duties for disaster risk management:

Risk Reduction Functions

- A) Develop a sectoral Risk Reduction and Preparedness Plan for the agency through risk assessments;
- B) Ensure budgetary provision for the implementation of the plan;
- C) Arrange education, awareness and expertise-building training for volunteers to work in floods, cyclones, earthquakes, firefighting and other disaster activities;
- D) Prepare a sector-specific Contingency Plan and form the following teams to combat emergency situations:
 1. Search & Rescue Team;
 2. Debris Removal Team;
 3. Evacuation and Humanitarian Aid Management Team.
- E) Engage Ansar and VDP members in voluntary development and early warning dissemination;
- F) Arrange drills and manage preparedness activities on floods, cyclones and earthquakes by communicating with the Ministry of Disaster Management and Relief and Department of Disaster Management.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Provide training to Ansar and VDP members on their allotted duties with respect to warning/alert signals, evacuation, rescue, first aid, humanitarian aid and rehabilitation/recovery activities;
- B) Undertake initiatives to include the safety of children and psycho-social care in training courses. Provide training focusing on special care and safety measures when conducting search & rescue and providing services in shelters for women, children, the elderly and persons with disabilities;
- C) Divide Ansar and VDP in the following platoons for response activities:
 - 1. Evacuation and Rescue Platoon;
 - 2. Humanitarian Aid Platoon;
 - 3. Reconstruction Platoon.
- D) Arrange basic and follow-up training for platoons cited at C) above;
- E) Maintain communications with the Department of Disaster Management, Deputy Commissioner, CPP, BDRCS and Upazila Nirbahi Officer/Chairman to coordinate the participation of Ansar and VDP members in facing the disaster;
- F) Play an effective role for people of coastal areas and offshore islands through dissemination of cyclone warning signals;
- G) Assist the Upazila and Union Council in maintenance of Mujib Killas, and flood and cyclone shelters to ensure their use as appropriate shelter places;
- H) Ansar should remain prepared to participate in evacuation operations and to implement the instructions issued through Bangladesh Betar/Bangladesh Television or by any other authority in cooperation with the local Disaster Management Committee;
- I) Provide instructions to the District Adjutant of Ansar to take preparations to face cyclones/floods/earthquakes through maintaining communications with District and Thana police stations, BDRCS and Bangladesh Fire Service and Civil Defence.

(2) Alert/Warning Stage

- A) Open a control room in the Ansar Headquarters and issue cautionary instructions to all concerned;
- B) Disseminate flood/cyclone cautionary signal among the communities as quickly as possible;
- C) Warn the Ansar and VDP;
- D) Establish communications with the Deputy Commissioner, Upazila Nirbahi Officer, Union Council Chairman and concerned governmental agencies and other agencies to ensure appropriate coordination.

(3) Disaster Stage

For Cyclone

- A) Visit every area under the cyclone threat and assist CPP to disseminate warning signals quickly in the communities;
- B) Evacuate people in danger to safer places on the instructions of the appropriate authority;
- C) Guard residential houses of evacuated people to take security measures if possible.
- D) Provide necessary services and law and order in cyclone shelters or places where people have been evacuated under the orders of the appropriate authority.

For Flood

- A) All officials should make contact with the local administration for orders and reach the place of occurrence in disaster-affected areas as ordered by the Deputy Commissioner/Upazila Nirbahi Officer;
- B) Local Ansar platoons under the command of the officer/platoon commander will bury the dead bodies and animal carcasses as well as undertake rescue operations;
- C) Distribute humanitarian aid contents among the affected people and also keep watch on the safety of assets of the people evacuated from their residence;
- D) Those who are trained in vaccination against epidemics should immediately start supporting the Health Department workers in vaccination work;
- E) Prepare reports with information on the flood damage and loss, and epidemics;
- F) Assist the police to control crime in the affected areas.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Assist the local administration in rehabilitation and recovery activities in the disaster-affected areas;
- B) Assist the local authority in rescuing stranded and distressed people and bringing them to humanitarian aid camps;
- C) Assist the local administration with enforcing discipline in humanitarian aid camps;
- D) Ensure that the sanitation condition in the affected areas does not degrade;
- E) Help the affected people in reconstruction of their houses by being inspired by the idea of self-help and 'build back better';
- F) Assist the local authority in compiling correct reports of damage and loss;
- G) Participate in long-term rehabilitation and recovery programmes including agricultural rehabilitation.

5.2.6.4 Bangladesh Coast Guard

The Coast Guard will perform the following disaster risk management duties along with their regular functions:

Risk Reduction Functions

- A) Assist local administrations to assess disaster risks in the concerned areas;
- B) Identify the reasons for passenger ships and fishing boats to be affected by disasters in coastal areas and arrange training and drills for rescue of people and ships that can possibly be affected;
- C) Make the owners and drivers of boats aware about following warning signals in a coastal area and assist the government to increase the mobile network coverage into the sea;
- D) Prepare a database including names, addresses and contact numbers of the owners and drivers of all the passenger carrying ships/vessels and fishing boats and innovate a digital tracking system to know the exact position of the ships;
- E) After receiving a warning message, undertake initiatives to immediately bring back to coast all the ships and fishing boats;
- F) Prepare and implement plans to provide urgent assistance to disaster-affected people, especially on safe evacuation and first aid provision;

Emergency Response Functions

(1) Response Preparedness Stage

- A) Prepare and update a list of trained members;
- B) Collect necessary equipment and humanitarian aid contents for emergency response activities and store them in the office;
- C) Strengthen the wireless network of the Bangladesh Coast Guard and undertake initiatives to expand the network further into the sea with the permission of the government.

(2) Alert/Warning Stage

- A) Alert all units of the Bangladesh Coast Guard for take the necessary steps and keep them prepared after receiving warning signals;
- B) Arrange drills on evacuation and search & rescue for the passenger ships and fishing boats facing the disaster and prepare coordinated action plans with the assistance of the district and upazila administrations and local organizations;
- C) Evacuate all kinds of boats to a safe place from disaster-affected areas and evacuate all the vulnerable people and livestock resources to shelters or safer places;
- D) Bring all the Bangladesh Coast Guard rescue ships and other ships to a safe place.

(3) Disaster Stage

- A) Open a control room at the headquarters and field level offices;
- B) Establish communications with the disaster-affected district and upazila level local administrations and help implement rescue, evacuation and humanitarian aid programmes;
- C) Inform the local control rooms from time to time about the work progress of the Coast Guard;
- D) Engage local volunteers in suitable work;
- E) Stay active for any kind of anti-social and criminal activity (oppression, illegal trafficking) and assist the local police;
- F) Operate search & rescue activities at sea and ensure emergency treatment to the inaccessible and remote islands.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Assist in post-disaster humanitarian aid, rehabilitation and recovery activities with the help of the local administration and other service providing agencies;
- B) Protect governmental and personal properties;
- C) Assist to ensure supply of safe drinking water;
- D) Remove debris with the help of the concerned Disaster Management Committee and bury the human dead bodies and animal carcasses;
- E) Search for missing people, take them to hospital if required and return them to their family.

5.2.7 Security Services Division

For disaster risk management this division will perform the following duties along with its basic functions:

Risk Reduction Functions

- A) Prepare a sectoral Risk Reduction Action Plan based on risk assessment of the whole sector;
- B) Arrange training for all officials on disaster risk management;
- C) Formulate a sector and agency-specific Contingency Plan for managing emergency response programmes;
- D) Instruct concerned organizations to prepare purchasing and maintenance plans for search & rescue equipment/tools.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Make the Fire Service and Civil Defence members prepared in disaster-prone areas and ensure their participation in a possible emergency.

(2) Alert/Warning Stage

- A) Take precautionary measures on behalf of the deployed officers of concerned ministries for the safety of wireless equipment, vehicles, assets and installations in the disaster-prone areas;
- B) Provide instructions to the Fire Service and Civil Defence for evacuation, rescue and humanitarian aid activities for those affected and to prepare for post-disaster rehabilitation programmes;
- C) Make the Fire Service and Civil Defence prepared in the disaster-prone areas and ensure implementation of their work plan at the alert/warning stage.

(3) Disaster Stage

- A) Open a control Room and operate on a 24/7 basis;
- B) Collect information of the law and order situation and provide necessary instructions;
- C) Ensure quick deployment of the Fire Service and Civil Defence and participate in rescue activities;
- D) Assist the local administration and instruct relevant agencies to evacuate people and livestock resources to shelters/safer places, Mujib Killas and high ground.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Assist in quick rescue and rehabilitation work;
- B) Send a detailed report on rescue, humanitarian aid and rehabilitation work to the NDMC, IMDMCC and Ministry of Disaster Management and Relief.

5.2.7.1 Bangladesh Fire Service and Civil Defence

In addition to its normal functions this department will undertake the following:

Risk Reduction Functions

- A) Establish an adequate number of fire stations in different disaster-prone areas;
- B) Increase the capacity of the fire station workers and supply necessary equipment in the country's different fire stations;

- C) Prepare and implement programmes on fire safety, chemical safety, rescue operations, safe evacuation and first aid to increase mass awareness;
- D) Retrofit to strengthen fire service infrastructure if needed;
- E) Prepare the agency's Contingency Plan and update annually;
- F) Mark risky buildings considering earthquakes and fire hazards;
- G) Mark the areas prone to chemical hazards in coordination with the BNACWC, Bangladesh Army, Bangladesh Navy, Bangladesh Air Forces and civil administrations; form a panel of experts and keep regular communications within them;
- H) Assess the need for necessary equipment for search & rescue activities;
- I) Organize regular meetings for preparedness and response to combat hazardous chemical materials or chemical weapon related disasters and monitor the preparation;
- J) Conduct awareness and capacity building programmes with industries, commercial agencies and communities on hazardous chemical material and chemical weapon related disasters;
- K) Arrange regular drills to review earthquake preparedness and emergency response capacity;
- L) Select urban volunteers to face earthquakes, fire breakouts, hazardous chemical material and chemical weapon related disasters and train them periodically in coordination with the Ministry of Disaster Management and Relief, Department of Disaster Management, Directorate of Explosives, city corporations and municipalities;
- M) Prepare a database of trained town volunteers with names, addresses and contact numbers; update, keep on website, save and supply to the concerned department;
- N) Arrange higher training at home and abroad for Fire Service and Civil Defence officials/staff for capacity building to combat mega-disasters and allocate a sufficient budget for this purpose.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Provide training to volunteers to fight fires, earthquakes and other disasters;
- B) Receive specialized training at home and abroad to efficiently deal with chemical disasters in industries in coordination with the BNACWC and other agencies and obtain necessary equipment;
- C) Arrange training and drills to increase the capacity of all concerned industries, institutions, agencies and communities;

- D) Undertake initiatives to include the safety of women, children, the elderly and persons with disabilities and psycho-social care in training courses of the department. Provide training focusing on special care and safety measures during search & rescue and when providing services in shelters for women, children, the elderly and persons with disabilities;
- E) Undertake a comprehensive plan for rescue, humanitarian assistance and rehabilitation programmes and provide necessary training to the volunteers for implementation;
- F) Collect equipment for fire service members and volunteers and store them in a safe place;
- G) Arrange drills on firefighting, rescue, evacuation, including the evacuation of the injured, and formulate a coordinated work plan with the assistance of the district/upazila administration, municipality/city corporation and other concerned agencies;
- H) Strengthen the fire service wireless network.

(2) Alert/Warning Stage

- A) Alert all units of the Fire Service and Civil Defence and keep them ready for response activities as soon as receiving warning signals;
- B) Coordinate in disaster response activities by maintaining close communications with local administrations, police, BDRCS and other welfare agencies;
- C) Coordinate in disaster response activities by maintaining close communication with BNACWC to respond to chemical weapon and hazardous material related disasters;
- D) Increase capacity through establishing own lab and collecting equipment to mark the risk level for make the alerts and warnings effective;
- E) Evacuate the vulnerable people in areas to be disaster-affected to a shelter or safe place.

(3) Disaster Stage

- A) Open control rooms at the headquarter, division and district levels;
- B) Ensure the assembling of all volunteers trained by the department at the nearest Fire Service and Civil Defence station;
- C) All operational staff and officers of the Fire Service and Civil Defence should immediately be deployed to the affected areas and with the assistance of the local authority perform the work of fire extinguishing, rescue, first aid, evacuation and transport of injured persons;
- D) Restrict and control all other rescue forces except the trained units to combat chemical disasters in chemical weapon or chemical material related disaster-prone areas;

- E) Specially trained units will operate rescue activities in chemical-related disasters by maintaining close communication with BNACWC;
- F) Develop a special unit comprised of trained doctors for treatment of people injured in chemical weapon or chemical material related disaster or provide training and build a special unit if required.;
- G) Directly participate in decontamination and dead body management activities and assist other agencies;
- H) Withdraw the volunteers of less affected or not affected areas and deploy them to affected areas;
- I) Appoint volunteers for rescue and other suitable work.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Retrieve governmental and personal property;
- B) Assist the local administration to dismantle risky buildings and infrastructure or remove debris.

5.2.8 Ministry of Defence

The Ministry of Defence will perform the following duties for disaster risk management:

Risk Reduction Functions

- A) Develop own risk reduction policies and strategies for the ministry.
- B) Determine the risks of natural and manmade hazards related to the defence sector;
- C) Prepare a Contingency Plan in association with the Ministry of Disaster Management and Relief to use of the Armed Forces and concerned agencies to assist the civil authorities;
- D) Ensure appropriate planning for the safety of people, equipment, establishments, infrastructure, transport, etc. of cyclone/flood-prone areas;
- E) Arrange preparedness and response trainings and drills on earthquakes, landslides, building collapses and fire disasters for the Armed Forces members.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Prepare the ministry's Contingency Plan and disaster-specific standard operating procedures for emergency response;

- B) Ensure effective coordination of line agencies to help civil authorities with respect to dissemination of warning signals, evacuation, rescue and rehabilitation operations;
- C) Coordinate with the Ministry of Disaster Management and Relief to include the Armed Forces to aid the civil authorities in times of need on the basis of requisition and requirement by the ministry.

(2) Alert/Warning Stage

- A) Operate a control room on a 24/7 basis to disseminate alert and warning signals;
- B) Dispatch the information collected from the Bangladesh Metrological Department to the Ministry of Disaster Management and Relief and all concerned.

(3) Disaster Stage

- A) Maintain full-time communication with the control room of the NEOC, NDRCC and Armed Forces to regularly receive disaster situation-related information;
- B) Coordinate among the Ministry of Disaster Management and Relief and Armed Forces to fruitfully operate the activities of the field task forces;
- C) Take all-out efforts in terms of utilization of human and other resources to reduce damage and loss from disasters.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Ensure all kinds of assistance to the civil administration in rescue, evacuation, humanitarian assistance and rehabilitation programmes;
- B) In consultation with the Ministry of Disaster Management and Relief, help the defence forces in humanitarian aid and rehabilitation on appropriate time;
- C) Collect reports on humanitarian aid and rehabilitation/recovery operations by the defence forces and civil authorities and send them to the Ministry of Disaster Management and Relief.

5.2.8.1 Bangladesh Meteorological Department (BMD)

The Bangladesh Meteorological Department (BMD) will perform the following duties:

Risk Reduction Functions

- A) Develop risk reduction and preparedness strategies of the department;
- B) Develop lightning detection strategies and improve warning systems;
- C) Improve more on cyclone forecasting and warning systems;

- D) Improve cyclone forecasting processes, procedures and methodologies;
- E) Continuously monitor the weather conditions and provide 1-3 months advance weather forecast (heatwave, cold wave and other) related information;
- F) Improve the national and local level weather monitoring centres to deliver effective warning signals and to send them on time;
- G) Improve equipment facilities for the quickest dissemination of information and warnings such as fax, email and wireless communication and arrangements must be established with all print and electronic media and the Ministry of Disaster Management and Relief;
- H) Develop capacity to produce location-specific forecasts based on the tested Storm Surge Inundation Model and using Geographical Information Systems (GIS) based maps;
- I) Continue to develop on-time and location-specific weather forecasting systems;
- J) Facilitate the ease of information collection from remote areas through the development of a local level weather monitoring system;
- K) Find new and innovative ways to disseminate warning messages that are understandable to the local people;
- L) Improve mobile apps to easily send/promote weather forecasts and warning signals to people;
- M) Develop an effective system for warning signals to reach out to fishing boats in the Bay of Bengal who are outside the mobile network;
- N) Start a sector-based applied weather service system.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Improve further on river, maritime and airport weather forecasting, especially cyclone forecasting, and ensure sharing that information regularly through effective dissemination channels;
- B) Disseminate the cyclone warning messages regularly for inland rivers, sea and airports. Improve *kalbaisakhi* (nor'wester), heavy rainfall and lightning warning signals and send them to the concerned media for regular forecasts;
- C) Prepare the department's Contingency Plan and update it from time to time;
- D) Ensure full-time functioning of communication systems to quickly disseminate weather alert messages and keep fax, telephone and email communications effective with Bangladesh Radio and Television and the Ministry of Disaster Management and Relief;

- E) Determine and operate the Numerical Weather projection (NWP) method to provide cyclone and storm surge forecasts.

(2) Alert/Warning Stage

- A) Issue the cyclone alert/cautionary signals as soon as possible;
- B) Supply information through fax/telephone/email to CPP about the formation of a depression in the Bay of Bengal so that CPP and concerned others can start appropriate actions including dissemination of information to all concerned;
- C) Disseminate warning signals with the ‘Whirlwind’ code to all concerned officials by telephone, telephone, fax, email, etc.;
- D) Prepare and submit special weather bulletins and broadcast/publicize the same through the national news media along with all stations of Bangladesh Radio and Television for the benefit of the general public. Also, in case of Local Cautionary Signal No. 3 maintain full-time coordination with the Ministry of Disaster Management and Relief and Bangladesh Radio and Television for publicity beyond normal broadcasting hours;
- E) Undertake appropriate efforts and send special weather bulletins to the control rooms of the Ministry of Disaster Management and Relief, Department of Disaster Management, CPP and BDRCS;
- F) Communicate with the regional, international weather and cyclone warning dissemination global weather organization, ESCAP Panel on Tropical Cyclones over the Bay of Bengal and the Arabian Sea, and accept, receive and verify real-time warning messages;
- G) Promote the warning signals for each stage at the fixed times given below with the coordination of the Ministry of Disaster Management and Relief (in case of cyclone):

| | | |
|----------------|---|---------------------------|
| Alert | : | Before 24 hours; |
| Warning Signal | : | At least 18 hours before; |
| Danger Signal | : | At least 10 hours before. |

Send these warning messages to the control rooms of the NEOC and NDRCC of the Ministry of Disaster Management and Relief, Department of Disaster Management, CPP and BDRCS;

- H) The following information should be mentioned in the broadcasting of signals:
 1. Position of the storm centre;
 2. Velocity and direction of the storm;
 3. Names of the districts and upazilas likely to be affected by the storm;

4. Mention possible time of gale wind starting at different places (velocity above 32 miles/hour or 52 kilometres/hour)
5. In case of 'Danger Signals', send help messages to the addresses under the code name 'Hurricane' as per Appendix 1 by fax/telephone/email;
6. In case of 'Great Danger Signals', send help messages to the internal addresses under the code name 'Typhoon' as per Appendix 1 by fax/telephone/email;
7. For the purpose of inland water transportation, appropriate separate messages should be sent to addresses mentioned therein through fax/telephone/email under the code name 'Water Ways' and 'Authority' mentioned in Appendix 1;
8. Send alert/warning signals to the concerned authorities for dissemination through all centres of Bangladesh Radio and Television;
9. Undertake arrangements to send regular warning messages from the start of sea depression to the sailors of fishing boats in the Bay of Bengal.

(3) Rehabilitation, Reconstruction and Recovery Stage

The BMD will perform the following duties by coordinating with the Ministry of Disaster Management and Relief/Department of Disaster Management:

- A) Repair damaged weather stations;
- B) Conduct comparative evaluations of warning signals and actual effects of the cyclone;
- C) Collect data from cyclone-affected areas for the purpose of research;
- D) Obtain the opinion of the people about the effectiveness of the disseminated signals;
- E) Conduct modelling exercises on the effects of cyclones and storm surges.

5.2.8.2 Bangladesh Space Research and Remote Sensing Organization (SPARRSO)

In addition to normal duties, Bangladesh Space Research and Remote Sensing Organization will perform the following duties:

Risk Reduction Functions

- A) Develop required satellite images, mapping and satellite based alert system to support sectoral risk reduction and preparedness strategy;
- B) Ensure budgetary provision for Risk Reduction Functions and Programmes;
- C) Improve Remote Sensing and Space Technology for reducing disaster risk;
- D) Undertake continuous improvement of satellite image support to disaster forecast and warning systems.

Emergency Response Functions

- A) Supply analyzed current satellite image with data and information on drought, flood, cyclone, tornado, storm surge and others to the BMD, FFWC, Department of Agricultural Extension, Agriculture Information Service and Department of Disaster Management.

5.2.9 Ministry of Water Resources

The Ministry of Water Resources will perform the following duties for disaster risk management:

Risk Reduction Functions

- A) Incorporate disaster risk reduction considerations into the water sector policies, plans and programmes;
- B) Develop a sectoral Risk Mitigation and Preparedness Strategy of the Ministry of Water Resources;
- C) Prepare and ensure budgetary provisions for risk reduction and rehabilitation activities and programmes.
- D) Keep a separate budget for repair and maintenance of polders/dams on the coastal belt and dams in flood-prone areas and authorize local level officials to use that;
- E) Establish a sectoral risk communication system;
- F) Undertake Risk Reduction Functions to reduce damage and loss in floods or to ensure control.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Instruct the BWDB and concerned agencies to implement the decisions taken in meetings of the NDMC and IMDMCC;
- B) Mainstream disaster risk management principles and practices within the ministry;
- C) Ensure disaster risk reduction is mainstreamed in development policies;
- D) Ensure budget allocation for the ministry's risk reduction and response management activities;
- E) Include Risk Reduction Functions in the construction of embankments and sluice gates and their operation and maintenance in disaster risk-prone areas;
- F) Extend appropriate support in the operation and management of the FFWC;

- G) Provide instructions to concerned departments to monitor the water level of major river systems;
- H) Prepare a Contingency Plan.

(2) Alert/Warning Stage

- A) Continuously monitor water levels of all major river systems;
- B) Take necessary measures to supply and disseminate flood forecasting and warning signals;
- C) Ensure effective communications, information sharing and reporting during emergency response and recovery operations;
- D) Ensure necessary arrangements for the supply and dissemination forecasting and warning signals of a sudden flood.

(3) Disaster Stage

- A) Supply and disseminate daily/weekly reports on the flood situation;
- B) Protect sluice gates, repair breaches/leakages and weak points in embankments;
- C) Quickly assess damage and loss and ensure the necessary steps;
- D) Ensure effective dissemination of warning signals.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Undertake damage, loss and needs assessments and take steps to repair, reconstruct and rehabilitate infrastructure.

5.2.9.1 Flood Forecasting and Warning Centre (FFWC)

The Flood Forecasting and Warning Centre (FFWC) will perform the following duties:

Risk Reduction Functions

- A) Conduct flood risk assessments and develop a long-term Risk Reduction Action Plan for floods and other water-related disasters;
- B) Identify new flood-prone areas;
- C) Identify flash flood-prone areas in Bangladesh;
- D) Continue lead-time forecasting for floods and flash floods and extend the forecast area and ensure development;

- E) Extend flood monitoring programmes in southern Bangladesh and increase the number of river water gauges and gauge readers;
- F) Increase existing lead-time for forecasting of floods and flash floods, collect information from more points, develop systems to collect information from gauge readers using a mobile phone and use of mobile apps;
- G) Provide the flood warning system with inundation maps blended with information on the increase of water in the rivers.

(2) Alert/Warning Stage

- A) Undertake necessary steps to alert all concerned about floods and flash floods through telephone, cell phone, email and wireless communications;
- B) Provide long, mid and short-term flood forecasting information to the Department of Disaster Management and BMD for ensuring better preparedness at all levels.

5.2.9.2 Bangladesh Water Development Board (BWDB)

The Bangladesh Water Development Board (BWDB) will perform the following duties:

Risk Reduction Functions

- A) Support the ministry to incorporate disaster risk reduction considerations into water resources related policies, plans and programmes;
- B) Develop an action plan based on sectoral risk reduction and preparedness strategies of the Ministry of Water Resources;
- C) Identify the risks in *haor* areas and undertake embankment construction plans, coordinating the demand of local representatives and beneficiaries;
- D) Improve the flood early warning system along with developing technology and design;
- E) Strengthen the FFWC with improved technology and skilled human resources;
- F) Design embankments by considering the present and future risks;
- G) Build the capacity of field level officials for implementation of Risk Reduction Functions;
- H) Collect data, carry out data entry and preserve the database of existing infrastructure (e.g. embankments, polders and sluice gates);
- I) Undertake steps to perform necessary reform and repair all the sluice gates of the country;

- J) Arrange release of funds on appropriate time and construct and repair damaged embankments;
- K) Make drainage canals and irrigation drains navigable by re-excavation and clearing illegal installations;
- L) Identify new flood-prone and waterlogged areas and take mitigation initiatives.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Keep all sluice gates and other water drainage systems functioning in the embankment areas;
- B) Continuously monitor all embankment situations and ensure repair of damaged and weak points;
- C) Operate FFWC from 1st April to 31st October to provide flood forecasts;
- D) Open flood information sub-centres at field level offices of the Superintendent Engineer/Executive Engineer;
- E) Collect special weather bulletins regularly from the BMD;
- F) Undertake necessary dredging to maintain navigability of all rivers in the country.

(2) Alert/Warning Stage

- A) Issue instructions and warning signals to field level officials through sub-centres;
- B) Operate the control room round the clock and provide warning signals to all concerned about the upcoming disaster;
- C) Make continuous arrangements for ascertaining leakages, breaches, collapses, damage, etc. in the embankment. Undertake repair work on top priority basis with the participation of local people;
- D) For the safety of embankments and other installations, keep required equipment/materials ready to use in the affected areas;
- E) Assist the local civil administration to conduct rescue, evacuation and humanitarian aid activities;
- F) Operate the sluice gates appropriately to maintain water pressure.

(3) Disaster Stage

- A) Deploy the technical manpower and materials required for the emergency repairs of breach/damage to installations and supply lines;

- B) Collect all necessary information on emergency rehabilitation from Ministry of Disaster Management and Relief;
- C) Undertake appropriate arrangement for the safety of human lives and asset and evacuation on emergency situation.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Determine the amount of loss and damage in detail and develop a rehabilitation plan with an estimate of expenditures by accessing funds from divisional offices if possible;
- B) Implement suitable projects for the stability of newly formed offshore islands;
- C) Assist the civil administration and other agencies in all possible ways in rehabilitation activities;
- D) Undertake quick arrangements to repair damaged infrastructure (embankments, polders, sluice gates. etc.) of the BWDB.

Bangladesh Water Development Board (BWDB) (Flood-Related Activities)

The BWDB will perform the following duties to combat disasters along with normal duties and its Contingency Plan:

Risk Reduction Functions

- A) Conduct sectoral risk assessments and develop a long-term Risk Reduction Action Plan for the sector;
- B) Consider all hazards and risks when designing embankments, protection walls, sluice gates and other infrastructure and use the historical disaster data and information;
- C) Allocate a budget for construction of protection walls and repair of embankments and sluice gates;
- D) Develop an embankment safety committee along with building awareness on embankment safety and make the water management groups active;
- E) Undertake and implement flood control activities.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Efficiently manage FFWC and improve procedures for flood forecasting;
- B) Operate the Flood Information Centre every year from 1stApril to 31st October every year;

- C) Establish flood sub-centres at the field level from April every year;
- D) Based on the weather forecasts during the rainy season, collect information on water levels of all main rivers originating from different places in Bangladesh and India. Maintain communications with the Ministry of Water Resources and Ministry of Disaster Management and Relief to obtain real-time data;
- E) Inform all concerned regularly about the daily flood situation in locally understandable language according to Communications with Communities (CWC) policies;
- F) Provide warning messages on the flood situation to the Ministry of Disaster Management and Relief and concerned Deputy Commissioners;
- G) Instruct all subordinate offices in April every year about the following:
 1. Coordination with local administrations;
 2. Keeping all necessary equipment, instruments, vehicles, contents and technical knowledge experts ready for rescue, evacuation and humanitarian aid;
- H) Inform the Department of Disaster Management and other disaster response agencies about the activities of the board's information cell;
- I) Appoint one Liaison Officer from the Water Development Board to maintain communication with the NDRCC of the Ministry of Disaster Management and Relief.

(2) Alert/Warning Stage

- A) Undertake necessary steps to convey flash flood information to those concerned through telephone, cell phone, telex, email and radio;
- B) Take steps for repairing embankments on an emergency basis by the month of April (January in case of *haor* areas) along with employing local people to identify breaches, holes and weak spots in embankments;
- C) Alert the officials about the safety of people's lives, asset stocks and equipment.

(3) Disaster Stage

- A) Operate the information cell and Flood Control Centre round the clock and maintain communication with the NEOC of the Ministry of Disaster Management and Relief;
- B) Inform IMDMCC, NEOC and NDRCC of the Ministry of Disaster Management and Relief of special situations;
- C) Ensure gathering all technical people and necessary equipment to repair the damage to installations and supply sources;

- D) Chief Engineer/ Superintendent Engineer/ Executive Engineer/ Sub-Division Engineer/ Assistant Engineer of the BWDB will issue the following orders to field level officers as per delegation of power:
1. Perform duties in own area as a member of the Disaster Management Committee;
 2. Supply technical manpower and resources to repair installations and supply sources;
 3. Assess the damage and loss, and prepare short, medium and long-term plans and programmes for repair, reconstruction and recovery.
- E) Inform the Ministry of Disaster Management and Relief if it is not possible to solve any problem to combat floods;
- F) Take suitable steps if any issue arises regarding the protection of lives and properties;
- G) Send a daily flood message to the following offices:

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|----|--|
| 1 | Office of the President of the People's Republic of Bangladesh |
| 2 | The Prime Minister's Office |
| 3 | Cabinet Division |
| 4 | Ministry of Disaster Management and Relief |
| 5 | Security Services Division |
| 6 | Public Security Division |
| 7 | Ministry of Information |
| 8 | Ministry of Agriculture |
| 9 | Ministry of Water Resources |
| 10 | Ministry of Fisheries and Livestock |
| 11 | Power Division |
| 12 | Energy and Mineral Resources Division |
| 13 | Ministry of Primary and Mass Education |
| 14 | Secondary and Higher Education Division |
| 15 | Technical and Madrasah Education Division |
| 16 | Roads and Highways Department |
| 17 | Bridge Division |

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| 18 | Ministry of Railways |
| 19 | Ministry of Shipping |
| 20 | Health Service Division |
| 21 | Medical Education And Family Welfare Division |
| 22 | Ministry of Industries |
| 23 | Local Government Division |
| 24 | Ministry of Social Welfare |
| 25 | Ministry of Women and Children Affairs |
| 26 | Ministry of Defence |
| 27 | Department of Disaster Management |
| 28 | Bangladesh Betar and Bangladesh Television |
| 29 | Concerned Chief Engineers |
| 30 | Divisional Commissioners (All) |
| 31 | Concerned Deputy Commissioners |
| 32 | Respective Upazila Disaster Management Committees |

(4) Rehabilitation, Reconstruction and Recovery Stage

- (A) Quickly assess the damage and loss and prepare and implement required plans and programmes for repair and reconstruction work on a priority basis;
- B) Activate within a short period physical infrastructure and installations that are used for internal, industry-related and export activities;
- C) Prepare and implement new plans to control or reduce loss and damage and prevent recurrence of floods;
- D) Evaluate the strengths and weaknesses of the present situation to provide future guidelines.

5.2.9.2.1 Field Level Offices of Bangladesh Water Development Board (BWDB) (Cyclone-Related)

Field Level officials and staff of the BWDB will perform the following duties in their respective areas to combat disasters:

Risk Reduction Functions

- A) Conduct risk assessments and prepare local level Risk Reduction Plans for the water sector;
- B) Construct embankments as per appropriate design that is suitable for the local context;
- C) Carry out regular inspections, evaluations and situation analyses and maintain a database on the existing infrastructure such as embankments, polders and sluice gates;
- D) Carry out regular renovation and maintenance work to strengthen embankments;
- E) Construct embankments on time, maintain satisfactory standards and conduct proper maintenance;
- F) Take initiatives to re-excavate water drainage canals and clear drains of all illegal blockages and installations.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Inform all concerned field level officers about the special weather bulletins/messages and provide instructions to take awareness steps for the safety of embankments and other installations;
- B) Complete the repair of leakages, holes, etc. in the embankments of respective areas and store in a safe place the necessary repair material;
- C) Send regular reports to the higher authority about the situation, and repair and reconstruction progress of sluice gates, embankments and other installations based on inspection;
- D) Regularly monitor and immediately repair both sides of each embankment;
- E) Operate the sluice gates appropriately to maintain the right water pressure.

(2) Alert/Warning Stage

- A) Take precautionary steps for the protection of staff along with the board's assets, equipment and vehicles;
- B) Coordinate with the programmes of the local Disaster Management Committee and other agencies;

- C) Give priority to emergency-based construction, repair and maintenance of physical infrastructure;
- D) Involve local representatives and communities along with appointing security guards to prevent saline water entering inside the polder and damage and loss to sluice gates during a storm surge caused by the cyclone.

(3) Disaster Stage

- A) Operate an information centre on a 24/7 basis;
- B) Inform the information centre of the BWDB and control room of the local administration about the disaster situation;
- C) Support and assist the local civil administration in rescue, evacuation and relief operations in the respective areas;
- D) Repair the damaged and non-functional installations including those related to supply sources using technical manpower, machinery and materials;
- E) Assess the damage and loss as soon as the floodwaters recede, and prepare plans and designs for emergency repair, reconstruction and reinstatement;
- F) If required in a special situation, undertake appropriate arrangements for the safety of lives and evacuation or withdrawal in coordination with the civil administration and Disaster Management Committee.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Assess damage and loss, and take steps for repair, reinstatement or reconstruction of physical infrastructure, embankments and sluice gates as soon as possible;
- B) Repair the embankments and sluice gates affected by the cyclone associated storm surge;
- C) Mark the construction area of embankments, formulate projects and allocate funds for implementation to prevent future tidal bores or inundation-related disasters.

5.2.9.2.2 Field Level Offices of Bangladesh Water Development Board (BWDB) (Flood-Related)

In addition to their normal duties, these offices will perform the following duties:

Risk Reduction Functions

- A) Conduct local level risk assessments and prepare a local level Risk Reduction Plan for the water sector;

- B) Construct embankments as per the design approved by the BWDB suitable to the local context;
- C) Conduct the situation analyses and maintain a database on the existing infrastructure such as embankments, polders and sluice gates. Carry out regular maintenance work to strengthen the system;
- D) Make communities aware by showing the damage created by cutting embankments when done to get rid of waterlogging;
- E) Form local level Embankment Safety Committees and make local water management groups active;
- F) Construct preventive embankments in a timely manner and ensure their proper maintenance;
- G) Collect flood forecast related information and strengthen the information dissemination system.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Ensure the following in the management of Flood Information Centres each year from 1st April to 31st October:
 1. Arrange to collect information on rainfall and water levels at different points in rivers originating in India and other neighbouring countries;
 2. Submit regular flood forecasts through own respective office heads to the FFWC of the Water Development Board and the control room of the Ministry of Water Resources.
- B) Inform and alert the Ministry of Water Resources, NEOC of the Ministry of Disaster Management and Relief, concerned Deputy Commissioners and Upazila Nirbahi Officers about the increase in flood level and flash floods;
- C) Inform all concerned about the weekly flood situation;
- D) Ensure support and assistance to local administrations for rescue, evacuation and relief operations with the required mechanical implements, transport, materials and tactical support;
- E) Alert all concerned speedily by telephone, mobile phone, IVR, telex, television, wireless and other systems as flash floods allow very little time for alert;
- F) Complete repair of leakages, holes and other such in the embankments of own respective working areas before April each year;

- G) Keep the materials/equipment for emergency work ready at a convenient place and complete the construction/repair of embankments and sluice gates before the flood season.

(2) Alert/Warning Stage

- A) Arrange guards for sluice and lock gates to avoid harm;
- B) Send reports to higher officials about the conditions of sluice gates, embankments and the situation of installations and progress of their repair;
- C) Undertake precautionary steps for the safety of lives, assets, equipment and vehicles.

(3) Disaster Stage

- A) Operate the Flood Information Centre on a 24/7 basis during the flood period and appoint a Liaison Officer in the local disaster control room;
- B) Inform the Flood Control Cell of the Water Development Board and local disaster control room about any disaster;
- C) Provide support and assistance to local administrations for rescue, evacuation and humanitarian aid activities in own areas;
- D) Repair the damaged installations and supply sources by arranging expert technical manpower and necessary materials;
- E) Assess damage and loss as soon as the floodwaters recede, and prepare plans and designs for emergency repair, reconstruction and reinstallation under the short and long-term Perspective Plan;
- F) Repeatedly visit the affected areas and take preventive measures on an emergency basis;
- G) In case of a difficult problem/situation beyond the control of the concerned office, ask assistance from the IMDMCC through the local civil administration or Ministry of Disaster Management and Relief;
- H) Take any suitable action in exigent circumstances for saving lives and assets and also for evacuation.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Assess damage and loss and prepare plans and designs for repair, reinstallation or reconstruction on a priority basis;
- B) With the help of local organizations/NGOs, reconstruct and reactivate the physical infrastructure, sluice gates and water drains within a short period of time;
- C) Rejuvenate the natural canals and drains by clearing illegal blockages and installations;

- D) Cooperate with and assist the civil administration and other agencies including NGOs in the rehabilitation activities;
- E) Design new projects and take initiatives to implement them with a view to prevent floods in specific areas;
- F) Field level offices of the Water Development Board will send their daily flood report to the following offices:
 1. NDRCC of the Ministry of Disaster Management and Relief;
 2. Director General, Water Development Board;
 3. Concerned Divisional Commissioner;
 4. All Deputy Commissioners of flood-affected areas;
 5. All Upazila Nirbahi Officers of flood-affected areas.

5.2.10 Ministry of Agriculture

In addition to normal duties, the Ministry of Agriculture will perform the following disaster risk management duties:

Risk Reduction Functions

- A) Conduct a sectoral risk assessment exercise and prepare a Risk Reduction Action Plan;
- B) Ensure necessary budget allocations for implementation of the plan;
- C) Develop research programmes to analyze hazards and their impact on agriculture;
- D) Allocate sufficient resources for agricultural research into disaster-resilient technological innovations;
- E) Ensure to include disaster risk reduction issues in the policies, programmes and plans of the ministry and its organs;
- F) Provide instructions to follow Disaster Impact Assessments (DIA) while designing the department's local level development plans and project proposals;
- G) Ensure to include disaster risk reduction in the process of updating the agriculture extension programme manual and guidelines;
- H) Support to institutionalize disaster risk reduction training in the agriculture sector;
- I) Prepare budgets and allocate necessary funds for undertaking different Risk Reduction Functions, such as staff capacity building, repair/reconstruction, seed storage and various required analyses;

- J) Provide instructions to all concerned to remove the seeds, fertilizers, pesticides and other agriculture contents to a safe place after receiving flood and cyclone forecasts;
- K) Prepare a sectoral Contingency Plan for disaster risk management and Risk Reduction Functions of the ministry;
- L) Consult with the BWDB to ensure proper height and strength of embankments and sluice gates when constructing and undertaking arrangements to prevent intrusion of saline water and floodwater;
- M) Ensure supply of water drainage pumps to drain out extra water from the crop fields/farms of coastal and *haor* areas;
- N) Undertake necessary steps to initiate crop insurance to establish a disaster-resistant agricultural culture by coordinating with the concerned ministries and divisions;
- O) Considering the flood and other disaster situations, prepare seeds and saplings in high areas of governmental/non-governmental agencies and distribute them to the farmers for free or at a small cost during the post-disaster period under disaster rehabilitation activities;
- P) Establish a Disaster and Climate Risk Management Cell at the Department of Agricultural Extension;
- Q) To reduce sectoral disaster risk, expand disaster-resistant crops and produce seeds and arrange to supply necessary equipment to farmers.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Develop and regularly update the Contingency Plan for the agriculture sector;
- B) Undertake necessary initiatives to identify areas than can possibly be disaster-affected;
- C) Undertake necessary preparations so the affected people may receive seeds, saplings, fertilizers and agricultural machinery based on loans/grants/subsidized prices;
- D) Make necessary preparations for shifting stored seeds and implements, if required, to safer places;
- E) Undertake arrangements to preserve seeds, fertilizers and pesticides considering environmental impacts and prepare seedling to assist during the vulnerable period;
- F) Stock appropriate seeds for disaster-prone areas;
- G) Arrange to prepare saplings and seedlings according to the disaster season.

(2) Alert/Warning Stage

- A) Instruct the Department of Agricultural Extension and all concerned to provide advice in the light of alert/warning messages to farmers about their activities.

(3) Disaster Stage

- A) Direct all offices at different levels to extend cooperation and help to the Deputy Commissioner, Upazila Nirbahi Officer and local public representatives as required;
- B) Conduct assessments to determine the extent of loss/damage to crop fields and seed storage offices and godowns, and prepare appropriate plans for immediate repair and reconstruction;
- C) Based on the damage and loss in a disaster-affected area, determine the needs for seeds and saplings, and prepare a supply plan and initiate its implementation.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Quantify the damage and loss on an urgent basis and take initiatives to finalize a plan for agriculture rehabilitation and recovery;
- B) Arrange for approval of the plan and allocation of funds;
- C) Distribute agri-inputs and implements on an emergency basis to the affected areas and monitor the implementation;
- D) Undertake necessary initiatives to provide agriculture loans through banks;
- E) Present weekly progress reports to the NDMC, IMDMCC and Ministry of Disaster Management and Relief and present a detailed report after implementation of the rehabilitation and recovery plan.

5.2.10.1 Department of Agricultural Extension

Department of Agricultural Extension, in addition to its normal functions, will perform the following disaster risk reduction duties:

Risk Reduction Functions

- A) Include Disaster Impact Assessment (DIA) in the process of preparing development plans;
- B) Update agriculture extension programmes, field manuals and guidelines incorporating disaster risk management issues;
- C) Prepare and implement strategies to increase the knowledge of farmers on disaster risk reduction issues;

- D) Undertake a disaster risk reduction action by ensuring seed stocks, preparing seedbeds, supply pesticides and fertilizers at the farmer level, including agriculture equipment management;
- E) Arrange education and training for staff on disaster risk reduction, hazard and threat analysis to improve their expertise and awareness;
- F) Support institutionalizing training on disaster risk reduction approaches in the agriculture sector;
- G) Initiate crop zoning to reduce the risk to crops and ensure cultivation accordingly;
- H) Perform the following duties to expand the cultivation of stress-tolerant crops and produce seeds and supply equipment accordingly to farmers:
 1. Undertake arrangements to supply salinity-tolerant crop seeds and saplings to farmers in coastal areas;
 2. Undertake arrangements to supply seeds and saplings of crops that are drought-tolerant and require less irrigation to farmers of the Barind region;
 3. Expand planting crops which can be harvested early to avoid floods in advance in the Haor area.
 4. Help farmers in getting machinery for harvesting and threshing in the Haor area.
- I) Encourage people to grow seedlings in the dapog method on the courtyard or high places in the house and produce vegetables seedlings on their rooftop during floods;
- J) Select a disaster risk reduction Focal Point and inform all concerned;
- K) Undertake initiatives to form farmer teams through establishing a Disaster and Climate Field School and build capacity experts on disaster risk reduction and climate change adaptation.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Monitor preparedness every three months according to the Contingency Plan;
- B) Establish a control room and after receiving cyclone/flood forecasts/warning, immediately alert all concerned to ensure the safety of seeds, fertilizers, pesticides, agriculture equipment and other items;
- C) Identify high land in consultation with local officers for preparing seedlings to fulfill the needs of a possible disaster-affected area;
- D) Identify the possible disaster affected areas with the coordination of other concerned offices/agencies;

- E) Take necessary steps for ensuring the delivery of saplings/seeds, fertilizers, agriculture equipment and other items to the affected people.

(2) Alert/Warning Stage

- A) Provide advice on the responsibilities of farmers based on alert/warning messages.

(3) Disaster Stage

- A) Operate own Control Room and collect reports on the damage and loss of crops;
- B) Send reports on damage and loss of crops to the Ministry of Agriculture and Ministry of Disaster Management and Relief;
- C) Determine the damage and loss of crops, equipment and other items;
- D) Prepare a rehabilitation plan through the field level offices of the division, district and upazila;
- E) Make transport arrangements to distribute seeds, saplings, fertilizers, pesticides, agriculture equipment and other item at the right time in affected areas.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Determine the financial and material necessities for rehabilitation in the affected areas after assessing damage and loss;
- B) Undertake appropriate initiatives for rehabilitation through field level officers by providing easy access to seeds, seedlings/saplings, pesticides, agriculture equipment and other items in the disaster-affected areas;
- C) Instruct the local officials to assist the Divisional Commissioner, Deputy Commissioner, Upazila Nirbahi Officer and Union Council Chairman, along with different public representatives in dealing with the disaster;
- D) Provide all kinds of assistance to the farmers through field level officers for agricultural rehabilitation;
- E) Make people aware about the agricultural rehabilitation and recovery through the radio, television and newspapers;
- F) Determine the need for crop loans and ensure receipt of crop loans by farmers through the Upazila Agriculture Loan Committee;
- G) Take steps to distribute agriculture instruments and equipment speedily;
- H) Ensure fair utilization of distributed aid/assistance or loans through training, inspection and supervision by local field level officials;
- I) Send weekly progress reports and a final report after completing rehabilitation activities to the Ministry of Agriculture and Ministry of Disaster Management and Relief.

5.2.10.1.1 Field Offices of the Department of Agricultural Extension

The field offices of the Department of Agricultural Extension at the divisional, district and upazila levels will perform the following disaster risk management duties in addition to their own functions:

Risk Reduction Functions

- A) Conduct disaster and climate risk assessments in the agriculture sector and risks due to climate change and prepare a Risk Reduction Action Plan;
- B) Ensure proper implementation of the plan and programmes to reduce the present and future risks;
- C) Organize field demonstrations of appropriate technologies to face present and future risks along with climate change;
- D) Encourage to store stress-tolerant seeds, prepare seedlings, fertilizers, pesticides and manage agriculture equipment at the local level;
- E) Prepare and implement strategies to increase the knowledge of farmers on disaster risk reduction issues;
- F) Improve the knowledge and expertise of staff through awareness and education programmes on disaster risk reduction, hazard and vulnerability analysis;
- G) Participate in the District and Upazila Disaster Management Committee meetings and present the Risk Reduction Plan;
- H) Inspire the farmers to harvest through a Crop Calendar and Crop Zoning;
- I) Innovate ways of making women's participation easy and rights-based in the agriculture sector;
- J) Form farmer teams comprising of men and women through establishing a Disaster and Climate Field School and undertake initiatives to develop experts on disaster risk reduction and climate change adaptation.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Operate a control room to implement the plan prepared by the Department of Agricultural Extension;
- B) Select an elevated land area to produce seeds/seedlings to fulfill needs in a disaster affected area;
- C) Undertake necessary plans to deal with serious crop damage in a disaster-prone area;
- D) Identify possible disaster-affected areas through coordination with other offices/agencies/organizations;

- E) Undertake necessary arrangements for the availability of seeds/seedlings, fertilizers and agriculture equipment in disaster-affected areas;
- F) Submit a proposal for emergency purchase of seeds, fertilizers, pesticides, agriculture equipment/instruments to the Department of Agricultural Extension after assessing the current stock;

(2) Alert/Warning Stage

- A) Widely disseminate locally the duties of farmers based on alert /warning messages.

(3) Disaster Stage

- A) Operate a control room for collection of information related to damage and loss of crops;
- B) Collect proper information on the damage and loss of crops and saplings, and dispatch a report to the Department of Agricultural Extension;
- C) Determine the damage and loss of crop stocks and equipment;
- D) Assist the local administration in rescue, evacuation and humanitarian aid activities;
- E) Prepare plans for agriculture materials and equipment distribution.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Determine the damage and loss of crops and agriculture related issues and formulate a rehabilitation plan;
- B) Send a comprehensive report on the agricultural rehabilitation needs (financial/material) of the disaster-affected areas to the appropriate authority;
- C) Undertake coordinated efforts for the availability of seeds, seedlings, pesticides, agriculture equipment and other items in the disaster-affected area for agricultural rehabilitation activities;
- D) Store seeds/seedlings, fertilizers, pesticides, agriculture equipment and other items in distribution centres in the disaster affected areas;
- E) Determine the need of crop loan and ensure receipt of crop loan through the Upazila Agriculture Loan Committee;
- F) Undertake arrangements to quickly distribute agriculture instruments and equipment to assist farmers in rehabilitation activities;
- G) Take initiatives to disseminate at the community level forecasts and early warning messages on drought, floods, flash floods, epidemics, etc. received from the different call centres of agriculture information centres;
- H) Formulate a database on local level seasonal disaster-related information and possible ways to mitigate and adapt;
- I) Improve the skills of officials in disaster risk management related issues.

5.2.10.2 Bangladesh Agricultural Development Corporation

The Bangladesh Agricultural Development Corporation will perform the following disaster risk management duties:

Risk Reduction Functions

- A) Innovate new disaster-tolerant technologies through field demonstrations to adapt to current and future climate change issues;
- B) Establish strong communication linkages with all the agricultural research agencies and the Department of Agricultural Extension to test and validate new technological options;
- C) Prepare and maintain a database on all agencies related to agricultural research and extension services;
- D) Stock context specific stress-tolerant seeds in an appropriate area and undertake timely distribution to farmers;
- E) Ensure the supply of agriculture materials at a reasonable price to farmers, especially farmers in disaster-prone areas;
- F) Formulate region-based (coastal saline water, drought-prone, Barind, hilly area, *char*, *haor*, etc.) applicable crop cultivation;
- G) Conduct plan-wise re-excavation of ponds, lakes, *haor-baor* and other waterbodies; construction of embankments and irrigation infrastructure (rubber dams, hydraulic elevated dams, external irrigation canals, etc.);
- H) Based on geological characteristics and future water requirements for different sectors develop an Irrigation Management Zoning Plan gradually for the whole country to ensure the balanced use of surface and underground water;
- G) Develop a model by assessing the availability of water, usage and management for developing future irrigation projects that promote conjunctive use of surface and groundwater and strengthen research to apply it in irrigation;
- J) Encourage the development of irrigation facilities through using renewable energy - solar and wind power, bio-gas, etc.;
- K) Encourage the cultivation of crops that require less water;
- L) Encourage the collection and storage of rainwater in coastal areas and increase irrigated areas by improving irrigation and drainage systems through Gravitational Flow Irrigation;
- M) Encourage the water storage using the experience of hilly people in light of local knowledge and local methods;
- N) Strengthen early warning systems on drought and rainfall and provide advance information assist the preparedness of farmers.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Establish contact points at the field level for disaster risk management Programmes;
- B) Ensure the preparedness of all concerned so that large crop losses can be avoided;
- C) Take necessary steps for the delivery of seeds/seedlings to disaster-affected people through loans/grants;
- D) Undertake arrangements to stock seeds according to need;
- E) Arrange sufficient irrigation machines, electric transformers, measuring tapes, pipes and other related items;

(2) Alert/Warning Stage

- A) Undertake arrangements to transfer stocked seeds to a safe place if required.

(3) Disaster Stage

- A) Maintain close communications with the Ministry of Agriculture along with operating a control room;
- B) Collect and compile damage and loss information and quickly dispatch an assessment report to the Ministry of Agriculture;
- C) Prepare a rehabilitation plan and arrange for a budget accordingly;
- D) Prepare a plan to transfer/transport seeds and other agriculture-related resources to a safe place for quick distribution;
- E) Provide assistance to the local administration in rescue, evacuation and humanitarian aid activities.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Conduct quick assessments on damage and loss and arrange rehabilitation activities for irrigation services included agricultural rehabilitation;
- B) Undertake coordinated initiatives to quickly send seeds/seedlings for the rehabilitation of people in the disaster-affected areas;
- C) Arrange to provide all forms of support to farmers for agricultural rehabilitation including repair of irrigation and agriculture related deep/shallow tube-wells, power pumps, mobile pumps, solar pumps, etc.;

- D) Repair and rehabilitate the damaged irrigation infrastructure and undertake quick arrangements for drainage of waterlogging in urgent cases.

5.2.11 Ministry of Fisheries and Livestock

The Ministry of Fisheries and Livestock will perform the following duties:

Risk Reduction Functions

- A) Ensure to include disaster risk reduction issues into the ministry's policies and plans;
- B) Implement policies to assess risk and undertake Risk Reduction Functions;
- C) Prepare a sectoral Risk Reduction and Preparedness Strategic Plan;
- D) Formulate a sectoral Contingency Plan for disaster risk management and risk reduction;
- E) Establish a risk communication management system at the ministry;
- F) Ensure budget allocations to implement disaster risk management activities;
- G) Include disaster risk management in the development plans of the Ministry of Fisheries and Livestock and follow the Disaster Impact Assessment (DIA) method;
- H) Implement disaster risk management related training, awareness and education activities in the fisheries and livestock sector;
- I) Analyze hazards and develop research programmes on issues that have implications for fisheries and livestock;
- J) Undertake sectoral risk assessments on other types of disasters with a special focus on Bird Flu and other zoonotic diseases (SARS, Ebola, etc.) and formulate a Risk Reduction Work Plan and to implement the plan, ensure budget allocation from the ministry;
- K) Ensure to prevent and control possible risks to human health and spread of genetic diseases by keeping a special focus on Avian Influenza;
- L) Identify elevated areas and establish shelters for livestock during the disaster period and preserve emergency vaccine and medications along with developing an emergency preparedness programme;
- M) Prepare and maintain statistics of livestock in disaster-prone areas;
- N) Improve schemes and systems for urgent food supply, livestock evacuation and post-disaster rehabilitation and management of livestock in emergency situations;
- O) Undertake arrangements to manage the risk of boats/trawler registered under the Marine Fisheries Department and ensure that all boats have suitable safety equipment including radio and wireless, life jackets and lifebuoys;

- P) Implement distinct preparedness programmes during the cyclone/flood period for farmers, livestock farmers and fisherfolk along with disaster, risk and risk reduction related awareness programmes;
- Q) Encourage short-term fish farms in disaster prone areas;
- R) Coordinate in ongoing disaster Risk Reduction Functions.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Regularly monitor preparedness for the safety of farmers' assets according to the Contingency Plan;
- B) Undertake necessary arrangements for data collection and preparing reports;
- C) Identify possible disaster-affected areas;
- D) Prepare separate emergency funds for post-disaster recovery programmes;
- E) Train the Fishery and Livestock officials on disaster preparedness, damage and loss assessment and recovery;
- F) Undertake arrangements for necessary medications and equipment for the treatment of livestock;
- G) Prepare manpower for dealing with emergencies and stock fodder for livestock.

(2) Alert/Warning Stage

- A) Instruct the subordinate agencies to advise the farmers on 'dos and don'ts' to reduce damage and loss in the upcoming disaster of domestic animals, poultry, fish farms, fish breeding, trawlers and other related infrastructure;
- B) Designate one officer to maintain communication with the NDRCC of the Ministry of Disaster Management and Relief;
- C) Provide assistance to officers at different levels of the department, the Divisional Commissioner, Deputy Commissioner, selected representatives of local government, Upazila Disaster Management Committee, Union Disaster Management Committee and CPP officers to face the disaster.

(3) Disaster Stage

- A) Instruct subordinate agencies to advise and assist the farmers about their duties on reducing the damage and loss of fish and livestock during disaster.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Provide necessary instructions to conduct quick damage and loss assessments on livestock resources (e.g. domestic animals, poultry, fish farms and other related assets), trawlers, structures and other assets;
- B) Present a rehabilitation plan in the meetings of IMDMCC after assessing damage and loss in the fish and livestock sector;
- C) Evaluate final damage and loss and undertake arrangements for necessary fund mobilization for short and long-term rehabilitation plans relating to livestock, poultry, fish farms, hatcheries, fishing boats or trawlers, training and government institutes and medications and chemical materials;
- D) Implement the approved rehabilitation plan after the release of funds;
- E) Implement rehabilitation programmes coordinating with other ministries and local administrations;
- F) Prepare a detailed report on humanitarian aid and rehabilitation programmes and dispatch it to the NDMC and Ministry of Disaster Management and Relief;
- G) Undertake field operations for protection of livestock and fishery stock and provide humanitarian aid and rehabilitation support including healthcare to the affected people, fisherfolk and farmers and their affected fish, animals, fish/animal feed, along with treatment and stock improvement, and assist the field level officers to implement this.

5.2.11.1 Department of Livestock Services

The Department of Livestock Services will perform the following duties for disaster risk management:

Risk Reduction Functions

- A) Prepare and implement a Risk Reduction Action Plan by including disaster and climate change risk concerns;
- B) Undertake training, awareness and education programmes on biosecurity management of livestock, poultry and other farms, along with risk assessment and Risk Reduction Functions;
- C) Identify elevated land areas for the shelter of livestock, establish Mujib Killas or undertake necessary arrangements for emergency preparedness along with preserving emergency medications and vaccines;

- D) Prepare and maintain statistics on livestock and poultry in disaster-prone areas for vaccination and treatment activities;
- E) Formulate plans and develop implementation procedures for emergency food supply, livestock evacuation, management and rehabilitation of livestock in the post-disaster period;
- F) Assist the Ministry of Fisheries and Livestock to prepare a sectoral Contingency Plan for disaster risk management and risk reduction programmes.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Review preparedness every three months of the department's own work plan with subordinate offices, other concerned field level governmental offices and CPP;
- B) Undertake arrangements through risk management for the safety of shelters/farms of livestock and poultry by including all the concerned field level staff in cyclone/flood prone areas;
- C) Consult with local administrations and CPP and select shelters and elevated areas for protection of domestic animals from cyclone-related sea tidal bores and floods during the flood season;
- D) Undertake arrangements to preserve vaccines, medications and equipment in cyclone and flood-prone areas to prevent contagious diseases of domestic animals;
- E) Determine the amount of livestock and poultry in cyclone/flood-prone areas and update after a certain period;
- F) Assist the local administrations to evacuate domestic animals to a safe place if the cyclone/sea tidal bores begins impacting;
- G) Undertake appropriate plans with supplementary resource provisions for rehabilitation and compensation for damage and loss of livestock and poultry;
- H) Formulate emergency plans to collect fodder to distribute in a disaster-affected area;
- I) Arrange vaccines for livestock and poultry considering the disaster periods;
- J) Undertake arrangements to provide training to field level officers and staff relating to cyclone/flood preparedness, damage and loss estimation and rehabilitation.

(2) Alert/Warning Stage

- A) Advise farmers to reduce damage and loss to livestock in the upcoming disaster.

(3) Disaster Stage

- A) Assist the local administration to appropriately manage rescue and evacuation of livestock and poultry;
- B) Keep the rescued livestock and poultry in Mujib Killas or elevated land areas or shelters. If possible then keep them near the human shelters for safety purposes;
- C) Ensure food supplies and necessary treatment for the livestock and poultry brought into the shelters;
- D) Make extensive arrangements for treatment and vaccination of livestock and poultry in the disaster-affected areas.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Coordinate with other ministries/departments to purchase domestic animals and quick supplies of animal feed under the affected area loan programme;
- B) Assess and prepare a report on the damage and loss of domestic animals in the disaster and send it to the IMDMCC/Ministry of Disaster Management and Relief through the Ministry of Fisheries and Livestock;
- C) Send animal treatment teams to the disaster-affected areas on an urgent basis;
- D) Rehabilitate the farmers who lost their livestock farms and undertake arrangements for a permanent fund at the department;
- E) Undertake arrangements on an urgent basis for fodder for livestock to distribute in disaster-affected areas and the Department of Livestock Services will arrange a permanent fund for this;
- F) Provide all kinds of assistance and support to the local administration to operate emergency humanitarian aid and rehabilitation activities;
- G) Assist the local administration for getting livestock from the shelters back to their owners;
- H) Assist the affected people by supplying food for livestock and poultry until the return of normal supply chains;
- I) Implement all emergency plans undertaken for the rehabilitation of livestock;
- J) Supply livestock and poultry among farmers in the disaster-affected areas.

5.2.11.1.1 Field level Offices of Department of Livestock Services

In addition to their normal duties, the district, upazila and union level offices of the Department of Livestock Services will perform the following duties relating to disasters:

Risk Reduction Functions

- A) Identify the local level risks to livestock and prepare a Risk Reduction Action Plan;
- B) Implement the Risk Reduction Action Plan by using an allocation under the annual development programme budget;
- C) Prepare statistics of livestock and poultry in the ultra-risk areas and maintain it as a database;
- D) Undertake training, awareness and education programmes on risk assessment and Risk Reduction Functions for small and medium poultry farmers;
- E) Prepare local level contingency plans for disaster risk management and Risk Reduction Functions.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Instruct the field level staff and farmers of the department to undertake arrangements for the safety and protection of livestock, poultry and other domestic animals and their feed before the disaster season begins;
- B) Arrange surveys in cyclone/storm surge and flood prone areas on the amount of livestock and poultry;
- C) In order to protect livestock and poultry from cyclones/storm surges and floods, select safe elevated ground, Mujib Killas, hillocks and other areas to use as shelter places in consultation with the local administration and promote locally;
- D) Arrange emergency stocks of animal feed, medications and equipment in cyclone/storm surge and flood prone areas to prevent and control infections and contagious diseases of livestock and poultry;
- E) Arrange training on cyclone and flood preparedness and rescue for field level officers and staff.

(2) Alert/Warning Stage

- A) Undertake strong publicity campaigns of ‘dos and don’ts’ messages among farmers for reducing the damage and loss of livestock in upcoming disasters.

(3) Disaster Stage

- A) Assist the local administration and Union Council along with local people and agencies in rescue and evacuation of livestock and poultry;

- B) Collect statistical data of evacuated livestock and poultry in shelters along with the shelters' latest situation;
- C) Make arrangements to supply fodder, vaccine and treatment for the livestock and poultry in shelters;
- D) Arrange an extensive vaccination campaign and treatment for livestock and poultry in the affected areas;

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Conduct damage and loss assessments and if necessary, undertake arrangements to supply domestic animals from other areas to the disaster-affected areas;
- B) Form animal treatment teams for emergency treatment of livestock in the disaster-affected areas;
- C) Send a detailed report that contains the numbers of missing and dead livestock and poultry to the Ministry of Fisheries and Livestock through the division head;
- D) Formulate a compensation plan for livestock and poultry and rehabilitation for the affected livestock and poultry farmers;
- E) Assist the farmers to get their livestock returned from the shelters;
- F) Assist the affected people to collect feed for the livestock and poultry and provide loans/grants to buy new livestock or arrange for accessing loans from scheduled banks;
- G) Provide all kinds of assistance to the local administration in humanitarian aid and rehabilitation activities.

5.2.11.2 Department of Fisheries

In addition to normal duties, the Department of Fisheries will perform the following disaster risk management duties:

Risk Reduction Functions

- A) Include disaster risk reduction in the Development Plan of the Department of Fisheries and arrange to use necessary assets for implementation;
- B) Arrange training, awareness and education programmes for fish farmers and workers on risk assessment and Risk Reduction Functions;
- C) Formulate a sectoral Contingency Plan to combat disasters effectively;
- D) Innovate short-term aquaculture technologies for disaster-affected areas and expand them at the farmer level;
- E) To increase the production of fish in natural waterbodies, prohibit catching mother fish and baby fish for one month after the monsoons.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Undertake precautionary measures for the safety of fish farms, fish feed, chemical contents, equipment, and road and water vehicles along with the department's own assets before the flood or cyclone season starts;
- B) Verify whether each fishing trawler/boat has a radio set, lifebuoys, life jackets and if the boat is registered with the Marine Fisheries Office before granting a fishing licence;
- C) Take appropriate legal, administrative and assisting steps to ensure that all motorized and non-motorized fishing boats in the Bay of Bengal have radio receiving sets, buoys and life jackets for every person present on that boat;
- D) Prepare and maintain a list of government and privately owned fish farms in cyclone/storm surge and flood prone areas and update it regularly after a certain period;
- E) Conduct surveys on fisherfolk communities in cyclone and flood prone areas and prepare a upazila-based list and update it regularly after a certain period;
- F) Prepare and maintain a list of seagoing fishing boats (with addresses and phone numbers of owners) to use them as rescue vehicles;
- G) Ensure the construction of resilient and strong embankments and sluice gates by discussing with the BWDB to prevent intrusion of saline water and floods;
- H) Coordinate with the Bangladesh Agriculture Development Corporation to supply power-driven pumps for removing saline water from fishponds in coastal areas;
- I) Arrange training for field level officers, staff and fishing communities on cyclone and flood preparedness, damage and loss estimation and rehabilitation.

(2) Alert/Warning Stage

- A) Advise fish farmers about their duties to prevent damage and loss in the upcoming disaster.

(3) Disaster Stage

- A) Prepare a plan based on damage and loss in the fish sector (short, medium and long-term rehabilitation/recovery) for the government and private sector, and submit it to the ministry;
- B) Assist the local administration for requisition of seagoing ships for rescue operations;
- C) Operate a control room at the department and appoint an officer by communicating with the local Disaster Management Committee.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Coordinate with the local administration and Bangladesh Agriculture Development Corporation to supply power-driven pumps to drain out the saline water from government and privately owned fishponds;
- B) Prepare a list of affected fish farmers and fisherfolk;
- C) Implement a rehabilitation plan for both the government and private fishery resources sector;
- D) Arrange loan and grant programmes for the affected fisherfolk and fish farmers;
- E) Supply fish fry to the affected fishpond owners and provide them technical advice on fish farming.

5.2.11.2.1 Field Level Offices of the Department of Fisheries

The division, district and upazila offices of the Department of Fisheries will perform the following disaster risk management duties:

Risk Reduction Functions

- A) Identify the risks in the fish sector at the local level and prepare a Risk Reduction Action Plan;
- B) Implement the Risk Reduction Action Plan by using the allocation under the Annual Development programme budget;
- C) Prepare and maintain statistics and a database of fish stock in disaster-prone areas;
- D) Undertake training, awareness-building and educational activities on risk assessment and Risk Reduction Functions for small and medium farmers;
- E) Prepare a local level Contingency Plan for disaster risk management and Risk Reduction Functions and ensure obtaining a budget for implementation;
- F) Undertake cyclone preparedness and provide training to officials/staff on damage and loss estimation and rehabilitation.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Make the farmers and fish farmers aware so as to undertake the necessary precautionary arrangements for the safety and protection of fishing boats, trawlers, fishing gear, fish hatcheries and fishponds before the cyclone/flood season starts through field officers of the Department of Fisheries;

- B) Undertake preparedness with subordinate offices, CPP, fish farmers and fisherfolk representatives and concerned partners according to the own work plan adopted by the department;
- C) Undertake necessary steps to keep fishing boats, trawlers and fishing gear in a safe place;
- D) Ensure the presence of wireless and a radio set in each fishing boat before providing a fishing licence;
- E) Ensure through appropriate administrative steps that fishing boats in the Bay of Bengal have a functioning radio receiving set, lifebuoys and life jackets for each person on the boat;
- F) Prepare and maintain an updated list of government and privately owned fishery-related assets in disaster-prone areas;
- G) Maintain surveys and data on fisherfolk communities, fish farmers and fish farming sectors in disaster-prone areas and update them periodically;
- H) Maintain a list of fishing boats and ships plying in the sea along with the contact addresses and mobile numbers of owners/drivers in the concerned areas;
- I) Maintain full-time communication with BWDB officers to ensure the operation and maintenance of embankments and sluice gates of the concerned areas to prevent intrusion of saline water due to a sea tidal bore;
- J) Supply power-driven tube-wells to pump out saline water from ponds with assistance from the Bangladesh Agriculture Development Corporation.

(2) Alert/Warning Stage

- A) Widely disseminate ‘dos and don’ts’ messages to farmers to prevent damage and loss of fishery assets in the upcoming disaster.

(3) Disaster Stage

- A) Assist the local administration in requisition of seagoing fishing boats to use for humanitarian aid, rehabilitation, evacuation and rescue activities;
- B) Monitor the condition of government and privately owned fish farms and make the department aware about the whole situation;
- C) Open a control Room and designate an officer by communicating with the local Disaster Management Committee.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Assess the damage and loss in fisheries belonging to the government and private owners and formulate short, medium and long-term humanitarian aid and rehabilitation plans and send it to the appropriate authority;
- B) Ensure implementation of the humanitarian aid and rehabilitation plan in the fishery development sector without delay and send reports to the higher authority about the progress;
- C) Assist the affected fish farmers to restart farming by providing loans;
- D) Assist the local administration in humanitarian assistance and rehabilitation activities.

5.2.12 Health Services Division

The Health Services Division will perform the following disaster risk management duties:

Risk Reduction Functions

- A) Include disaster risk reduction issues in the policies, plans and programmes of the Health Services Division;
- B) Formulate risk reduction and contingency plans and ensure budget allocations for risk reduction programmes;
- C) Establish risk reduction communication methods;
- D) Communicate with the Ministry of Disaster Management and Relief and other concerned ministries and departments about preparedness programmes on identified disaster-prone areas;
- E) Provide training on first aid and lifesaving as part of earthquake and other disaster preparedness activities to volunteers, members of Ansar and VDP, teachers of primary schools and religious leaders;
- F) Prepare plans to construct temporary hospitals if the health centres and hospitals are damaged in an earthquake;
- G) Prepare necessary equipment and manpower along with transferable floating hospitals that are ready at all times to effectively provide health treatment in *haor* areas affected by riverbank erosion and floods;
- H) Ensure the safety of hospital infrastructure and lifesaving equipment and retrofit important buildings to resist earthquakes;
- I) Include the safety of children and psycho-social safety issues during disasters in training courses;

- J) Conduct training with a special focus on search & rescue, and serving women, children, the elderly and persons with disabilities in shelters, and their safety and security;
- K) Undertake arrangements for psycho-social services and trauma counselling for disaster survivors in disaster-affected areas;
- L) Provide special training with the help of BNACWC on treatment and services for people affected by hazardous chemical or chemical weapon related disasters;
- M) Improve the treatment of hazardous chemical or chemical weapon related disaster-affected people by building capacity of doctors/manpower through specialized training and making provisions for special equipment, medications, ambulances, hospital beds and laboratory facilities;
- N) Take initiatives to implement the decisions taken at meetings of the NDMC and IMDMCC relating to the responsibilities and duties of this department.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Prepare a Contingency Plan for earthquakes and other disasters and update it annually;
- B) Include treatment issues into the joint drills of the CPP and other concerned organizations in cyclone-prone areas;
- C) Provide training to CPP volunteers and members of VDP and Ansar on primary treatment and other disease prevention in disaster-prone areas;
- D) Ensure proper supply of ambulances, medications, vaccines, surgical tools and apparatus in the Upazila Health Complex in disaster-prone areas;
- E) Prepare an upazila-based list of health officers and paramedics in disaster-prone areas and submit it to the concerned Deputy Commissioners;
- F) Keep the Upazila Health Complex prepared to provide necessary health services during and after disasters;
- G) Keep necessary medications, equipment and instruments along with certified standard medical teams prepared for disaster-prone areas;
- H) Establish temporary field hospitals to fulfill the emergency needs of shelters (specially displaced people) and health sub-centres;
- I) Formulate a sectoral Emergency Response Plan for the division;
- J) Designate one responsible officer as a disaster risk management Focal Point.

(2) Alert/Warning Stage

- A) Prepare medical teams to send them to disaster-affected areas on short notice and ensure enough medications and primary treatment facilities in the affected areas;

(3) Disaster Stage

- A) Arrange primary healthcare services in the disaster-affected area;
- B) Identify patients with diseases and trauma (drowning, snakebite, head injury, burn, road accident, post-traumatic stress disorder, bone fracture and eyesight loss and contagious diseases) in the disaster-affected areas and implement referral procedures to appropriate places;
- C) Make special arrangements for maternity and pregnant women;
- D) Engage specially trained medical teams for the treatment of people surviving hazardous chemical or chemical weapon disasters;
- E) Provide necessary equipment along with all kinds of treatment facilities (isolation wards, decontamination procedure related facilities);
- F) Provide necessary healthcare for hospitalized people who were injured in the disaster;
- G) Undertake arrangements for safe drinking water in the shelters or other humanitarian aid camps in the disaster-affected areas and arrange for water purification tablets and bleaching powder;
- H) Manage health and treatment issues in response, humanitarian aid and rescue activities;
- I) Establish and operate a control room on a 24/7 basis.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Always stay alert about the spread of any epidemics/pandemic and undertake fruitful and effective measures to prevent them from spreading;
- B) Undertake preventive measures to avoid typhoid, cholera and epidemics;
- C) Send health-related reports on the disaster-affected areas to the NDMC;
- D) Arrange and allocate necessary funds as per estimated budget.

5.2.12.1 Directorate General of Health

The Directorate General of Health will perform the following duties for the reduction of health disaster risks:

Risk Reduction Functions

- A) Assist the Health Service Division to include disaster risk reduction in sectoral policies and strategies and formulate a Contingency Plan for the agency on earthquakes and other hazards;
- B) Operate the National Health Crisis Management and Archive Centre at all times and take initiatives to display and promote the centre's information through web-based technologies;
- C) Update an emergency management data bank and buffer stock information daily and make it accessible to all through the website;
- D) Undertake arrangements to establish makeshift or mobile hospitals;
- E) Determine sectoral risks and formulate and implement a Risk Reduction Action Plan;
- F) Analyze the shortcomings of healthcare materials and infrastructure along with determination of risk and undertake Risk Reduction Functions;
- G) Undertake awareness building, training and educational promotions about public health, hygiene, sanitation and safe drinking water along with healthcare and mass casualty management;
- H) Undertake initiatives to include safety of women and children and psycho-social protection into training courses; include the special care and safety of the elderly, women, children and persons with disabilities during search & rescue and services in shelters in training courses and provide training;
- I) Discuss the duties of personnel and families in disaster preparedness and risk reduction in community level health education programmes;
- J) Prepare plans and arrange drills for urban disasters (building collapse, earthquake, fire incident) to ensure rescue, taking to hospitals and effective healthcare during the emergency period and subsequently responding to the disaster;
- K) Establish information centres for ease of healthcare provision and treatment in emergency situations;
- L) Ensure enough supply of medications, treatment equipment, safe drinking water and electricity in the hospitals and shelters of disaster-affected areas.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Prepare an Earthquake Contingency Plan for earthquake management and update it every year;

- B) Prepare a plan for forming medical teams and obtaining necessary medications, vaccines and other equipment supply;
- C) Form alternative medical teams with necessary medications, equipment and supplies and establish a temporary hospital on short notice if required;
- D) Monitor the supply of sufficient medications and surgical instruments in flood/cyclone-prone areas;
- E) Arrange food and accommodation for transferable patients in shelters;
- F) Ensure medications, vaccines, public health management and drinking water supply and undertake arrangements for treatment of the injured;
- G) Make people aware about healthcare through the television, radio, newspapers and other sources;
- H) Determine extra demand for manpower, materials and medications and arrange funds from the budget allocation;
- I) Ensure alternative arrangements to maintain electricity and water supply during a disaster;
- J) Establish a Central Information Bank at the Directorate General of Health and ensure sufficient quantities of lifesaving medications.

(2) Alert/Warning Stage

- A) Alert the officials/staff of the Health Services Division of disaster areas as soon as cyclone/flood danger signal is received from the Ministry of Disaster Management and Relief/BMD/FFWC and undertake arrangements to ensure healthcare if a disaster takes place;
- B) Open a control room during the disaster and inform the IMDMCC and Ministry of Disaster Management and Relief;
- C) Arrange to send medical teams in consultation with the Department of Disaster Management to areas that can possibly be affected;
- D) Undertake arrangements for necessary vehicles and water vessels with assistance from the local authority using own department's earned extra assets;
- E) Instruct the field level offices to undertake safety preparations for stores, medications and assets;
- F) Assign one Liaison Officer to maintain links with the control room of the Ministry of Health and Family Welfare and Department of Disaster Management.

(3) Disaster Stage

- A) Operate the control room on a 24/7 basis;
- B) Provide first aid to those affected without any delay and arrange to provide treatment at a later stage and send a medical team if required;
- C) Undertake arrangements to transfer injured patients to cyclone shelters/hospitals;
- D) Supply water purifying tablets and bleaching powder; strictly follow healthcare rules in the shelters and ensure supply of safe drinking water;
- E) Examine all supply sources of drinking water and ensure the arrangement of necessary preventive measures for protection from contamination;
- F) Arrange additional beds in local and nearby hospitals;
- G) Take preventive measures against cholera and typhoid;
- H) Always stay alert about the outbreak of epidemics/pandemic and undertake arrangements to prevent the spread of disease;
- I) Send a daily report on the injured and ailing people to the Health Care Department, Ministry of Disaster Management and Relief and Department of Disaster Management.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Continue preventive steps against cholera and typhoid until completion of vaccination programmes in the affected areas;
- B) Continue treatment of patients;
- C) Stay alert about the outbreak of epidemics/pandemic and undertake preventive steps to contain the spread of epidemics;
- D) Start disinfecting the water sources as soon as silty, dirty or saline water recedes from the affected areas;
- E) Send a detailed report on the activities undertaken to the IMDMCC;
- F) Monitor the nutrition status of the affected people and provide the required advice and assistance.

5.2.12.1.1 Field Level Offices of the Directorate General of Health

District Civil Surgeon and Upazila Health and Family Planning Officer (City Corporation Chief Medical Officer) will perform the following duties in emergency situations:

Risk Reduction Functions

- A) Prepare ambulances, medications, vaccines and surgical equipment along with health facilities at the upazila level and prepare the village community clinics and city/town primary health care centres to provide primary healthcare during disasters;
- B) Undertake arrangements for the training of volunteers on oral saline and primary treatment;
- C) Prepare a list of medical and para-medical officers in high-risk areas;
- D) Prepare a plan for treatment-related assistance in health sub-centres and cyclone/flood shelters;
- E) Ensure supply of electricity and telecommunications in the healthcare centres of high-risk areas and instal solar panels as an alternative to ensure these services;
- F) Provide disaster risk management training to field level officers and staff;
- G) Prepare a list of blood banks along with concerned organizations for emergency management activities with detailed information;
- H) Communicate with the Department of Public Health Engineering to ensure supply of drinking water;
- I) Provide rehabilitation assistance and advice to the people affected in earthquakes and other disasters.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Prepare the health sector's local level Contingency Plan considering earthquakes and update regularly;
- B) Arrange special training to increase the ability of medical teams;
- C) Monitor the amount of stocks, medications and the manpower situation every three months to face disasters and undertake initiatives to fill any gaps;
- D) Verify the availability of surgical instruments and medications that can be used during a disaster;
- E) Analyze the preparedness of medical teams along with requirements of medications, supplies, antidotes and stocks and condition of equipment in the at-risk area;
- F) If required then plan to run temporary and mobile hospitals.

(2) Alert/Warning Stage

- A) Open a control room at the office and appoint one Liaison Officer for the local Disaster Management Committee and inform all concerned;
- B) Send quickly the required number of medical teams to the affected areas that are in a grave danger situation and also keep some more teams ready;
- C) If required, distribute extra manpower on an emergency basis and continue the service activities;
- D) Mobilize extra vehicles (road and water vehicles) from the local authority to assist health interventions;
- E) Verify the sanitation and healthcare arrangements of cyclone shelters, health sub-centres and humanitarian aid camps and undertake arrangements for their improvement;
- F) Ensure security of health centres.

(3) Disaster Stage

- A) Operate the control Room on a 24/7 basis and send reports to the officer in charge;
- B) Provide emergency primary and regular healthcare to the affected people; if required then arrange extra beds in local and nearby hospitals and provide treatment there;
- C) Transfer patients and injured persons to cyclone shelters/hospitals/health sub-centres;
- D) Provide healthcare in temporary hospitals, cyclone shelters and health sub-centres and monitor strict adherence to sanitation rules and ensure supply of drinking water along with water purifying tablets, bleaching power and other necessary items;
- E) Examine the drinking water sources and ensure prevention of water contamination;
- F) Provide vaccination to targeted people;
- G) Start effective promotion of prevention of any disease outbreak;
- H) Send daily reports on infectious diseases and other issues to the higher authority;
- I) Collect and preserve data on deaths/injuries and dispatch it to the appropriate authority.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Stay extra alert for the spread of epidemics/pandemic and undertake necessary preventive steps;
- B) Continue educational publicity on health and family planning issues through departmental officers with the help of NGOs and volunteers;
- C) Make all the sources of water in the disaster area pollution-free;
- D) Undertake initiatives to adopt projects to curb malnutrition and to provide healthcare services;
- E) Send detailed reports to the appropriate authority.

5.2.13 Health Education and Family Welfare Division

The Health Education and Family Welfare Division will perform the following duties:

Risk Reduction Functions

- A) Include health-related disaster risk reduction issues in the division's policies, plans and programmes;
- B) Prepare risk reduction and contingency plans and ensure budget allocations for the concerned issue;
- C) Establish risk reduction communication methods;
- D) Communicate with the Ministry of Disaster Management and Relief and other concerned ministries and departments for preparedness activities in identified at-risk areas;
- E) Provide necessary training to concerned officials/staff and nurses on water-related and other infections along with hygiene awareness among the people as a part of earthquake and other disaster preparedness activities;
- F) Provide capacity building training to nurses, midwives and health workers for the protection of pregnant women and lactating mothers of newborn infants during a disaster;
- G) Place extra attention in the special care and safety of the elderly, women, children and persons with disabilities in training courses on conducting search & rescue and services in shelters;
- H) Undertake awareness-building, training and educational promotions about disaster-period public health, hygiene, sanitation and safe drinking water along with healthcare and mass casualty management;

- I) Undertake initiatives to discuss the duties of personnel and families in disaster preparedness and risk reduction in community level health education programmes;
- J) Take initiatives to discuss the duties of personnel and family for disaster preparedness and to reduce the risk for the health care division's regular community level health education programmes;
- K) Undertake arrangements for psycho-social safety, mental health support and trauma counselling for affected people of the disaster areas;
- L) Take initiatives to implement the decisions taken at the meetings of the NDMC and IMDMCC relating to the responsibilities and duties of this division.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Prepare an Earthquake Contingency Plan and update it annually;
- B) Undertake arrangements to organize joint drills with the CPP and concerned agencies in cyclone-prone areas;
- C) Ensure sufficient supply of hygiene contents and equipment in the Upazila Health Complexes and other health centres in disaster-prone areas;
- D) Prepare an upazila-based list of healthcare workers along with other manpower in disaster-prone areas and send it to the concerned Deputy Commissioners;
- E) Undertake initiatives to promote health education and public health awareness through the television, radio, newspapers and other sources during floods and after cyclones;
- F) Formulate contingency plans for disaster risk management;
- G) Ensure public health related facilities and drinking water in the shelters;
- H) Formulate single sector-based Emergency Response Plan for the division;
- I) Appoint one designated officer as the Focal Point for disaster risk management.

(2) Alert/Warning Stage

- A) Undertake arrangements to distribute hygiene kits and lifesaving emergency medications to the disaster-affected areas on short notice.

(3) Disaster Stage

- A) Provide necessary health and hygiene services for hospitalized patients in the disaster-affected area;

- B) Examine all supply sources of drinking water and undertake arrangement for the protection of water sources from contamination;
- C) Undertake arrangements for safe drinking water in the shelters or other humanitarian aid camps in the disaster-affected areas and arrange for water purification tablets and bleaching powder;
- D) Provide healthcare in temporarily established hospitals, cyclone shelters and health sub-centres and monitor the sanitation conditions and undertake steps for their improvement;
- E) Ensure supply of drinking water along with water purifying tablets, bleaching powder and other necessary items;
- F) Establish a control room and operate it on a 24/7 basis.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Stay alert about the spread of any epidemic and undertake effective measures to prevent it from spreading;
- B) Increase public awareness about the prevention of typhoid, cholera, malaria and other infectious epidemic diseases;
- C) Send public health-related reports on the disaster-affected areas to the NDMC;
- D) Undertake efforts to control population increase;
- E) Continue educational publicity on health and family planning issues through departmental officers with the help of NGOs and volunteers;
- F) Establish a fund reserve and allocate from it according to the determined budget.

5.2.14 Ministry of Environment, Forest and Climate Change

The Ministry of Environment, Forest and Climate Change has a significant role in disaster risk management and reduction of climate change induced risks, especially in the normal period and rehabilitation stage. This ministry will perform the following duties through their administratively controlled Forest Department and Department of Environment:

Risk Reduction Functions

- A) Establish a task force in the ministry to prepare working guidelines and a Risk Reduction Action Plan;
- B) Give highest priority on forestation in the coastal belt, *haors*, *chars* and islands involving local people;
- C) Include different local and national NGOs for social forestation;

- D) Protect the existing forests of the country and formulate appropriate laws against environmental degradation and protection from emissions of polluting gases and effluents from chemical industries;
- E) Ensure a budget allocation for risk reduction programmes;
- F) Ensure plans on climate change and research activities;
- G) Undertake risk management and risk reduction programmes (including funding) such as: mangrove forestation and expansion of forestation in coastal areas and coastal islands;
- H) Ensure environmental management along with addressing environment degradation and the effects on the environment after degradation;
- I) Formulate laws to save the environment from chemical and other pollution;
- J) Implement afforestation projects on embankments and roads in the areas at risk;
- K) Assist in community-based Risk Reduction Functions similar to local forestation activities;
- L) Formulate strategies to deal with the climate change impacts and adaptation options and undertake research activities;
- M) Prepare a sectoral Risk Reduction and Adaptation Strategy and Plan;
- N) Prepare the ministry's Contingency Plan;
- O) Undertake arrangements to include the main causes of climate change, side effects and adaptation strategies in primary and secondary education syllabuses.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Undertake forestry expansion activities in coastal areas and coastal islands;
- B) Encourage mangrove afforestation;
- C) Remain vigilant on environmental degradation to avoid disaster risks;
- D) Ensure plans, budget allocations and implementation of forestation programmes;
- E) Formulate appropriate laws to prevent environmental disasters in chemical industries or environment polluting gases or effluent emitting industries.

(2) Alert/Warning Stage

- A) Provide warning and instructions to field level officers and staff to undertake necessary field level steps in the Forest Department and Department of Environment for the safety of lives and assets.

(3) Disaster Stage

- A) Open a control Room at the ministry;
- B) Undertake quick arrangements to remove uprooted trees from roads.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Remain vigilant on the effects of disasters on the safety of the environment and undertake necessary steps for rehabilitation with human resources and other materials from the Forest Department and Department of Environment, coordinating with local administrations, and social and non-governmental organizations.

5.2.14.1 Forest Department

In addition to given normal duties, the Forest Department will perform the following duties:

Risk Reduction Functions

- A) Assist the Ministry of Environment, Forest and Climate Change in preparing policies and acts for the conservation of forests;
- B) Strengthen green forestation activities in coastal areas, *chars* and islands by involving local people;
- C) Ensure effective assistance towards different local institutions and NGOs for social forestation.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Implement projects for extensive forestation along roads and embankments in cyclone-prone areas;
- B) Give priority to mangrove afforestation in cyclone-prone areas;
- C) Encourage and assist in social forestation in disaster-prone areas;
- D) Promote any disaster warning messages among local people and provide training to workers of the Forest Department to rescue at-risk people.

(2) Alert/Warning Stage

- A) Instruct the department's own officials to protect the assets of the Forest Department and assist the local people based on needs in disaster-prone areas;
- B) Open a control room in the department's headquarters.

(3) Disaster Stage

- A) Assist the locals for the safety of lives and assets in disaster-affected areas and provide instructions to the Forest Department's officials/staff to provide necessary assistance;
- B) Remove uprooted trees from roads.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) After assessment of the damage and loss of forest assets, send reports to the IMDMCC and Ministry of Environment, Forest and Climate Change.

5.2.14.2 Department of Environment

In addition to their normal duties, the Department of Environment will perform the following duties:

Risk Reduction Functions

- A) Conduct research to identify the national and local level natural hazards and climate change risks and impacts and adaptation options;
- B) Include disaster risk issues in the National Adaptation Plan and implement accordingly;
- C) Prepare and implement small-scale programmes for biodiversity safety;
- D) Prepare and maintain information on global, regional and local level environmental changes;
- E) Participate in different international negotiation discussions;
- F) Investigate environmental effects as a prerequisite before investing in any project;
- G) Prepare and implement different training and awareness programmes for improving the knowledge and understanding of people at all levels.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Identify major environmental constraints/challenges in disaster-prone areas and undertake special plans to overcome/mitigate them.

(2) Alert/Warning Stage

- A) Advise the local administration about potential environmental degradation from the impending disaster and associated remedial options;

(3) Disaster Stage

- A) Keep an eye on environmental conditions in disaster-affected areas and remain prepared to undertake necessary actions.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Conduct Environmental Impact Assessments (EIA) and advise the government to undertake appropriate measures;
- B) Identify quickly possible causes for environmental degradation after the disaster, conduct timely eradication/control and provide advice and assistance to the local administration to prevent environmental degradation.

5.2.15 Ministry of Information

To reduce disaster risk, the Ministry of Information will perform the following duties:

Risk Reduction Functions

- A) Direct radio, television, news media, Department of Information (Press Information Department), Department of Mass Communication and Department of Films & Publications to publicize disaster risk reduction related information on the mass media (electronic and print media, social media and online);
- B) Control and monitor the activities of radio, television, newspaper, Press Information Department, Department of Mass Communication and Department of Films & Publications;
- C) Undertake mass education and awareness activities and regularly operate them through radio, television and other mass media sources that contain information on disaster preparedness and post-disaster response, humanitarian aid and rescue activities at the personal, family, social and organizational levels;
- D) Establish a system on radio and television that ensures the explanation of technical warning messages following the CWC instructions to make them understandable to the general public at risk;
- E) Undertake arrangements for wider publicity of cyclone and flood warning messages and signals;
- F) Formulate a Contingency Plan;
- G) Establish strong liaison with the Ministry of Disaster Management and Relief;
- H) Ensure budget allocations for disaster risk management activities;
- I) Undertake arrangements for wide publicity about earthquake preparedness for mass awareness;

- J) Organize wide publicity in the mass media for mass awareness about preparedness for lightning, landslides, chemical and other disasters;
- K) Telecast repeatedly individual and family initiatives to protect lives and livelihoods;
- L) Undertake arrangements for wide publicity to follow the BNBC when constructing infrastructure to reduce earthquake risk;
- M) Make arrangements for wide publicity of short and medium-term humanitarian aid and rehabilitation programmes of the government and its departments for affected people.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Publicize awareness materials containing disaster preparedness messages (leaflets/booklets) and survival techniques before, during and after disaster supplied by the Ministry of Disaster Management and Relief/Department of Disaster Management and concerned ministries through television, radio and other telecasting sources;
- B) Arrange wide publicity of the necessity of warning messages for cyclones, landslides, flash floods and warning signals for floods through the mass media;
- C) Ensure all kinds of support to the mass media according to the needs of advance disaster forecasts.

(2) Alert/Warning Stage

- A) Establish a control room at the ministry;
- B) Publicize frequently the alert signals received from BMD and publicize the duties of people in disaster-prone area;
- C) Publicize frequently the correct position of the cyclone and the latest cyclone situation;
- D) Telecast the declarations of the Ministry of Disaster Management and Relief on time as instructed on all governmental and non-governmental radio and television channels;
- E) Take steps for the protection of own assets.

(3) Disaster Stage

- A) Operate the control room on a 24/7 basis;
- B) Ensure that the news to be broadcast reflects the true and clear presentation of the actual situation and does not create panic in the minds of people and advise the people to stay away from unreasonable and irrelevant activities;
- C) Undertake steps to promote related news and guidelines related with the situation requested by the Ministry of Disaster Management and Relief and IMDMCC;
- D) Make arrangements for VDPs by journalists to provide an accurate and true report of the disaster situation in national and international mass media.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Undertake arrangements to disseminate short and long-term measures of different ministries/divisions, departments/agencies for humanitarian aid and rehabilitation of the affected people.

5.2.15.1 Bangladesh Betar

The role of Bangladesh Betar is very important in pre, during and post-disaster periods. Specifically, Bangladesh Betar will broadcast the government's instructions in the pre-disaster period relating to warnings and motivation, and about the disaster situation:

Risk Reduction Functions

- A) Establish communication (fax, email, mobile phone, telephone and more) with the BMD, FFWC and Ministry of Disaster Management and Relief;
- B) Promote prevention, preparedness, initiatives, response activities, warning messages and awareness programmes in the light of inclusion of women, children, the elderly and persons with disabilities at the personal, family and society levels with the help of the BMD and Ministry of Disaster Management and Relief;
- C) Arrange informational talks on the government's disaster risk management policies and practices;
- D) Conduct awareness campaigns about revised warning signals for river and sea ports;
- E) Promote special programmes on rescuing and saving lives in emergency situations, protection and safety of home appliances and safe drinking water;
- F) Broadcast individual and household measures to save lives and livelihoods;
- G) Create mass awareness through radio broadcasts;
- H) Promote necessary information on appropriate application of the Bangladesh Building Code to reduce earthquake risk;
- I) Undertake arrangements to broadcast the government's instructions for earthquake risk management;
- J) Formulate the institution's own disaster-period plan to combat earthquakes;
- K) Broadcast awareness messages on lightning strikes and other disaster risks.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Broadcast special awareness programmes for personal and family preparedness during earthquakes and other disaster periods;
- B) Establish and maintain the quickest possible communication system with the BMD, FFWC and Bangladesh Telecommunications Company Limited (BTCL) and ensure continuous communication;
- C) Establish full time communications with the Department of Disaster Management and BMD through fax/phone, email, and mobile SMS;
- D) Promote special plans on public awareness and programmes for disaster prevention, mitigation and preparedness with the help of the BMD and Ministry of Disaster Management and Relief;
- E) Broadcast programmes explaining warning signals with the help of the BMD/Department of Disaster Management/CPP;
- F) Present the information received at the broadcasting centre from cyclone warning centres when broadcasting special weather news;
- G) Undertake arrangements to continue broadcasting for 24 hours as ordered;
- H) Broadcast forecasts and warning messages of landslides, early floods and flash floods.

(2) Alert/Warning Stage

- A) Broadcast weather forecasts from all centres after receiving Warning Signal Nos. 1, 2 and 3 from the BMD and disseminate them at regular intervals;
- B) After receiving warning signal No. 4, broadcast it along with the explanations received from the BMD on an hourly basis without any fail and continue the broadcast without any interval after the normal broadcasting hours on the advice of the Ministry of Disaster Management and Relief;
- C) Broadcast the declaration of the Ministry of Disaster Management and Relief through the Dhaka Radio Centre and promote instructions given by the local authority through all regional radio centres and use local language while promoting it;
- D) Broadcast flood warning signals immediately after receiving them;
- E) Broadcast cyclone warnings every 30 minutes and danger signals every 15 minutes and continue the broadcast after normal broadcasting hours as advised by the Ministry of Disaster Management and Relief;
- F) Broadcast special instructions on issues related to survival strategies, rescue and protection of domestic belongings and drinking water in the disaster;
- G) Broadcast the evacuation orders to the local administration/authority to evacuate people living in the disaster-prone areas to safe places as advised by the Ministry of Disaster Management and Relief.

(3) Disaster Stage

- A) Disseminate cyclone warnings every 30 minutes and danger signals every 15 minutes and continue telecasting after normal broadcasting hours as advised by the Ministry of Disaster Management and Relief;
- B) Telecast the directives of the Ministry of Disaster Management and Relief issued to local administrations/authorities for evacuation of people from risky areas to safe places;
- C) Regularly telecast special instructions on issues related to lifesaving strategies, rescue, protection of domestic belongings and drinking water.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Broadcast programmes to keep the morale strong of the people in disaster-affected areas;
- B) Broadcast short and long-term rehabilitation management related programmes.

5.2.15.2 Bangladesh Television

Bangladesh Television will perform the following duties at different stages of a disaster:

Risk Reduction Functions

- A) Establish communication with the BMD and ensure full functioning of telephone lines to prevent the disconnection of communications. Undertake arrangements for all-time communications with the BMD, FFWC, NDRCC and Department of Disaster Management through fax/phone, email, mobile SMS, satellite and other methods;
- B) Telecast special programmes such as talk shows, debate competitions, short films and dramas on disaster, risk reduction, risk treatment strategies, coordination in response and rescue activities, public safety and preparedness at the individual, family and social levels;
- C) Telecast special education and awareness programmes in coordination with the BMD, Department of Disaster Management and Ministry of Disaster Management and Relief;
- D) Telecast short films and videos on disaster risk management;
- E) Undertake arrangements to broadcast all government notices/advertisements relating to disasters;
- F) Telecast short films and other information programmes on earthquakes and other disaster risk management issues;
- G) Telecast necessary information to make the BNBC effective along with how to reduce earthquake risk;
- H) Arrange telecasting of government instructions on earthquake-related disaster risk management;
- I) Formulate a Contingency Plan for the safety of the institution's workers, equipment and machines from earthquakes and other disaster effects.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Telecast special programmes approved by the BMD and Ministry of Disaster Management and Relief;
- B) Telecast different warning signals along with explanations given by the BMD;
- C) While telecasting special weather reports received from the BMD Storm Warning Centre, confirm them with the centre and present with explanations the visual information received by radar and satellites;
- D) Show short films and videos on preparedness for floods, cyclones, earthquakes and other disasters.

(2) Alert/Warning Stage

- A) After receiving Warning Signal Nos. 1, 2 and 3 from the BMD, Bangladesh Television will telecast them through all its sub-centres as well as telecast weather forecasts from Dhaka and continue to do so at regular intervals. Also telecast warning signals of floods/flash floods given by FFWC;
- B) Bangladesh Television must telecast (along with explanations given by the BMD) after every one hour when Warning Signal No. 4 is received and continue such telecasts without any interval even after normal broadcasting hours if advised by the Ministry of Disaster Management and Relief. After telecasting Signal No. 3, Bangladesh Television will maintain coordination with the Ministry of Disaster Management and Relief on a full-time basis for non-stop telecasting beyond normal broadcasting time;
- C) Ensure including the radar and satellite images received relating to the cyclone when telecasting special weather news;
- D) Telecast the declarations on television received from the Ministry of Disaster Management and Relief and BMD in Dhaka;
- E) Declare the awareness instructions issued by the Department of Disaster Management and BMD;
- F) Telecast detailed flood warning signals after receiving them.

(3) Disaster Stage

- A) Disseminate cyclone warnings every 30 minutes and danger signals every 15 minutes and continue telecasting after normal broadcasting hours as advised by the Ministry of Disaster Management and Relief;
- B) Telecast the directives of the Ministry of Disaster Management and Relief issued to local administrations/authorities for evacuation of people from risky areas to safe places;
- C) Regularly telecast special instructions on issues related to lifesaving strategies, rescue, protection of domestic belongings and drinking water.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Telecast programmes to maintain the morale of people in disaster-affected areas;
- B) Telecast short and long-term rehabilitation management related programmes.

5.2.15.3 Department of Mass Communication

The Department of Mass Communication will perform the following duties to face disasters:

Risk Reduction Functions

- A) Implement broadcasting activities for public awareness along with public safety and preparedness activities coordinating with risk reduction, risk facing strategies, response and rescue through digital media, film, documentaries, booklets and other sources at individual, family, social and organization levels;
- B) Promote instructions on awareness about physical infrastructure to reduce damage and loss;
- C) Implement broadcasting for public awareness at national and local levels through videos, films, slides, leaflets and music programmes (such as *potogaan*, *gambhira* songs) for risk management of earthquakes and other disasters;
- D) Broadcast issues to follow the BNBC to reduce earthquake risk;
- E) Show films on how to save lives and assets from earthquakes in public places, schools, colleges, bazaars, rail stations, bus terminals, launch terminals and growth centres at the district, upazila, union and village levels.

Emergency Response Functions

(1) Response Preparedness Stage

- A) To increase public awareness on disasters, the Department of Mass Communication will follow the CWC guidelines and will promote the following issues through videos, films, cinemas, slides, leaflets and other such means:
 - Adopt reduction/mitigation/preparedness measures during normal times so that the disaster damage and loss can be reduced;
 - To combat disasters, distribute the duties and responsibilities of who will do what during a disaster;
 - Promote instructions on physical infrastructure to reduce damage and loss.
- B) Take technical advice on the above subjects from the Department of Disaster Management.

(2) Alert/Warning Stage

A) Inform the people of disaster-affected areas through different electronic and print media about their duties at these stages.

(3) Disaster Stage

A) Maintain the morale of people and arrange publicity work in affected areas to bring back normalcy to life. Provide advice to people especially on epidemics, primary security, social security, psycho-social services, agriculture and rehabilitation of other sectors.

5.2.15.4 Press Information Department

Risk Reduction Functions

- A) Ensure regular publicity about different hazards, risks and disasters on mass media through writings, handouts and government press releases;
- B) Ensure awareness raising campaigns through broadcasts that provide a clear understanding of disaster-related information;

Emergency Response Functions

- A) Collect and broadcast disaster-related information for national and international mass media;
- B) Issue proper information to the mass media to avoid panic created by baseless reports.

5.2.15.5 Department of Films & Publications

This department will perform the following duties regarding disaster management:

- A) Develop positive films, illustrated slogans and communication messages based on various disaster risk management initiatives on different hazards;
- B) Develop films and documentaries based on knowledge gained at the field level to make people be prepared for disasters.

5.2.16 Posts and Telecommunications Division

Risk Reduction Functions

- A) Prepare contingency plans for the ministry and other telecommunications infrastructure and facilities;

- B) Establish direct communication links for tsunami warnings with the Indian Ocean Tsunami Warning system;
- C) Establish links between international communication systems and warning/forecast support centres on cyclones and other hazards;
- D) Undertake necessary arrangements to receive space technologies and facilities for disaster risk management.

Emergency Response Functions

- A) Instruct the concerned departments and agencies and monitor them to keep the disaster-period telecommunications active;
- B) Provide necessary instructions for urgent repair and re-establishment of disaster-affected telecommunications and mobile infrastructure and supplies;
- C) Include a toll-free message system in the policy to send alert signals to mobile phones during a disaster.

5.2.16.1 Bangladesh Telecommunication Regulatory Commission

Risk Reduction Functions

- A) Establish a network with all mobile phone companies and use it to send early warning messages speedily to local people;
- B) Determine risks and operate Risk Reduction Functions to prevent damage and loss of letters and documents at post offices, government records, cash and other valuable contents along with infrastructure and facilities;
- C) Provide advance instructions to concerned authorities to undertake on a priority basis effective steps to keep telephone services active at all times;
- D) Assist the Ministry of Disaster Management and Relief and BMD to establish effective early warning systems;
- E) Undertake sectoral risk assessments and formulate a sectoral Risk Reduction and Preparedness Plan;
- F) Ensure budget allocations for risk reduction programmes;
- G) Build up strong communication and coordination with the Ministry of Disaster Management and Relief;
- H) Instruct all telephone and internet service providers to follow instructions and ensure necessary assistance during the disaster period;
- I) Prepare a Task Force including managerial and technical workers during the disaster period;

- J) Arrange training to develop the capacity of the Task Force in disaster-period duties and response issues;
- K) Formulate a Contingency Plan for risk management including all divisions.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Formulate advance plans to provide important post-disaster messages, telecommunications and telegram services in disaster-prone areas;
- B) Ensure effective measures to prevent damage and loss of mail and government records, cash and other important contents such as stamps, seals, savings certificates and important records.

(2) Alert/Warning Stage

- A) Ensure allocation of frequency for wireless sets to establish quick wireless communications for the upcoming disaster;
- B) Ensure speedy distribution of warning signals through fax, telephone and email to pre-determined centres;
- C) Bring all the areas where there are settlements including islands, *chars*, *haors* and hilly areas under the telecommunications network.

(3) Disaster Stage

- A) Take effective steps to keep telecommunications active at all times;
- B) Prepare a list of emergency telephone and tele-printer numbers of the BDRCS, CPP and other voluntary agencies along with different ministries/divisions/departments and keep it active. Take immediate steps for complaints received from the control rooms of ministries and agencies engaged in disaster preparedness and emergency work;
- C) Maintain communication with service providers and provide all assistance;
- D) Arrange alternative communication for use in emergency work and keep it ready to operate in affected areas if necessary.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Appoint technicians for emergency repair and reconstruct the disconnected telephone/telegraph lines;
- B) Implement a plan for important connections of telephone/telegraph and wireless broadcasting in the disaster-affected areas.

5.2.16.2 Bangladesh Telecommunications Company Limited (BTCL)

In addition to normal duties, the Bangladesh Telecommunications Company Limited will perform the following duties:

Risk Reduction Functions

- A) Conduct sectoral risk, damage and loss assessments and formulate a Risk Reduction Action Plan;
- B) Implement the Risk Reduction Action Plan;
- C) Consider the disaster risks and prepare an agency Contingency Plan to ensure installations and services of BTCL along with those of all telecommunications service organizations.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Establish information centres at the BTCL Headquarters and subordinate offices in disaster prone areas;
- B) Take measures for protection and security of own manpower, installations and assets in disaster-prone areas.

(2) Alert/Warning Stage

- A) Take initiatives and prepare plans to provide essential telecommunication services in disaster-prone areas during the disaster;
- B) Keep persons responsible for installation of telephones and mechanical engineers ready for the purpose of emergency repair and reconstruction of telephone and telegraph lines.

(3) Disaster Stage

- A) Take effective measures on a priority basis for keeping telephone services active at all times;
- B) Keep the emergency telephones and tele-printers active at ministries/divisions/departments and other agencies like the BDRCS, CPP and other voluntary agencies when providing emergency services;
- C) Immediately solve the complaints received from the control rooms of ministries/divisions/departments/agencies engaged in cyclone preparedness and vital works;
- D) Prepare communication sets ready for emergency use in the disaster-affected areas;
- E) Provide telephone connections if the Armed Forces are deployed in the disaster-affected areas.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Repair and reconstruct the telecommunications system (all telecommunications including private mobile operating networks) disrupted during the disaster period. Undertake special arrangements to establish telecommunications on islands, *chars*, *haors* and hilly areas;
- B) Undertake projects for rehabilitation/reconstruction of disrupted telephone and teleprinter systems.

5.2.16.3 Bangladesh Post Office

In addition to normal duties, the Bangladesh Post Office will perform the following duties:

Risk Reduction Functions

- A) Identify sectoral risks and crises through assessments and identify risky establishments and designs and strengthen them;
- B) Identify safe areas for constructing new establishments;
- C) Formulate a Contingency Plan while ensuring services during emergencies and implement preparedness activities.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Arrange training on disaster risk management for own employees on duties based on priorities in disaster-prone areas;
- B) Identify one Liaison Officer to maintain communications with the field level offices and control rooms of the Bangladesh Post Office and the NEOC of the Ministry of Disaster Management and Relief;
- C) Arrange drills relating to cyclone-prone areas every year in April and September.

(2) Alert/Warning Stage

- A) Take steps for the protection and security of departmental manpower, installations, technological equipment and properties in areas likely to be affected by cyclones/floods and other disasters.

(3) Disaster Stage

- A) Take appropriate steps to ensure the security of the post and telegraph services with the assistance of subordinate officers and others;
- B) Arrange emergency post and telegraph services in disaster-affected areas;
- C) Take effective steps to prevent damage to mail, government records, cash and other valuable contents including technological equipment, stamps, seals, saving certificates, important records and other such materials.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) After the people are rehabilitated in their homes from humanitarian aid centres/shelters, resume postal services for them and make payments of wages and bills for rehabilitation work using a POS machine for fingerprints, running a temporary post office with governmental instructions/requisition;
- B) Assist with the efforts of the local authorities for keeping the postal services operational during the evacuation, rescue, humanitarian aid and rehabilitation periods;
- C) Issue instructions to all concerned people explaining the benefits of keeping postal services operational during the disaster period.

5.2.17 Information and Communication Technology (ICT) Division

Risk Reduction Functions

- A) Introduce drones and artificial intelligence along with other new information technologies for the improvement of disaster risk management;
- B) Provide assistance in disaster-related information technology activities through organizing digital fairs;
- C) Undertake arrangements to broadcast disaster-related information, publications and documentaries through public-private and social media;
- D) Prepare a Contingency Plan for the division's data centre internet infrastructure and services;
- E) Open a webpage/website on disaster risk communication, E-Learning and disaster risk management and instruct concerned agencies to provide server facilities to all the visitors;
- F) Undertake necessary arrangements to upload disaster risk management related contents and promote warning signals in the district and upazila information windows (*tathya batayan*) and union digital centres;
- G) Implement an automatic disaster warning system through bringing coastal area fishing boats and trawlers under a GPS/GPRS system;
- H) Provide priority to disaster risk management in ICT campaigns.

Emergency Response Functions

- A) Using the GIS technology:
 - Identify the areas affected by floods, cyclones, earthquakes and other disasters;
 - Identify the most disaster-prone areas and provide extra focus;
 - Ensure mapping for balanced humanitarian aid distribution.

- B) Instruct concerned departments and agencies to keep the internet system active during a disaster and monitor it;
- C) Provide necessary instructions to repair and reconstruct the disrupted or damaged server and internet communications infrastructure.

5.2.18 Local Government Division

This division will perform the following duties regarding disaster risk management:

Risk Reduction Functions

- A) Ensure to consider disaster risk when preparing all development plans and infrastructure by including women, children, the elderly, and persons with disabilities;
- B) Construct helipads in coastal areas for disaster response;
- C) Formulate a construction blueprint considering all present and future hazards, especially earthquakes and the local context by including women, children, the elderly and persons with disabilities;
- D) Prepare a Contingency Plan for earthquakes, epidemics and other disasters and update it periodically;
- E) Ensure to use the BNBC while constructing buildings and establishments;
- F) Undertake training for engineers, urban planners and architects on infrastructure and urban planning to mitigate earthquake risks in construction and urban planning;
- G) Designate one Liaison Officer in the Local Government Division as the Disaster Risk Management Focal Point;
- H) Provide the allocated money at the right time to purchase search & rescue equipment, and for humanitarian assistance; and develop and manage own volunteer teams in urban and rural local government agencies;
- I) Operate all services provided by local government agencies by including women, children, the elderly and persons with disabilities;
- J) Strengthen risk reduction, response and rehabilitation capacity at all levels of local government agencies.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Instruct local government agencies to construct necessary link roads, bridges and ramps for easy movement to shelters by women, children and persons with disabilities;
- B) Instruct concerned local government agencies to construct elevated areas and helipads in remote islands and union council premises in coastal areas and the upazila headquarters;
- C) Instruct the Union Council to coordinate with the work of the VDP, Ansar, family planning workers, division officers for agriculture, livestock, fisheries and education, NGOs and CPP volunteers;
- D) Ensure emergency supplies for humanitarian aid and other activities at the upazila level and store rescue equipment at the Union Council;
- E) Organize necessary public health engineering units at all stages;
- F) Undertake arrangements to prepare maps including settlements, reserved ponds, locations of emergency medical facilities, and positions of drinking water sources;
- G) Ensure stocks of tube-wells and retail machines at the upazila level.

(2) Alert/Warning Stage

- A) Appoint one officer to maintain communication with the control room of the Ministry of Disaster Management and Relief and Department of Disaster Management;
- B) Alert all concerned about upcoming cyclones, floods and other disasters;
- C) Monitor the activity of local government agencies in rescue, humanitarian aid and rehabilitation work;
- D) Maintain necessary coordination with all the concerned ministries/humanitarian aid agencies;
- E) Undertake special arrangements for the refuge of people and livestock in shelters, safe higher ground, Mujib Killas and private buildings, keeping the issues of women, children and persons with disabilities in mind;
- F) Establish an emergency control room in the local government division.

(3) Disaster Stage

- A) Ensure operation of the control room round the clock;
- B) Ensure effective participation of the local government in rescue, evacuation, humanitarian aid and other activities of different level Disaster Management Committees;

- C) Ensure evacuation of the disaster-affected people through local government agencies;
- D) Appoint one upazila level officer to assist in the activities in shelters;
- E) Ensure supply of safe drinking water and ensure safe sanitation systems;
- F) Maintain all time communication with the local administration;
- G) Ensure effective participation of local government agencies to assist the Deputy Commissioner and Upazila Nirbahi Officer in rescue and humanitarian aid activities;
- H) Take necessary initiatives to repair affected tube-wells and sanitation infrastructure of each upazila and send technicians from not affected areas to disaster-affected areas;
- I) Undertake arrangements to promote advance disaster warning signals on LED digital displays under the City Corporation/Municipality.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Estimate damage and loss in the light of social inclusion of women, children, the elderly and persons with disabilities and formulate a rehabilitation plan;
- B) Assist in humanitarian aid activities at all levels;
- C) Undertake speedy reconstruction or make alternative arrangements for affected facilities including water, sanitation and public health service through the Department of Public Health Engineering;
- D) Take quick initiatives to repair/reconstruct roads, culverts and business infrastructures affected by cyclones, floods, earthquakes and other disasters;
- E) Assist the Union Council/Upazila Council/Municipality and City Corporation Committees to maintain the normal price of daily necessities;
- F) Instruct the Department of Public Health Engineering to prepare plans to instal tube-wells in disaster-prone areas before or after a disaster and arrange the required funding;
- G) Ensure infrastructure facilities to accelerate the rehabilitation and recovery process such as debris management.

5.2.18.1 Local Government Engineering Department (LGED)

The Local Government Engineering Department (LGED) will perform the following duties:

Risk Reduction Functions

- A) Consider hazards and risks in preparing the Development Action Plan of the LGED;
- B) Draw up plans of feeder roads, bridges and culverts and complete their construction and maintenance keeping provisions for easy water flow and easy discharge of tidal water;

- C) Prepare social maps identifying populations, business centres, protected ponds/water reservoirs/tube-wells and other drinking water sources;
- D) Prepare a Contingency Plan for the agency and update it periodically;
- E) Follow the BNBC and take initiatives to reinforce its implementation;
- F) To mitigate earthquake risk in construction and urban planning, undertake arrangements for training of engineers, technical officers, urban planners and designers on infrastructure and urban planning;
- G) Ensure the presence of specialist engineers in the reconstruction work in disaster-affected areas;
- H) Consider the pre-recorded flood levels and the present situation when constructing roads and infrastructure such as disaster shelters, educational institutes and medical centres.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Repair and maintain roads, bridges and culverts for ease of access to cyclone shelters, educational institutions, community centres and health centres for evacuation and safety during disasters;
- B) Instruct to raise the banks of ponds higher in cyclone/storm surge prone coastal areas to prevent intrusion of saline water for the safety of safe drinking water for people and domestic animals;
- C) Maintain stocks for constructing Baily Bridges for bridges and culverts for the purpose of movement of humanitarian aid contents and repairing the damaged roads;
- D) Keep the foundation level of cyclone/disaster shelters under the control of the Upazila Council above flood level and undertake regular maintenance work.

(2) Alert/Warning Stage

- A) Operate an emergency control room in the department's headquarters;
- B) Participate in the meetings of the local Disaster Management Committee and assist to operate evacuation, search & rescue and humanitarian aid activities;
- C) Alert all concerned about the upcoming disaster and take precautionary steps for the security of materials, stocks and equipment;
- D) Ensure steps to remove blockades in the flow of water;
- E) Assist in identifying shelters, Mujib Killas, private buildings, educational institutes and high safe places for the shelter of people and animals in the disaster areas;

(3) Disaster Stage

- A) Ensure operation of the emergency control room at all times and ensure assistance in evacuation, rescue and humanitarian aid;
- B) Coordinate with Disaster Management Coordination Committees all levels;
- C) Ensure communication with cyclone/disaster shelters and repair link roads immediately if required;
- D) Undertake arrangements to remove waterlogging created by floods or heavy rainfall;

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Conduct damage, loss and needs assessments;
- B) Assist in rescue and rehabilitation works at all levels;
- C) Conduct reconstruction of damaged houses, roads, bridges/culverts on a self-help basis with the materials received from local sources and the government;
- D) Undertake repair/reconstruction work of roads, bridges and culverts affected by cyclones, floods, earthquakes and other disasters;
- E) Prepare short and long-term projects for essential roads to provide evacuation and humanitarian aid services;
- F) Follow the 'build back better' policy in recovery.

5.2.18.2 Department of Public Health Engineering (DPHE)

Due to arsenic contamination of underground aquifers and intrusion of saline water, it is difficult to ensure the supply safe drinking water during and after a disaster in the coastal areas. People are forced to use contaminated water due to lack of safe drinking water and this causes epidemics such as diarrhoea.

In addition to basic duties, DPHE will perform the following duties during disasters (especially during cyclones and floods):

Risk Reduction Functions

- A) Identify local level risks related to safe drinking water and hygiene practices through community participation and ensure activities to reduce risk;
- B) Prepare joint strategies to utilize the resources of the government, NGOs and other private agencies to ensure implementation of the accepted Risk Reduction Work Plan;
- C) Coordinate with the activities of NGOs and other private agencies to avoid duplication and ensure assistance;
- D) Undertake effective monitoring and evaluation methods to ensure proper use of assets.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Identify disaster-prone areas and ensure provisions to establish sufficient numbers of tube-wells or submersible water pumps (specially for flood-prone areas) to supply safe drinking water in all areas;
- B) Stock sufficient spare parts to repair tube-wells that can be affected during a disaster (tidal bore/flood);
- C) Stock sufficient amount of bleaching powder in disaster-prone areas for disinfection;
- D) Keep technical/repair teams ready to engage in activities in cyclone, flood and earthquake prone areas;
- E) Examine the stock of accessories/spare parts and bleaching powder every six months and ensure sufficient stock;
- F) Encourage to build hygienic latrines at low cost in disaster-affected areas;
- G) Stock sufficient numbers of tube-wells and water-resistant latrines for distribution in humanitarian aid centres, cyclone/disaster shelters or in areas where such facilities have been damaged;
- H) Ensure the availability of cash funds to meet contingency expenses during an emergency;
- I) Provide training to people who can possibly be affected on effective use of water purification tablets and bleaching powder.

(2) Alert/Warning Stage

- A) Operate an emergency control room in the head office and ensure participation in the meetings of Disaster Management Committees at all levels;
- B) Prepare tube-well repair teams and keep them on standby to send them to possible affected areas;
- C) Examine the position of spare parts of tube-wells in disaster-threatened areas and arrange additional stock if required.

(3) Disaster Stage

- A) Instruct repair teams to travel to affected areas with storm surge/flood inundation to repair/fix/clean tube-wells and water supply lines;
- B) Arrange drinking water supply on an emergency basis where basic supply is disrupted.

(4) Rehabilitation, Reconstruction and Recovery Stage

DPHE will perform the following duties in coordination with Disaster Management Committees and as per the direction of the committee:

- A) Continue the special management of drinking water supply until re-establishment of normal supply;
- B) Ensure sufficient supply of bleaching powder to maintain a healthy environment in shelters and humanitarian aid camps;
- C) Monitor repair/rehabilitation work of tube-well/water supply systems and ensure necessary supply of manpower/spare parts to complete the task efficiently.

5.2.18.3 Dhaka/Chattogram/Khulna/Rajshahi Water Supply and Sewerage Authority (WASA)

In addition to their normal duties for the appropriate implementation of the agency's work, Dhaka/Chattogram/Khulna/Rajshahi WASA will perform the following duties:

Risk Reduction Functions

- A) Appoint one responsible officer of WASA as the disaster risk management Focal Point;
- B) Ensure participation in all meetings of Disaster Management Committees from national to upazila level for planning, rescue, evacuation and rehabilitation/recovery activities;
- C) Undertake initiatives to determine sectoral risks and develop alternative water supply systems and underground sewerage and drainage systems;
- D) Formulate a Contingency Plan for WASA to face earthquakes and other natural hazards;
- E) Arrange training for WASA officers during and after the disaster period.

5.2.19 Rural Development and Cooperatives Division

In addition to their normal duties and implementing own work plan, Rural Development and Cooperatives Division/Bangladesh Rural Development Board (BRDB) will perform the following disaster risk management duties:

Risk Reduction Functions

- A) Designate one Liaison Officer as s disaster management Focal Point;
- B) Consider all disaster risks while preparing the work plan of the Rural Development and Cooperatives Division/BRDB;
- C) Provide instructions to conduct training, awareness-raising and educational Programmes for the beneficiaries of small and medium livestock farmers;

- D) Instruct to promote risk assessment and risk reduction in education and awareness activities.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Create an emergency fund for quick management of the following matters to combat disasters;
 - 1. Use the Upazila Central Cooperative Association (UCCA) and Krishak Shomobay Shomiti (KSS) for rural development in disaster-prone area;
 - 2. Arrange special training courses for members of the cooperative society on house building and land cultivation based on mutual assistance and self-help.

(2) Alert/Warning Stage

- A) Operate an emergency control room in BRDB Headquarters, UCCA, AUCCA and field level offices of BRDB and coordinate with the local administration at different levels to implement post-disaster work plans;
- B) Participate in the meeting of local Disaster Management Committees and assist in evacuation, rescue and humanitarian aid activities;
- C) Provide alert about upcoming the disaster through the BRDB, ATCCA and TCCA office executives and ensure provisions for the safety measures of warehouses, stocks, storehouses, machinery and equipment.

(3) Disaster Stage

- A) Assist the local administration through the UCC in identifying shelters for people and livestock, and if needed then shift the warehouse of UCC to a safe place as informed by the local administration and organize the cooperative society's members in the evacuation team through the UCC;
- B) Determine the loss of lives, damage and loss to assets and the needs for humanitarian aid and rehabilitation/recovery and inform the concerned ministry/department immediately.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Determine the loss incurred by members of cooperative societies, undertake a loan distribution system by determining the production loan and following basic rules;
- B) Assist the public in formulating production activities and determining necessary needs and assist to receive support for these from organizations;

- C) Ensure the formulation of a plan through the primary agriculture cooperative society and other society production activity officers, arrangements for quick release of funds and allocations by gathering together the loan needs;
- D) Arrange disaster loans and fulfill the loan needs for cyclone-affected people;
- E) Prepare separate and specific plans for the rehabilitation of people from different social groups;
- F) Implement separate programmes for buying spare parts for tube-wells, tube-well establishment/reconstruction, and restoration of cultivation in disaster-affected areas;
- G) Organize the people and NGOs jointly to undertake development programmes in order to recover the damage and loss;
- H) Establish nurseries to distribute seedlings among the affected farmers and encourage and organize farmers to adopt joint programmes on establishing farming production systems;
- I) Ensure that the officials organize BBS and MBBS among the distressed people with NGOs, and if necessary, integrate training and loan needs to involve them in income-generating activities;
- J) The Cooperatives Department will work in close operation with BRDB at all levels.

5.2.20 Ministry of Housing and Public Works

The Ministry of Housing and Public Works will perform the following functions in terms of disaster risk management:

Risk Reduction Functions

- A) Designate one responsible officer of the ministry as disaster management focal point;
- B) Ensure the participation of Disaster Management Committees in meetings at national to upazila levels for planning, rescue, evacuation and rehabilitation activities;
- C) Undertake initiatives for sectoral risk assessments to prepare work plans;
- D) Issue guidelines for effective application of the BNBC;
- E) Develop policies for collecting funds for repair and reconstruction of government infrastructure, installments and buildings, and allocate in the ministry's budget;
- F) Ensure that post-disaster impact and risk assessment issues are considered in all reconstruction activities;
- G) Develop and implement training programmes at different levels for disaster risk reduction for the staff of the Ministry of Housing and Public Works;

- H) Establish a strong monitoring system and effective arrangements to monitor the quality of construction work of the government and private sectors;
- I) Prepare a Contingency Plan for the ministry involving all divisions and field-level offices of the ministry to combat the overall disaster situation;
- J) Ensure a budget allocation for all kinds of initiatives and response activities;
- K) Establish a risk reduction communication system within and across the ministry;
- L) Prepare and update a Contingency Plan for the ministry/divisions/department/agencies;
- M) Arrange training for engineers, urban planners and architects on earthquake risk sensitive landslide planning and resilient infrastructure design and construction;
- N) Work with the Geological Survey of Bangladesh to identify earthquake risk.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Participate in all Disaster Management Committees from the national to upazila levels for planning, rescue, evacuation and rehabilitation work;
- B) Take precautionary steps to prevent the possible damage of government assets due to disasters;
- C) Coordinate disaster risk management activities with concerned ministries and local authorities;
- D) Issue orders to take precautionary steps to prevent the possible damage of government assets due to disasters.

(2) Alert/Warning Stage

- A) Disseminate cautionary instructions to all concerned;
- B) Open an emergency control room at the ministry;
- C) Designate one Liaison Officer for maintaining links with the NEOC of the Ministry of Disaster Management and Relief and Department of Disaster Management;
- D) Instruct all officers at district and upazila levels to keep manpower and equipment prepared for protection and repair of government property;
- E) Protect all government stocks and equipment and ensure safety provision by transferring to a safe place, if required;
- F) Instruct the Public Works Department to send necessary workers and materials from other areas to risky areas in order to combat an emergency situation;
- G) Maintain links with local administrations and coordinate in all activities.

(3) Disaster Stage

- A) Identify disaster areas especially upazilas likely to be affected by a disaster;
- B) Protect government stock, materials and properties;
- C) Deploy additional manpower and materials in affected areas, and repair and protect government properties;
- D) Instruct the Public Works Department to deploy additional manpower and materials to assist in response, humanitarian aid and rescue operations, and to strengthen government properties and repair of damage to infrastructure;
- E) Issue directives to evacuate to a safer place for saving lives and records;
- F) Appoint an officer in the emergency control room and communicate with the NEOC of the Ministry of Disaster Management and Relief to know about the damage and loss to infrastructure;
- G) If necessary, instruct the Public Works Department for strengthening repair work on an emergency basis in vulnerable areas.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Prepare damage and loss statistics including the nature and amount of reconstruction or repair works;
- B) Undertake post-hazard impact analysis and identify possible mitigation options;
- C) Prepare detailed programmes with estimates for protection of government properties in case of similar disasters in the future and dispatch this to the appropriate authority;
- D) Ensure budget provisions and funds for the ministry's emergency Risk Reduction Functions;
- E) Ensure an emergency budget allocation for financial support to address the needs for reconstruction work;
- F) Repair, rehabilitate and reconstruct government properties after estimation of work plans, and programmes for immediate and longer-term reconstruction of government properties;
- G) Coordinate with other concerned ministries and local authorities in all rehabilitation programmes;
- H) Follow the 'build back better approach' in rehabilitation/reconstruction/recovery activities;
- I) Ensure inclusion of specialized engineers in the rehabilitation work in affected areas.

5.2.20.1 Public Works Department (PWD)

In addition to normal duties and implementation of its own Action Plan, the Public Works Department (PWD) will perform the following disaster risk management functions at its headquarters and through its offices at division, district and upazila levels as per departmental delegation of powers:

Risk Reduction Functions

- A) Ensure effective application of the BNBC;
- B) Include present and future disaster risks in the department's policies, programmes and indicators;
- C) Formulate disaster-friendly designs for infrastructure by evaluating the intensity of earthquakes and risk of fires;
- D) Prepare and periodically update the list of vulnerable structures and dispatch information to the concerned authority;
- E) Send information about every detail on earthquakes and tsunamis to the department's engineers;
- F) Assist in machine reconnection activities;
- G) Prepare design guidelines for combating waterlogging and floods.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Organize training programmes and awareness campaigns for civil engineers and masons involved in construction work to ensure proper implementation of the BNBC;
- B) Establish a strong monitoring system to monitor the quality of construction work of the government and in the private sector.

(2) Alert/Warning Stage

- A) Establish an emergency operation centre to maintain links with field-level offices and local Disaster Management Committees;
- B) Alert all concerned after receiving cautionary signals;
- C) Keep manpower and materials ready for protection and repair of government properties;
- D) Protect all government stocks and equipment and ensure safety by transferring to a safe place, if required;

- E) If necessary, send materials and workers from other places to areas that can be affected to combat the emergency situation;
- F) Maintain links with local authorities and coordinate in all activities.

(3) Disaster Stage

- A) Coordinate all activities in coordination with the local administration and assist in evacuation, rescue and relief operations;
- B) Assess the damage and loss, and prepare estimates for repair and reconstruction and arrange funds for it;
- C) Assist in rescue of the affected people;
- D) If required, participate in stock/asset evacuation activities.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Start repair and reconstruction work of the government properties damaged in the disaster soon;
- B) Undertake arrangements for immediate repair and reconstruction of government properties and formulate long-term plans;
- C) Coordinate with the local administration and authority in humanitarian aid and rehabilitation activities;
- D) Prepare a detailed programme with estimates for protection of government properties in case of similar disasters in the future and dispatch it to the appropriate authority;
- E) If required, provide technical assistance in reconstruction work and monitor it.

5.2.20.2 Urban Development Directorate (UDD)

The Urban Development Directorate (UDD) will perform the following functions for disaster risk management in its working area:

Risk Reduction Functions

- A) Follow earthquake zonation map developed by the Geological Survey of Bangladesh (GSB) and prepare other disaster risk maps to identify vulnerable areas;
- B) Prepare land use plans and monitor their implementation; prepare risk-sensitive land use plans;
- C) Formulate a risk-informed urban plan;

- D) Take initiatives to ensure construction of buildings in disaster-prone areas as per the BNBC;
- E) Ensure wider road for the easy movement of vehicles involved in rescue and response activities;
- F) Conduct risk assessments for vulnerable buildings and prepare a list on the same;
- G) Arrange training on urban planning and retrofitting of buildings for engineering, planning and building construction companies;
- H) Ensure the application of the BNBC to construct buildings and large residential developments in important places;
- I) Assist in categorizing safe and vulnerable buildings and other structures;
- J) Ensure the effective application of the BNBC in rehabilitation and earthquake/fire resilient construction;
- K) Take initiatives to operate programmes in coordination with the concerned agencies, DPHE and other stakeholders to reduce urban waterlogging;
- L) Provide training to concerned engineers (civil engineers) and construction workers involved in construction work to ensure the implementation of BNBC and arrange campaigns to increase awareness in this regard;
- M) Establish a strong monitoring system to monitor the construction work of the government and private sectors;
- N) Keep manpower and materials ready for protection and repair of government properties;
- O) Preserve all government stocks and evacuate them to a safer place if required;
- P) Coordinate with local administrations and if required, assist in debris removal, rescue and humanitarian aid activities;
- Q) Conduct damage assessments, and arrange funds as required for rehabilitation and reconstruction;
- R) Start the reconstruction work of damaged infrastructure of respective agencies as soon as possible;
- S) Coordinate with the local administration and authority in rehabilitation and reconstruction activities;
- T) Formulate detailed programmes to protect government properties from future disasters and estimate their cost;
- U) Provide technical assistance in rehabilitation work and monitor it.

5.2.20.3 Rajdhani Unnayan Kartripakkha (RAJUK), Rajshahi Development Authority (RDA), Khulna Development Authority (KDA), Chattogram Development Authority (CDA), Cox's Bazar Development Authority (CoxDA) and Gazipur Development Authority (GDA)

The RAJUK, RDA, KDA, CDA, CoxDA and GDA will perform the following functions to combat disasters:

- A) Prepare and follow risk maps of earthquakes and other disasters to identify possible affected areas;
- B) Formulate risk-sensitive urban plans considering multi-hazard risk including earthquakes, floods, cyclones, storm surges and waterlogging, etc.;
- C) Undertake necessary initiatives to follow approved design and construction instructions as per the BNBC when constructing installations in disaster-prone area;
- D) Conduct primary surveys when determining the risk to all buildings and structures and produce a list of vulnerable buildings;
- E) Arrange training on urban planning and retrofitting of buildings for engineering, planning and building construction companies;
- F) Enforce implementation of the BNBC to construct buildings and large residential developments at important locations;
- G) Assist in categorizing safe and vulnerable buildings and other structures regarding different disasters such as earthquakes;
- H) Undertake initiatives to run programmes with the coordination of the concerned City Corporation, water supply agencies and other stakeholders to eliminate urban waterlogging and ensure proper drainage systems;
- I) Provide technical training to concerned engineers (civil engineers) and construction workers (masons and bar binders) involved in construction work to ensure the implementation of the BNBC and organize campaigns to increase awareness of this issue;
- J) Strengthen the monitoring system to maintain the quality of government and private construction work.

5.2.21 Ministry of Public Administration

Beside its regular official work, the Ministry of Public Administration will perform the following functions:

Risk Reduction Functions

- A) Issue instructions to include disaster risk management as an important issue in the human resource development policies and directions of all ministries and departments;
- B) Issue orders to include disaster risk management topics in modules of all training courses of all government training institutes and academies, and include disaster risk management training courses for different public service cadres according to the Standing Orders on Disaster, and create and maintain a database of skilled officials;
- C) Establish a risk reduction communication system within and across the ministry;
- D) Formulate risk prevention/preparedness strategies/planning;
- E) Develop a sector-based emergency response system;
- F) Formulate the ministry's Contingency Plan.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Prepare a pool of trained manpower in order to be able to deploy them quickly to disaster-affected areas to manage a large-scale disaster;
- B) Encourage expert and capable manpower to work in remote disaster-affected areas and develop incentive packages to retain them.

(3) Disaster Stage

- A) Deploy an expert and capable workforce to work in the disaster-affected areas on an emergency basis.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Deploy a highly efficient workforce for rehabilitation and related activities.

5.2.22 Finance Division

The Finance Division will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Designate one Officer from the ministry as the disaster risk management Focal Point;

- B) Develop policies on budget allocation by following the instructions of the NDMC and assist in preparing a disaster risk reduction fund;
- C) Integrate disaster risk management policies and practices in the National Economic Development Process and Policy;
- D) Ensure the required budget allocation on the request of the concerned ministry, department and authority;
- E) Establish close communications and links with the concerned ministry, committee and authority to assist in formulating plans for financial assistance focusing in risk reduction initiatives;
- F) Establish close links with the concerned ministry/committee/organization to adopt their planned activities and provide financial support in risk reduction related initiatives by maintaining communication;
- G) Allocate the required budget to assist the concerned ministry/division/committee for evaluating disaster risk;
- H) Formulate and establish training policies on disaster risk management for the division's officials;
- I) Formulate, approve and implement the coordinated disaster risk management planning to mobilize resources assets at different stages under a financial development planning process;
- J) Ensure participation in the meetings of the NDMC, IMDMCC and NDMAC;
- K) Issue orders to all concerned, on financial requests/demands based on conditions of the Ministry of Finance;
- L) Make necessary changes and refinements to the guidelines for financial allocation and fund release policies and rules to strengthen disaster risk management activities.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Undertake arrangements and ensure quick allocation of funds for emergency disaster risk reduction;
- B) Ensure financial support for different preparedness activities such as training, capacity building, warning systems, and improving knowledge practices and drills for different ministries, divisions, districts, upazilas, unions, city corporations/municipalities, wards and other agencies;
- C) Establish close coordination with the Ministry of Disaster Management and Relief and NDMC;

- D) Prepare the ministry's Contingency Plan.

(3) Disaster Stage

- A) Ensure quick allocations for necessary financial assistance of humanitarian aid and rapid rescue operations;
- B) Prepare damage and loss statistics based on the situation and requirements of humanitarian aid materials by maintaining close liaison with the Ministry of Disaster Management and Relief;
- C) Ensure quick release of international humanitarian aid and equipment through Bangladesh Customs.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Ensure quick budget allocations for financial support to fulfill the needs for rehabilitation, reconstruction and recovery;
- B) Monitor the process if proper use of policies and rules are being followed in using funds for government infrastructure, installments, structural improvements and reconstruction in the disaster-affected areas;
- C) Support ERD/Ministry of Agriculture and Ministry of Disaster Management and Relief in accordance with the regulations of foreign governments/organizations;
- D) Ensure assessment of post-disaster impacts ahead of any reconstruction activities and preparation of financial proposal.

5.2.23 Economic Relations Division

The Economic Relations Division will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Recommend budget allocations for disaster response and risk reduction based on the planning and needs of concerned ministries and divisions;
- B) Gather international funds for disaster risk reduction programmes;
- C) Designate an officer as the Focal Point.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Establish networks with multilateral and bilateral partners to receive quick international assistance during a disaster and undertake steps to receive funds from development partners;

- B) Maintain a database based on assistance received from international agencies to combat the emergency situation;
- C) Develop policies/guidelines for international assistance in emergency disaster situation;

(2) Alert/Warning Stage

- A) Monitor the situation and prepare for resource mobilization.

(3) Disaster Stage

- A) Maintain information on the disaster situation, and damage and loss with the help of the Department of Disaster Management;
- B) Prepare applications with the assistance of the Ministry of Disaster Management and Relief, if international assistance is required for search & rescue.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Undertake initiatives to receive humanitarian aid from development partners or international agencies, as per the demand and request of the Ministry of Disaster Management and Relief.

5.2.24 Internal Resources Division

For disaster risk management, the Internal Resources Division will perform the following functions:

- A) Prepare necessary policies/guidelines in the light of existing acts to entirely rebate or reduce VAT/tax from the materials needed for risk reduction and humanitarian assistance activities;
- B) Simplify the import process of humanitarian aid materials/goods and undertake arrangements for quick customs clearance;
- C) Undertake arrangements to provide tax clearance certificates for quick release of humanitarian aid materials;
- D) Assist the port authority to apply a tax waiver for materials arrived for humanitarian aid via sea, land and air according to government instructions;
- E) Undertake arrangements to provide training for officials on disaster risk management;
- F) Designate an officer as the disaster management Focal Point.

5.2.24.1 National Board of Revenue

The National Board of Revenue will perform the following responsibilities for disaster risk management:

- A) Take necessary actions to waive/reduce VAT/tax of the materials required for risk reduction and emergency response activities in the light of existing policies, and if needed issue circulars;
- B) Assist the import of humanitarian aid materials and take measures to expedite clearance;
- C) Arrange for issuing customs clearance for speedy release of humanitarian aid materials;
- D) Assist the port authorities to ensure prompt unloading of humanitarian aid materials and tax exemptions of humanitarian assistance at sea, land and airports as per government regulations;
- E) Take steps to provide training to officers on disaster risk management;
- F) Nominate an officer of the board as the disaster management Focal Point.

5.2.25 Bangladesh Planning Commission

The Bangladesh Planning Commission will perform the following functions for reducing disaster risk:

Risk Reduction Functions

- A) Take initiatives to incorporate disaster risk reduction concerns along with inclusion of issues related to women, children, the elderly and persons with disabilities during the formulation of development programmes and project implementation;
- B) Integrate Disaster Impact Assessment (DIA) in the preparation of Development Project Proposals (DPP) with a view to disaster risk reduction considering issues regarding women, children, the elderly and persons with disabilities;
- C) Approve projects based on assessments on whether the new schemes and proposed projects will reduce disaster risk for women, children, the elderly and persons with disabilities;
- D) Ensure integration of issues regarding women, children, the elderly and persons with disabilities into the development planning process;
- E) Establish a strict monitoring and supervision system to ensure compliance to government rules with regard to disaster risk reduction;
- F) Prepare and maintain a database on risk reduction projects of all ministries.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Prioritize projects that contributes in reducing disaster risks; such as embankments, forestation, jetties on coastal islands projects, roads in coastal areas (necessary for evacuation and humanitarian aid work), telecommunications, Mujib Killas, construction of shelters and projects on earthquake risk reduction.

(2) Alert/Warning Stage

- A) Recommend resource allocations for reconstruction and repair of the affected infrastructure considering the damage.

5.2.26 Planning Division, Ministry of Planning

The Planning Division will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Recommend to include lessons learnt from previous projects in the disaster risk reduction and development project planning process;
- B) Include Disaster Impact Assessment (DIA) in the Project Proforma to ensure incorporation of disaster risk reduction issues in development activities;
- C) Prioritize the development and risk reduction projects prepared based on hazard and risk assessments;
- D) Undertake effective steps and coordinate to consider risk in sectoral development activities in perspective plans, Five-Year plan and Delta Plan;
- E) With the assistance from the Ministry of Disaster Management and Relief, take initiatives to train officials from different ministries/departments on integration of disaster risk reduction into development;
- F) Designate one high level officer as the Focal point from the Bangladesh Planning Commission.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Initiate for quick approval of contingency plans for preparedness and to combat emergency the situation brought about by natural and man-made hazards.

(2) Alert/Warning Stage

- A) Undertake activities and monitor them based on a Contingency Plan.

(3) Disaster Stage

- A) Arrange fast approval of projects for humanitarian aid activities in the most affected areas.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Ensure fast review and approval of projects for infrastructure repair and maintenance.

5.2.27 Statistics and Informatics Division

The Statistics and Informatics Division will perform the following functions to combat disasters:

- A) Take initiatives to update disaster statistics (considering gender, age and disabilities);
- B) Provide technical assistance to include Geographical Information Systems (GIS) in disaster risk management;
- C) Analyze disaster damage and loss, conduct surveys on disabilities and initiate the development of a database;
- D) Take special initiatives to update information on vulnerable families/people in highly disaster-prone areas;
- E) Take initiatives to conduct research on disaster damage and loss, rehabilitation and investment in government/private sectors, disaster economics and other issues;
- F) Develop a database on gender, age, disabilities and other factors;
- G) Undertake initiative to conduct research on the impacts of disasters and climate change;
- H) Collect, analyze and maintain sectoral damage and loss information relating to disasters and take initiatives to inform those concerned;
- I) Undertake initiatives to create an infrastructure database under disaster risk reduction, rehabilitation and reconstruction activities;
- J) Include disaster statistics and information management in the policies and laws of this division;
- K) Prepare baseline data for disaster-prone areas;
- L) Designate a Focal point to monitor disaster-related information.

5.2.27.1 Bangladesh Bureau of Statistics

The Bangladesh Bureau of Statistics will perform the following functions for disaster risk management:

- A) Improve and update disaster statistics and prepare a database of vulnerable people based on administrative units;
- B) Formulate and update community and sectoral (considering gender, age and disabilities) disaster statistics reports;
- C) Collect, maintain and inform sectoral disaster damage and loss information;
- D) Formulate a detailed database on gender, age, disabilities and professions;
- E) Conduct surveys on disabilities due to disasters and ensure information management activities;
- F) Conduct research on disaster damage and loss, investments and sectoral effects and prepare reports on that;
- G) Apply of Geographic Information Systems (GIS) for disaster risk management and support for preparation of response plans;
- H) Update information on vulnerable communities and families in highly disaster-prone areas;
- I) Conduct research on different sectoral impacts from disasters and climate change;
- J) Prepare an infrastructure database on disaster risk reduction, rehabilitation and reconstruction activities;
- K) Undertake regional research for early warning message dissemination and exchange of information about transboundary rivers;
- L) Formulate and update reports on disaster risk financing based on trend analyses on investments on disaster risk reduction, humanitarian aid and rehabilitation, and humanitarian aid activities;
- M) Conduct surveys and prepare reports on community and family level disaster risk management related ideas, knowledge and capabilities;
- N) Prepare secondary data on disaster-prone areas (food amounts, income and expenditure, communication systems, settlement types and other such aspects);
- O) Designate a Focal point to monitor disaster-related information;
- P) Determine and preserve a GO code for the flood and cyclone shelters.

5.2.28 Ministry of Women and Children Affairs

Risk Reduction Functions

- A) Include risk mitigation and risk reduction issues in the light of inclusion of women, children, the elderly and persons with disabilities in the all ministry's development programmes and plans;
- B) Prepare sectoral risk mitigation and preparedness strategies by ensuring the inclusion of women, children, the elderly and persons with disabilities;
- C) Undertake arrangements to increase the capacity of city corporation, upazila and union level officers on risk reduction issues in the light of inclusion of women, children, the elderly and persons with disabilities;
- D) Encourage all concerned to give importance on the safety and psychosocial protection of women, children, the elderly and persons with disabilities in all disaster risk management activities;
- E) Ensure empowerment of adolescents, women, children, the elderly and persons with disabilities in all concerned development projects and plans through preparing checklists/guidelines;
- F) Include protection of women, children, the elderly and persons with disabilities into disaster response plans and include psycho-social services;
- G) Ensure budget allocations for women and children in disaster risk reduction and response programmes;
- H) Prepare a special budget code for pregnant & lactating mothers and children in humanitarian aid activities to provide suitable food;
- I) Include risk reduction issues in income-generating schemes and livelihood activities;
- J) Designate a high-level officer from the ministry as the disaster risk management Focal Point;
- K) Formulate disaster risk reduction related strategies;
- L) Formulate and implement a gender and social inclusion work plan for disaster risk management;
- M) Keep hygiene kits for women and adolescents at all administrative levels.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Ensure separate rooms and facilities for women, children, the elderly and persons with disabilities in temporary shelters in the aftermath of an earthquake or cyclone;
- B) Incorporate gender and social issues in the training curricula on disaster preparedness, risk reduction, humanitarian and psychological aid being conducted by the ministry;

- C) Ensure participation of women, children, the elderly and persons with disabilities in community-based response;
- D) Prepare a Contingency Plan for the ministry;
- E) Take necessary prevention and protection measures to stop violence and abuse of women and children;
- F) Take initiatives to activate a hotline during disasters;
- G) Undertake necessary arrangements for disaster risk management by a One Stop Crisis Centre;
- H) Coordinate with national, local and international agencies on issues related to disaster risk management activities with regard to women and children;
- I) Include disaster risk reduction and resilience in social safety net Programmes;
- J) Include issues on the safety of women and children during disasters in training manuals.

(2) Alert/Warning Stage

- A) Coordinate with the Ministry of Disaster Management and Relief to ensure that women, children, the elderly and persons with disabilities receive timely warning messages and are able to evacuate safely to shelters.

(3) Disaster Stage

- A) Coordinate with the Local Government Division, Social Services Department and Department of Disaster Management, to allocate funds and deploy manpower for assisting disaster-affected women and children;
- B) Coordinate and respond to the needs of women and children and regularly monitor service activities;
- C) Ensure distribution of hygienic kits among the women and children;
- D) Establish data collection system and ensure security;
- E) Increase awareness about the rights of women and children through special protection measures;
- F) Ensure a functional hotline service to prevent violence against women and children.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Ensure inclusion of the importance and priority of women, children and the elderly in all the rehabilitation plans of the ministry and department.

5.2.28.1 Department of Women Affairs

This department will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Arrange training on pre-disaster, disaster period and post-disaster risk reduction strategies for women, adolescent and children groups developed by the Department of Women Affairs;
- B) Ensure that the members of these groups are capable of taking care of themselves and their families and ensure their effective participation in disaster risk reduction and response programmes;
- C) Ensure child-friendly food along with other ingredients when operating humanitarian aid programmes;
- D) Provide appropriate instruction to the District Officer, Jatiyo Mohila Sangstha, District Women Affairs Officers and Upazila Women Affairs Officer to take part effectively in Disaster Management Committees and response group activities;
- E) Include risk reduction in all income-generating schemes;
- F) Designate one high ranked officer of the Department as the disaster risk management Focal Point;

Emergency Response Functions

(1) Response Preparedness Stage

- A) Ensure separate rooms and other facilities for women, children, the elderly and persons with disabilities in cyclone shelters;
- B) Include disaster risk management topics in all training programmes of the department;
- C) Formulate a disaster response and rehabilitation work plan for the department.

(2) Alert/Warning Stage

- A) Ensure timely and secured evacuation of women, children, elderly and persons with disabilities to a safe shelter after receiving the warning message and undertake appropriate safety and protection measures.

(3) Disaster Stage

- A) Participate in rescue activities through the local authority;
- B) Assess quickly the damage and loss to women and children, and allocate a budget along with engaging human resources;
- C) Coordinate the needs of women, children, elderly and persons with disabilities, and regularly monitor the humanitarian aid, response and service activities;
- D) Ensure distribution of child-friendly food in the humanitarian aid activities;
- E) Operate response and humanitarian aid activities and monitor and prepare reports on the services provided for the women and children in shelters according to their needs;
- F) Ensure protection services for women and children;
- G) Coordinate with the selected representatives of the local government, disaster response stakeholders, local administrations, Police, Ansar-VDP and Police members to prevent women and child trafficking from shelters or other shelter places during the disaster;
- H) Take initiatives to prevent violence against women and children.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Assist disaster-affected women and children by supporting their livelihoods;
- B) Allocate a necessary budget by considering the priority of rehabilitation of women, children and elderly in the department's rehabilitation planning;
- C) Rescue children who are lost from parents or whose parents are dead, and undertake arrangements to rehabilitate them through the Department of Social Services;
- D) Operate search & rescue operations to determine whether any women or children are lost from the disaster-affected area, with the help of the Police and local administration and return them to their family.

5.2.29 Law and Justice Division

In addition to normal duties, this division will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Designate a senior official of the division as the disaster risk management Focal Point;
- B) Assist the Prime Minister Office, Ministry of Disaster Management and Relief and other ministries to expedite the process of approval/endorsement of the disaster-related laws, policies, rules, Standing Orders on Disaster and any other legal documents on disaster risk reduction and emergency response.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Establish methodological guidelines to solve or analyze any legal issues that arise during a disaster, especially guardianship of orphans, property disputes, inheritance and other related issues;
- B) Ensure appropriate representative of the division in the meetings of the IMDMC and NDMC and develop different laws and assist in the approval process.

5.2.30 Legislative and Parliamentary Division

The Legislative and Parliamentary Division will perform the following functions for disaster risk management:

- A) Advise the Ministry of Disaster Management and Relief in preparing drafts of legal documents;
- B) Compile disaster risk management related questions of public importance and dispatch them to the Ministry of Disaster Management and Relief and document the decisions discussed in the Parliament;
- C) Ensure appropriate representation of the ministry at the NDMC and IMDMC meetings and assist in developing laws;
- D) Make the Parliament aware about relevant events and programmes based on information received from the Ministry of Disaster Management and Relief.

5.2.31 Ministry of Social Welfare

For disaster risk reduction management, the Ministry of Social Welfare will perform the following functions:

Risk Reduction Functions

- A) Formulate disaster risk reduction plans and prepare implementation strategies for the participation of communities and others;
- B) Prepare a database of persons with disabilities along with disability types for entire country including all disaster-prone areas, and take special initiatives to record in the database disabilities caused by disasters;
- C) Undertake coordinated initiatives to develop a database of orphan children through quick surveys and formulate protection and humanitarian aid plans, and to implement these during a disaster or any crisis period;

- D) Determine a work strategy and provide implementation instructions for care and protection of orphans and disaster-affected children through Social Welfare Officers and Union Social Workers;
- E) Enhance the basic capability of the officers of the ministry on assisting children and psycho-social services and protection;
- F) Conduct training on disaster risk management to develop trained volunteers, focusing on protection of children during disasters;
- G) Instruct to purchase necessary equipment, education and psycho-social support required for families and store those in a safe place;
- H) Designate an officer of the ministry as a disaster risk management Focal Point.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Ensure formulation of disaster response plans for all concerned agencies under the ministry;
- B) Formulate implementation strategies for disaster preparedness, and recovery and rehabilitation programmes, considering the special needs of children, women, the elderly and persons with disabilities and enhance the capacity of concerned divisions and NGOs;
- C) Review disability, elderly, women and child sensitive response plans once a year and ensure assistance and coordination strategies with stakeholders at all levels;
- D) Provide training to volunteers on disaster risk management and social safety through the Department of Social Service and undertake initiatives to provide necessary equipment to the volunteers;
- E) Review annual disaster preparedness plans with the concerned Department of Social Service and coordinate own work plans with all levels of administrative authority;
- F) Organize sectoral Social Welfare Workers for working during disasters;
- G) Identify an officer of the ministry as a Focal Point.

(2) Alert/Warning Stage

- A) Maintain full-time communication with the Ministry of Disaster Management and Relief and all concerned and monitor the process of warning message broadcasts among field level offices and the public;
- B) Designate an officer as the Focal Point to maintain links with the Ministry of Disaster Management and Relief and Department of Disaster Management;
- C) Assist local administrations to make people aware about disaster preparedness through field officers and agencies and enhance the awareness of children, women, elderly and persons with disabilities on evacuation plans and methods.

(3) Disaster Stage

- A) Establish a Crisis Support Centre for providing psycho-social health services/trauma counselling in shelters/camps of disaster-affected areas and undertake initiatives to provide services from different medical colleges or hospital centres;
- B) Undertake quick arrangements to provide psycho-social services for disaster-affected children, women and all others and appoint a psycho-social response provider through the Department of Social Welfare;
- C) Assist local authorities in operating humanitarian aid centres and child-friendly spaces (CFS) in coordination with the local government authorities, NGOs and local volunteer groups;
- D) Ensure necessary humanitarian aid and treatment in orphanages of the disaster areas and ensure child protection and coordination in communities and alternative care management;
- E) Operate a control room and maintain regular communication with the control room of the Department of Disaster Management and the Ministry of Disaster Management and Relief;
- F) Operate rescue and humanitarian response activities and instruct the survey workers and volunteers to collect information on deaths, damage and loss with consideration of protection of women, children, elderly and persons with disabilities;
- G) Engage social workers as required in affected areas and engage them for coordination in child-friendly places and in referral services, management and monitoring work.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Participate in humanitarian aid and rehabilitation activities, protect vulnerable people from harm and take initiatives to provide livelihood assistance;
- B) Strengthen family and community-based initiatives for the protection, rehabilitation and reunification of vulnerable people;
- C) Ensure that orphans and separated children remain with their family/caretaker and receive necessary care;
- D) Monitor and prepare reports on the return and rehabilitation process of vulnerable people and establish local/community-based service methods to look after them during the post-disaster period;
- E) Formulate a rehabilitation plan for socio-economic recovery of persons with disabilities, widows and children and undertake initiatives to implement it;
- F) Provide assistance in implementation of the government's rehabilitation programmes and concerned programmes of other organizations, and continue all programmes until the return of normalcy.

5.2.31.1 Department of Social Services

The Social Services Department will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Ensure participation of persons with disabilities and other disadvantaged groups in preparedness and disaster risk management activities;
- B) Assist persons with disabilities and disadvantaged groups for livelihoods through different projects;
- C) Ensure participation in disaster risk reduction and emergency response of all NGOs and local community-based organizations (CBOs) listed with the Department of Social Services;
- D) Prepare a database of disaster-related or other crisis-related orphan children through rapid surveys and formulate and implement plans for their protection and humanitarian aid;
- E) Provide instructions to determine work strategies and their implementation on the care and protection of orphans and disaster-affected children through the Upazila Social Welfare Officer and Union Social Worker;
- F) Build basic capability of officers in the ministry on child protection along with child psycho-social assistance and protection;
- G) Ensure training on disaster risk management to train volunteers on child protection during disasters;
- H) Purchase necessary equipment, education and psycho-social support materials required for families and store those in a safe place;
- I) Ensure participation of the department's representatives in meetings of different Disaster Management Committees.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Formulate inclusive disaster response plans;
- B) Formulate implementation strategies that sensitive to children, women, persons with disabilities and elderly for disaster preparedness and recovery & rehabilitation programmes, and enhance the capacity of concerned divisions and NGOs;
- C) Review the disability, elderly, women and child sensitive response plans once a year and ensure assistance and coordination strategies with stakeholders at all levels;

- D) Provide training to volunteers on disaster risk management and social safety, and provide necessary equipment to the volunteer groups;
- E) Review the implementation of annual disaster preparedness plan and coordinate own work plans with other concerned actors;
- F) Organize the sectoral Social Welfare Workers during a disaster;
- G) Designate an officer as the Focal Point of the Ministry.

(2) Alert/Warning Stage

- A) Ensure receipt and publicity of warning messages by local level offices and community people;
- B) Assist the local administration to make people aware about disaster preparedness through field officers and agencies, and increase the awareness of women, children, the elderly and persons with disabilities on evacuation plans and methods;
- C) Implement safe and cautious evacuation and search & rescue activities for persons with disabilities;
- D) Issue orders for field level offices to ensure safe and cautious evacuation, search & rescue activities for persons with disabilities and other disadvantaged groups.

(3) Disaster Stage

- A) Establish a Crisis Support Centre for providing psycho-social health services/trauma counselling in the shelters/camps of disaster-affected areas and ensure to provide services from different medical colleges or hospital centres;
- B) Undertake quick arrangements to provide psycho-social services for disaster-affected children, women and all others and appoint a psycho-social response provider through the Department of Social Welfare;
- C) Assist local authorities in operating humanitarian aid centres and child-friendly spaces (CFS) in coordination with the local government authorities, NGOs and local volunteer groups;
- D) Ensure necessary humanitarian aid and treatment in orphanages of the disaster areas and ensure child protection and coordination in communities and alternative care management;
- E) Operate a control room;
- F) Operate rescue and humanitarian aid activities and considering the protection of and damage to women, children, the elderly and persons with disabilities, instruct the survey workers and volunteers collecting life loss, and damage and loss information;
- G) Engage social workers as required in affected areas and engage them for coordination in child-friendly places and in referral services, management and monitoring work.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Participate in humanitarian aid and rehabilitation activities, protect vulnerable people from harm and take initiatives to provide livelihood assistance;
- B) Strengthen family and community-based initiatives for the protection, rehabilitation and reunification of vulnerable people;
- C) Ensure that orphans and separated children remain with their family/caretaker and receive necessary care;
- D) Monitor and prepare reports on the return and rehabilitation process of vulnerable people and establish local/community-based service methods to look after them during the post-disaster period;
- E) Formulate a rehabilitation plan for socio-economic recovery of persons with disabilities, widows and children and undertake initiatives to implement it;
- F) Provide assistance in implementation of the government's rehabilitation programmes and concerned programmes of other organizations, and continue all programmes until the return of normalcy.

5.2.32 Ministry of Shipping

The important duty of this ministry is to acquire ships from the Department of Shipping, BIWTA, BIWTC and privately owned ones, and use those in rescue operations as per the requirement of the Ministry of Disaster Management and Relief and other government agencies. This ministry will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Formulate disaster risk reduction and preparedness strategies;
- B) Implement risk reduction plans (such as, digging and bringing back navigability of shipways by channel cleaning, jetty construction and other such work) and undertake plans to implement response and humanitarian aid activities;
- C) Ensure budgetary provisions of the ministry for disaster risk management activities;
- D) Ensure sectoral risk assessment of the ministry;
- E) Prepare sectoral risk reduction work plan;
- F) Appoint a high-ranking officer of the ministry as the disaster risk management Focal Point.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Prepare a list of ships/vessels owned by the BIWTA, BIWTC and privately. The mobile numbers of owners along with names and addresses should be included in this list so that the ships/vessels can be requisitioned at short notice. These ships/vessels will be used in the following activities:
- Evacuation of people from the coast and hoar areas before a disaster, based on warning messages;
 - Evacuation of people and livestock from flooded areas;
 - Transport of food grains from food warehouses;
 - Transport of humanitarian aid contents, medical treatment supplies and people engaged in humanitarian aid activities;
 - Keeping naval communications uninterrupted and re-establishing disrupted communications.
- B) Construct jetties in all islands and keep the waterways ready for the ships carrying humanitarian aid to different islands;
- C) Undertake regular dredging of waterways and remove blockades so that the ships/vessels can move easily for the purpose of evacuation, rescue and humanitarian aid activities.

(2) Alert/Warning Stage

- A) Establish an emergency control room and appoint staff after the warning signal is issued;
- B) Appoint one Liaison Officer to maintain links with the control room of the Ministry of Disaster Management and Relief;
- C) Communicate with the BIWTA, BIWTC and all ports;
- D) Select a place that is easy to travel to as a base station after receiving of warning messages based on forecasts and evacuate the ships to a safe place;
- E) Arrange requisition of private water transport through the appropriate authority, if required;
- F) Alert all stations and subordinate offices to take appropriate preparations;
- G) Assist in evacuating people and livestock to a safe place as per government orders;
- H) Coordinate with local authorities and other ministries and provide all types assistance in evacuation, rescue and humanitarian aid activities;

- I) Keep emergency repair teams and necessary instruments and equipment ready on fast-moving water transport in the base stations;
- J) Ensure safe movement of water vessels;
- K) Ensure to operate ferry services efficiently;
- L) Make easy access of coasters for transport of humanitarian aid contents and emergency food materials;
- M) Instruct the Port Authority to give priority to the arrival of vessels carrying humanitarian aid contents and food materials, and release of contents;
- N) Ensure quick repair of ships damaged in disasters and seamless supply to the Points of Loading (PoL);
- O) Undertake arrangements for the safety of own installations, stocks, equipment and other items and evacuate transferable stocks, installments and equipment to a safe place;
- P) Send daily reports received from own sources on activities related to the cyclone situation to the NEOC of the Ministry of Disaster Management and Relief;
- Q) In case of a contagious disease, all types of passenger water transport should be ceased and if necessary, the flow should be gradually reduced to normal.

(3) Disaster Stage

- A) Operate the emergency control room on a 24/7 basis during the disaster;
- B) Ensure easy movement of ships to the affected areas and engage them according to the needs of the local civil authority, Ministry of Disaster Management and Relief and other government agencies;
- C) If required, send ships to affected areas from other places;
- D) Undertake arrangements to rescue own installations, stocks and equipment from the affected areas;
- E) Instruct concerned port authorities on quick delivery of humanitarian aid and food materials received as grants or imported from foreign countries;
- F) Determine and estimate the amount of damage and loss of own property and make arrangements for reconstruction/repair;
- G) Undertake quick repair of disaster-affected ships and uninterrupted PoLs.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Re-establish naval communications in the damaged areas;

- B) Continue all efforts for humanitarian aid and rehabilitation programmes;
- C) Organize the BIWTC-owned vessels and Chartering Committee approved rented vessels and issue necessary instructions to them for transport of humanitarian aid and food materials imported from or granted by foreign countries to meet the internal demand;
- D) Keep ships anchored at stations in unaffected areas prepared for sending towards affected areas if necessary. Coordinate with other ministries and local government authorities on this issue.

5.2.32.1 Bangladesh Inland Water Transport Corporation (BIWTC)

In addition to assigned duties, the Bangladesh Inland Water Transport Corporation (BIWTC) will perform the following functions for reducing disaster risk:

Risk Reduction Functions

- A) Prepare and preserve a database of all water transport both governmental and private to be used for evacuation and humanitarian aid transport and activities;
- B) Ensure budget provisions for repair and maintenance of water transport;
- C) Determine risks; identify risky jetties, ships and ferries;
- D) Keep budget provisions for risk prevention and preparedness activities;
- E) Organize educational and awareness programmes for the ministry and its staff on safety of property and infrastructure from disaster risk.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Requisite ships for safe evacuation of marooned and disaster-affected people and livestock;
- B) Provide ships for requisition to conduct the following duties;
 - To bring food grains to warehouses and to dispatch them from the warehouses;
 - Transport of humanitarian aid materials, medical treatment supplies and humanitarian aid workers;
 - Maintain important communication systems and if is interrupted, arrange to restore;
- C) If required, provide ferry services for quick dispatch of humanitarian aid materials for humanitarian aid operations;
- D) Assist to requisite privately owned water transport;
- E) Arrange rescue drills by considering possible disasters;
- F) Appoint one communication officer as the disaster management Focal Point.

(2) Alert/Warning Stage

- A) Establish an emergency control room at the BIWTC Headquarters and maintain communications with field level offices/officers/committees using own communication network;
- B) Appoint one officer to communicate with the Ministry of Shipping, Ministry of Disaster Management and Relief and Department of Disaster Management;
- C) Transfer ships from ports in the disaster-prone areas after receiving cyclone warning signals;
- D) Establish communications with all ports and alert all the stations and subordinate offices;
- E) Undertake preventive measures for protection of own installments, stocks, equipment and other items and if necessary, transfer transferable logistics, installments and equipment to safe places;
- F) Keep emergency repair teams and necessary instruments and equipment ready with fast-moving water transport in all the ports;
- G) Keep ships on standby for evacuation of people to safe places;
- H) Coordinate with the local authority and provide assistance in evacuation, rescue and humanitarian aid activities;
- I) Maintain safe operation of water vessels and ferry services;
- J) Fix the required number of BIWTC coasters for transportation of humanitarian aid and emergency food supplies;
- K) Send daily reports received from own sources on activities related to the cyclone situation to the control room of the Ministry of Disaster Management and Relief.

(3) Disaster Stage

- A) Operate the emergency control room on a 24/7 basis;
- B) Ensure easy movement of ships to the affected areas and engage them according to the needs of the local civil authority, Ministry of Disaster Management and Relief and other government agencies;
- C) If required, send ships to affected areas from other bases;
- D) Undertake arrangements to rescue own installations, stocks and equipment from the affected areas;
- E) Undertake quick repair of disaster-affected ships and uninterrupted PoLs.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Provide all kinds of assistance in humanitarian response and rehabilitation activities;
- B) Instruct BIWTC ships, requisite vessels and rented vessels to transport humanitarian aid and food materials to the disaster-affected areas;
- C) Determine the damage and loss of BIWTC installments, equipment and ships because of the disaster and undertake all necessary steps for repair and re-establishment of basic activities.

5.2.32.2 Bangladesh Inland Water Transport Authority (BIWTA)

In addition to normal duties, the Bangladesh Inland Water Transport Authority (BIWTA) will perform the following functions:

Risk Reduction Functions

- A) Formulate disaster risk reduction assessment and contingency plans;
- B) Take security steps for protection of own ships, base facilities, signals, water marks, lighthouses and buoys;
- C) Appoint one BIWTA Liaison Officer as the disaster risk management Focal Point.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Make arrangements for waterway marks, signals, lighthouses and buoys;
- B) Carry out dredging work of rivers and coasts for the improvement of waterways, and maintain them;
- C) Strengthen the rescue naval fleet and keep it prepared with appropriate equipment at a safe port.

(2) Alert/Warning Stage

- A) Establish an emergency control room at the agency's office and appoint an officer;
- B) Identify one officer to maintain links with the NEOC of the Ministry of Disaster Management and Relief, Ministry of Shipping and BIWTC;
- C) Make the BMD, FFWC and Department of Disaster Management aware about the information received on tide monitoring;
- D) Alert all concerned in subordinate offices and installations for necessary preparedness;

- E) Arrange for rescue teams with the required equipment and materials and keep them prepared;
- F) Undertake preventive measures for protection of own installments, stocks, equipment and other items and if necessary, transfer moveable logistics, installments and equipment to safe places;
- G) Send daily reports on damage and loss and reconstruction to the IMDMCC/Ministry of Disaster Management and Relief before sending a copy to the Ministry of Shipping.

(3) Disaster Stage

- A) Operate the emergency control room on a 24/7 basis;
- B) Coordinate activities with the local authority and provide necessary assistance for transport of ships and water vessels for efficient operation of evacuation, rescue and humanitarian aid activities on an emergency basis;
- C) Arrange a rescue fleet inclusive of proper equipment and keep it on standby at safe stations nearest to the affected areas.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Determine and prepare estimates and undertake arrangements for reconstruction and repair of own jetties, bases, installments and other damage and loss;
- B) Send reports on damage and loss and reconstruction to the IMDMCC/Ministry of Disaster Management and Relief before sending a copy to the Ministry of Shipping;
- C) Prepare plans for emergency/long-term repair/reinstallation of direction-indicating buoys and lighthouses, and allocate a budget to fulfil these kind needs;
- D) Remove debris generated from an earthquake or other disasters;
- E) Arrange the rescue of sunken vessels and re-establish and reinstall the separated coastal line indicators on an emergency basis to enable quick transport of humanitarian aid materials;
- F) Send a detailed report after completion of humanitarian aid and rehabilitation operations to the NDMC/Ministry of Disaster Management and Relief and Ministry of Shipping.

5.2.32.3 Department of Shipping

To combat disasters, this Department will perform the following functions:

- A) Participate in the meetings of Disaster Management Committees;
- B) Monitor transboundary transport of risky materials in the sea;

- C) Confirm precautionary measures for risky, poisonous and toxic materials, oil spills, and radioactive waste materials to ensure seawater is free from pollution;
- D) Maintain communications with international sea-related agencies for collecting and disseminating information regarding seaway disasters;
- E) Prepare a Contingency Plan and arrange drills for large-scale disasters;
- F) Appoint one Liaison Officer as the disaster risk management Focal Point.

5.2.32.4 Chattogram/Mongla/Payra Port Authorities

The Chattogram/Mongla/ Payra Port Authorities will perform the following functions:

- A) Ensure safety of cargo shifting and allowing ships inside during a sudden disaster;
- B) Prepare a Contingency Plan for the port;
- C) Prepare the port (cargo handling, warehouses) to assist in disaster response activities after a disaster;
- D) Assist in quick release and supply of necessary materials and humanitarian aid contents for search & rescue during a disaster;
- E) Quickly release humanitarian aid materials in ships that arrive from other countries;
- F) Alert ships and all concerned after receiving advance warnings and signals;
- G) Appoint a Liaison Officer as the disaster risk management Focal Point.

5.2.33 Road Transport and Highways Division, Ministry of Road Transport and Bridges

This division will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Undertake necessary arrangements to develop disaster risk reduction related guidelines with the coordination of the department and all agencies/divisions;
- B) Formulate a Risk Reduction and Response Preparedness Strategic Plan;
- C) Develop and implement a sectoral disaster risk reduction work plan;
- D) Allocate a proper budget for the improvement, repair and maintenance of infrastructure in disaster-prone areas;
- E) Coordinate the risk reduction steps initiated by the department/agency;
- F) Prepare a Contingency Plan for the road transport sector;

- G) Ensure maintenance of all services and infrastructure;
- H) Appoint a Liaison Officer as the disaster risk management Focal Point.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Undertake arrangements to repair road infrastructure to assist in response, humanitarian aid and rehabilitation activities;
- B) Prepare list of private organizations and their equipment to be used in emergency response period, if needed.

(2) Alert/Warning Stage

- A) Ensure effective publicity of warning signals.
- B) In case of a contagious disease, all types of passenger transport should be discontinued and if necessary, the flow should be gradually reduced to normal.

(3) Disaster Stage

- A) Quickly determine the damage and loss of roads/highways to ensure uninterrupted communications with the disaster-affected areas and undertake emergency steps for quality reconstruction and repair of the damaged infrastructure;
- B) Coordinate and ensure additional manpower and resources in the disaster-affected areas;
- C) Undertake initiatives to establish alternative routes and networks if the road communication is disrupted in the disaster-affected areas;
- D) Construct temporary infrastructure such as link roads or temporary bridges according to the requirement;
- E) If required, re-allocate manpower and resources;
- F) Monitor the damaged infrastructure and send daily reports.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Be prepared for quick repair of damaged infrastructure and make it operational;
- B) Ensure to provide effective communications, information and reports during emergency response and rescue operations;
- C) Undertake all necessary steps for the safety of services and infrastructure.
- D) Involve private organizations and their equipment, if necessary.

5.2.33.1 Roads and Highways Department (RHD)

For disaster risk management, this department will perform the following functions:

Risk Reduction Functions

- A) Consider the present and future risks while developing infrastructure design;
- B) Strengthen roads, embankments, light bridges and culverts for safety and reduce damage and loss of crops and properties from tidal surge from cyclones and heavy floods;
- C) Prepare a Contingency Plan for the Roads and Highways Department;
- D) Communicate with the Geological Survey of Bangladesh and BMD to receive and understand information about earthquakes received from a seismometer;
- E) Operate Risk Reduction Functions along with infrastructure development, maintenance, improvement and strengthening;
- F) Raise the level of roads in flood and cyclone/tidal prone areas and undertake necessary arrangements to reduce the risk of vulnerable infrastructure;
- G) Construct roads considering previous the highest flood level.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Undertake arrangements for uninterrupted maintenance of important road communications;
- B) Undertake arrangements to repair and maintain the weak points in road communication systems in disaster-prone areas;
- C) Monitor the current emergency plan twice a year based on previous experience and strengthen disaster preparedness activities;
- D) If required, issue orders to construct link roads, temporary bridges and start ferry services;
- E) Undertake patrol arrangements on important embankments and roads that could be affected by cyclones, tidal bores and floods;
- F) Keep necessary road construction equipment ready for emergency repair activities.

(2) Alert/Warning Stage

- A) Appoint one Liaison Officer to maintain communication with the NEOC of the Ministry of Disaster Management and Relief;

- B) If required, send vehicles and maintenance equipment to important instalments;
- C) Protect the infrastructure, construction equipment, ferry pontoons, equipment, stocks and other assets from damage, loss and destruction;
- D) If required, plan alternative roads for the movement of transport vehicles.

(3) Disaster Stage

- A) Operate an emergency control room on a 24/7 basis;
- B) Maintain full-time communication with the NEOC of the Ministry of Disaster Management and Relief;
- C) Strengthen the patrols on important roads;
- D) Undertake arrangements with the necessary manpower and equipment to quickly remove broken trees and barriers because of the disaster and make transportation normal again;
- E) Undertake arrangements for alternative road communications and instal signage if the road communication is disrupted;
- F) Undertake appropriate steps for the safety of ferries, stocks of equipment and installments in disaster-prone areas.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Immediately repair and reconstruct damaged/destroyed roads;
- B) Construct alternative roads to bring normalcy in the communication systems;
- C) Provide requisition for transport to carry humanitarian workers, aid materials and other important materials;
- D) Collect and determine the amount of damage and loss, and send it to the NDMC and Ministry of Disaster Management and Relief and if required, send the requirements for additional funds to combat the emergency situation;
- E) Undertake all efforts and continue to maintain communications on temporary and permanent bases to continue socio-economic development of the affected areas and providing benefits in the disaster-affected areas.

5.2.33.2 Bangladesh Road Transport Authority (BRTA)

The Bangladesh Road Transport Authority (BRTA) will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Appoint an officer as the disaster risk management Focal Point;
- B) Prepare a Contingency Plan for the agency and keep it active;
- C) Undertake communications with the Bangladesh Geological Survey and BMD to know and understand the information earthquakes from measurement instruments/seismometers.

(3) Disaster Stage

- A) Operate an emergency control room on a 24/7 basis;
- B) Maintain full time communication with the NEOC of the Ministry of Disaster Management and Relief;
- C) Send important information received through own system to the IMDMCC and Ministry of Disaster Management and Relief.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Provide requisition for transporting humanitarian aid workers and materials.

5.2.33.3 Bangladesh Road Transport Corporation (BRTC)

The Bangladesh Road Transport Corporation (BRTC) will perform the following functions for disaster risk management:

- A) According to government orders, arrange to send transport to the areas where the road communication system is effective for evacuation of people;
- B) Assist local administrations in rescue, evacuation, humanitarian aid and rehabilitation activities;
- C) Provide trucks or other vehicles for transport of humanitarian aid materials, debris and house-building materials.
- D) Prepare a list of private vehicles to be used during an emergency period, if necessary.

5.2.34 Bangladesh Bridges Division

The Bangladesh Bridges Division will perform the following functions for disaster risk management:

- A) Prepare disaster risk management guidelines for the division;
- B) Formulate a Risk Reduction and Preparedness Strategic Plan;

- C) Prepare and ensure implementation of the sectoral risk reduction work plan;
- D) Ensure proper budget allocations for development and maintenance of infrastructure;
- E) Strengthen bridges and ensure risk reduction of vulnerable infrastructure;
- F) Make arrangements for patrolling important bridges that could be affected by cyclones/tidal bores/floods/earthquakes;
- G) If required, re-allocate manpower and resources;
- H) Start repair and reconstruction of damaged/destroyed bridges without delay;
- I) Ensure effective communications, information exchange and send reports during emergency response and rescue operations;
- J) Appoint a high ranking officer as the disaster risk management Focal Point.

5.2.34.1 Bangladesh Bridge Authority

For disaster risk reduction, the Bangladesh Bridge Authority will perform the following functions:

- A) Prepare a Contingency Plan for the agency and keep it active;
- B) Send the information received from earthquake measurement equipment/seismometers to the Geological Survey of Bangladesh and BMD;
- C) Present updated reports to concerned authorities on the situation of the Bangladesh Bridge Authority infrastructure after earthquakes and severe disasters and regularly monitor the situation;
- D) Maintain bridges of 1500 metres or more height;
- E) Undertake patrolling arrangements for important bridges that could be affected by cyclones/tidal bores/floods/earthquakes;
- F) Monitor damaged infrastructure and dispatch regular reports;
- G) If required, re-allocate manpower and resources;
- H) Start repair and reconstruction of damaged/destroyed roads and bridges without delay;

5.2.35 Ministry of Railways

The Ministry of Railways will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Consider the present and future risks of earthquakes and other disasters in designing new infrastructure design;
- B) Prepare a Contingency Plan for the agency and keep it active;
- C) Ensure all warehousing facilities and transport arrangements for disaster response activities as per government orders;
- D) Ensure use of necessary rescue vehicle and materials to operate search & rescue and humanitarian aid activities during and after disasters;
- E) Share the information received from earthquake measurement equipment/seismometers through the Geological Survey of Bangladesh and BMD towards agencies;
- F) Construct railway tracks considering the previously recorded highest flood level;
- G) Designate an officer as the disaster risk management Focal Point and make all concerned informed.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Repair the rail lines, elevate the railway embankments and strengthen the railway culverts and bridges;
- B) Direct all concerned rail authorities to strengthen patrolling in the weak points of rail lines in an urgent situation.

(2) Alert/Warning Stage

- A) Establish an emergency control room at the railway headquarter on a 24/7 basis;
- B) Issue alert orders for regular monitoring of the railway points susceptible to disasters;
- C) Designate officer to disseminate emergency disaster messages to railway authorities through the railway communication system;
- D) Stock construction materials for repair of rail lines and bridges;
- E) Undertake necessary arrangements for safety and to reduce damage and loss of material stocks, instruments, equipment, rolling stocks and rail engines;
- F) Designate an officer to maintain communication with the NEOC of the Ministry of Disaster Management and Relief.

(3) Disaster Stage

- A) Make the IMDMCC and Ministry of Disaster Management and Relief aware about the information received through railway channels;
- B) Strengthen patrolling and site visits to rail bridges and railways;
- C) Keep traffic active and assist and provide advice to concerned authorities about the rescheduling of train movement times for safety purposes, if required;
- D) Keep the railway and rail stations prepared for the transfer of affected people.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Conduct surveys on the damage and loss of railways and assets;
- B) Send a list of overall loss and damage to the NDRCC of the Ministry of Disaster Management and Relief;
- C) Repair the damaged railways and resume disrupted railway services as soon as possible;
- D) Assist the local authority in rescue, humanitarian aid and rehabilitation activities;
- E) Allocate adequate resources for repair or return to normal conditions of damage to important junction stations and installations;
- F) Arrange for transporting food grains and other humanitarian aid materials according to necessity.

5.2.36 Ministry of Industries

The Ministry of Industries will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Prepare Contingency Plans for the state-owned industries at national and sub-national levels based on hazard and risk analysis;
- B) Mainstream disaster risk reduction in the ministry's development planning process;
- C) Develop the ministry's research activities with regards to hazard analysis;
- D) Issue orders on not to establish new factories/industries in earthquake and other hazard-prone areas; if requires, ensure disaster resilient construction for constructing new factories or industries;
- E) Ensure integration of disaster risk issues (chemical hazards, fire safety, open meeting spaces, emergency exits and compliance issues along with guidelines and policies to establish industry) during establishment of new state-owned industries;

- F) After inspection, provide instructions to appropriately follow disaster risk management principles for running industries in the state-owned sector;
- G) Monitor the sectoral risk reduction programmes and activities and keep the Ministry of Disaster Management and Relief about progress;
- H) Formulate a sectoral Risk Reduction Action Plan;
- I) Develop business continuity policy and procedures at industry and higher levels;
- J) Ensure budget provisions for implementation of the ministry's disaster risk reduction and management programmes;
- K) Establish a risk communication system of the ministry;
- L) Develop a sectoral emergency response system;
- M) Designate a senior official of the ministry as the disaster risk management Focal Point.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Ensure industries located in disaster-prone areas undertake disaster preparedness activities including awareness and education programme;
- B) Ensure that factories and industries established in high-risk areas undertake hazard and risk analyses and develop proper business continuity plans based on that;
- C) Instruct to arrange disaster preparedness drills for the industries located in earthquake, cyclone and flood prone areas;
- D) Ensure necessary steps for the safety of manpower, equipment, stocks, installations/factories and other assets;
- E) Take initiatives for structural safety of the industries located in earthquake, cyclone and flood prone areas;
- F) Ensure disaster preparedness training for officers/workers of factories and organizations in cyclone and flood prone areas;
- G) Formulate a sectoral Business Continuity Plan and keep it active;
- H) Appoint an officer of the ministry as a disaster risk management Focal Point;

(2) Disaster Stage

- A) Instruct all concerned to provide full assistance to the local administrative authority in rescue, evacuation and humanitarian aid and rehabilitation activities;
- B) Ensure evacuation to a safe location of threatened manpower, equipment, stocks, installments/factories and other assets is threatened.

(3) Rehabilitation, Reconstruction and Recovery Stage

- A) Undertake post-disaster damage assessment including costs associated with the repair and reconstruction of affected industries;
- B) Ensure analysis of risk and post-disaster impacts and include risk reduction strategies in the repair and maintenance budget for industries;
- C) Determine the possible expenses for repair and reconstruction of concerned damaged factories;
- D) Instruct to submit project proposals to the Planning Commission/ ministry for rehabilitation of damaged industries and for budget allocation;
- E) Assist the affected industries (both public and private) to submit post-disaster repair and rehabilitation funding proposals to the Ministry of Planning/Planning Commission;
- F) Manage and allocate necessary funds and resources.

5.2.37 Secondary and Higher Education Division

This division will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Introduce disaster related course specially on earthquakes, contagious diseases, cyclones and floods in the curricula of all schools, colleges, teacher training institutes, teacher training colleges, technical colleges and universities at all levels in consultation with the Department of Disaster Management and the Ministry of Disaster Management and Relief;
- B) Use hazard and risk maps to design new school buildings and other educational institutions to avoid current and future risks, especially earthquake risk and ensure to follow the BNBC;
- C) Make arrangements of separate rooms for women and men in the educational institute buildings when using as a shelter during a disaster;
- D) Construct at least two-storey educational buildings following the BNBC guidelines in high-risk cyclone and flood prone areas;
- E) Formulate a disaster-based Risk Reduction Work Plan considering the sectoral risks;
- F) Ensure budget allocations for Risk Reduction Functions of the division;
- G) Arrange regular drills on earthquakes and other disaster preparedness, response, evacuation and primary treatment activities in all educational institutes;
- H) Regularly arrange earthquake drills in all educational institutes;
- I) Appoint a high-ranking officer as the disaster risk management Focal Point.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Conduct awareness and education training for teachers and students in high-risk areas on duties during response and rescue activities;
- B) Operate response and rescue practices each year (April and September) with the Ministry of Disaster Management and Relief;
- C) Make arrangements to construct two-storey buildings for educational institutions in cyclone and flood prone areas;
- D) Ensure appropriate repair and maintenance of educational institution buildings in cyclone-prone areas;
- E) Prepare a Contingency Plan for the division for conducting disaster risk management activities.

(2) Disaster Stage

- A) Handover required educational facilities to the control of local administration to use as shelter and relief centre, if necessary, in the event of possible visits of severe cyclones/floods;
- B) Organize teachers and students in coordination with the local authorities as volunteers for rescue, evacuation and humanitarian aid activities;
- C) Prepare the educational institutions to resume academic activities after the floods and cyclone and if required, arrange alternative places to continue academic activities.

(3) Rehabilitation, Reconstruction and Recovery Stage

- A) Estimate the damage and loss to educational institutions and prepare proposals for repair;
- B) For damaged institutions, ensure alternative arrangements to continue education activities.

5.2.37.1 Department of Secondary & Higher Education

The Department of Secondary & Higher Education will perform the following functions:

Risk Reduction Functions

- A) Use hazard and risk maps for designing new school buildings and other educational facilities;
- B) Identify vulnerable educational facilities and if needed demolish those or undertake initiatives for retrofitting;

- C) Arrange mock-drills on disaster safety, evacuation and first aid regularly;
- D) Arrange earthquake drills in all educational institutes regularly;
- E) Arrange training on disaster risk management for teachers and incorporate disaster issues in the training programme through teacher training colleges;
- F) Introduce disaster-related chapters in the syllabus of schools and colleges with the help of the Department of Disaster Management;
- G) Appoint an officer of the department as the disaster risk management Focal Point.

(3) Disaster Stage

- A) Provide educational institution buildings for use as shelters and humanitarian aid camps during a disaster;
- B) Organize teachers and students in coordination with the local authorities as volunteers for rescue, evacuation and humanitarian aid activities.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Estimate damage and loss of educational institutes and prepare proposal for repair;
- B) Ensure alternative arrangement to continue education activities.

5.2.38 Technical and Madrasah Education Division

This division will perform the following functions for dealing with disasters:

Risk Reduction Functions

- A) Ensure sectoral risk assessment of this division;
- B) Integrate and update disaster-related issues in the syllabus of technical schools, technical colleges, madrasa and teacher training institutes;
- C) Use hazard and risk maps in the designing of new school buildings and other educational facilities to avoid current and future risks, especially earthquake risk and follow the BNBC;
- D) Make arrangements for separate rooms for children and women in the educational institute buildings to be used as shelters during a disaster;
- E) Construct at least two-storey educational buildings in cyclone and flood prone areas, following BNBC guidelines;
- F) Formulate a sectoral Risk Reduction Action Plan and ensure budget allocations for it;
- G) Arrange drills in all educational institutes at least twice in a year on earthquake preparedness, rescue, evacuation and primary treatment;

- H) Include disaster-related issues in the syllabus with the help of the Department of Disaster Management;
- I) Designate a senior officer as the disaster risk management Focal Point;

Emergency Response Functions

(1) Response Preparedness Stage

- A) Conduct awareness and education training for teachers and students on duties during response and rescue activities in earthquakes and other disasters;
- B) Ensure appropriate repair and maintenance of educational institution buildings in cyclone-prone areas;
- C) The educational institutions should arrange joint disaster preparedness drills with CPP each year during April and September to increase education and awareness among the people of disaster-prone areas;
- D) Prepare a Contingency Plan for the division to conduct disaster risk management activities.

(2) Disaster Stage

- A) Handover required educational facilities to the control of local administration to use as shelter and relief centre, if necessary, in the event of possible visits of severe cyclones/floods;
- B) Organize teachers and students in coordination with the local authorities as volunteers for rescue, evacuation and humanitarian aid activities;
- C) Prepare educational institutions to resume education in emergencies after post -flood and cyclone period and if required, arrange alternative places to continue academic activities.

(3) Rehabilitation, Reconstruction and Recovery Stage

- A) Estimate damage and loss of educational institutes and prepare proposal for repair;
- B) For damaged institutions, ensure alternative arrangement to continue education activities.

5.2.38.1 Education Engineering Department

For disaster risk management, the Education Engineering Department will perform the following functions:

- A) Identify vulnerable buildings to demolish or retrofit;

- B) Follow the BNBC and incorporate gender and disability issues in designing for new educational institution building;
- C) Construct disaster-resilient buildings in disaster-prone areas, construct new educational institutions to be used as shelters on high ground and keep access roads from the community;
- D) Regularly repair and maintain educational institution buildings.

5.2.39 Ministry of Primary and Mass Education

For reducing disaster risk, this ministry will perform the following functions:

Risk Reduction Functions

- A) Establish links with the IMDMCC;
- B) Use hazard and risk maps to design new school buildings and other educational institutions to avoid current and future risks;
- C) Issue orders and mainstream risk reduction issues into relevant policies to undertake necessary steps to keep the damage and loss minimal and safety of educational buildings during disasters;
- D) Ensure construction of two-storey buildings for educational institutions in disaster-prone areas and follow the relevant guidelines;
- E) Integrate and update disaster-related issues in all primary and mass education curricula and school syllabuses;
- F) Arrange awareness and educational training on disaster preparedness, response and rescue activities for teachers and students of disaster-prone areas;
- G) Arrange joint simulation with the CPP on response and rescue operations every year during the months of April and September;
- H) Ensure maintenance and repair of buildings in flood and cyclone prone areas;
- I) Improve risk reduction and preparedness strategies of the ministry;
- J) Establish a risk communication strategy of the ministry;
- K) Prepare a Contingency Plan for disaster risk management activities of the ministry;
- L) Assist in arranging earthquake drills in schools located in cities/towns;
- M) Appoint an officer from the ministry as the disaster risk management Focal Point.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Enhance capacity of teachers to teach disaster risk management related course and undertake initiatives to arrange regular school level drills;
- B) Arrange training on disaster risk reduction initiatives for teachers and students in disaster-prone areas;
- C) If required, coordinate with the local authority to train teachers and students as volunteers and involve them in search& rescue, evacuation and humanitarian aid activities;
- D) Motivate the Primary School Managing Committee members to take training as disaster risk reduction volunteers and to participate in response activities;
- E) Ensure application of the BNBC guidelines, disaster resilience, fire safety and disability-friendly issues when constructing schools and undertaking repair and maintenance of primary school buildings in cyclone/flood-prone areas;
- F) The educational institutions should arrange disaster preparedness drills with the CPP each year during April and September to increase education and awareness among the people of disaster-prone areas;
- G) If required, provide primary schools and buildings under the control of the local authorities to be used as shelters and humanitarian aid centres;
- H) In coordination with the local authorities, organize teachers and students to act as volunteers for rescue, evacuation and humanitarian aid activities;
- I) Ensure effective measures to promote warning signals;
- J) Ensure effective arrangements for communication, information and report exchange;
- K) Appoint an officer of the ministry as the disaster risk management Focal Point;
- L) In case of a contagious disease, all primary schools should be closed until clearance from the Health Ministry.

(2) Disaster Stage

- A) Handover required educational facilities to the control of local administration to use as shelter and relief centre, if necessary, in the event of possible visits of sever cyclones/floods
- B) Prepare educational institutions to resume education in emergencies after post -floods and cyclone period and if required, arrange alternative places to continue academic activities

(3) Rehabilitation, Reconstruction and Recovery Stage

- A) Estimate damage and loss of educational institutes and submit funding proposal for their repairment.

5.2.39.1 Department of Primary Education

For managing disaster risk, the Department of Primary Education will perform the following functions:

Risk Reduction Functions

- A) Integrate and update disaster-related issues in primary and mass education Programmes in consultation with the Department of Disaster Management;
- B) Ensure construction of all primary educational institutions in such a way so that they can be used as multipurpose disaster shelters;
- C) Designate an officer as the disaster risk management Focal Point;
- D) Integrate disaster-related issues in primary and mass education programmes with the assistance of the Department of Disaster Management.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Arrange training on disaster risk reduction initiatives for teachers and students in disaster-prone areas;
- B) Ensure repair and maintenance of primary school buildings in disaster-prone areas;
- C) Arrange joint simulation programmes with the CPP on response and rescue operations every year during the months of April and September;
- D) Develop a Contingency Plan and update the plan regularly;
- E) Regularly arrange earthquake drills in educational institutions.

(2) Disaster Stage

- A) Handover required educational facilities to the control of local administration to use as shelter and relief centre, if necessary, in the event of possible visits of severe cyclones/floods

(3) Rehabilitation, Reconstruction and Recovery Stage

- A) Estimate damage and loss of educational institutes and submit funding proposal for their repairment.

5.2.40 Ministry of Chittagong Hill Tracts Affairs

This ministry will carry out the following functions for disaster risk management:

Risk Reduction Functions

- A) Determine sectoral risks and take initiatives to formulate the ministry's Risk Reduction Action Plan;
- B) Undertake initiatives to implement the ministry's Risk Reduction Action Plan;
- C) Undertake joint initiatives with the Ministry of Disaster Management and Relief to prepare landslide risk maps and formulate and implement risk reduction strategies;
- D) Ensure budgetary provisions to implement Risk Reduction Functions;
- E) Designate a high-ranking officer of the ministry as the disaster management Focal Point;
- F) Maintain close liaison with the Prime Minister's Office, IMDMCC and Ministry of Disaster Management and Relief.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Formulate policies and take initiatives for effective implementation of capacity building programmes for staff, local governments, headmen, businessmen and communities on risk reduction and risk management with regard to earthquakes and landslides;
- B) Provide effective support to the Ministry of Environment, Forest and Climate Change to carry out necessary awareness programmes on protection against environmental degradation;
- C) Ensure budget provisions for risk reduction and management initiatives;
- D) Establish necessary contact with the Ministry of Defence to conduct evacuation and rescue operations;
- E) Undertake an Emergency Response Plan (alerting and warning signals; communication systems), allocate required resources for response and humanitarian aid activities;
- F) Develop a sectoral Contingency Plan of the ministry for risk reduction and management.

(2) Disaster Stage

- A) Assess disaster damage and needs;
- B) Arrange for medical services, rescue of injured persons, and transport and distribution of humanitarian aid materials;
- C) Assist the local administration for transport of medications and medical staff, food and drinking water;

- D) Supply humanitarian aid from an airplane when necessary, and organize communication and support to the local administration for search & rescue by airplane;
- E) Ensure effective dissemination of warning signals and strengthen local initiatives;
- F) Ensure allocation and management of funds as per budgetary provision.

5.2.40.1 Chittagong Hill Tracts Development Board

The Chittagong Hill Tracts Development Board (CHTDB) will carry out the following functions for disaster risk management:

- A) Ensure environmental and ecological balance through conservation of natural resources, reservoirs, mountains and hills;
- B) Implement risk-informed development activities keeping the natural environment intact;
- C) Assess the possible risk of landslides and earthquakes in the Chittagong Hill Tracts and formulate a Contingency Plan;
- D) Assess sectoral risks and formulate a Risk Reduction Action Plan;
- E) Undertake initiatives for community participation in landslide risk reduction, response, humanitarian assistance and rehabilitation activities, and especially involve the headman and traders in warning message dissemination;
- F) Undertake initiatives to implement the Risk Reduction Action Plan;
- G) Prepare risk maps of landslide-prone areas and assist the Ministry of Disaster Management and Relief to formulate and implement risk reduction strategies.

5.2.40.2 Rangamati/Bandarban/Khagrachari Hill District Council

The Hill District Council will carry out the following functions for disaster risk management:

- A) Include a local people's representative and communities to ensure environmental and ecological balance through conservation of natural resources, water reservoirs, mountains and hills;
- B) Assess risks and hazards of landslides and earthquakes in the Chittagong Hill Tracts;
- C) Assist the local people's representative and administration to prepare a Contingency Plan;
- D) Assess sectoral risks and formulate a Risk Reduction Action Plan;
- E) Assist local administrations and the Department of Disaster Management to implement risk-sensitive development activities, keeping the natural environment intact;
- F) Prepare risk maps of landslide-prone areas and assist the Ministry of Disaster Management and Relief to formulate and implement risk reduction strategies;

- G) Ensure involvement of the local headmen and traders to disseminate the warning of short-term heavy rainfall;
- H) Undertake necessary initiatives to evacuate vulnerable people to safe locations;
- I) Undertake necessary initiatives with the coordination of local administrations and Disaster Management Committees to provide shelter for vulnerable people;
- J) Ensure community participation in landslide risk reduction, response, humanitarian assistance and rehabilitation activities;
- K) Take initiatives to implement the Risk Reduction Action Plan;
- L) Prepare risk maps for landslide-prone areas and assist the Ministry of Disaster Management and Relief to formulate and implement risk reduction strategies.

5.2.41 Ministry of Science and Technology

This ministry will carry out the following functions for disaster risk management:

- A) Nominate a high-ranking officer of the ministry as the disaster risk management Focal Point;
- B) Take necessary initiatives to review existing technical facilities for warning dissemination;
- C) Undertake initiatives to identify advanced technological warning systems;
- D) Ensure availability of modern technologies to update the existing warning technologies;
- E) Provide necessary support and plans to the DMIC for the development of an advanced warning system;
- F) Formulate a National Nuclear or Radiological Emergency Response Plan (NNRERP) to protect people and the environment from radiation accidents and the potential harmful effects of nuclear power plants;
- G) Mainstream disaster risk management principles and practices in the development planning processes of the ministry;
- H) Ensure disaster risk management issues when developing new plants;
- I) Develop programmes for the ministry to conduct research and risk analysis;
- J) Develop a sectoral risk mitigation and preparedness system;
- K) Undertake and monitor sectoral Risk Reduction Functions and programmes;
- L) Formulate and operationalize a Contingency Plan for the ministry;
- M) Develop a sectoral emergency response system for the ministry;

- N) Ensure effective dissemination of warning signals;
- O) Identify the disseminated warning messages and instruct the concerned department to modernize through the best use of technology;
- P) Establish a sectoral risk communication system of the ministry;
- Q) Ensure budgetary provisions for risk reduction and management activities of the ministry;
- R) Conduct research on earthquake risk in Bangladesh;
- S) Share earthquake information received from earthquake measurement equipment/Geological Survey of Bangladesh SB and BMD gelometers with Ministries, divisions, departments, institutions, research organizations, universities and disaster response teams;
- T) Examine hazard impacts at national and regional levels, based on conventional hazard and risk analyses.

5.2.41.1 Bangladesh Atomic Energy Commission

This commission will carry out the following functions for disaster risk management:

- A) Ensure safety of all nuclear and radioactive materials and equipment used in different healthcare facilities, research laboratories and other institutes, as per laws and regulations;
- B) Ensure risk assessment of all radioactive and nuclear installations to avoid possible accidents;
- C) Use the most sophisticated technologies to reduce the risk of radioactive accidents at nuclear power plants.

5.2.41.2 Bangladesh Council of Scientific and Industrial Research (BCSIR)

In addition to regular functions, the Bangladesh Council of Scientific and Industrial Research (BCSIR) will carry out the following functions:

Risk Reduction Functions

- A) Assess the adverse effects of industries at national and regional level industries based on hazard and risk analyses;
- B) Ensure the safety of ultra-modern equipment used in different research laboratories;
- C) Conduct research on disaster risk and management and dispatch research findings and recommendations to concerned departments;
- D) Undertake research activities to determine measures to address identified risks;
- E) Be active to raise awareness among the people.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Conduct research on discharge and treatment of toxic wastes from industries.

Disaster Stage

- A) Test the quality of industrial waste based on demand;
- B) Assist in disaster preparedness through technical support to corporations, industries and administrative authorities for industrial waste management.

5.2.41.3 National Institute of Biotechnology

In addition to normal functions, the National Institute of Biotechnology will carry out following functions:

Risk Reduction Functions

- A) Invent new products (crops, fisheries and new breeds of livestock) and technologies for cultivators and farmers for adaptation to climate change impacts;
- B) Develop various disease-identifying technologies and management strategies for risk reduction for crops, fish and livestock due to disasters;
- C) Initiate testing on new products and technologies and liaison with different concerned agencies for further expansion;
- D) Store and manage own invented products (e.g. foundation seeds).

Emergency Response Functions

(1) Response Preparedness Stage

- A) Designate one officer of the institute as a Focal Point;
- B) If requires, store own products such as foundation seeds.

(3) Disaster Stage

- A) Maintain coordination with other ministries and agencies through the Focal Point or by operating a control room;
- B) Formulate proper disaster risk management strategies through environmental sample analysis, and rapid diagnosis of diseases of crops, fish and livestock.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) If required, supply seeds, seedlings, etc. to the concerned agencies.

5.2.42 Ministry of Youth and Sports

This Ministry will carry out the following functions for disaster risk management:

Risk Reduction Functions

- A) Select volunteers for disaster risk management and provide training through Youth Training Centres;
- B) Formulate special courses on disaster risk management in Youth Training Centres and include disaster risk management issues in the Divisional Training Module, and especially include contents on psycho-social safety and protection of women, children, the elderly and persons with disabilities in disasters;
- C) Establish effective communications with the NDRCC of the Ministry of Disaster Management and Relief and the DMIC of the Department of Disaster Management;
- D) Identify the ministry's sectoral risks;
- E) Formulate a sectoral Risk Reduction Action Plan and allocate a budget for its implementation;
- F) Allocate funds for training, establishing effective communications, and hazard and warning analyses;
- G) Increase the capacity of staff based on the allocated budget;
- H) Formulate a sectoral Risk Reduction and Preparedness Strategic Plan;
- I) Develop the ministry's sectoral emergency response system;
- J) Establish a risk communication system of the ministry;
- K) Formulate a Contingency Plan for the ministry's risk reduction and management programmes;
- L) Designate a high-ranking officer of the ministry as the disaster risk management Focal Point.

Emergency Response Functions

- A) Ensure establishment and maintenance of effective communication with the DMIC;
- B) Take necessary steps to activate available resources of the ministry including trained volunteers to assist in response activities;
- C) Undertake specific activities according to the Contingency Plan.

5.2.42.1 Department of Youth Development

This department will carry out the following tasks for disaster risk management:

- A) Ensure participation of a representative from the department in different Disaster Management Committees;
- B) Ensure the voluntary participation of youth organizations in disaster preparedness and management activities;
- C) Issue orders to field level offices to ensure participation of youth in effective early warning dissemination, operation of control rooms, evacuation of people to shelters, effective shelter operation and search & rescue operations;
- D) Incorporate disaster risk management topics in the existing relevant courses and introduce new courses on disaster risk management for all Youth Training Centres;
- E) Encourage the members of youth organizations at the village level to be engaged in disaster preparedness, risk reduction and response programmes.

5.2.43 Ministry of Religious Affairs

In addition to normal activities and own work plan, the Ministry of Religious Affairs will carry out the following functions for disaster risk management:

Risk Reduction Functions

- A) Designate a high-ranking officer of the ministry as the disaster risk management Focal Point;
- B) Formulate a sectoral Risk Reduction Action Plan. Keep budgetary provisions for Risk Reduction Functions.
- C) Develop sectoral wise risk mitigation and preparedness strategies. Provide specific duties to implement the sectoral plan;
- D) Ensure participation of religious leaders when developing the risk reduction plan and enhance their capacity through training on disaster risk reduction and climate change issues so they can disseminate disaster risk reduction messages among communities through religious institutions;
- E) Ensure participation of religious leaders in public awareness activities on disaster risk reduction and climate change at the village level.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Arrange awareness and education activities for the sector;
- B) Establish strategic partnership with Imams and other religious leaders, and NGOs to raise awareness among communities, especially in disaster-prone areas;
- C) Ensure budgetary provisions for various staff for awareness building, training and establishing effective communications, and hazard and risk analysis activities;
- D) Prepare a list of volunteers among the religious leaders and Imams and provide training through the Islamic Foundation on disaster preparedness, especially on infrastructure vulnerabilities with regard to earthquakes;
- E) Prepare a Contingency Plan for risk reduction and management activities of the ministry.

(2) Alert/Warning Stage

- A) Organize trained volunteers;
- B) Establish effective communication with the DMIC;
- C) Instruct the Imams and other religious leaders to participate in effective dissemination of disaster warning signals, sending people to shelters and taking part in rescue operations.

(3) Disaster Stage

- A) Prepare situation reports and inform those concerned about the damage and loss.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Provide guidance to the religious leaders to encourage others to assist each other in repair/reconstruction of disaster-affected houses;
- B) Identify whether the religious institutions are damaged or not, and take initiatives to repair them.

5.2.44 Ministry of Cultural Affairs

In addition to their normal activities, the Ministry of Cultural Affairs will carry out the following functions for disaster risk management

Risk Reduction Functions

- A) Designate a high-ranking officer of the ministry as the disaster risk management Focal Point;
- B) Establish effective communications with the NDRCC of the Ministry of Disaster Management and Relief and DMIC of the Department of Disaster Management;
- C) Undertake cultural programmes to create awareness on disaster risk reduction and climate change. Involve prominent cultural personalities in these activities if required;
- D) Involve civil society organizations when preparing risk mitigation and preparedness plans;
- E) Incorporate disaster risk management policies and practices in the development plans of the ministry;
- F) Instruct cultural organizations for extensive publicity for awareness-raising on disaster risk management, disaster risk mitigation and preparedness for response strategies. Undertake special activities and allocate a budget for nationwide comprehensive implementation;
- G) Ensure budget provisions and fund allocations for Risk Reduction Functions;
- H) Undertake special planning for women, children, persons with disabilities and people of non-binary gender.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Arrange awareness and education activities on disaster risk and emergency management;
- B) Ensure budgetary provisions for undertaking staff capacity building, community awareness-building, training, and establishing effective communications, hazard and risk analysis activities;
- C) Develop a Contingency Plan for the ministry's risk reduction and management activities;
- D) Disaster-related cultural agencies will ensure activities to raise public awareness on disaster risk management and disaster risk reduction throughout the country, especially in disaster-prone areas with the coordination of the city corporations, municipalities, union councils, NGOs and CBOs;
- E) Establish working relations with electronic and print media in the process of awareness-building initiatives.

(2) Alert/Warning Stage

- A) Establish communication with the DMIC and NDRCC;
- B) Activate and organize the city corporations, municipalities, union councils, NGOs, CBOs and members of cultural agencies;
- C) Instruct to take steps for warning message dissemination through cultural agencies.

(3) Disaster Stage

- A) Undertake necessary steps for effective use of the ministry's available resources to assist in response operations;
- B) Encourage all the cultural agencies and associates of the entire country to join with disaster response groups and participate in search & rescue, evacuation and shelter management;
- C) The cultural agencies and workers should take initiatives in coordination with the local Social Welfare Officer and Women and Children Affairs Officer to work with traumatized children, as a part of psycho-social protection activities in shelters.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Instruct the cultural activists and cultural institutions to reconstruct/repair the disaster-affected houses;
- B) Assist the cultural agencies in repairing their office buildings, if damaged during the disaster.

5.2.45 Ministry of Civil Aviation and Tourism

In addition to own activities, this ministry will perform the following functions for disaster risk reduction:

Risk Reduction Functions

- A) Designate a high-ranking officer of the Ministry as the disaster risk management Focal Point;
- B) Instruct the divisions/departments to formulate a Disaster Risk Reduction Action Plan and ensure their own work plans;
- C) Establish close communication with the Ministry of Disaster Management and Relief;
- D) Undertake risk assessments of different essential services, depots, airplanes and tourist establishments;
- E) Prepare and implement a sectoral Risk Reduction Action Plan;

- F) Ensure budget allocations for Risk Reduction Functions;
- G) Undertake risk reduction measures to ensure the safety of passengers and tourists;
- H) Instruct all the divisions and department to establish coordination among themselves and formulate effective work plans for risk reduction;
- I) Conduct awareness and educational activities for staff on effective Risk Reduction Functions;
- J) Ensure post-disaster impact and risk assessments, and reform the risk combating strategies and incorporate into rehabilitation activities;
- K) Keep all the airports of the country prepared to be used in any situation;
- L) Take initiatives to reform all the abandoned airports of the country so that they can be used for emergency management.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Undertake plans to ensure uninterrupted services during an emergency situation;
- B) Formulate policies for landing and airport usage levies for the aircraft carrying humanitarian aid from other countries;
- C) Provide full cooperation to local civil administrations for rescue, evacuation, humanitarian aid and rehabilitation operations;
- D) Acquire aircraft from the Flying Clubs to assist the Ministry of Disaster Management and Relief in emergency humanitarian operations;
- E) Ensure rapid air traffic clearance for aircraft arriving with humanitarian aid materials from abroad;
- F) Quickly clear if the airway is disrupted and any interruption occurs because of foreign aircraft carrying humanitarian aid materials;
- G) Ensure appropriate parking and flight facilities for the aircraft engaged in humanitarian aid activities;
- H) Evacuate vulnerable aircraft to safe locations;
- I) Arrange storage of fuel, small parts and other materials at Civil Aviation premises, airports, tourism infrastructure facilities and at a central storage depot in the disaster-affected area;
- J) Acquire aircraft as pre request from the Ministry of Disaster Management and Relief to be used for humanitarian aid distribution.

(2) Disaster Stage

- A) Arrange aircraft for transporting emergency aid as per instructions from the IMDMCC/NDMC.
- B) On request from the IMDMCC/NDMC, especially assist to evacuate seriously injured people during the disaster;
- C) Ensure free air traffic movement (in case of a traffic congestion) for the aircraft carrying humanitarian aid from foreign countries;
- D) Ensure adequate landing facilities for the flights carrying humanitarian aid;
- E) Ensure the security of infrastructure and ensure services during the disaster;
- F) Arrange flight operations from the operational airports with directions from the IMDMCC/NDMC to evacuate seriously wounded people.

(3) Rehabilitation, Reconstruction and Recovery Stage

- A) Arrange stocks of necessary fuel and other essential petroleum products that may be required during emergency response, humanitarian aid and rescue operations;
- B) Ensure air traffic clearance for foreign aircraft carrying humanitarian aid materials and personnel;
- C) Ensure parking and flight services for aircraft engaged in rescue and humanitarian aid activities;
- D) Quickly repair the damaged airports;
- E) To ensure safety of infrastructure and continuation of services in the post-disaster period, continue the services and maintain the safety of infrastructure;
- F) Conduct necessary reviews for damage and loss assessments;
- G) If required, undertake long-term rehabilitation programmes for the infrastructure.

5.2.45.1 Civil Aviation Authority, Bangladesh

The Civil Aviation Authority, Bangladesh, will perform the following functions for disaster risk management:

- A) Designate an officer as the disaster risk management Focal Point for disaster-related issues;
- B) Ensure safety of aircraft navigation systems during disasters and prepare the supply of manpower and other equipment;
- C) Prepare a Contingency Plan for all airports and review the plan every year;

- D) Confirm the preparation of runways and airports (cargo handling, warehouses) to assist in disaster response activities (search & rescue, equipment and other activities);
- E) Ensure quick delivery of search & rescue operations equipment and humanitarian aid materials during disasters;
- F) Alert all airports and all concerned immediately after receiving early warning messages and signals.

5.2.46 Ministry of Land

For disaster risk reduction, the Ministry of Land will perform the following functions:

Risk Reduction Functions

- A) Designate a high-ranking officer of the ministry as the disaster risk management Focal Point;
- B) Ensure participation in the meetings of Disaster Management Committees to represent the Ministry of Land;
- C) Use risk maps and improve the sectoral Risk Reduction and Preparedness Plan;
- D) Ensure participation of the ministry in formulating a Risk Reduction Action Plan and to establish a sectoral risk communication strategy of the ministry;
- E) Improve the ministry's Contingency Plan for its risk reduction and management activities;
- F) Consider all types of disaster risks while preparing land use plans and land zoning, and ensure mainstreaming disaster risk reduction in settlement planning;
- G) Formulate land use plans by considering hazards, level of risk and socio-economic activities;
- H) Prepare and implement *char* and *khas* lands allocation policies;
- I) Incorporate disaster risk reduction into the policies and development activities initiated by the ministry;
- J) Ensure budgetary provisions for Risk Reduction Functions;
- K) Allocate a budget for undertaking various capacity building, training, establishing effective communications and risk and hazard analysis activities.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Undertake sectoral awareness and educational activities;
- B) Establish strategic partnerships with the electronic media, NGOs and CBOs to raise awareness among people about riverbank erosion as a key hazard;
- C) Establish effective communications with the NDRCC at the Ministry of Disaster Management and Relief and DMIC at the Department of Disaster Management;
- D) Undertake strategic and administrative arrangements for proper implementation of settlement plans.

(2) Alert/Warning Stage

- A) Ensure establishment and maintenance of communication with the DMIC;
- B) Undertake necessary steps to use the ministry's available resources for disaster response;
- C) Prepare reports on the disaster situation and ensure their proper dissemination, including sharing with the DMIC;
- D) If required, take assistance from the Ministry of Water Resources;
- E) Ensure communications and provision of information, and dissemination of reports on emergency response and rescue operations.

5.2.47 Ministry of Foreign Affairs

The Ministry of Foreign Affairs will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Designate a senior officer as the Focal Point for maintaining necessary liaison with the NDMAC, Ministry of Disaster Management and Relief, IMDMCC and NDMC;
- B) Present the government's disaster Risk Reduction Functions and achievements in international forums as directed by the government;
- C) Establish and maintain contact with donors/international NGOs (INGOs) and foreign governments through Bangladesh missions;
- D) Provide support and technical advice to the NDMC/ Ministry of Disaster Management and Relief/IMDMCC in the provision (the procedures for the provision) of assistance-related procedures for humanitarian support and activities in the rescue operations of foreign governments/agencies;

- E) Assist other ministries to obtain assistance from foreign governments/INGOs in disaster-affected areas;
- F) Establish procedures and ordinances within Bangladesh missions to ensure timely humanitarian aid and rescue support from foreign governments/INGOs.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Designate a Liaison Officer as the disaster risk management Focal Point;
- B) Issue directives to all Bangladesh missions to establish contact with the International Federation of Red Cross and Red Crescent Societies;
- C) Ensure that Bangladesh missions in Geneva, Brussels and New York are prepared to keep up-to-date on the latest disaster situation in the country and provide a brief overview on potential sources for assistance;
- D) Advise Bangladesh missions to maintain close and continuous communications with the Department of Humanitarian Affairs (DHA) and League of Red Cross Society/Red Crescent Society.

(2) Alert/Warning Stage

- A) Ensure that Bangladesh missions located in Geneva, Brussels and New York are informed to the latest disaster situation in the country and prepare briefings;

(3) Disaster Stage

- A) According to the decision of the NDMC, communicate with foreign governments/agencies for international assistance;
- B) Provide advice and necessary support to the NDMC and Ministry of Disaster Management and Relief to receive international assistance as per government decisions.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Provide assistance for the Ministry of Home Affairs and Ministry of Disaster Management and Relief in facilitating the issuance of visas to interested agencies and individuals for the purpose of humanitarian assistance activities;
- B) Inform foreign governments, international development agencies and individuals about the manner of use of their donations;
- C) Take necessary steps to repatriate the fisherfolk and others who are forced to cross international borders during a cyclone or any other disasters.

5.2.48 Ministry of Textiles and Jute

Along with general activities, this ministry will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Designate a senior officer of the ministry as the disaster risk management Focal Point;
- B) Establish strong communications with the Ministry of Disaster Management and Relief and DMIC of the Department of Disaster Management;
- C) Prepare a Risk Reduction Action Plan with the participation of all;
- D) Incorporate disaster risk reduction issues in the policies and implementation of development programmes by the ministry;
- E) Ensure budget allocation and assets for risk reduction activities;
- F) Implement a Risk Mitigation and Preparedness Plan of the ministry.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Undertake sector-based awareness and educational activities;
- B) Establish strategic partnerships with NGOs to raise awareness among the textile and jute sector workers;
- C) Allocate a budget for enhancing staff capacity, training, establishing effective communications and conducting hazard and risk assessment activities;
- D) Develop a Contingency plan for risk reduction and management activities of the ministry.

(2) Disaster Stage

- A) Ensure establishment and maintenance of communication with the DMIC;
- B) Take specific responsibilities in sector-based planning;
- C) Take necessary steps to use the available resources of the Ministry to support disaster response activities;
- D) Prepare damage reports and send them to the NDRCC.

5.2.49 Ministry of Commerce

Along with general activities, this ministry will perform the following functions for disaster risk management:

Risk Reduction Functions

- A) Monitor intensively the supply of daily essential commodities and collect reports from local offices;
- B) Develop sector-based risk mitigation and preparedness strategies for the ministry;
- C) Establish a disaster communication system for the ministry;
- D) Prepare a sector-wise Emergency Response Plan;
- E) Ensure arrangements for drills on earthquakes and fires for markets/shopping centres;
- F) Ensure preparation of a Business Continuity Plan and strategies for implementation by the private sector;
- G) Ensure funding provision in the budget of the ministry.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Designate a Liaison Officer of the ministry as the disaster risk management Focal Point;
- B) Prepare a sector-based Contingency Plan;
- C) Enhance capacity and ensure preparation of the Trading Corporation of Bangladesh (TCB) to import food items on an emergency basis during a disaster;

(2) Alert/Warning Stage

- A) Provide timely alerts to all concerned about the disaster and in disaster-prone areas, and take necessary initiatives to protect manpower and ensure security of storage items.

(3) Rehabilitation, Reconstruction and Recovery Stage

- A) Prepare plans to import construction materials such as corrugated iron (CI) sheet and cement for reconstruction of houses, fertilizers and seeds, and if necessary for production of agri-products as per demand of the concerned ministry/agency;
- B) Take steps to import raw materials for production of preventive and curative drugs and medications to cope with the emergency situation;
- C) Ensure supply of daily essential commodities to be provided at a fair price in disaster-affected areas;
- D) The officials of the ministry and its departments will closely monitor the price of commodities, their supply and distribution in disaster-affected areas and send reports to the ministry;
- E) Arrange supply of food items such as salt, pulses, vegetables, oil, milk and potatoes other than food grains.

5.2.50 Department of Energy and Mineral Resources

Along with normal activities, the Department of Energy and Mineral Resources will perform the following functions for disaster risk management:

- A) Designate an officer of the ministry as the disaster risk management Focal Point;
- B) Issue necessary detailed directives to respective staff on their duties and responsibilities as a precaution for disaster and post-disaster situations;
- C) Assess sector-based risks of the department for disaster risk management activities;
- D) Prepare a sector-wise Risk Reduction Action Plan of the department;
- E) Ensure budgetary provisions for risk reduction activities;
- F) Undertake and implement programmes to ensure the resilience of infrastructure to hazards and take initiatives to reduce the risk in service delivery;
- G) Undertake plans to ensure uninterrupted services during a disaster;
- H) Undertake awareness-raising and training activities for officers and employees;
- I) Prepare a Risk Reduction and Preparedness Plan;
- J) Develop a sector-based emergency response system.
- K) Establish inter and intra-risk reduction communication systems;
- L) Prepare a Contingency Plan to ensure risk reduction activities;
- M) Ensure an automatic shutdown system to prevent fires or accidents of all electricity and gas transmission stations/plants;
- N) Take necessary initiatives in implementing an agency-based Contingency Plan on earthquake risk management;
- O) Make all officers and employees aware about earthquake risk management;
- P) Provide training to all personnel on emergency management;
- Q) Maintain a database to measure the storage of hazardous chemicals in disaster-prone areas;
- R) Ensure installation of earthquake preventive equipment in all newly constructed buildings and production of 'dos and don'ts' during an earthquake;
- S) Take initiatives to conduct a nationwide geophysical survey.

5.2.50.1 Bangladesh Petroleum Corporation (BPC)

This department will perform the following functions in dealing with disaster risk:

Risk Reduction Functions

- A) Designate a responsible officer as the disaster risk management Focal Point;
- B) Assess risks and prepare a Risk Reduction Action plan of the Bangladesh Petroleum Corporation (BPC);
- C) Undertake plans to ensure uninterrupted services during a disaster;
- D) Conduct staff awareness and educational programmes;
- E) Prepare a sector-wise Emergency Response Plan;
- F) Establish inter and intra-risk reduction communication systems;
- G) Prepare a Contingency Plan for Risk Reduction Functions.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Ensure safety of petroleum and petroleum product distribution centres/stations and its transport networks.

(2) Alert/Warning Stage

- A) Alert oil marketing companies, agencies/dealers and all concerned with the distribution of petroleum products about possible disasters and ensure adequate stocks of petroleum products;
- B) Ensure adequate stocks of kerosene, petrol, diesel and other petroleum products in distribution centres/stations likely to be affected;
- C) BPC will take immediate action if there is a possibility of shortage of stock at the above-mentioned distribution centres/stations or if the stocks are likely to be depleted.

(3) Disaster Stage

- A) Ensure the emergency supply of petroleum products to the affected areas and to all the distribution centres/stations through the BPC;
- B) Maintain communications with the companies and suppliers of petroleum products to ensure availability and distribution among the affected communities.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) The above-mentioned processes will be continued even after the disaster is over;
- B) Ensure participate of field officers of the BPC and its marketing companies in the post-disaster relief operations and distribution of petroleum products;
- C) Maintain communications with the local administration until the humanitarian response operation is completed.

5.2.50.2 Bangladesh Oil, Gas and Mineral Resources Corporation (Petro-Bangla)

Risk Reduction Functions

- A) Designate a responsible officer of the corporation as the disaster risk management Focal Point;
- B) Assess risks and prepare a Risk Reduction Action Plan for Petro-Bangla;
- C) Plan to ensure uninterrupted services during a disaster;
- D) Conduct staff awareness and educational training programmes;
- E) Prepare a sector-wise Emergency Response Plan;
- F) Establish inter and intra communication systems for risk reduction;
- G) Prepare a Contingency Plan for Petro Bangla for risk reduction activities.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Petro-Bangla should ensure that the extraction and marketing of gas, condensate, fuel, oil and other mineral resources produced in the country and the imported Liquefied Natural Gas (LNG) supply network will not be damaged.

(2) Alert/Warning Stage

- A) Alert Petro-Bangla's search, extraction, distribution and marketing companies about the possible disaster and take necessary measures to keep distribution and marketing activities operational;
- B) Ensure adequate reserves of gas, coal and other gasoline products at the location of search, lift, distribution and marketing centres/stations that are in danger of being damaged;
- C) Take quick action if the reserves are low or the reserves are likely to be depleted at the above-mentioned search, lift, distribution and marketing centres/stations.

(3) Disaster Stage

- A) Arrange immediately petrol and gasoline products at all distribution and marketing centres/stations so that they can be found if needed in affected areas;
- B) Maintain communications with the concerned gas companies and distribution field officers in order to ensure availability of fuel materials and distribution to the affected people.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) The field level officers of Petro-Bangla should participate in search, lift, distribution and marketing and participate in the post-disaster humanitarian assistance operations;
- B) Maintain communication with the local administration until humanitarian assistance operations is completed.

5.2.50.3 Geological Survey of Bangladesh (GSB)

The Geological Survey of Bangladesh (GSB) will perform the following functions for dealing with earthquake risk reduction:

Risk Reduction Functions

- A) Designate a responsible person of the GSB as the disaster risk management Focal Point;
- B) Assess risks and prepare a Risk Reduction Action Plan for the GSB;
- C) Undertake and implement risk reduction programmes to ensure the resilience of infrastructure and to reduce disaster impacts on services and systems;
- D) Undertake planning to ensure uninterrupted services during and post-disaster periods;
- E) Prepare a Contingency Plan for risk reduction activities of the GSB;
- F) Prepare a sector-based emergency response system to deal with disaster impacts;
- G) Undertake awareness and educational programmes for GSB staff on disaster risk reduction;
- H) Prepare risk maps for all major cities, towns and ports prone to earthquakes. Prepare maps of 1:50000 scale for the entire country and 1:5000 scale for district level towns. Describe the distribution of geological units and their locations on the map;
- I) Take necessary steps to provide earthquake risk maps to the concerned departments;
- J) Establish a geological centre for conducting surveys and research on earthquake risk and maintain communications with Bangladesh Atomic Energy Commission, Bangladesh University of Engineering & Technology (BUET) and related specialized institutions;

- K) Provide assistance to the departments under the Ministry of Housing and Public Works, Urban Development Directorate and related agencies and institutions in formulation of appropriate policies with regard to surface geology;
- L) Provide assistance to electricity and gas supply agencies and companies in improving automatic shutdown systems;
- M) Analyze the geological condition of the area where buildings are damaged due to earthquakes;
- N) Conduct nationwide research on the properties and composition of rock/soil to know the local impacts of earthquakes;
- O) Prepare country scale map on active faults, inactive faults and lineaments;
- P) Take necessary steps to prepare hazard maps on earthquakes and tsunamis;
- Q) Contribute to earthquake damage and loss reduction related policies;
- R) Take necessary steps to increase public awareness through training, seminars, workshops, etc. and to cooperate with other agencies for conducting similar activities;
- S) Support the preparation of earthquake intensity and damage maps immediately after an earthquake considering geological, engineering, socio-economic loss and other factors;
- T) Undertake initiatives to bring under an automatic network and operation of the accelerometers and seismograph installed in various locations across the country;
- U) Provide technical advice to prevent landslides and protect slopes.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Take necessary steps to prevent the loss of infrastructure and stations.

(2) Alert/Warning Stage

- A) The GSB will alert allied agencies and other departments during a disaster.
- B) Collect all data after an earthquake from the accelerometers and seismographs and alert the government about possible geological hazards (aftershocks).

5.2.50.4 Department of Explosives

The Department of Explosives will carry out the following activities on disaster risk management in addition to its general duties:

- A) Monitor and ensure safe transportation of explosives, corrosives, inflammable liquid gas and acidic materials in order to ensure preparedness to avoid industrial disasters;

- B) Take proper actions in preventing possible calamities due to liquid spills, gas emissions and explosions;
- C) Issue clearance certificates on hazardous wastes/materials for the ship breaking industries/ factories before breaking or dismantling parts of ships.

5.2.51 Power Division

This Division will perform the following duties for disaster risk management:

Risk Reduction Functions

- A) Undertake and implement risk reduction programmes for resilient infrastructure development and to ensure uninterrupted services during a disaster;
- B) Prepare plans to ensure uninterrupted services during a disaster.
- C) Raise awareness of the staff and initiate educational programmes.
- D) Take steps to assess the risks of power plants;
- E) Ensure an automatic shutdown system to prevent fire accidents in all power plants;
- F) Determine the quantity of spare parts and other materials for all the central warehouses of the Power Development Board/Rural Electrification Board located in Chattogram, Cumilla, Barishal, Ishwardi, Bogura and Rangpur;
- G) Prepare a database of all electrical components in the most disaster-prone areas.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Take actions to ensure that powerhouses and transmission/distribution systems are not damaged in disasters and there is no serious disruption to the power system;
- B) Orient the staff on disaster warnings, and responsibilities during pre-disaster and post-disaster periods;
- C) Arrange regular disaster risk management workshops and training for officers/employees deployed in disaster-prone areas;
- D) Maintain alternative power systems such as generators, Instant Power Supply (IPS) or solar systems to maintain power supply in important service providing infrastructure such as hospitals, radio/television and mobile phone network towers;
- E) Maintain regular communication with the DMIC.

(2) Alert/Warning Stage

- A) Take precautionary measures to protect powerhouses located in remote parts of the country from maritime aqueducts, inundation and flooding. 132KV tower, 33KV tower/pillar, 11KV Pole, LT poles, line conductors of various sizes, transformers of different capacities and generator parts and emergency electrical equipment should be stored in a safe place.
- B) Establish a central control room after warning signals on a cyclone, flood or any other disaster is issued in order to keep communication with local administrations and law enforcement agencies;
- C) Appoint a coordination officer to keep in touch with the local Disaster Management Committee and various affected stations including the Dhaka headquarters;
- D) Take steps to evacuate officers/employees to the nearest safe shelters.
- E) Arrange lighting facilities for transport, machinery, equipment and emergency power lines;
- F) In order to prevent accidents due to power line damage, immediately shutdown the nearby powerhouse and substation.

(3) Disaster Stage

- A) Keep the control room under operation both day and night;
- B) Ensure prompt delivery of equipment needed to replace/repair damaged lines including repair equipment, transformers, etc.;
- C) Restart the power supply to all the affected areas as soon as possible;
- D) Take necessary steps to utilize the resources of the ministry to provide response support.
- E) Reallocate personnel and other assets, if required;
- F) Take steps to repair infrastructure on an emergency basis, in order to ensure electricity supply.

(4) Rehabilitation, Reconstruction and Recovery

- A) Make quick repairs to damaged power plants to restore critical service infrastructure such as hospitals, radio/television, civil and military installations and mobile phone network towers;
- B) Take steps to allocate funds for restoration and re-establishment of the power supply system to allow disaster relief operations;
- C) Undertake and implement restoration/rehabilitation planning and approval of a project proposal; and submit the project proposal to the appropriate authority;
- D) As appropriate, undertake a long-term rehabilitation programme for infrastructure.

5.2.52 Ministry of Labour and Employment

This Ministry will perform the following functions to reduce disaster risk in addition to its usual activities:

Risk Reduction Functions

- A) Designate a senior official of the ministry as the disaster risk management Focal Point;
- B) Keep budgetary provisions for capacity development of staff, training, establishing effective communications, risk and threat analysis activities;
- C) Establish effective communications with the Ministry of Disaster Management and Relief, Department of Disaster management and DMIC;
- D) Assess the risks to industrial workers and prepare risk reduction strategies;
- E) Prepare guidelines and improve the work environment to ensure worker safety;
- F) Formulate a compensation policy for the workers working in risky environments and ensure safety against any kind of accident.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Establish strategic partnerships with the concerned ministries;
- B) Raise awareness of industrial workers and organize educational activities to ensure safety;
- C) Prepare a Contingency Plan for the ministry's risk reduction and management activities.

(2) Disaster Stage

- A) Establish and maintain regular contact with the DMIC;
- B) Take necessary steps to use the ministry's resources to assist during response;
- C) Prepare a situation report and send to the NDRCC (including DMIC) and all concerned.

5.2.53 Ministry of Liberation War Affairs

This Ministry will perform the following functions to reduce disaster risk in addition to its regular activities:

Risk Reduction Functions

- A) Designate a senior official of the ministry as the disaster risk management Focal Point;
- B) Establish effective communications with the Ministry of Disaster Management and Relief and DMIC;
- C) Assess the risks of the ministry and initiate a strategic plan for preparedness and risk reduction;
- D) Provide guidance for participating in Disaster Management Committees and in in councils/boards relating to disaster response where the freedom fighters have representational provisions;
- E) Take initiatives to provide disaster risk management training to all freedom fighters through freedom fighter unit commands and encourage them to respond as volunteers during a disaster;
- F) Keep budgetary provisions for risk reduction activities.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Organize sector-wise educational and awareness activities;
- B) Establish strategic partnerships with concerned ministries;
- C) Take different initiatives to increase the capacity of officers and employees, training, establishing effective communications, and hazard and risk analysis activities.
- D) Develop a Contingency Plan for the risk reduction and management activities of the ministry;
- E) Make the general public aware at the community level through trained freedom fighters on disaster risk management, and arrange drills in rural areas with the assistance from the Fire Service.

(2) Alert/Warning Stage

- A) Train freedom fighters on disaster management should be encouraged to join in the activities of the CPP and other disaster response groups, and to work as volunteers during warning dissemination.

(3) Disaster Stage

- A) Ensure establishing and maintaining regular communication with the DMIC;
- B) Take necessary steps to utilize the ministry's resources to assist in response activities;

- C) The disaster situation information should be collected through the freedom fighter unit command. The collected information can be combined with information from other authorities to prepare a report on the situation, ensuring proper distribution including the DMIC;
- D) Coordinate with the local administration and local government institutions to create opportunities for trained freedom fighters to work as volunteers in search & rescue, evacuation, shelter-centre management;
- E) Perform specific duties as per a sectoral plan in the light of the Standing Orders on Disaster;
- F) If necessary, reallocate resources including manpower.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Provide guidance to capable freedom fighters and freedom fighter unit commands to assist in reconstruction/repair of damaged houses;
- B) Provide assistance to repair the offices of the freedom fighter units damaged by the disaster.

5.2.54 Ministry of Expatriates' Welfare and Overseas Employment

In addition to regular activities, this ministry will perform the following for disaster risk management:

Risk Reduction Functions

- A) Designate a senior official of the ministry as the disaster risk management Focal Point;
- B) Establish effective communications with the Ministry of Disaster Management and Relief, BMD and DMIC;
- C) Assess the hazard and disaster risks in the overseas job market and in related countries. Prepare a strategic plan for preparedness and risk reduction for the ministry and its departments;
- D) Keep budgetary provisions for Risk Reduction Functions.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Organize sector-wise awareness and educational activities;
- B) Establish strategic partnerships with overseas employment agencies to raise awareness for workers. Make workers aware on the possible hazards associated with the countries/places when providing orientation;

- C) Take initiatives to enhance the capacity of officers and employees, training, establishing effective communications, hazard and risk analysis;
- D) Maintain communications with the Ministry of Foreign Affairs to know about the situation of a disaster-affected country and wellbeing of the Bangladeshis working there;
- E) Develop a Contingency Plan for the Ministry for disaster risk reduction and management.

(2) Disaster Stage

- A) Establish information centres and collect a database of workers abroad. Provide information about the workers to the concerned families and organizations in case of any disaster;
- B) Establish close contacts with the Foreign Ministry and ensure that the ministry receives assistance in case of a disaster occurred in any labour-market country;
- C) Ensure establishment and continuation of communication with the DMIC;
- D) Take necessary steps for proper utilization of the ministry's resources for response activities;
- E) Prepare reports on damages and send information to the NDRCC at the Ministry of Disaster Management and Relief;
- F) Assign activities in accordance with the sector-based plan of the Standing Orders on Disaster;
- G) Collect & allocate necessary funds and resources as per the budget provisions of the ministry.

5.2.55 Other Ministries/Divisions/Departments

In the case of an emergency declaration due to a disaster, all ministries/ divisions/ departments/ directorates will contribute from their respective positions to reduce damage and restore the normal situation. Ministries for which there is no clear standing order will prepare their respective work plans for disaster risk reduction as per section 5.1 of the Standing Orders on Disaster (general rules and duties and responsibilities to be followed by all ministries, departments, directorates and government owned/controlled corporations).

Chapter 6: Responsibilities of Field Level Officials, Representatives of Local Government and Humanitarian Agencies

6.1 Divisional Commissioner

Based on the disaster situation, the Divisional Commissioner will coordinate with the officials from different ministries, divisions, authorities, directorates, local administrations and the officials from different non-government organizations at the divisional level. With the assistance of different divisional officers, the Divisional Commissioner will implement different activities. Responsibilities of the Divisional Commissioner are as follows:

Risk Reduction Functions

- A) Consult with the Department of Disaster Management and arrange disaster-related training and workshops;
- B) Prepare short, medium and long-term complete risk reduction action plans at the divisional level based on the short, medium and long-term work plans by different divisions, authorities, directorates and non-governmental organizations and send to the Department of Disaster Management and undertake necessary initiatives for implementation;
- C) Ensure integration of risk reduction action plans with the development plans of the priority areas;
- D) Assist District and City Corporation Disaster Management Committees to raise funds to ensure proper implementation of risk reduction action plans;
- E) Ensure preparation of earthquake contingency plans for big cities and ports;
- F) Ensure preparation for services and roster duty from the Emergency Operation Centres to manage any disaster;
- G) Coordinate and liaison with the Ministry of Information to raise public awareness on all disasters;
- H) Ensure structural safety of educational institutions, hospitals, clinics and other infrastructures located in disaster-prone areas;
- I) Arrange training for relevant professionals to conduct disaster preparedness drills;
- J) Assist the Public Works Department and Urban Development Directorate to ensure application of the Bangladesh National Building Code (BNBC);

- K) Inspect risky buildings along with engineers from the Public Works Department and other experts to take necessary actions;
- L) Encourage communities to face any adverse situation.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Evaluate overall divisional disaster preparedness at least twice in a year and provide advice for revision if there are any weakness or flaws;
- B) Ensure the effectiveness of the district, upazila, city corporation, pourashava and union level Disaster Management Committees;
- C) Form volunteer groups and arrange training to disseminate disaster warnings, search & rescue, evacuation and humanitarian aid distribution, and engage in rehabilitation activities at the local level;
- D) Ensure the delivery of proper communications and necessary assistance to the volunteers to act per the disaster warnings;
- E) Undertake initiatives to prepare and implement a regional contingency plan for all disasters;
- F) Guide the concerned divisions, local administrations, local offices, Cyclone Preparedness Programme (CPP) (if needed), different forces, Bangladesh Red Crescent Society, Fire Service & Civil Defence and other institutions to arrange regular drills for raising awareness on disaster preparedness among people living in disaster-prone areas;
- G) Make officials of different divisions, agencies and their respective local level offices aware about the local order;
- H) Instruct Bangladesh Water Development Board to repair and maintain embankments and sluice gates to remain operational during regular cyclones and storm surges;
- I) Ensure the deployment and availability of officials and staff of the organizations involved in disaster preparedness and humanitarian assistance;
- J) Identify high-risk areas prone to cyclones/floods and other hazards and formulate relevant mitigation plans;
- K) Assess the assets of all the concerned organizations and provide advice to be prepared adequately;
- L) Ensure maintenance of polder cum shelters, helipads and earthen Killas in coastal areas, coastal islands and *haor* areas;
- M) Ensure provision of potable water and improved sanitation in all cyclone/flood and other shelters;

- N) Survey and identify area-wise buildings/infrastructure to be used as shelters during a disaster;
- O) If necessary, support the Deputy Commissioners with additional resources for disaster preparedness;
- P) Encourage and assure implementation of coastal afforestation programmes;
- Q) Disseminate appropriate ideas on disaster preparedness and provide training for officers in the disaster-prone areas at upazila, district and divisional levels;
- R) Encourage to arrange regular drills for effective disaster preparedness;
- S) Initiate appropriate measures to provide post-disaster healthcare and control infectious diseases;

(2) Alert/Warning Stage

- A) Establish communications with DMIC and NDRCC and undertake necessary initiatives to disseminate early warning messages at the district and city corporation levels;
- B) Provide necessary assistance to district and city corporation Disaster Management Committees to arrange drills on search & rescue, evacuation and provide humanitarian aid and other support;
- C) Establish and manage control rooms;
- D) Ensure establishing district disaster management control rooms and maintain communications;
- E) Maintain continuous communications with NDRCC at the Ministry of Disaster Management and Relief and maintain communications with respective district control rooms;
- F) Instruct the concerned personnel to prepare for emergency response in case of a disaster.

(3) Disaster Stage

- (A) Coordination among the divisional level officers and divisions, authorities, institutions, local administrations and the non-governmental organizations to ensure dissemination of warnings among people in the disaster-prone areas;
- (B) Advise the respective Deputy Commissioner to arrange vehicles, water vessels, search & rescue equipment, humanitarian aid and medical teams and to be ready for deployment to disaster-affected areas on short notice;
- (C) Coordinate among the government officials, CPP volunteers (as applicable) and other organizations to ensure safe and disciplined evacuation;

- (D) Ensure implementation of the orders from the National Disaster Management Council (NDMC)/ Inter-Ministerial Disaster Management Coordination Committee (IMDMCC) and Ministry of Disaster Management and Relief or take other necessary steps (as applicable).

(4) Rehabilitation, Reconstruction and Recovery Stage

- (A) Visit the affected areas immediately to assess damage and loss for determining the funding assistance required;
- (B) Maintain communication with the NDMC/IMDMCC and Ministry of Disaster Management and Relief;
- (C) Ensure the supply of food, safe drinking water and medical aid facilities for cyclone/flood and other shelters;
- (D) Visit the affected areas and recommend additional funding;
- (E) Co-ordinate the functions of voluntary organizations;
- (F) If required, request for allocation of additional funds and relief materials through the Ministry of Disaster Management and Relief and NDMC;
- (G) Inspect and coordinate the implementation of different rehabilitation programmes in the respective areas;
- (H) Coordinate the activities of the rehabilitation and recovery programmes being implemented by non-governmental organizations.

6.2 Deputy Commissioner

The Deputy Commissioner (DC) will be in charge of all the disaster preparations, facing the disaster, humanitarian aid and rehabilitation-related work. The DC will monitor and coordinate that all the ministries, divisions, departments and district level officers of all agencies are working in accordance with the Standing Orders on Disaster. The DC will also have to monitor and coordinate implementation of the orders in all the upazilas. The responsibilities of the Deputy Commissioner are as follows:

Risk Reduction Functions

- A) Formulate the structure and ensure the effectiveness of the District and Upazila Disaster Management Committees;
- B) Arrange training and workshops regularly on disaster-related issues keeping the Department of Disaster Management informed;

- C) Prepare lists of vulnerable communities and hazard maps indicating the locations based on information received from the upazilas and submit a complete report to the Department of Disaster Management;
- D) Prepare short, medium and long-term risk reduction action plans for the district based on upazila level plans and submit to the Department of Disaster Management;
- E) Ensure a clear linkage between the development plan and risk reduction action plan;
- F) Establish and manage local level disaster management fund at the district level for implementation of risk reduction action plans;
- G) Provide necessary support to Upazila Disaster Management Committee (UzDMC) for organizing simulations/drills on their roles and responsibilities;
- H) Encourage any innovative ideas/initiatives on disaster risk management at a local level and facilitate the replication potential of all locally adopted models at a national scale.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Review regularly the district level disaster preparedness and update if there are any shortcomings;
- B) Ensure the activities of Upazila and Union Disaster Management Committees;
- C) Prepare risk and resource maps indicating important locations and buildings along with prominent hazards (i.e. cyclone/floods);
- D) Establish 'First Line Defence' with local volunteers at the upazila, union and ward levels;
- E) Arrange training on cyclone preparedness for CPP volunteers and volunteers formed by other organizations;
- F) Arrange required equipment/tools for the volunteers to improve cyclone/flood warning dissemination;
- G) Orient officials of different divisions and institutions on their disaster risk management roles as per the Standing Orders on Disaster;
- H) Ensure proper maintenance of ponds, rural roads, embankments and sluice gates; promote tree plantation at shelters in order to protect from storm surges due to floods and cyclones, and construct protection walls around the shelters in *haor* areas, if needed;
- I) Form District Disaster Management Committee (DDMC) as per structure prescribed in the Standing Orders on Disaster;
- J) Prepare appropriate plans for the local level to ensure effective disaster management;

- K) Arrange simulations during April and September each year to check effectiveness of existing preparedness;
- L) Conduct population census surveys at all newly accreted *chars* and if possible, encourage people to build durable houses. Otherwise, plan for safe relocation of the vulnerable communities;
- M) Prepare updated lists on population, vehicles, water vessels, warehouses and available reserves of humanitarian aid;
- N) Make sure that the cyclone/flood and other shelters are usable and arrangements for proper drinking water are functioning;
- O) Conduct yearly surveys on the number of buildings, educational institutions (schools, colleges, etc.) to prepare the list of buildings to be used as shelters during emergencies;
- P) Ensure awareness building and dissemination of cyclone and flood warning systems and their importance among vulnerable communities;
- Q) Encourage plantation initiatives among people and ensure their implementation;
- R) Ensure preparation and submission of contingency plans through the Upazila Disaster Management Committee and Upazila Nirbahi officer to manage disasters and emergencies;
- S) Ensure the all-out preparation of the CPP to manage disasters;
- T) Arrange training on cyclone/flood or any other disaster for all Upazila level officers and workers stationed in disaster-prone areas;
- U) Ensure the formation of District Disaster Management Committees and arrange regular meetings for evaluation of disaster action plans of the district;
- V) Ensure proper discharging of responsibilities by the DDMC in any emergency;
- W) Maintain an updated list of the non-governmental organizations that are capable of working on disaster risk management and coordinate their work;
- X) Collect flood-related information from the Flood Forecasting and Warning Centre;
- Y) Map the areas prone to fires, landslides and chemical accidents along with mitigation measures and create mass awareness about them;
- Z) Prepare risk reduction and contingency plans covering all hazards as mentioned in the definition section of the SOD and undertake necessary initiatives for proper implementation of those plans.

(2) Alert/Warning Stage

- A) Issue directives to those concerned to be prepared to face any kind of situation;

- B) Disseminate warning messages among the at-risk communities using wireless networks of the police, BGB and CPP and other means of communication and tools;
- C) Establish control rooms and maintain communication with the National Disaster Response Coordination Centre located at the Ministry of Disaster Management and Relief;
- D) Disseminate the alert and warning messages on cyclones, floods and landslides soon after receiving them and ensure all possible measures to reduce damage and loss to lives and properties;
- E) Call for an emergency meeting of the DDMC and provide necessary directions to the concerned institutions to disseminate the alert/warning message;
- F) Communicate with the control rooms located at the Ministry of Disaster Management and Relief, Divisional Headquarters and sub-district level offices;
- G) Ensure the widespread and vigorous dissemination of danger signals of a cyclone and make sure every single person of the disaster-prone area received it and responded appropriately.

(3) Disaster Stage

- A) Mobilize all required resources together (manpower, vehicles, water vessels, instruments, and humanitarian aid contents) and send to the disaster-affected areas;
- B) Initiate the requisition of important vehicles, water vessels and helicopters through the proper authority;
- C) Ensure the supply of safe drinking water in the disaster-affected areas;
- D) Call for an urgent meeting of the Disaster Management Committee;
- E) Ensure the safe evacuation of people and properties with the help of local administrations, relevant local organizations, Police, Union Parishad, Ansar, VDP and CPP, and other volunteers, as soon as the evacuation orders are received;
- F) Manage rescue operations for people stuck/trapped in inaccessible islands/remote *char* areas.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Visit the affected areas on an urgent basis and calculate the amount of assistance required based on the damage, loss and needs assessment;
- B) Submit the damage report to the Department of Disaster Management using the D-Form and request for necessary assistance;
- C) Establish relief camps at suitable locations to operate humanitarian aid distribution;

- D) Undertake emergency activities to ensure humanitarian assistance including health care, food, and water supply. In case it is not possible to contact the Director General of the Department of Disaster Management, the Deputy Commissioner can spend a one-time amount of 2,00,000 BDT for emergency humanitarian assistance. Later, the Deputy Commissioner can write to the Director General of the Department of Disaster Management for post-facto approval. The Director General will provide the allocation reviewing the reasons for it;
- E) Initiate to repair/disinfect damaged tube wells and if needed install new ones for ensuring safe water supply. Where applicable, disinfect surface water sources (i.e. ponds and reservoirs) to make the water drinkable;
- F) Assist to repair damaged houses and arrange temporary shelters for the affected people;
- G) Ensure proper burial of human dead bodies considering the religious culture, and properly bury animal carcasses underground so that they do not create any health hazard;
- H) Initiate to repair roads, culverts, bridges, etc., and if needed carry out reconstruction;
- I) Prepare a rehabilitation plan with the cooperation of different departments including housing and public works, agriculture, livestock, etc. and take the necessary steps for its immediate approval and quality implementation for a quick recovery;
- J) Initiative to drain out polluted saltwater from inside polders and perimeter embankments and undertake all possible initiatives to maintain those infrastructures;
- K) Coordinate the rehabilitation and recovery work of non-government organizations;
- L) Resume communication systems immediately or arrange alternative communication systems for running humanitarian aid and rehabilitation/recovery activities smoothly;
- M) Prepare a comprehensive completion report highlighting future directions, cumulative achievements, best practices, activity calendar (Gantt Chart) and photographs for future reference; submit a copy of the report to the Department of Disaster Management.

6.3 Upazila Nirbahi Officer

Along with the regular duties, the Upazila Nirbahi Officer will be responsible for the implementation of the action plans at the upazila level. The officer will also coordinate and supervise the implementation of the disaster-related action plans of the other ministries/agencies at upazila and union levels.

Risk Reduction Functions

- A) Ensure the effectiveness of the upazila and union level Disaster Management Committees;
- B) Arrange training and workshops regularly on disaster-related issues keeping the Department of Disaster Management informed;

- C) Prepare lists of vulnerable communities and prepare hazard maps indicating the locations based on information received from the unions and submit a complete report to the Department of Disaster Management through DDMC;
- D) Prepare a short, medium and long-term risk reduction action plan for the upazila based on union level plans and submit it to the Department of Disaster Management through DDMC;
- E) Ensure a clear linkage and synergies between the prioritized development plan and risk reduction action plan of the upazila;
- F) Establish direct communications with the Disaster Management Information Council and ensure the speedy dissemination of early warnings at upazila and union levels;
- G) Provide necessary support to the Union Disaster Management Committee (UDMC) for organizing simulations/drills on their roles and responsibilities.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Formulate Upazila Disaster Management Committee (UzDMC) in accordance with the Standing Orders on Disaster (SOD);
- B) Establish ‘first line defence’ at the upazila, union and ward levels with local youth volunteers (at least 40% has to be women) to assist in early warning dissemination, evacuation, search & rescue, and humanitarian assistance and rehabilitation initiatives;
- C) Make the volunteer team aware about the situation and assign them to support the CPP;
- D) Ensure proper dissemination of flood and cyclone warning messages through the volunteer teams;
- E) Orientate all concerned officials at different divisions and institutions on the Standing Orders on Disaster and encourage all of them to work according to the orders;
- F) Ensure the timely/regular maintenance of all existing embankments through the Bangladesh Water Development Board. For new construction, make sure all embankments are constructed considering the climate projections and recorded highest flood levels so that people can take temporary shelter there during floods;
- G) Ensure the implementation of coastal afforestation initiatives, if applicable;
- H) Prepare Risk and Resource maps indicating important locations and buildings together with prominent hazards (i.e. cyclones/floods);
- I) In the light of SOD, prepare contingency plans for upazila and union levels to ensure effective response. The plan should include teams for early warning, evacuation, search & rescue, first aid, shelter management, humanitarian assistance and safety & security;

- J) Arrange simulations during April and September each year to improve the skills of the volunteers/officials relating to the plan and to enhance mass awareness;
- K) Conduct surveys at all newly accreted *char*/island settlements and ensure training for all such communities on disaster preparedness;
- L) Initiate establishing Mujib Killas, helipads, and cyclone shelters in suitable locations especially in *char* areas and ensure their effectiveness;
- M) Provide assistance and support to implement the activities of the Cyclone Preparedness Programme;
- N) Prepare a list of organizations to be summoned for participating in preparedness activities during a cyclone and post-cyclone humanitarian response activities. Also maintain communication with other organizations;
- O) Preserve a list of human resources and vehicles that can be used in emergencies;
- P) Ensure the storage of food, medications, antiseptics and tube-wells before the flood/cyclone season;
- Q) Ensure the management of upazila control room to provide support for wireless communication for the Ministry of Disaster Management and Relief, Police, BTCL, BGB and CPP;
- R) Ensure the proper repair and maintenance of community centres, cyclone shelters and Mujib Killas;
- S) Ensure the availability of warning flags with all Upazila Councils, Union Councils and CPP units;
- T) Implement all directives from the Deputy Commissioner on cyclone preparedness issues;
- U) If needed, submit proposals/recommendations for repairing embankments based on physical observation;
- V) Make communities aware about cyclone warning systems and preparedness through film shows, distribution of leaflets and posters, and arranging public meetings;
- W) Identify and arrange safe locations where people can take shelter during floods and storm surges in consultation with the Union Council Chairman and the union team leader of the Cyclone Preparedness Programme;
- X) Prepare a list of leaders of local volunteer institutions, clubs and cultural organizations so that they can be engaged as volunteers during times of need;

(2) Alert/Warning Stage

- A) Open an emergency control room at the upazila and instruct affected unions to do the same and run it 24/7 as a one-stop information centre. Appoint one Gazetted Officer or one member from the Upazila Disaster Management Committee as in-charge of the control room;
- B) Keep necessary manpower and vehicles ready for immediate mobilization;

- C) Send a warning message to all the Chairmen of Union Councils through special messenger / via telephone call or other means;
- D) Alert the communities living in the *chars* through establishing communications as soon as possible;
- E) Maintain close communication with the district control room;
- F) Call for an urgent meeting of UzDMC;
- G) Make everyone aware about cyclone/flood warnings. With all the emergency news/messages use the name of the hazard, i.e. “Cyclone Warnings” or “Flood Warnings”. Maintain a Logbook for the emergency period from the upazila level to union level.

(3) Disaster Stage

- A) Ensure the proper dissemination of warning/danger signals with the assistance of volunteers from the Cyclone Preparedness Programme, school teachers, officers and staff from the upazila and union level (health workers, family planning staff, Sub-Assistant Agriculture Officer, Officer from Fisheries and Livestock department, cooperative/BWBD/Roads and Highways Department/BTCL/LGED/Officer from Department of Public Health and Engineering) Ansar and VDP members, BRDB members, etc.;
- B) Ensure clear and effective announcement of evacuation orders;
- C) Evacuate people and domestic animals to safe cyclone shelters, Mujib Killas, schools, community centres, different government buildings, and other higher grounds. Make arrangements for drinking water and clothes. Instruct all Union Chairmen to ensure the same evacuation process;
- D) Preserve potable water in containers/jars and make sure the Chairmen/members of the Union Councils do the same to manage any water crisis;
- E) Send special messengers to alert people on the evolving situation. Provide suggestions to cover filled drinking water pots and wrap matches, dry food, green and brown coconuts, and utensils using plastic sheets and store them underground;
- F) Keep regular contact 24/7 with the district control room and be aware of the local weather situation;
- G) Be vigilant on the movement of the cyclone track and height of the water in the sea as the cyclone gradually approaches the shore;

- H) Call for an emergency meeting of the UzDMC and advise everyone to perform their duties according to the Standing Orders on Disaster;
- I) Make requisition for vehicles, watercraft and other necessary resources needed for undertaking search & rescue and managing humanitarian assistance. If needed, request the Deputy Commissioner for specialized vehicles;
- J) Co-operate with the military if they become involved in search & rescue and humanitarian assistance.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Initiate to conduct rapid assessments in the affected areas along with the officials and public representatives of the union and upazila levels and report to the Deputy Commissioner and Ministry of Disaster Management and Relief about the damage, loss and needs;
- B) In case the communication system is disrupted, collect damage and needs information by assigning messengers and send daily information to the district control room;
- C) Use the upazila development fund for conducting emergency response activities including providing humanitarian assistance;
- D) Send adequate humanitarian assistance (i.e. food and non-food items) to the affected unions;
- E) Supply adequate number of tube wells to the affected areas for immediate installation;
- F) For saving human lives and livestock undertake preventive and curative health measures including disinfection/sanitation, hygiene promotion, safe drinking water and food supply;
- G) Delineate the affected areas into humanitarian zones and declare the upazila headquarters as regional headquarters. Appoint one officer as in-charge of one region. One upazila can be divided into more than one humanitarian region based on the size of the upazila and extent of damage;
- H) Make sure the humanitarian aid Programme management is flawless and complete the distribution of humanitarian aid materials, cash and house building grants within the shortest possible time. Ensure the proper management of emergency hospitals, humanitarian aid centres, and shelters;
- I) Ensure the proper burial of human dead bodies by maintaining religious cultures and dispose animal carcasses underground with the help of the local administration, NGOs, CPP& other volunteers. If needed, seek help from the Border Guard Bangladesh, Army, Police, Ansar-VDP, health & family planning, fisheries & livestock and agriculture extension. Initiate to drain out saltwater from houses, water bodies and farmlands;
- J) Place a request to the appropriate authority to allocate grants, loans and humanitarian aid for implementing humanitarian aid programmes;

- K) Coordinate humanitarian assistance programmes of voluntary groups and non-governmental organizations;
- L) Initiate the rehabilitation and recovery programmes through proper implementation of test relief, food for work, cash for work, VGF and other safety-net programmes;
- M) Execute all other important duties as assigned by the higher authorities which include healthcare, humanitarian assistance and recovery for ‘building back better’.

6.4 Union Parishad Chairman

Besides regular activities, the Union Council Chairman will perform the following in terms of disaster risk management:

Risk Reduction Functions

- A) Form the Union Disaster Management Committee and ensure its effectiveness. Make sure the application of all directives and lessons learnt from trainings;
- B) Inform the Department of Disaster Management and arrange different trainings and workshops regularly;
- C) Develop a list of households who are at risk and identify the areas on a map based on the risk and vulnerability, and submit a complete report to the Disaster Management Committee;
- D) Prepare divisional level short, medium and long-term risk reduction action plans, based on the short, medium and long-term risk reduction action plans of the union (prepared by the Union DMC) and submit to the Department of Disaster Management;
- E) Ensure coherence between annual development plans and risk reduction action plans;
- F) Coordinate different locally initiated activities and assist non-government organizations in implementing activities;
- G) Assist the Union Disaster Management committee to raise funds for implementing risk reduction programmes at the local level;
- H) Ensure necessary assistance for drills arranged by the Upazila Disaster Management Committee on the dissemination of warning messages/forecasts, evacuation, search & rescue and humanitarian aid programmes.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Train a team at the union level on rescue, saving lives, health management, sanitation, shelter management, vaccination and other critical issues with the assistance of the CPP and local agencies so that the team can help the local volunteer in the time of need;

- B) Coordinate and assist in the implementation of the CPP;
- C) Assist the Upazila Disaster Management Committee to raise awareness among people about cyclone and flood preparedness so that communities are aware of the steps on what to do when;
- D) Make the cyclone warning system popular among people through selected film shows, distribution of leaflets and posters and arranging mass gatherings;
- E) Encourage people living in coastal areas to plant trees and provide advice to plant trees systematically around houses;
- F) Maintain arrangements for hoisting cyclone warning flags at all the risky areas of the union;
- G) Request to build new Mujib Killas, helipads and cyclone shelters if existing ones are not adequate;
- H) Prepare hazard maps identifying the areas of the union that are more vulnerable to cyclones/floods;
- I) Give special attention towards the preparedness of people living in remote islands/*chars*;
- J) Provide training to fishing communities of the union on disaster preparedness skills;
- K) Regularly follow weather forecasts broadcasted/telecasted through the media and encourage the target communities including fisherfolk to follow the instructions;
- L) Identify and mark the shelters on higher ground where people can take refuge during floods and storm surges and inform people accordingly;
- M) Regularly update the list of volunteer groups so that they can be engaged in times of need to assist in early warning dissemination, evacuation, search & rescue and post-disaster humanitarian aid distribution;
- N) Maintain a list of vehicles and boats that can be used during an emergency;
- O) Ensure repair and maintenance of all the roads and culverts connected to cyclone shelters, Mujib Killas and community centres;
- P) Arrange union level disaster-related drills each year with the help of CPP, local administration and non-government organizations;
- Q) Ensure protection or safety of drinking water sources, food storage, seeds and animal feed;
- R) Make a list of leaders for local volunteer institutions, clubs and cultural organizations so that they can be engaged as volunteers during the times of need.

(2) Alert/Warning Stage

- A) Run the Union Emergency Control Room 24/7. Appoint one person from the Union Disaster Management Committee (UDMC) as the in-charge of the control room;

- B) Call for an emergency meeting of the UDMC and maintain communication with all the members of the Union Council, members of UDMC and volunteer groups and make them aware about the upcoming cyclone/flood;
- C) With the help of volunteers, make sure warning flags are hoisted in all the disaster-prone areas. Also, disseminate the warning message with megaphones and drums, and make people aware about moving to a safe place;
- D) Send special messengers to remote *chars* to make the inhabitants aware of the situation of the cyclone approaching towards the area;
- E) Follow the weather forecasts regularly and advise all related people to act accordingly;
- F) Engage volunteer groups on an emergency basis to evacuate at-risk people and domestic animals to safe shelters and to provide food, healthcare services and safety;
- G) Assist and coordinate the activities being implemented by the CPP and other volunteer groups;

(3) Disaster Stage

- A) Ensure timely dissemination of early warning messages by CPP volunteers and members of Ansar and Village Defence Party to the at-risk communities;
- B) Ensure proper dissemination of evacuation messages among all communities including people living in the remote islands/*chars*;
- C) Ensure the evacuation of people and domestic animals from risky areas to safe locations and provide humanitarian aid;
- D) Preserve safe drinking water and advise others to do the same;
- E) Maintain communications with the Upazila Control Room;
- F) Encourage all concerned to follow weather forecasts regularly and provide information related to the movement of cyclones and rise of floodwater level over the danger line;
- G) Call for an emergency meeting of the UDMC and advise everyone to prepare for the situation and to perform their respective duties according to the Standing Orders on Disaster;
- H) Make sure that all the preparedness measures are taken appropriately;
- I) Make requisitions for vehicles and boats for rescue and humanitarian aid management.

- J) If needed, open the shelters with the help of volunteers ensuring safety and protection of elders, persons with disabilities, women and children. Prepare a list of people in the shelters with a clear calculation of humanitarian aid needs to send to the Upazila Control Room to allow mobilizing necessary food and medical services;
- K) If someone dies, arrange the burial of the dead body and provide a death certificate;
- L) If someone goes missing, launch a search mission with the help of the police and nearby Union Councils;
- M) If people from another area come to the shelter for safety during the disaster, ensure their identities and help returning them to their own area or house. If any such person fails to identify themselves, hand them over to the police. If the person is a single child without identity then handover to the Social Welfare Department by informing the police;
- N) Ensure the protection and safety of the assets/properties of the displaced/evacuated people.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Carry out search & rescue operations and humanitarian assistance activities with the help of volunteers and UDMC members, and arrange transport/vehicles to carry out emergency response activities;
- B) Conduct rapid damage and needs assessments using the prescribed form and send the compiled report with the justified recommendations to the Upazila Nirbahi Officer for necessary action;
- C) Speedily distribute the emergency humanitarian aid received from the Upazila Headquarters;
- D) Install an adequate number of tube wells and supply safe drinking water in disaster-affected areas;
- E) Ensuring the appropriate burial of dead bodies and also the management of the carcasses of animals with the help of volunteers, Ansars and the Village Defence Party and if needed the police, BGB and the Army;
- F) Ensure the proper distribution of humanitarian aid, house building materials, cash, house building funds and proper arrangements of a temporary emergency hospital, humanitarian aid centre, shelters, etc.;
- G) Coordinate and supervise the activities being implemented by voluntary organizations, volunteers and other humanitarian agencies;
- H) Undertake rehabilitation and recovery of the affected communities through proper planning and implement test relief, food for work, VGF and other safety net programmes;

- I) Carry out all duties (along with preparing reports and onward submission) such as search & rescue, humanitarian assistance and recovery that are instructed by competent authorities;
- J) Resume all water and road communications through urgent repairs.

6.5 Member of Union Parishad

Along with regular duties, the Union Parishad Member will carry out the following disaster risk management activities:

Risk Reduction Functions

- A) Participate regularly in the meetings and workshops of the Union Disaster Management Committee;
- B) Participate in the process of vulnerability and risk assessments and prioritization of risks to prepare risk reduction action plans for the ward and union;
- C) Ensure the participation of distressed communities in the vulnerability and risk assessment process;
- D) Assist the Union Parishad Chairman for resource mobilization to implement the risk reduction action plan;
- E) Coordinate different locally initiated programmes and assist with the activities of non-governmental organizations.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Prepare a detailed database of trained volunteers so that they can be contacted during an emergency;
- B) Identify trained volunteers to perform different duties during a humanitarian crisis;
- C) Make aware and prepare local residents to take part in emergency response and rehabilitation activities in their respective locality.

(2) Alert/Warning Stage

- A) Disseminate early warning/danger signals. After receiving directives from the Union Parishad Chairman or higher-level authority, disseminate danger signals without creating any rumours;

- B) Listen regularly to weather forecasts on the media;
- C) Undertake quick action after receiving warning messages from the mass media/ Union Parishad Chairman or higher-level authority;
- D) Keep volunteer teams ready to perform specific duties including evacuation, first aid, healthcare and food arrangements, repairing damaged houses and security;
- E) Assist and coordinate with the Cyclone Preparedness Programme;
- F) Ensure hoisting warning flags in disaster-prone areas.

(3) Disaster Stage

- A) Ensure timely dissemination of early warning messages to at-risk communities by CPP volunteers and members of Ansar and Village Defence Party;
- B) Ensure proper dissemination of evacuation messages among all communities including people living in remote islands/*chars*;
- C) Ensure evacuation of people and domestic animals from the riskiest areas to safe areas and provide humanitarian aid;
- D) Preserve safe drinking water and advise others to do the same;
- E) Maintain communications with the Union Parishad Control Room;
- F) Advise all concerned to listen to weather forecasts regularly and to be alert about the movement of cyclone tracks and water level rise along the danger level;
- G) Advise people through special messengers to preserve water in plastic pots, and store dry food, matches, green coconuts, cooking equipment and animal feed under the ground;
- H) Form first responder groups at the ward/village level. Advise everyone to be prepared to face any adverse situation and to work according to the Standing Orders on Disaster;
- I) Make sure that all preparations are taken properly and inform the Union Control Room accordingly;
- J) Arrange for the adequate number of vehicles and boats in order to run rescue and humanitarian assistance programmes and if required, seek assistance from the Union Parishad Chairman;
- K) If needed, open the shelters and ensure safety and protection of elders, persons with disabilities, women and children with assistance from volunteers. Prepare a list of people in the shelters with an estimate of humanitarian aid needs and submit it to the Upazila Control Room and ensure food and medical services;
- L) If someone dies, arrange the burial of the dead body and provide a death certificate;

- M) If someone goes missing, launch a search mission with the help of the police and nearby Union Parishad;
- N) If people from another area come to the shelter for safety during the disaster, ensure their identities and help returning them to their own area or house. If any such person fails to identify themselves, hand them over to the police. If the person is a single child without identity then handover to the Social Welfare Department by informing the police;
- O) Ensure the protection and safety of the assets/properties of the displaced/evacuated people.
- P) If own area is free from disaster, deploy the trained volunteers to disaster-affected areas to take part in emergency response.

(4) Rehabilitation, Reconstruction and Recovery Stage

To assist the Chairman of the Union Parishad for humanitarian assistance and rescue programmes, the general members of the Union Parishad and the members of reserved seats will perform the following tasks:

- A) Carry out search & rescue operations and take part in humanitarian assistance activities with the assistance of volunteers and UDMC members;
- B) Conduct rapid damage and needs assessments using the prescribed form and send the compiled report with the justified recommendations to the Union Parishad Chairman for necessary action;
- C) Distribute speedily the emergency humanitarian aid received from the Union Parishad;
- D) Disinfect contaminated ponds, wells and tube wells and urgently install an adequate number of tube wells and/or supply potable water from outside;
- E) Ensure the appropriate burial/cremation of dead bodies and bury animal dead bodies with the assistance of volunteers, Ansar and Village Defence Party and if needed the Police, BGB and Army;
- F) Ensure the proper distribution of humanitarian aid, house building materials, cash, house building funds and proper arrangements of a temporary emergency hospital, humanitarian aid centre, shelters, etc.;
- G) Coordinate and supervise the activities being implemented by voluntary organizations, volunteers, and other humanitarian agencies;
- H) Undertake rehabilitation and recovery of the affected communities through proper planning and implement test relief, food for work, VGF and other safety net programmes;
- I) Carry out all duties (along with preparing reports and onward submission) such as search & rescue, humanitarian assistance and recovery that are instructed by competent authorities;
- J) Resume all water and road communications through urgent repairs.

General Instructions

The members of the Union Parishad will give the following advice to the people:

- A) Advise to listen to Bangladesh Betar weather forecasts after cyclonic low-pressure formation;
- B) Advise to keep all boats and trawlers near the coastal area after warning signal flags are hoisted, so that they can easily take refuge in safe shelters;
- C) Exchange weather-related information with others;
- D) Provide advice to preserve flattened rice, puffed rice, molasses and drinking water, green coconuts, cooking utensils and lighters in different containers using thick plastic wrapping and bury 3 feet underground. Provide advice to wrap the suction head of tube wells with plastic so that saltwater does not enter inside;
- E) Advise people to take shelter in the nearby shelters, Mujib Killas, strongly-built buildings, community centres and other safe places soon after the evacuation notice is issued. Make sure of paying extra attention to elders, children, persons with disabilities and sick people. Provide advice to transfer domestic animals to Mujib Killas or safe higher ground;
- F) Provide advise not to spread or listen to any rumours; only rely on messages from mainstream media;
- G) Provide advice to rescue the affected people during and immediately after any disaster;
- H) If the lives or assets of people are endangered in the disaster, provide them advice to inform the Union Parishad Chairman or other council members without any hesitation;
- I) Provide advice to assist the Union Parishad and volunteer organizations on any matter;
- J) Provide advice for first aid to injured/drowning people;
- K) Provide advice for the proper burial of human dead bodies and safe removal and burial of animal carcasses;
- L) Provide advice to rebuild houses with community cooperation (helping each other) after the disaster;
- M) Provide advice to follow the directives or requests regarding humanitarian assistance activities made by the Union Parishad Chairman and Parishad members or any higher authority.

6.6 Humanitarian Organizations

6.6.1 Bangladesh Red Crescent Society (BDRCS)

Bangladesh Red Crescent Society (BDRCS) is a statutory body of the state that works as a subsidiary company of the government. It plays a vital role in implementation of weather forecast related programmes, disaster preparedness, disaster response and rehabilitation, along with other engagements related to disasters. Based on its organizational policy and maintaining cooperation with different government organizations, BDRCS will perform the following duties:

Risk Reduction Functions

- A) Ensure participation in the Inter-Ministry Disaster Management Coordination Committee, Disaster Management Committees at the national and local level, and other related committees;
- B) Integrate disaster risk reduction in the principles, strategies and programmes of the BDRCS;
- C) Assist the national and local level committees in disaster Risk Reduction Functions;
- D) Arrange training for the officers and staff of the organization on disaster risk reduction including the allocation of resources;
- E) Undertake effective steps to make disaster-prone communities resilient.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Prepare preparedness plans for responding to disasters;
- B) Appoint staff and volunteers of BDRCS in disaster-prone areas and provide training and equipment;
- C) Undertake awareness-building campaigns for at-risk communities to combat disasters;
- D) Arrange and participate in seminars, workshop and meetings on issues related to disaster risk management;
- E) Implementation of different programmes in coordination with relevant ministries/ departments/institutions/organizations/United Nations, and national and international non-governmental organizations;
- F) Stockpile humanitarian goods and equipment appropriately and keep vehicles ready through regular maintenance to transport emergency items through road and waterway routes;

- G) Participate in building and maintaining Mujib Killas and flood/cyclone shelters, link these shelters with different socio-economic and social development programmes;
- H) Strengthen preparedness programmes of communities to face any emergency situation.

(2) Alert/Warning Stage

- A) In case of cyclone, ensure sending an early warning message to CPP volunteers and Red Crescent Units for disseminating among the communities;
- B) Ensure sending early warning messages to CPP staff at all levels;
- C) Maintain communications with the CPP, Storm Warning Centre of the Bangladesh Meteorological Department (BMD) and Flood Forecasting and Warning Centre (FFWC);
- D) Appoint one officer to maintain communications with the control room of the Ministry of Disaster Management and Relief;
- E) Keep assessment teams ready for possible damage, loss and needs assessments;
- F) Be ready to assist the government if required;
- G) Manage control rooms 24/7;
- H) Send warning messages to BDRCS units and all concerned in case of cyclones/floods along with other disasters;
- I) Ensure the effective implementation of cyclone preparedness programmes at the field level;
- J) If needed, assign one communication officer for the NDRCC of the Ministry of Disaster Management and Relief;
- K) Arrange the required number of vehicles for assessment teams at the headquarters and district levels offices for conducting assessments in disaster-affected areas;
- L) Participate in the meetings of the CPP Implementation Board and maintain communication with the IMDMCC;
- M) Mobilize staff, volunteers and resources to disaster-affected areas from areas where the possibility of disasters is low;
- N) Send danger signals with explanations to all concerned (in the case of a cyclone);
- O) If the authority orders, assist volunteers and local administrations to evacuate at-risk people to safe shelters;
- P) Undertake and implement different forecast-based actions in the case of floods/cyclones;
- Q) Manage the control room 24/7 and maintain communications with the NDRCC of the Ministry of Disaster Management and Relief;

R) Coordinate with non-governmental organizations for their activities.

(3) Disaster Stage

- A) Send damage and needs assessments and humanitarian assistance/medical teams to the affected areas. Make sure that BDRCS teams reach the disaster-affected areas within the shortest possible time;
- B) Assist the mandated authorities to assess damage and needs and provide the required information to these organizations and the headquarters of BDRCS;
- C) Provide urgent assistance to disaster-affected people in the following aspects:
 - 1. Assist in evacuation and rescuing people to safe shelters;
 - 2. Assist local administrations in shelter management;
 - 3. Assist in providing first aid and psycho-social services to the injured and disaster-affected people;
 - 4. Provide emergency food support;
 - 5. Provide emergency health services;
 - 6. Assist in supplying safe drinking water and make people aware of safe sanitation and health practices;
 - 7. Provide emergency shelter, house building materials and other necessary household essentials.
- D) Make the appropriate authority aware about damage and needs of the people in the disaster-affected area;
- E) In coordination with the appropriate authority, inform the International Federation of Red Cross and Red Crescent Societies (IFRC) and BDRCS about the damage and needs, and request support for managing the humanitarian assistance and rehabilitation;

(4) Rehabilitation, Reconstruction and Recovery Stage

- (A) Assist the local disaster management committees in preparing the list of beneficiaries, determining the needs and feasibilities of rehabilitation;
- (B) Participate in the reconstruction, rehabilitation and recovery activities in special situations;
- (C) Assist the local authorities in early recovery and rehabilitation;
- (D) Undertake initiatives for appropriate and effective disaster preparedness and rescue measures and improve shortcomings and mistakes of previous measures.

6.6.2 Federation of Bangladesh Chambers of Commerce & Industries (FBCCI)

- A) Initiate the use earthquake and flood risk maps, land use plans and other vulnerability information in establishing residential buildings, commercial and industrial structures and shopping malls;
- B) With a view to protecting business investments, undertake necessary initiatives for capacity building of this sector in the area of risk inclusive business planning;
- C) Prepare risk reduction and response plans relating to earthquakes, fires and building collapses for the fast-growing garment industries along with other industries;
- D) To deal with urban flooding, determine strategies jointly with concerned government agencies and implement accordingly;
- E) Undertake necessary steps to motivate REHAB (apex body of developers), and relevant business organizations and individuals to implement the Bangladesh National Building Code;
- F) Ensure safe storage and transportation of harmful chemicals and prepare an updated information bank (inventory with location maps) and send to relevant agencies including the Ministry of Disaster Management and Relief;
- G) Formulation and implementation of risk inclusive industrial action plan;
- H) Prepare and implement Business Continuity Plans as a part of disaster risk management;
- I) Make necessary arrangements to ensure regular earthquake and fire safety drills in business organizations, marketplaces, shopping malls and industries;
- J) Develop an effective fire unit in each industry and commercial space with required facilities, skilled human resources and equipment;
- K) Collect and supply equipment that are needed to respond to various disasters including earthquakes, and if required, provide logistics support to concerned government agencies;
- L) Create and manage a disaster fund for humanitarian response and rebuilding;
- M) Undertake initiatives for launching and operating pro-poor disaster insurance products as a strategy for risk management;
- N) Launch projects to support graduates and postgraduates of disaster management educational programmes through internship placement and financing research initiatives under the Corporate Social Responsibilities of Business Organizations;
- O) Form a disaster management committee by combining representatives of central and district chambers and coordinate with the Ministry of Disaster Management and Relief;

- P) Undertake different innovative activities for risk reduction in collaboration with governmental and non-governmental organizations;
- Q) Appoint a focal point at the FBCCI to coordinate with the Ministry of Disaster Management and Relief and inform the ministry about the appointment;

6.6.3 National and International Development Agencies

National and international non-government organizations (I/NGOs) will work as a complementary force to government organizations for disaster risk management. These agencies play a vital role in the entire disaster risk management cycle, i.e. risk reduction, preparedness, response and recovery. As per their policies and institutional structures, the I/NGOs, with the help of different governmental agencies, will perform the following duties:

Risk Reduction Functions

- A) Integrating/mainstreaming disaster risk reduction in the organization's policies, strategies and priorities in the light of gender and social inclusion principles;
- B) Assist local disaster management committees technically to prepare disaster risk reduction action plans following the community risk assessment/ urban risk assessment process and in the light of gender and social inclusion;
- C) Assist disaster management committees at the national and local levels;
- D) Arrange trainings for own officials and community volunteers on risk reduction;
- E) Appoint one focal point to participate in the relevant meetings of national and local disaster management committees.

Emergency Response Functions

(1) Response Preparedness Stage

- A) Preparation of contingency plans for all non-government organizations at all levels, incorporating gender and social concerns;
- B) Appoint community volunteers and workers in disaster-prone areas and arrange training;
- C) Undertake programmes to enhance awareness and educate people on disaster preparedness issues to save lives and properties;
- D) Arrange and participate in seminars, workshops and meetings to acquire special skills on disaster risk management;
- E) Maintain communications with UN agencies, non-government organizations and divisions/departments/offices/agencies of concerned ministries involved in humanitarian assistance;

- F) Store and obtain humanitarian aid and maintain vehicles and necessary equipment for timely response;
- G) If possible, participate in the construction of cyclone/flood shelters and link them with different socio-economic development programmes;
- H) Undertake all possible initiatives to assist people for adopting proper preparedness measures to face any emergency.

(2) Alert/Warning Stage

- A) Disseminate cyclone warning messages to all concerned;
- B) Assist to disseminate warning messages to the people at risk;
- C) In case of cyclone, maintain communication with the control rooms of the CPP and Storm Warning Centre of Bangladesh Meteorological Department (SWC);
- D) Appointing one liaison officer to maintain communication with the NDRCC at the Ministry of Disaster Management and Relief, and the Emergency Response Coordination Centre (ERCC) at the Department of Disaster Management;
- E) If it deemed necessary, instruct damage and needs assessment teams to be ready for action and follow other necessary steps;
- F) If it deemed necessary, open own control room and maintain close communications with governmental emergency operation centres;
- G) Appoint one liaison officer to maintain communications and coordination with emergency operations centres;
- H) Assist in disseminating warning messages to the people at risk;
- I) Keep assessment and humanitarian teams on standby together with transport support;
- J) Participate in relevant disaster management committee meetings;
- K) If needed, mobilize human resources and equipment from other areas to the disaster-affected area;
- L) Assist community volunteers and local governments to evacuate families at risk with orders from the competent authority;
- M) Maintain communications with concerned officials at the Ministry of Disaster Management and Relief, district and upazila administrations and Union Councils for possible collaboration.

(3) Disaster Stage

- (A) Assist in assessing damage, loss and needs and help to provide humanitarian assistance and medical teams immediately following a disaster;
- (B) Perform the following duties to help the disaster-affected people:
 - Assist in rescue and evacuation;
 - Assist the local administrations in shelter management;
 - Assist to provide first aid and preventive and curative medical treatment;
 - Arrange supplementary food for the affected people as needed;
 - Arrange clothes and daily necessities for the affected people;
- C) Inform concerned authorities about the damage and needs of the affected people;
- D) If needed, mobilize human resources and equipment from other areas to the disaster-affected area;
- E) Send funding requests to development partners for humanitarian and rehabilitation interventions keeping the NGO Affairs Bureau informed;
- F) Depending on the situation, suspend the repayment installments of micro-credit programmes;
- G) Coordinate with the concerned Disaster Management Committee and Department of Disaster Management to avoid duplication of resources in response programmes.

(4) Rehabilitation, Reconstruction and Recovery Stage

- A) Assist Disaster Management Committees to conduct needs assessment and prepare a list of disaster-stricken people;
- B) Participate in rehabilitation and reconstruction programmes;
- C) Ensure Environmental Impact Assessments (EIA), Disaster Impact Assessments (DIA), and application of the Bangladesh National Building Code (BNBC) for infrastructure construction in disaster-prone and disaster-affected areas.

Chapter 7: National Disaster Emergency Coordination

7.1 National Emergency Operation Centre (NEOC)

Bangladesh is located in one of the active seismic zones of the world. During the last 250 years, about 27 earthquakes occurred in Bangladesh. Among these earthquakes, 10 were major with above 7 magnitude of the Richter Scale. The river Jamuna was formed due to a change of course of the river Brahmaputra as an aftermath consequence of a 7.5 magnitude earthquake in the Madhupur fault that occurred on 2 April 1762. A number of people died in the 7.8 magnitude earthquake in this region (known as the Great Indian Earthquake) that occurred on 12 June 1897. In the Nepal Earthquakes of 25 April and 12 May 2015, nearly nine thousand people died and almost 23 thousand people were injured. Different structures including housing collapsed during this earthquake. Due to the earthquake five people died and a large number of houses were damaged in Bangladesh.

With a view to deal with the effects of and damage by earthquakes and other large scale disasters, a decision was taken to establish a National Emergency Operation Centre (NEOC) in the meeting of the National Disaster Management Council held on 5 May 2015. The Government of Bangladesh has taken steps to establish the NEOC for effectively responding to disasters in a timely and coordinated way.

Objectives to establish the NEOC

- A) Conduct effective disaster risk management and response programmes before, during and after disasters;
- B) Establish effective coordination among all stakeholders;
- C) Collect and share information related to disaster impact and damage;
- D) Formulate effective response strategies through analysis and visualization of the disaster situation;
- E) Provide strategic advice based on evaluation of disaster preparedness;
- F) Formulate strategic direction and recommendations for implementing emergency response programmes;
- G) Establish disaster risk management related information management systems;
- H) Establish effective communication systems during-disaster and post-disaster stages;
- I) Ensure the proper implementation of principles and duties by respective officers of the NEOC;
- J) Institutionalize a monitoring and evaluation system.

Functions of the NEOC

- A) The NEOC will take special steps immediately after any major disaster (earthquake, flood, cyclone, structure collapse, landslide, etc.) and the sub-divisions of NEOC will perform their duties under the direction of the Chief Executive of NEOC;
- B) Members of the National Disaster Management Council (NDMC) will gather at the office of the NEOC right away without any notice once any mega disaster event is declared;
- C) Members of the NEOC will work as per the advice of the National Disaster Management Council;
- D) Formulate a framework for emergency response preparedness and operation;
- E) The NEOC will function round the clock for operating and monitoring emergency response activities.

7.2 Civil-Military Coordination

The following platform is established for Civil-Military coordination:

| | | |
|----|--|-------------|
| 1 | Additional Secretary, Ministry of Disaster Management and Relief | Chairperson |
| 2 | Joint Secretary, Ministry of Food | Member |
| 3 | Joint Secretary, Department of Health Services | Member |
| 4 | Joint Secretary, Local Government Division | Member |
| 5 | Joint Secretary, Public Security Division | Member |
| 6 | Joint Secretary, Ministry of Primary and Mass Education | Member |
| 7 | Joint Secretary, Secondary and Higher Education Division | Member |
| 8 | Joint Secretary, Ministry of Women and Children Affairs | Member |
| 9 | Joint Secretary, Ministry of Social Welfare | Member |
| 10 | Director, Department of Disaster Management | Member |
| 11 | Director (Administration), CPP | Member |
| 12 | Director, Fire Service and Civil Defense | Member |
| 13 | Representative, Armed Forces Division | Member |
| 14 | Representative, Bangladesh Police | Member |

| | | |
|----|---|---------------------|
| 15 | Representative, Border Guard Bangladesh | Member |
| 16 | Representative, Bangladesh Coast Guard | Member |
| 17 | Representative, Bangladesh Red Crescent Society | Member |
| 18 | Representative, The UN Resident Coordinator Office, Bangladesh | Member |
| 19 | Deputy Secretary, Ministry of Disaster Management and Relief | Member Secretary |

Functions of Civil-Military Coordination

- A) Provide recommendations to the National Platform for Disaster Risk Reduction while formulating strategies for humanitarian assistance programmes for disaster risk reduction and response activities in coordination with the Ministry of Disaster Management and Relief, responding organizations and relevant government and non-government agencies;
- B) Establish effective coordination and communication with the national and local level Disaster Management Committees and responding agencies to implement humanitarian aid programmes;
- C) Provide assistance to implement the programmes of the Bangladesh Regional Consultative Group in strengthening coordination between Civil-Military for humanitarian aid programmes;
- D) Implement the Bangladesh Consultative Group's activities by coordinating with the Regional Consultative Group (RCG);
- E) Provide assistance to local Disaster Management Committees for implementing humanitarian aid programmes in a coordinated manner.

7.3 Coordination of Humanitarian Response Activities in the Cluster System

Humanitarian assistance activities for disaster response will be implemented in the cluster mode under the leadership of the Ministry of Disaster Management and Relief. For this, relevant ministries/divisions will act as lead and non-governmental organizations/UN organizations will act as support agencies within respective clusters. The Ministry of Disaster Management and Relief will be informed regularly with the updated list of support organizations of the respective cluster. The main activities of the clusters include: assistance in providing services, taking strategic decisions in humanitarian response activities, formulating planning and implementation strategies, advocacy, monitoring and evaluation and increasing the efficiency of disaster risk management.

The roles of the different clusters is given below:

(A) Early Recovery and Shelter Cluster

- (1) Provide assistance to different ministries and departments in formulating Early Recovery Plans;
- (2) Assess the needs for recovery;
- (3) Provide assistance in formulating guidelines for emergency shelter management and reconstruction.

(B) Food Security and Nutrition (FSN) Cluster

- (1) Provide assistance to the Ministry of Disaster Management and Relief and other ministries/divisions in preparation of food aid packages based on food and nutrition requirements of children and pregnant women along with different age groups;
- (2) Provide assistance in preparation of food aid packages for different groups as per the SPHERE Standards;
- (3) Strengthen capacity of the governmental and non-governmental organizations under this cluster.

(C) Health Cluster

- (1) Form required number of medical teams and establish temporary healthcare centres for providing urgent healthcare services during the disaster period;
- (2) Arrange necessary training for doctors, paramedics, nurses and midwiferies for providing emergency healthcare services during disasters;
- (3) Take preparation for preventive measures and healthcare services during possible post-disaster epidemics;
- (4) Strengthen capacity of the Directorate General of Health Services in trauma management, hygiene and reproductive healthcare and to resist pestilence.

The Sexual and Reproductive Health (SRHE) cluster will work as a sub-cluster of the Health Cluster during the disaster/emergency period and perform the following responsibilities:

- (1) Identify sexual and reproductive health risks during a disaster/emergency period and provide recommendations to take necessary steps including preparation of Contingency Plans for its prevention;
- (2) Formulate sexual and reproductive healthcare policies/guidelines and undertake advocacy with concerned government and non-government stakeholders for their implementation;
- (3) Prepare SRHE related Minimal Initial Service Package (MISP) and strengthen capacity to implement this;

- (4) Provide assistance to local Disaster Management Committees to select focal points pertaining to this sub-cluster.

(D) Water, Sanitation and Hygiene (WaSH) Cluster

- (1) Arrange safe water supply and sewage systems in shelters and disaster-affected areas;
- (2) Provide assistance for youth with necessary health services and wash-and-hygiene kits;
- (3) Ensure participation of Disaster Management Committees at the national and local levels in formulating Emergency WaSH Guidelines.

(E) Logistics Cluster

- (1) Provide assistance to formulate logistics guidelines and activate the cluster;
- (2) Co-ordinate among the logistics providing organizations at the national and local levels.

(F) Education Cluster

- (1) Undertake advocacy to continue education activities in disaster-affected educational institutions through alternative arrangements and provide necessary technical support;
- (2) Provide assistance to supply necessary educational materials.

(G) Child Protection (CP) Cluster

- (1) Map the child service providing organizations and assist in formulating their roles and responsibilities;
- (2) Play an effective role in facilitating coordination of the efforts of organizations providing psycho-social services for orphan children;
- (3) Undertake advocacy for inclusion of vulnerable children issues in emergency response, recovery and rehabilitation programmes.

(H) Gender-Based Violence (GBV) Cluster

- (1) Identify gender risks during disasters and provide recommendations to carry out necessary measures for protection;
- (2) Undertake advocacy to implement the Gender Safety Policy;
- (3) Assist to select GBV focal points for local Disaster Management Committees.

Appendices

- APPENDIX 1:** DISSEMINATION OF VARIOUS SPECIAL WEATHER BULLETINS ISSUED BY BMD
- APPENDIX 2:** WARNING SIGNALS FOR SEA AND RIVER PORTS
- APPENDIX 3:** CATEGORY OF CYCLONES AND SIGNALS
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- APPENDIX 5:** SOS FORM APPROXIMATE DAMAGE AND LOSS AND EMERGENCY NEEDS
- APPENDIX 6:** D FORM – DAMAGE AND LOSS ASSESSMENT
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- APPENDIX 9:** ‘UNION DISASTER RISK MANAGEMENT PLAN’- ISSUES TO CONSIDER
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- APPENDIX 13:** ‘GENDER RESPONSIVE’ GUIDELINES FOR DISASTER RISK MANAGEMENT
- APPENDIX 14:** GUIDELINES FOR COMMUNICATIONS WITH COMMUNITIES DURING AN EMERGENCY
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APPENDIX 1: DISSEMINATION OF VARIOUS SPECIAL WEATHER BULLETINS ISSUED BY BMD

1. 1. Recipients of signal code named “Whirlwind”.

Chattogram

- 1.1.1. Deputy Conservator, Chattogram Port
- 1.1.2. Chief Officer, Mercantile Marine Department, Chattogram
- 1.1.3. Fisheries Harbour Management, Chattogram
- 1.1.4. Deputy Commissioner, Cox’s Bazar

Khulna

- 1.1.5. Chairman, Mongla Port Authority

1. 2. Recipients of signal code named “Whirlwind/Hurricane/Typhoon”

- 1.2. 1. Cabinet Secretary, Cabinet Division
- 1.2. 2. Chief of Staff, Bangladesh Army
- 1.2. 3. Chief of Staff, Bangladesh Air Force
- 1.2. 4. Chief of Staff, Bangladesh Navy
- 1.2. 5. Principal Secretary to the Prime Minister
- 1.2. 6. Secretary to the President
- 1.2. 7. Secretary to the Prime Minister
- 1.2. 8. Secretary, Defence Division, Ministry of Defence
- 1.2. 9. Secretary, Ministry of Railways
- 1.2. 10. Secretary, Bangladesh Bridge Authority
- 1.2. 11. Secretary, Ministry of Shipping
- 1.2. 12. Secretary, Posts and Telecommunications Division
- 1.2. 13. Secretary, Ministry of Disaster Management and Relief
- 1.2. 14. Secretary, Ministry of Information
- 1.2. 15. Secretary, Public Security Division
- 1.2. 16. Secretary, Security Services Division
- 1.2. 17. Secretary, Ministry of Civil Aviation and Tourism
- 1.2. 18. Secretary, Local Government Division
- 1.2. 19. Secretary, Rural Development and Co-operatives Division
- 1.2. 20. Secretary, Ministry of Food
- 1.2. 21. Secretary, Road Transport and Highways Division
- 1.2. 22. Secretary, ICT Division
- 1.2. 23. Principal Staff Officer, Armed Forces Division
- 1.2. 24. Inspector General, Bangladesh Police
- 1.2. 25. Chairman, BIWTA
- 1.2. 26. Chairman, BIWTC
- 1.2. 27. Director, Surface Water Hydraulics-2, Bangladesh Water Development Board

- 1.2. 28. Chairman, BTCL
- 1.2. 29. Chairman, Civil Aviation Authority of Bangladesh
- 1.2. 30. Chairman, Bangladesh Power Development Board
- 1.2. 31. Chairman, Bangladesh Water Development Board
- 1.2. 32. Chairman, Bangladesh Rural Electrification Board
- 1.2. 33. Chief Engineer, Roads and Highways Department
- 1.2. 34. Director General, Border Guard Bangladesh
- 1.2. 35. Director General, Bangladesh Fire Service and Civil Defence
- 1.2. 36. Director General, Department of Disaster Management
- 1.2. 37. Chairman/Chief Executive, Finance Division (all)
- 1.2. 38. Commissioner, all divisions
- 1.2. 39. Deputy Commissioner, all districts
- 1.2. 40. Director (Administration) Cyclone Preparedness Programme (CPP)
- 1.2. 41. Director General, Bangladesh Coast Guard

Chattogram Division

- 1.2. 42. Commissioner, Chattogram Division.
- 1.2. 43. Chairman, Chottogram Port Authority, Chattogram, Mongla, Narayanganj and all river ports
- 1.2. 44. Commodore Commanding, Chattogram, Bangladesh Navy
- 1.2. 45. Commodore Commanding, BN Flotilla, Chattogram
- 1.2. 46. Fisheries Harbour, Chattogram,
- 1.2. 47. Director General, Railway, Bangladesh Railway, Chattogram
- 1.2. 48. Commandant, Marine Academy, Chattogram
- 1.2. 49. Vice Chairman, EPZ, Chattogram
- 1.2. 50. Deputy Commissioner, Chattogram
- 1.2. 51. Deputy Commissioner, Cox's Bazar
- 1.2. 52. Deputy Commissioner, Noakhali
- 1.2. 53. Deputy Commissioner, Laxmipur
- 1.2. 54. Deputy Commissioner, Chandpur

Barishal Division

- 1.2. 55. Commissioner, Barishal Division.
- 1.2. 56. Chairman, Payra Port Authority
- 1.2. 57. Deputy Commissioner, Barishal
- 1.2. 58. Deputy Commissioner, Bhola
- 1.2. 59. Deputy Commissioner, Jhalokathi
- 1.2. 60. Deputy Commissioner, Pirojpur
- 1.2. 61. Deputy Commissioner, Patuakhali
- 1.2. 62. Deputy Commissioner, Barguna

Khulna Division

- 1.2. 63. Commissioner, Khulna Division.
- 1.2. 64. Deputy Commissioner, Khulna
- 1.2. 65. Chairman, Mongla Port Authority
- 1.2. 66. Deputy Commissioner, Satkhira
- 1.2. 67. Deputy Commissioner, Bagerhat

1.3 Recipients of Signal Code-named “Typhoon”**Chattogram Hill Tracts Region**

- 1.3. 1. Deputy Commissioner, Rangamati
- 1.3. 2. Deputy Commissioner, Khagrachari
- 1.3. 3. Deputy Commissioner, Bandarban

Chattogram Region

- 1.3. 4. Deputy Commissioner, Chattogram
- 1.3. 5. Deputy Commissioner, Cox’s Bazar
- 1.3. 6. Officer-in-Charge, Weather Observatory, Sitakunda
- 1.3. 7. Officer-in-Charge, Observatory, Sandwip
- 1.3. 8. Officer-in-Charge, Observatory, Cox’s Bazar
- 1.3. 9. Upazila Nirbahi Officer, Sandwip

Cumilla Region

- 1.3. 10. Deputy Commissioner, Chandpur

Noakhali

- 1.3. 11. Deputy Commissioner, Noakhali
- 1.3. 12. Deputy Commissioner, Laxmipur
- 1.3. 13. Deputy Commissioner, Feni
- 1.3. 14. Officer-in-Charge, Weather Observatory, Maijdee Court, Noakhali
- 1.3. 15. Officer-in-Charge, Weather Observatory, Feni
- 1.3. 16. Upazila Nirbahi Officer, Hatia
- 1.3. 17. Officer-in-Charge, Weather Observatory, Hatia

Khulna Region

- 1.3. 18. Chairman, Mongla Port Authority, Bagerhat
- 1.3. 19. Deputy Commissioner, Khulna
- 1.3. 20. Deputy Commissioner, Satkhira
- 1.3. 21. Deputy Commissioner, Bagerhat
- 1.3. 22. Officer-in-Charge, Observatory, Gallamari, Khulna

Barishal Region

- 1.3. 23. Deputy Commissioner, Barishal
- 1.3. 24. Project Director, Coastal area Embankment Project, BWDB Barishal
- 1.3. 25. Deputy Commissioner, Bhola
- 1.3. 26. Deputy Commissioner, Jhalakathi
- 1.3. 27. Deputy Commissioner, Pirojpur
- 1.3. 28. Officer-in Charge, Weather Observatory, Barishal

Patuakhali Region

- 1.3. 29. Deputy Commissioner, Patuakhali
- 1.3. 30. Deputy Commissioner, Barguna
- 1.3. 31. Officer in Charge, Weather and Radar Monitoring Cell, Khepupara

1.4 Recipients of signal code-named “Waterways”**Cumilla Region**

- 1.4.1 Deputy Commissioner, Chandpur
- 1.4.2 Regional Manager, BIWTC, Chandpur

Dhaka Region

- 1.4.3 Deputy Commissioner, Dhaka
- 1.4.4 Deputy Commissioner, Narayanganj
- 1.4.5 Regional Manager, BIWTC, Narayanganj
- 1.4.6 Deputy Commissioner, Narshingdi
- 1.4.7 Deputy Commissioner, Munshiganj

Faridpur Region

- 1.4.8 Deputy Commissioner, Faridpur
- 1.4.9 Deputy Commissioner, Rajbari
- 1.4.10 Superintendent of Police, Rajbari
- 1.4.11 Deputy Commissioner, Madaripur
- 1.4.12 Deputy Commissioner, Gopalganj
- 1.4.13 Deputy Regional Manager, BIWTC, Goalando
- 1.4.14 Deputy Commissioner, Shariatpur

Mymensingh Region

- 1.4.15 Deputy Commissioner, Mymensingh

Tangail Region

- 1.4.16 Deputy Commissioner, Tangail

Khulna Region

- 1.4.17 Chairman, Mongla Port Authority, Bagerhat
- 1.4.18 Deputy Commissioner, Khulna
- 1.4.19 Deputy Commissioner, Shatkhira
- 1.4.20 Deputy Commissioner, Bagerhat

Barishal Region

- 1.4.21 Deputy Commissioner, Barishal
- 1.4.22 Project Director, Coastal area Embankment Project, BWDB Barishal
- 1.4.23 Deputy Commissioner, Bhola
- 1.4.24 Deputy Commissioner, Jhalakathi
- 1.4.25 Deputy Commissioner, Pirojpur
- 1.4.26 Officer-in-Charge, Weather Observatory, Barishal

Rajshahi Region

- 1.4.27 Deputy Commissioner, Rajshahi
- 1.4.28 Deputy Commissioner, Naogaon

Pabna Region

- 1.4.29 Deputy Commissioner, Pabna
- 1.4.30 Deputy Commissioner, Sirajganj
- 1.4.31 Work Inspector Hardinge Bridge, Paksey, Bangladesh Railway

Rangpur Region

- 1.4.32 Deputy Commissioner, Rangpur
- 1.4.33 Marine Superintendent, BR, Teesta Ghat, Phulchhari
- 1.4.34 Deputy Commissioner, Kurigram

1.5 Recipients of Signal Code-named “Authority” or Kartipakkha

- 1.5.1 Director (C&P) BIWTA
- 1.5.2 Conservancy and Pilot Superintendent, Sylhet Section, BIWTA
- 1.5.3 Conservancy and Pilot Superintendent, Western Delta Section, BIWTA, Eastern Boyra, Khulna
- 1.5.4 Conservancy and Pilot Superintendent, Central Delta Section, BIWTA, Chandpur
- 1.5.5 Conservancy and Pilot Superintendent, BIWTA, Kishoreganj
- 1.5.6 Conservancy and Pilot Superintendent, Western Delta Section, BIWTA, Barisal
- 1.5.7 Conservancy and Pilot Superintendent, Western Delta Section, BIWTA, Taher Chamber, Agrabad Residential Area, Chattogram

APPENDIX 2: WARNING SIGNALS FOR SEA AND RIVER PORTS

The Government in the meeting held on 10 March 2008 approved the following revised Warning Signals and Special Weather Bulletins for Sea and River Ports:

| For Sea Ports | | For River Ports | | Wind (km/h) | Probable Effects/Impacts | Warning Messages for the Port | Messages for the community |
|---------------|-------------------------------------|-----------------|---------------------------------|-------------|--------------------------|--|--|
| Sl. No. | Revised Signals for seaports | Sl No. | Revised Signals for river ports | | | | |
| 1 | Distant Cautionary Signal Number I | | | 51-61 | | <ul style="list-style-type: none"> ▪ There is region of squally weather in the distant sea where a storm may form. ▪ Vessels leaving the seaport may confront stormy weather. | <ul style="list-style-type: none"> ▪ Be Prepared - a cyclone has formed. ▪ Act as per Community Cyclone Preparedness Plan. ▪ Prepare battery-run radios and torch lights. ▪ Listen to Radio and TV or dial 1090 on mobile phone for the latest cyclone news. |
| 2 | Distant Cautionary Signal Number II | | | 62-88 | | <ul style="list-style-type: none"> ▪ A storm has formed in the distant sea but the port is not yet threatened by the storm. ▪ All vessels including fishing boats and trawlers leaving the seaport may confront stormy weather on the way. | <ul style="list-style-type: none"> ▪ Store dry food, potable water, emergency medications and first aid materials. |

| For Sea Ports | | For River Ports | | Wind (km/h) | Probable Effects/Impacts | Warning Messages for the Port | Messages for the community |
|---------------|--|-----------------|---|----------------|---|--|--|
| Sl. No. | Revised Signals for seaports | Sl No. | Revised Signals for river ports | | | | |
| 3 | Local Warning Signal Number III | 1 | Local cautionary Signal Number III | 40-50 | <ul style="list-style-type: none"> ▪ Branches of small trees may be broken. ▪ Roofs of light houses may be blown away or damaged. ▪ May damage the crops if the depression gains power and crosses the coast. | <ul style="list-style-type: none"> ▪ A storm is likely to strike the area. ▪ All vessels including fishing boats and trawlers of 65 feet and under in length over the North Bay should stay in a safe place until further notice. | |
| 4 | Local Warning Signal Number IV | 2 | Local Warning Signal Number IV | 51-61 | <ul style="list-style-type: none"> ▪ Some coconut trees may be broken and some of the big trees may be uprooted. ▪ Crop fields may be severely damaged. ▪ <i>Kacha</i> and semi-<i>pucca</i> houses may be partially or fully damaged. ▪ Selected areas and their low-lying areas may | <ul style="list-style-type: none"> ▪ The port is threatened by a storm but it does not appear that the danger is as yet sufficiently great to justify extreme precautionary measures. ▪ All vessels including fishing boats and trawlers of 150 feet and under in length over the North Bay and deep sea which | <ul style="list-style-type: none"> ▪ Keep valuable items in a safe place. ▪ Prohibit children from playing outside. Listen to the announcement of the Ministry of Disaster Management & Relief and special bulletins disseminated by cyclone volunteer groups. ▪ Government and non-government agencies should take initiatives |

| For Sea Ports | | For River Ports | | Wind (km/h) | Probable Effects/Impacts | Warning Messages for the Port | Messages for the community |
|---------------|------------------------------|-----------------|---------------------------------|-------------|---|--|---|
| Sl. No. | Revised Signals for seaports | Sl No. | Revised Signals for river ports | | | | |
| | | | | | experience low to moderate tide. | are unable to withstand the wind speed of 61 km/h, should go for safe shelter until further notice. | to make people aware and wait for the next instructions from the emergency control centre. |
| 5 | Danger Signal Number VI | 3 | Danger Signal Number VI | 62-88 | <ul style="list-style-type: none"> ▪ Many coconut trees may be broken and destroyed. ▪ Many big trees may be uprooted. ▪ Crops may be severely damaged. ▪ Roofs of most of the <i>kacha</i> and semi-<i>pucca</i> houses may be blown away or damaged. ▪ Electricity supply and communications may be disrupted. ▪ Selected areas and their low-lying areas may be flooded with ...ft | <ul style="list-style-type: none"> ▪ The port will experience severe weather from a sea storm of moderate intensity. ▪ All vessels including fishing boats and trawlers in the North Bay and deep sea should go to safe shelter. | <ul style="list-style-type: none"> ▪ People within the warning area may take shelter in <i>pucca</i> buildings or cyclone shelters. People should stay away from the sea or riverbank. ▪ Keep eyes on the main areas which will/may be hit first and stay in safe shelters until the severe storm end. ▪ The first responding institutions should come forward to help people, especially women, children, the elderly and persons |

| For Sea Ports | | For River Ports | | Wind (km/h) | Probable Effects/Impacts | Warning Messages for the Port | Messages for the community |
|---------------|---------------------------------------|-----------------|---------------------------------------|----------------|---|---|---|
| Sl. No. | Revised Signals for seaports | Sl No. | Revised Signals for river ports | | | | |
| | | | | | height tide. | | with disabilities and wait until further notice from the EOC. |
| 6 | Great Danger Signal Number VIII | 4 | Great Danger Signal Number VIII | 89-117 | <ul style="list-style-type: none"> ▪ Areas within the warning area may experience severe negative impacts. ▪ Uncounted coconut and other big trees may be destroyed or uprooted. ▪ Standing crops may be fully damaged. ▪ All the <i>kacha</i> and semi-<i>pucca</i> houses may be severely damaged. ▪ Light to moderate brick structures may also be significantly affected. ▪ Electricity supply and communications may be heavily disrupted. | <ul style="list-style-type: none"> ▪ The port will experience severe weather from a sea storm of high intensity. ▪ All vessels including fishing boats and trawlers over the North Bay and deep sea should remain in safe shelter until further notice. | <ul style="list-style-type: none"> ▪ People should be evacuated to safe buildings or cyclone shelters. ▪ Keep an eye on the main areas which will/may be hit first and stay in safe shelters until the severe storms end. ▪ The first responding institutions should have full preparedness for an emergency and wait until further notice from the EOC. |

| For Sea Ports | | For River Ports | | Wind (km/h) | Probable Effects/Impacts | Warning Messages for the Port | Messages for the community |
|---------------|-------------------------------------|-----------------|---------------------------------------|----------------|---|--|---|
| Sl. No. | Revised Signals for seaports | Sl No. | Revised Signals for river ports | | | | |
| | | | | | <ul style="list-style-type: none"> Selected areas and their low-lying areas may be flooded with ...ft height tide. | | |
| 7 | Great Danger Signal Number IX | 5 | Great Danger Signal Number IX | 118-170 | <ul style="list-style-type: none"> Areas within the warning area may experience severe negative impacts. Uncounted coconut and other big trees may be destroyed or uprooted. Standing crops may be fully damaged. All the <i>kacha</i> and semi-<i>pucca</i> houses may be severely damaged. Light to moderate brick structures may also be significantly affected. Electricity supply and communications | <ul style="list-style-type: none"> The port will experience severe weather from a sea storm with an intensity of a hurricane. All vessels including fishing boats and trawlers over the North Bay and deep sea should remain in safe shelter until further notice. | <ul style="list-style-type: none"> Evacuation of all people to safe buildings and cyclone shelters within the area should be completed. Keep an eye on the main areas which will/may be hit first and stay in safe shelters until the severe storms end. The first responding institutions should have full preparedness for emergencies and wait until further notice from the EOC. |

| For Sea Ports | | For River Ports | | Wind (km/h) | Probable Effects/Impacts | Warning Messages for the Port | Messages for the community |
|---------------|------------------------------------|-----------------|---------------------------------------|------------------|--|--|---|
| Sl. No. | Revised Signals for seaports | Sl No. | Revised Signals for river ports | | | | |
| | | | | | <p>may be heavily disrupted.</p> <ul style="list-style-type: none"> Selected areas and their low lying areas may be flooded with ...ft height tide. | | |
| 8 | Great Danger Signal Number X | 6 | Great Danger Signal Number X | More than 171 | <ul style="list-style-type: none"> Areas within the warning area may experience severe negative impacts. Uncounted coconut and other big trees may be destroyed or uprooted. Standing crops may be fully damaged. All the <i>kacha</i> and semi-<i>pucca</i> houses may be severely damaged. Light to moderate brick structures may also be significantly affected. | <ul style="list-style-type: none"> The port will experience a violent sea storm with an intensity of a super cyclone. All the fishing boats and trawlers should remain in safe shelter until further notice. | <ul style="list-style-type: none"> Evacuation of all people in safe buildings and cyclone shelters within the area should be completed. Keep an eye on the main areas which will/may be hit first and stay in safe shelters until the severe storms end. The first responding institutions should have full preparedness for emergencies and wait until further notice from the EOC. |

| For Sea Ports | | For River Ports | | Wind (km/h) | Probable Effects/Impacts | Warning Messages for the Port | Messages for the community |
|---------------|------------------------------------|-----------------|---------------------------------------|----------------|--|----------------------------------|-------------------------------|
| Sl. No. | Revised Signals for seaports | Sl No. | Revised Signals for river ports | | | | |
| | | | | | <ul style="list-style-type: none"> ▪ Electricity supply and communications may be heavily disrupted. ▪ Selected areas and their low lying areas may be flooded with ...ft height tide. | | |

Immediately after the Local Warning Signal No # IV is issued, the Department of Disaster Management will take necessary measures including issuance of Gono Durjog Barta to raise awareness amongst the people of the possible affected areas about the possible consequences and the preparedness measures they have to undertake to save their lives and livelihoods.

APPENDIX 3: CATEGORY OF CYCLONES AND SIGNALS

3.1 Category of Cyclone (Wind speed and intensity)

| Serial Number | Stage of Cyclone | Wind Speed |
|---------------|-----------------------|---|
| 1 | Low Pressure | 17 knots (31 km/h) or less |
| 2 | Extreme Low Pressure | 17 to 21 knots (31-40 km/h) |
| 3 | Depression | 22 to 27 knots (41-50 km/h) |
| 4 | Deep Depression | 28 to 33 knots (51-61 km/h) |
| 5 | Cyclone | 34 to 47 knots (62-88 km/h) |
| 6 | Severe cyclone | 48 to 63 knots (89 to 117 km/h) |
| 7 | Severe strong cyclone | 64 to 119 knots (118 to 221 km/h) |
| 8 | Super Cyclone | 120 knots and above (222 km/h) or above |

3.2 Signals

(A) Cyclone Signals for Sea Ports

| Signal Number | Meaning of the Signal |
|---------------------------------|--|
| Distant Cautionary Signal No. I | Ships may experience squally weather after leaving. There is a region of squally weather of 61 km/h wind speed in the distant sea which might be formed as an oceanic storm. |
| Distant Warning Signal No. II | A storm has formed in the distant deep sea where the wind has a continuous speed of 62-88 km/h. The port will not be hit by storms right now, but ships leaving the port could be in danger along the way. |
| Local Cautionary Signal No. III | Ports and ships anchored in the ports are at risk of disaster. Squally winds can blow at the port and the whirlwind speed can be 40-50 km/h. |
| Local Warning Signal No. IV | The port remains in the threat of a cyclone. The possible speed of the wind is 51-61 km/h, but it does not appear that the danger is as yet sufficiently great to justify extreme precautionary measures. |

| Signal Number | Meaning of the Signal |
|--|--|
| Danger Signal No. V | The port was hit by a sea storm of slight or moderate intensity. The maximum continuous wind speed of the storm is 62-88 km/h. The storm could cross the coast, leaving the port on the left. |
| Danger Signal No. VI | The port was hit by a sea storm of slight or moderate intensity. The maximum continuous wind speed of the storm is 62-88 km/h. The storm could cross the coast, leaving the port on the right. |
| Danger Signal No. VII | The port was hit by a sea storm of slight or moderate intensity. The maximum continuous wind speed of the storm is 62-88 km/h. The storm could cross the coast over or near the port. |
| Great Danger Signal No. VIII | The port was hit by a violent stormy cyclone of extreme or maximum intensity. The wind speed of the storm can be up to 89 km/h or more. The severe storm will cross the coast, leaving the port on the left. |
| Great Danger Signal No. IX | The port was hit by a violent stormy cyclone of extreme or maximum intensity. The wind speed of the storm can be up to 89 km/h or more. The severe storm will cross the coast, leaving the port on the left. |
| Great Danger Signal No. X | The port was hit by a violent stormy cyclone of extreme or maximum intensity. The wind speed in storm can be up to 89 km/h or more. The severe storm will cross the coast over or near the port. |
| Failure of Communication Signal No. XI | All communications with the weather danger signal providing centre have broken down and local officials consider the weather to be extremely catastrophic. |

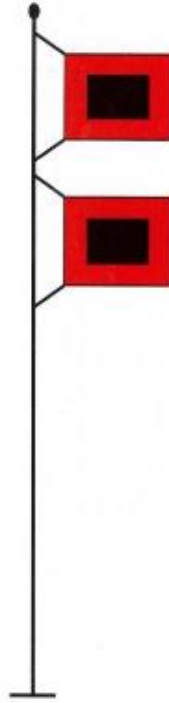
(B) Cyclone Signals for River Ports

| Signal Number | Meaning of the Signal |
|----------------------------------|---|
| Naval Cautionary Signal No. I | The port area is likely to be affected by temporary squally weather of maximum 60 km/h wind speed. This signal is also hoisted during nor'westers. The signal also calls for careful monitoring of current weather conditions. |
| Naval Warning Signal No. II | The port area might be affected by a storm of equivalent intensity of depression, with a speed of not more than 61 km/h or a nor'wester with a wind speed of 61 km/h or more. River vessels are in danger of destruction by any of them. Vessels with a length of 65 feet or less have to reach a safe shelter immediately. |
| Naval Danger Signal No. III | The port area was hit by the storm. A sea storm with a maximum continuous speed of 62-88 km/h can suddenly hit the port area. All types of vessels must immediately take safe shelter. |
| Naval Great Danger Signal No. IV | The port area is in a severe or maximum intensity sea storm and this will suddenly hit the port area. The continuous speed of the wind in the storm is 89 km/h or more. All types of vessels must be in safe shelter. |

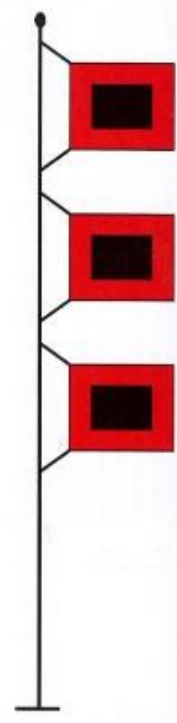
APPENDIX 4: GUIDELINES FOR HOISTING CYCLONE WARNING FLAGS



Signal Number 4
(1 Flag)



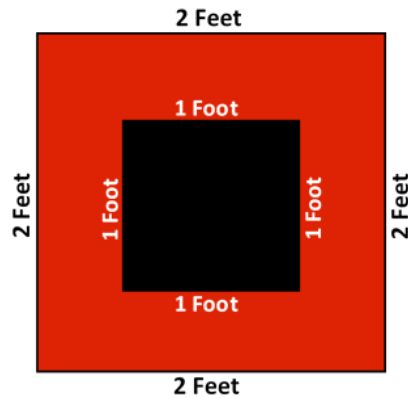
Signal Number 5,6, and 7
(2 Flags)



Signal Number 8, 9 and 10
(3 Flags)

No flag is hoisted during the time of signal number 1, 2 and 3

Measurement/Diameter of Cyclone Warning Flags



APPENDIX 5: SOS FORM - APPROXIMATE DAMAGE AND LOSS AND EMERGENCY NEEDS

Name of Disaster:
 Date of Sending Message: Time:
 Name of Upazila:
 Name of District:

Approximate Damage and Urgent Demand

- | | | | |
|----|--|---|--------------------------|
| 1 | Disaster affected Union (number) | : | |
| 2 | Affected Population (approximate number) | : | |
| 3 | Damaged Houses (approximate number) | : | A. Partially B. Fully |
| 4 | Death (approximate number) | : | |
| 5 | Missing (approximate number) | : | |
| 6 | Search/Rescue | : | Required/Not Required |
| 7 | A. Medical Service B. Type of Medical Service | : | Required/Not Required |
| 8 | Potable water | : | Required/Not Required |
| 9 | Ready food | : | Required/Not Required |
| 10 | A. Dress B. Type of Dress | : | Required/Not Required |
| 11 | Emergency Shelter | : | Required/Not Required |
| 12 | Other emergency equipment/ materials | : | |

Upazila Nirbahi Officer will send this information as a primary report within one hour after the occurrence of disaster or as soon as possible through email/telephone/fax/mobile app/wireless to the Deputy Commissioner, Emergency Response and Coordination centre (ERCC) of the Department of Disaster Management and National Disaster Response and Coordination Centre (NDRCC) at the Ministry of Disaster Management and Relief.

APPENDIX 6: D FORM – DAMAGE AND LOSS ASSESSMENT

Upazila Nirbahi Officer/Chairman of the Municipality will fill the form after collecting information from the Chairman of all Union Council/ward and officials from different departments. The complete form will be sent to the respective Deputy Commissioners. The Deputy Commissioner will compile the information of all upazilas under the district and send to the Emergency Response Coordination Centre (ERCC) at the Department of Disaster Management within three weeks. Department of Disaster Management will compile all the information of affected districts and send to the National Disaster Response Coordination Centre (NDRCC) at the Ministry of Disaster Management and Relief.

| 1 | | 2 | | 3 | | | | | |
|--|------------------|--|---|------------------------|------------|-----------|------------|----------------|-------|
| Name of Upazila/Municipality | | Total Union/Municipal Ward (Number) | | Total Area (sq. km) | | | | | |
| | | | | Urban Area | Rural Area | Char Area | Hilly Area | Haor/Beel Area | Total |
| | | | | | | | | | |
| Name of affected Upazila/Municipality and type of Disaster | | Affected Union/ Municipal Ward (Name/ Municipal Ward Number) | | Affected Area (sq. km) | | | | | |
| Name | Type of Disaster | Name of the Union/Municipal Ward Number | Seriously Affected Union/Municipal Ward, mark (√) | Urban Area | Rural Area | Char Area | Hilly Area | Haor/Beel Area | Total |
| | | | | | | | | | |

| 4 | | | | | | | | | | | | | | | 5 | | | | 6 | | | | | | | |
|------------------------------------|---------|---------|-----------|-------|------|---------|---------|-----------|-------|----------------|---------|---------|-----------|-------|---|------|----------|-------|------------------------------------|---------|-------|----------|-------|--|--|--|
| Total Population (Number) | | | | | | | | | | | | | | | Persons with Disabilities (Number) | | | | Total Households (Number) | | | | | | | |
| Female | | | | | Male | | | | | Children (age) | | | | | Total | | | | | Female | Male | Children | Total | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Affected Total Population (Number) | | | | | | | | | | | | | | | Affected Total Persons with Disabilities (Number) | | | | Affected total Households (Number) | | | | | | | |
| Female | | | | | Male | | | | | Children | | | | | | | | | | | | | | | | |
| Dead | Wounded | Missing | Displaced | Total | Dead | Wounded | Missing | Displaced | Total | Dead | Wounded | Missing | Displaced | Total | Female | Male | Children | Total | Complete | Partial | Total | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | |

7

Total House (Number)

Pucca

Semi-Pucca

Kutcha

Affected Houses (Number) and Approximate Cost of Reconstruction/Repair per House (Taka)

Pucca

Semi- Pucca

Kutcha

Fully

Average
Construction
Cost

Partially

Average
Repair
Cost

Fully

Average
Construction
Cost

Partially

Average
Repair
Cost

Fully

Average
Construction
Cost

Partially

Average
Repair
Cost

| 8 | | | | 9 | | | | | | 10 | | | | | |
|--|----------------|---------------------------------|-------------------|--|--------------|------------|--------|--------------|------------|---|--------------|------------|-----------|--------------|------------|
| Total Disaster Shelter (Number) | | | | Total Sheep and Goat Population (Number) | | | | | | Total Cow and Buffalo Population (Number) | | | | | |
| Government | Non-Government | Reliable Shelter Infrastructure | | Sheep | | | Goats | | | Cows | | | Buffaloes | | |
| | | | | | | | | | | | | | | | |
| Number of Disaster-Affected People who took shelter (Number) | | | | Dead and Washed away Sheep and Goats (Number) and Price (Taka) | | | | | | Dead and Washed away Cows and Buffaloes (Number) and Price (Taka) | | | | | |
| Government and Non-Government Shelters | Own House | Higher Road and Embankment | Temporary Shelter | Sheep | | | Goats | | | Cows | | | Buffaloes | | |
| | | | | Number | Average Cost | Total Cost | Number | Average Cost | Total Cost | Number | Average Cost | Total Cost | Number | Average Cost | Total Cost |
| | | | | | | | | | | | | | | | |

| 11 | | | | | | 12 | | | | | | | | | 13 | | | | | | |
|---|---------------|-------------|---------|---------------|-------------|--|----------------------------|--------------|--|----------------------------|--------------|--|----------------------------|--------------|--|----------------------------|--------------|--|----------------------------|--------------|--|
| Geese and Chickens (Number) | | | | | | Total Paddy Fields and Seed Beds (Hectare) | | | | | | | | | Other Farms (Hatchery, Fish, Shrimp, etc - Hectare) | | | | | | |
| Geese | | | Chicken | | | Paddy Field | | | | | | Seed Beds | | | | | | | | | |
| Dead and Washed Away Geese and Chickens (Number) and Price (Taka) | | | | | | Fully damaged land (hectare) and Amount of Damage (Taka) | | | Partial damaged land (hectare) and Amount of Damage (Taka) | | | Fully damaged land (hectare) and Amount of Damage (Taka) | | | Partial damaged land (hectare) and Amount of Damage (Taka) | | | Other Damaged Farms (Hatchery, Fish, Shrimp Farms, fish breeding areas (hectare) and Damage (Taka) | | | |
| Goose | | | Chicken | | | | | | | | | | | | | | | | | | |
| Number | Average Price | Total Price | Number | Average Price | Total Price | Land | Average Damage per Hectare | Total Damage | Land | Average Damage per Hectare | Total Damage | Land | Average Damage per Hectare | Total Damage | Land | Average Damage per Hectare | Total Damage | Land | Average Damage per Hectare | Total Damage | |
| | | | | | | | | | | | | | | | | | | | | | |

| 14 | | | | 15 | | | | 16 | | | | | | | | | | | | | |
|--------------------------|--------------|-----------------------|--------------|--------------------------------|-------------|---------------|-------------|---|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|
| Total Power Lines (km) | | | | Telecom Tower (Number) | | | | Religious Institutions (Number) | | | | | | | | | | | | | |
| | | | | | | | | Mosque | | | | Mandir | | | | Church | | | | Pagoda | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| Damaged Power Lines (km) | | | | Damaged Telecom Tower (Number) | | | | Damaged Religious Institutions (Number) | | | | | | | | | | | | | |
| | | | | | | | | Mosque | | | | Mandir | | | | Church | | | | Pagoda | |
| Fully | | Partially | | Fully | | Partially | | Fully | | Partially | | Fully | | Partially | | Fully | | Partially | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| Per km average Damage | Total Damage | Per km average Damage | Total Damage | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price |
| | | | | | | | | | | | | | | | | | | | | | |

| 17 | | | | | | | | | | | | | | 18 | | | | | | | | | |
|-----------------------|--------------|-----------------------|--------------|-----------------------|--------------|-----------------------|--------------|-----------------------|--------------|-----------------------|--------------|-----------------------|--------------|--------------------------|--------------|---------------|-------------|---------------------------|-------------|---------------|-------------|---------------|-------------|
| Total Roads (km) | | | | | | | | | | | | | | Bridge Culvert (Number) | | | | | | | | | |
| Pucca Roads | | | | Brick Roads | | | | Kutchha Roads | | | | Total Roads | | | | Bridges | | | | Culverts | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| Damaged Roads (km) | | | | | | | | | | | | | | Damaged (Number) Bridges | | | | Damaged (Number) Culverts | | | | | |
| Pucca Roads | | | | Brick Roads | | | | Kutchha Roads | | | | Total Damaged Roads | | | | Fully | | Partially | | Fully | | Partially | |
| Fully | | Partially | | Fully | | Partially | | Fully | | Partial | | Fully | | Partially | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| Per km average Damage | Total Damage | Per km average Damage | Total Damage | Per km average Damage | Total Damage | Per km average Damage | Total Damage | Per km average Damage | Total Damage | Per km average Damage | Total Damage | Per km average Damage | Total Damage | Per km average Damage | Total Damage | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price |
| | | | | | | | | | | | | | | | | | | | | | | | |

| 19 | | | | | | | | | | | | 20 | | | | | | | | | | | |
|-------------------------|-----------|--|-----------------------|-----------|--|-----------------------|---------|--|-----------------------|-----------|--|--|-----------|--|----------------------------------|---------------|--|----------------------------------|-----------|---------|----------------------------------|--|--|
| Total Embankments (km) | | | | | | | | | | | | Total Forest/Afforestation/ Nursery Areas (Hectare) | | | | | | | | | | | |
| River | | | Coast | | | Haor | | | Other | | | Forests | | | | Afforestation | | | | Nursery | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| Damaged Embankment (km) | | | | | | | | | | | | Damaged Forest/Afforestation/ Nursery Area (Hectare) | | | | | | | | | | | |
| River | | | Coast | | | Haor | | | Other | | | Forests | | | | Afforestation | | | | Nursery | | | |
| Fully | Partially | | Fully | Partially | | Fully | Partial | | Fully | Partially | | Fully | Partially | | Fully | Partially | | Fully | Partially | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| Per km Average Damage | | | Per km Average Damage | | | Per km Average Damage | | | Per km Average Damage | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | |
| Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | |
| Per km Average Damage | | | Per km Average Damage | | | Per km Average Damage | | | Per km Average Damage | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | |
| Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | |
| Per km Average Damage | | | Per km Average Damage | | | Per km Average Damage | | | Per km Average Damage | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | |
| Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | |
| Per km Average Damage | | | Per km Average Damage | | | Per km Average Damage | | | Per km Average Damage | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | |
| Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | |
| Per km Average Damage | | | Per km Average Damage | | | Per km Average Damage | | | Per km Average Damage | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | |
| Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | |
| Per km Average Damage | | | Per km Average Damage | | | Per km Average Damage | | | Per km Average Damage | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | | Average Damage Price per Hectare | | |
| Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | | Total Damage | | |

| 21 | | | | | | | | | | | | | | 22 | | | | | | | | | | | | | | | |
|--|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|--|-------------|-------------------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|---------------|---------------|-------------|--|--|
| Total Academic Institutions (Number) | | | | | | | | | | | | | | Total Agro and Non-Agro Base Industry (Number) | | | | | | | | | | | | | | | |
| Primary Schools | | | | High Schools | | | | Colleges | | | | Madrasas | | | | Other Community Schools | | | | Agro Base | | | | | Non-Agro Base | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Damaged Academic Institutions (Number) | | | | | | | | | | | | | | Damaged other Industry (Number) | | | | | | | | | | | | | | | |
| Primary Schools | | | | High Schools | | | | Colleges | | | | Madrasas | | | | Other Community Schools | | | | Agro Base | | | | | Non-Agro Base | | | | |
| Fully | | Partially | | Fully | | Partially | | Fully | | Partially | | Fully | | Partially | | Fully | | Partially | | Fully | | Partially | | | Fully | | Partially | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| 23 | | | | | | | | | | | | 24 | | | | 25 | | | | | |
|----------------------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|----------------------------------|-------------|---------------|-------------|---------------------------------|-------------|---------------------------------|-------------|---------------------------------|-------------|
| Total Tube Wells (Number) | | | | | | | | | | | | Total Sanitary Latrines (Number) | | | | Total Water Body (Number) | | | | | |
| Deep | | | | Shallow | | | | Hand Driven | | | | | | | | Ponds | | Water Reservoirs | | Other (If any) | |
| | | | | | | | | | | | | | | | | | | | | | |
| Damage Tube Wells (Number) | | | | | | | | | | | | Damaged Latrines (Number) | | | | Damaged Water body (Number) | | | | | |
| Deep | | | | Shallow | | | | Hand Driven | | | | | | | | Pond | | Water Reservoir | | Other (If any) | |
| Fully | | Partially | | Fully | | Partially | | Fully | | Partially | | Fully | | Partially | | Pond | | Water Reservoir | | Other (If any) | |
| | | | | | | | | | | | | | | | | | | | | | |
| Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price for Re-excavation | Total Price | Average Price for Re-excavation | Total Price | Average Price for Re-excavation | Total Price |
| | | | | | | | | | | | | | | | | | | | | | |

| 26 | | | | | | | | | | | | 27 | | | | | | | | | | | |
|---|-------------|---------------|-------------|---------------|-------------|---------------|-------------|-------------------|-------------|---------------|-------------|------------------------------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|
| Health Service Centres (Number) | | | | | | | | | | | | Fishing Materials (Number) | | | | | | | | | | | |
| Hospitals | | | | Clinics | | | | Community Clinics | | | | Boats | | | | Trawlers | | | | Nets | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| Damaged Health Service Centres (Number) | | | | | | | | | | | | Damaged Fishing Materials (Number) | | | | | | | | | | | |
| Hospitals | | | | Clinics | | | | Community Clinics | | | | Boats | | | | Trawlers | | | | Nets | | | |
| Fully | | Partially | | Fully | | Partially | | Fully | | Partially | | Fully | | Partially | | Fully | | Partially | | Fully | | Partially | |
| Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price | Average Price | Total Price |
| | | | | | | | | | | | | | | | | | | | | | | | |

Approximate Total Damage (figure).....Taka

Note: Department of Disaster Management will update the form time to time.

APPENDIX 7: STORAGE OF EMERGENCY HUMANITARIAN AID

- 7.1 For the purpose of rapid food supply and managing multipurpose shelters during a disaster it is essential to store and maintain food and humanitarian aid materials in the disaster-prone districts. The District Relief and Rehabilitation Officer will keep accounts of all the items as well as ensure the utility.
- 7.2 All humanitarian aid will be provided at the shelter as per the decision of the Deputy Commissioner or the District Disaster Management Committee. In case of a major disaster, the Deputy Commissioner will send a demand note to the Ministry of Disaster Management and Relief or the Director-General of the Department of Disaster Management for additional allocation.
- 7.3 Essential items for conducting humanitarian aid activities include mainly:
1) rice/flour; 2) flattened rice, puffed rice, sugar/molasses; 3) powder milk, compact protein biscuits; 4) various house construction materials; 5) bottle/jar water; 6) tarpaulin/tents; 7) blankets, mosquito nets; 8) oral saline; 9) transferable water purification plants; 10) jerry cans, etc.
- 7.4 In addition to food and medical equipment supplies, non-food items (such as tarpaulin/tents, corrugated iron sheets, etc.) are very essential. Under the food supply and distribution system CSDs and LSDs will have buffer stocks of wheat, rice, etc. to ensure nationwide supply. Flattened rice, sugar, puffed rice are readily available in the market. If the situation demands, those items can be distributed among the affected people with proper packaging during an emergency. The District Disaster Management Committee will be able to purchase food and humanitarian aid items from the local market if necessary. Various house building materials will have to be stored at the district/upazila level.
- 7.5 Deputy Commissioners of all disaster-prone districts will review the available stock (cash and humanitarian assistance) before the cyclone and flood seasons start. If the amount of cash or reserve of humanitarian aid is inadequate, the Deputy Commissioner will write to the Department of Disaster Management and the Ministry of Disaster Management and Relief for additional allocation.

APPENDIX 8: HUMANITARIAN ASSISTANCE ACTIVITIES BY NON-GOVERNMENTAL ORGANIZATIONS

8(a) Information on the Distribution of Humanitarian Aid by Non-Governmental Organizations.

- Name and address of the NGO/Organization participating in humanitarian assistance activities:

.....

- Duration of humanitarian assistance programme: From..... To.....

| District | Upazila | Union | Distributed Humanitarian Assistance (union-wise) | | | | The next activities under consideration | | | Have there been any duplication of resources? | Remarks |
|---------------|---------|-------|--|--------|---|---------------------------------------|---|-------------------|---------------|---|---------|
| | | | Name of items | Amount | # of individuals or families to be served | Estimated value (Taka) of the package | Delivery Time | Types of activity | Amount (Taka) | | |
| | | | | | | | | | | | |
| Total: | | | | | | | | | | | |

N.B. The NGO Affairs Bureau will collect information to produce a comprehensive report. The Ministry of Disaster Management and Relief and the Department of Disaster Management will prepare NGO-wise reports separately. If needed, please insert rows in the table.

8(b) Humanitarian Assistance/Rehabilitation Distribution License (Sample)

To:

Deputy Commissioner/Upazila Nirbahi Officer/In-Charge of the Disaster Management & Humanitarian Assistance Control Room
..... District/Upazila

Subject: Distribution of Humanitarian Assistance/Rehabilitation Support

Dear Sir/Madam

With a view to reduce the sufferings of the people affected by recent.....(Name of the disaster),(Name of the organization/agency) has initiated to provide..... (# families) of theUpazila/District with the following support/services.

| Sl. N. | Types of Assistance | Number/Amount |
|--------|---------------------|---------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

2. Your cooperation and guidance would be highly appreciated for the timely distribution of humanitarian aid/rehabilitation support considering the overall situation of the affected communities.

3. Under the circumstances, we request your kind approval on the distribution plan of the aforesaid support materials.

Yours faithfully,

Signature:
Name:
Designation:
Organization/Agency:

APPENDIX 9: ‘UNION DISASTER RISK MANAGEMENT PLAN’- ISSUES TO CONSIDER

Every Union will prepare a ‘Union Disaster Risk Management Plan (UDMP)’. The Union Disaster Management Committee will formulate the plan incorporating: (1) Risk Reduction Action Plan; and (2) Contingency Plans. This plan will be prepared in the light of inclusion principles and with the participation of people of all spheres. The following aspects should be considered in plan formulation:

1. Risk Reduction Action Plan (RRAP)

- 1.1 Prepare this plan in a participatory process using Community Risk Assessment methods and tools (Chapter 2: Section 2.4 Note);
- 1.2 Identify and analyze the risks of the population based on indigenous knowledge and scientific information;
- 1.3 The work plan will contain a list of specific and measurable risk reduction activities in a tabular format with a roadmap on when, where and how to be implemented;
- 1.4 Consider gender sensitivity, disability inclusion and environmental considerations for both infrastructural and non-infrastructural risk reduction activities;
- 1.5 In the implementation of the Action Plan, consider the initiatives by NGOs, community-based organizations (CBOs) and individuals in addition to the Union Parishad and government programmes.

2. Contingency Plan

- 2.1 Prepare the Contingency Plan considering potential disaster risks and ensure participation of women and men in the process;
- 2.2 Based on knowledge and experiences, the Disaster Management Committee will assign the following responsibilities among voluntary organizations and NGOs:
 - a. Early warning dissemination;
 - b. Rescue and safe evacuation;
 - c. First aid services;
 - d. Shelter management and distribution of humanitarian aid;
 - e. Dead body management and removal of debris;
 - f. Psycho-social services;
 - g. Safety and security;
 - h. Damage, Loss and Needs assessments and information management.

Note that the type of responsibility may vary depending on the local context.

- 2.3 Conduct regular scenario-based simulations/drills/campaigns with a view to execute the responsibilities of the Contingency Plan in the real-time situation.

Instructions:

- 1) Copies of the Union Disaster Risk Management Plan should be sent to the Union-level partners and Upazila Disaster Management Committee;
- 2) Review and update the Union Disaster Risk Management Plan every year.

APPENDIX 10: ‘UPAZILA DISASTER RISK MANAGEMENT PLAN’- ISSUES TO CONSIDER

Each Upazila will prepare an Upazila Disaster Risk Management Plan (UzDMP) in the light of the duties and functions described in the SOD. The UzDMP plan will be prepared based on the plans of the Unions under the Upazila. The plan will include: 1) Risk Reduction Action Plan; and 2) Contingency Plan. The following aspects should be considered in this plan in the light of inclusive principles:

1. Risk Reduction Action Plan (RRAP)

- 1.1 Undertake a comparative analysis of the different types of hazards and vulnerabilities within the Upazila;
- 1.2 Prioritize physical and non-physical risk reduction activities based on the risks of the respective Upazila;
- 1.3 The Risk Reduction Action Plan will contain a list of specific and measurable risk reduction activities in a tabular format along with a roadmap (i.e. who, when, where, resource requirements, etc.) for implementation;
- 1.4 In the implementation of the Action Plan, consider the resources and planning by the government departments, NGOs, community-based organizations (CBOs) and the private sector;
- 1.5 Take necessary steps for capacity building and preparedness measures through government agencies, NGOs, CBOs and the private sector;
- 1.6 Consider gender sensitivity, disability inclusion and environmental considerations for both physical and non-physical risk reduction activities.

2. Contingency Plan

- 2.1 Assign responsibilities among government departments and Disaster Management Committee members at the Upazila level;
- 2.2 Collect and rapidly distribute emergency humanitarian aid to ensure resource management procedures and emergency response;
- 2.3 Undertake actionable directions to resume emergency services including water, electricity, gas, telecommunications, road communications, education activities, etc.;
- 2.4 Form the following sub-groups on the basis of knowledge and skills to play a role during disasters:
 - a. Early warning dissemination;
 - b. Rescue and safe evacuation;
 - c. First aid services;

- d. Shelter management and distribution of humanitarian aid;
- e. Dead body management and removal of debris;
- f. Psycho-social services;
- g. Safety and security;
- h. Damage, Loss and Needs assessments and information management.

Note that, the type of responsibility may vary depending on the local context.

2.5 Conduct regular scenario-based simulations/drills/campaigns with a view to execute the responsibilities of the Contingency Plan in the real-time situation.

Instructions:

- 1) The Upazila Disaster Risk Management Plan has to be sent to all stakeholders of the Upazila and concerned Deputy Commissioner;
- 2) Send a Copy of the Upazila Disaster Risk Management Plan to the District Disaster Management Committee;
- 3) Review and update the Upazila Disaster Risk Management Plan every year.

APPENDIX 11: ‘DISTRICT DISASTER RISK MANAGEMENT PLAN’- ISSUES TO CONSIDER

Each district will have a ‘District Disaster Risk Management Plan’ to strengthen disaster risk reduction and emergency response management activities. The district plan will be devised based on the information/plans of the Upazilas under the District. The plan will include: 1) Risk Reduction Action Plan; and 2) Contingency Plan. The following aspects should be considered in this plan in the light of inclusive principles:

1. Risk Reduction Action Plan (RRAP)

- 1.1 Undertake a comparative analysis of the different types of hazards and vulnerabilities within the District;
- 1.2 Consider gender sensitivity, disability inclusion and environmental considerations for both physical and non-physical risk reduction activities.
- 1.3 In the implementation of the Action Plan, consider resources and planning by the government departments, NGOs, community-based organizations (CBOs) and the private sector;
- 1.4 Take necessary steps for capacity building and preparedness measures through government agencies, NGOs, CBOs and the private sector.

2. Contingency Plan

- 2.1 Assign responsibilities among government departments and Disaster Management Committee members at the District level;
- 2.2 Resource mobilization and rapidly distribute emergency humanitarian aid.
- 2.3 Undertake actionable directions to resume emergency services including water, electricity, gas, telecommunications, road communications, education activities, etc.;
- 2.4 Form the following sub-groups on the basis of knowledge and skills to play a role during disasters:
 - a. Early warning dissemination;
 - b. Rescue and safe evacuation;
 - c. First aid services;
 - d. Shelter management and distribution of humanitarian aid;
 - e. Dead body management and removal of debris;
 - f. Psycho-social services;
 - g. Safety and security;
 - h. Damage, Loss and Needs assessments and information management.

Note that the type of responsibility may vary depending on the local context.

2.5 Conduct regular scenario-based simulations/drills/campaigns with a view to execute the responsibilities of the Contingency Plan in the real-time situation.

Instructions:

- 1) Send copies of the District Disaster Risk Management Plan to the Divisional Disaster Management Committee and Department of Disaster Management. Review and update the District Disaster Risk Management Plan every year.
- 2) Review and update the District Disaster Risk Management Plan every year.

APPENDIX 12: ‘MUNICIPALITY / CITY CORPORATION DISASTER RISK MANAGEMENT PLAN’- ISSUES TO CONSIDER

Each Municipality/City Corporation will prepare its Disaster Risk Management Plan in the light of SOD. The Plan will be prepared based on information gathered from the Wards. The plan will include: 1) Risk Reduction Action Plan; and 2) Contingency Plan. The following aspects should be considered in this plan in light of inclusive principles:

1. Risk Reduction Action Plan (RRAP)

- 1.1 Prepare the plan in a participatory process and using Urban Risk Assessment (URA) methods and tools;
- 1.2 Prepare the plan considering a comparative analysis of the areas vulnerable to different hazards, especially earthquakes;
- 1.3 Analyze the present and the future risks of the population based on indigenous knowledge and scientific information;
- 1.4 The Risk Reduction Action Plan will contain a list of specific and measurable risk reduction activities in a tabular format along with a roadmap (i.e. who, when, where, resource requirements, etc.) for implementation;
- 1.5 Consider gender sensitivity, disability inclusion and environmental considerations for both physical and non-physical risk reduction activities.
- 1.6 In the implementation of the Action Plan, take a ‘whole of society approach’ and take into account all initiatives implemented by NGOs, community-based organizations (CBOs), the private sector along with the Municipality/City Corporation.

2. Contingency Plan

- 2.1 Prepare the Contingency Plan considering potential disaster risks and ensure the participation of women and men in the process;
- 2.2 Based on knowledge and experience, assign the following responsibilities among the Disaster Management Committees, respective emergency response agencies, voluntary organizations and NGOs:
 - a. Early warning dissemination;
 - b. Rescue and safe evacuation;
 - c. First aid services;
 - d. Shelter management and distribution of humanitarian aid;
 - e. Dead body management and removal of debris;
 - f. Reintegration and psycho-social services;
 - g. Safety and security;

Note that, the type of responsibility may vary depending on the local context.

2.3 Conduct regular scenario-based simulations/drills/campaigns with a view to execute the responsibilities of the Contingency Plan in the real-time situation.

Instructions:

- 1) Copies of the Municipality/City Corporation Disaster Risk Management Plan have to be sent to all city-level partners, Divisional Disaster Management Committee and Department of Disaster Management.
- 2) Review and update the Municipality/City Corporation Disaster Risk Management Plan every year.

APPENDIX 13: ‘GENDER RESPONSIVE’ GUIDELINES FOR DISASTER RISK MANAGEMENT

1. Importance of ‘Gender Responsiveness’ in Disaster Risk Management

Women and children, persons with disabilities and socially disadvantaged communities are more vulnerable to disaster emergencies. They are negatively impacted by disasters in various ways. Although Bangladesh has managed to reduce human mortality rates significantly over the past few years, women and children mortality rates are still higher than men in disaster. At the same time, they are often not included in humanitarian assistance programmes including various disaster risk reduction programmes. Thus, their specific needs and views are not being reflected into disaster risk management plans that are adopted in the pre-disaster, disaster, and post-disaster periods. Therefore, disaster risk management is a fundamental pillar of sustainable development and therefore requires a ‘Gender Responsive’ approach.

2. Principles of Gender Responsive Disaster Risk Management

In the Standing Orders on Disaster, the responsibilities of all government and non-government organizations are mentioned in detail for dealing with disasters including tackling disasters. Nonetheless, a system has been established with the involvement of all the agencies and communities so that gender equality and women’s leadership are enhanced at all levels in disaster risk management. The principles for mainstreaming of gender-equality in disaster risk management are as follows:

2.1 Process of Gender Sensitive Coordination

Gender responsive integrated action is an important approach in taking and managing effective activities in disaster risk management. Ensuring gender responsiveness in disaster risk management is not singularly possible, so it cannot be achieved by assigning responsibility to a specific agency or person in a certain ministry. Since all sectors of disaster are more or less affected by disasters, there should be coordination of all activities from understanding the demand to making space for skills to resource mobilization for managing gender-responsive disaster risk management activities, such as:

- Need to work with the Ministry of Women and Children Affairs along with concerned women’s rights organizations in a coordinated way to ensure including the needs and voices of women and girls in the post-disaster situation;
- Working in conjunction with the Ministry of Disaster Management and Relief, Bangladesh Bureau of Statistics and Ministry of Women and Children Affairs for collecting, analyzing and using sex, age and disability disaggregated data;
- Ensure participation of Gender Specialists in the coordination process to capture their experiences and opinions on integrating gender equality in humanitarian assistance;
- Establish a separate Gender Network to support humanitarian assistance programmes at the local and national levels. The role of this network is to assist all those involved in

disaster risk management with advice, assistance and guidance to achieve gender equality.

2.2 Gender Equality-Based Participation and Women's Empowerment & Leadership

There are differentiated impacts by disasters on women and men, and thus their capabilities and needs are different in dealing with disasters. Therefore, all affected women and men need to participate equally in every level of disaster risk management to take an active role in the opinion and decision-making processes. In this case, the following terms must be confirmed:

- Talk to women and men separately during risk and needs assessment processes and ensure their needs and necessities are being prioritized during the design of programmes and action plans;
- Need to work with local level officials from the Ministry of Women and Children Affairs as well as representatives of local level women's right based organizations to ensure the participation and voice of women during identification of risk and needs. If necessary, build a network of local women or encourage and support local women networks;
- Follow a gender-responsive participatory approach in analyzing risks and needs of the communities;
- Organize training for women, especially on leadership development to ensure women's participation at all levels of disaster risk management.

2.3 Take Initiatives to Prevent Gender-Based Violence and Safety-Security for Women

Taking prevention and protection measures against gender-based violence is one of the most important aspects of disaster risk management programmes. Each ministry, division, department and organization responsible for disaster risk management must ensure that the family and social life of both women and men are free from violence during the disaster and post-disaster period. To protect each humanitarian staff and disaster-affected person from sexual exploitation and abuse, there is a need to ensure mandatory training on protection followed by a code of conduct for each person involved in humanitarian assistance.

2.4 Gender Transformational Initiatives to Eliminate Gender Discrimination

Gender equality will not be achieved only by fulfilling some of women's needs by treating them as 'vulnerable' or 'critical community' or 'target population'. In order to achieve gender-equality the discriminatory, oppressive structures of culture and attitudes towards women must be abolished. Since disasters affect the existing structures of society, there is a chance to change the prevailing roles and power structures of women and men. For example, in displaced communities of the Sharankhola region of Khulna affected by Cyclone Sidr, where women had never participated in outside work due to social norms, they came out of the home for the first time for the family and engaged in soil excavation with men. In this context, such

transformational initiatives are key steps that will engage women in the power structure. For example, in a post-disaster cash for work programme, women will be paid directly through a bank account. This will increase women’s access to the banking system as well as their social mobility outside from home, which is essential for their empowerment. It is to be noted that after Cyclone Aila, the state-owned bank arranged to open an account for only TK 10 on behalf of the government for affected women in the south-west who received money for road reconstruction. However, it is important to note that all transformational initiatives should be discussed with women and finalized based on their needs and abilities, and above all, depending on the practices/norms of their families and communities.

3. Ensure ‘Gender Responsiveness’ at Various Levels of Disaster Risk Management

Apart from the government, various national and local non-governmental organizations, civil society organizations, community-based organizations, Red-Cross & Red-Crescent societies, UN agencies and development partners are working in disaster risk management. Each of them must ensure gender responsiveness at every step of disaster risk management cycle. The following is the list on how to ensure gender-responsiveness in the different disaster risk management stages:

| 1. Pre-Disaster Preparedness | |
|---|--|
| Collecting and Preserving Sex, Age, Disability Disaggregated Data (SADDD) | <ul style="list-style-type: none"> • Collecting and preserving sex, age, disability disaggregated baseline data in coordination with the Bangladesh Bureau of Statistics (BBS), Ministry of Disaster and Relief and Ministry of Women and Children Affairs. • Formulate a policy for who, how, what information to collect regarding sex, age, disability disaggregated data. • A well-trained group should be prepared to collect sex, age, disability disaggregated information so that they can collect data even in the post-disaster period. Balance and equal participation of women and men in this group is essential. |
| Gender-Responsive Contingency Plan | <ul style="list-style-type: none"> • Ensure balanced and equal representation of women and men in primary respondent teams from local to national levels as part of disaster response. The team members must have training on their roles for addressing gender in disaster and post-disaster situations. • Ensure balance and equal representation of women and men into community volunteer mechanisms as part of disaster response. The team members must have training on their roles for addressing gender in disaster and post-disaster situations. • Must include food, clothing, menstrual hygiene materials considering the needs of women and adolescent girls into contingency stocks managed by governmental and non-governmental agencies. |

| | |
|---|---|
| Identify Gender-Specific Risks | <ul style="list-style-type: none"> • Include risks that are specific to women through using gender-sensitive tools when undertaking community-based risk assessments. • Ensure balanced and equal representation of women and men during community-based risk assessments. |
| Gender-Sensitive Risk Reduction Strategies & Community Contingency Plan | <ul style="list-style-type: none"> • Ensure balanced and equal representation of women and men. • Ensure inclusion of the needs and opinions identified by women during formulation of work plans. • Ensure the participation of women leaders from community-based women-led organizations and local government. |
| Raise Gender-Responsive Capacity & Awareness in Community | <ul style="list-style-type: none"> • Create awareness within the community on the kinds of adversities that women experience, how they deal with disasters and how women play a role with their capacities during disasters. • Ensure the presence of women members from the local government and other women leaders from the community to raise awareness in the community. |
| Gender-Sensitive Disaster Early Warning and Reach-Out to Women | <ul style="list-style-type: none"> • Consider reaching out to women with disaster early warning signals and messages. • Ensure the participation of women in the early warning dissemination groups. |
| Formulation of Gender Responsive Post-Disaster Needs Assessment Tools | <ul style="list-style-type: none"> • Ensure inclusion of gender issues into Damage and Needs Assessment Tools. • Ensure the participation of Gender Equality Advisors during the development of Damage and Need Assessment Tools. • Ensure balanced and equal representation of men and women into trained teams for needs assessments. |
| 2. Assessing Post-Disaster Damage and Needs | |
| <ul style="list-style-type: none"> • Collect sex, age and disability disaggregated data on damage and needs within the next 72 hours after a disaster. • Ensure gender analysis of the data collected. The first thing to do is to check pre-crisis data and information, analyze that and decide what other data and information are needed to be collected in a post-disaster situation to identify the gaps, impacts and needs. • Separate Gender Analysis and Impact Assessment can be done separately, so it is advisable to do so within at least one month immediately after a disaster. If not possible, it has to be done within 2 months through active participation and leadership of the ‘Gender in Humanitarian Action Group’. | |

- Through analyzing data and information from the needs assessments, it is necessary to design the response targets and priorities that reflects the needs of women and men. Necessary to address women's needs in selection of disaster relief items and packages.

3. Post-Disaster Humanitarian Response Planning, Strategies and Resource Mobilization

- Include gender issues to determine the activities and strategies of various clusters of emergency humanitarian assistance (food, shelter, water and sanitation, etc.). Ensure the leadership role of women in decision-making, especially in the formulation of support activities as per the needs of women, and equal participation of women and men in support assistance activities.
- Gender issues must be included into a log frame with indicators under the proposal or action plan for the humanitarian assistance programme. Ensure that humanitarian assistance activities address the need to bring a positive impact on the equal rights of women and men, and that is reflected when setting the project objectives and log frame.
- Ensure equal and balanced number of women and men in human resources assigned for management and implementation of humanitarian response. The code of conduct that is mandatory for all humanitarian officials and staff must include equal respect towards women and avoidance of any form of sexual violence and harassment.
- Include prevention of and protection against gender-based violence into humanitarian assistance programmes. Humanitarian assistance programmes must include steps to raise awareness within the community against gender-based violence as well as the link to a referral system to protect women from gender-based violence in humanitarian settings.
- Ensuring gender budgeting in humanitarian assistance programmes. To do this, it needs to be mentioned how proportionately the programme intervention and budget will be allocated to address the specific needs of women as well as bringing equal respect towards women.
- If needed, can collect separate resources to meet the special needs of women. In this regard, the government needs to draw special attention to international organizations as well as the UN and development partners.
- Ensure the leadership of women-headed agencies/organizations including the Ministry of Women and Children Affairs in managing humanitarian assistance activities. Take effective steps, including training on skills enhancement when needed.

4. Implementation and Monitoring

- Proper arrangements need to be made to ensure the safety and dignity of women in humanitarian aid distribution centres/camps, such as keeping a separate queue for women in the distribution of humanitarian assistance, and selecting the appropriate time for distribution of humanitarian assistance based on the opinion of women.
- To measure the extent to which gender sensitivity is being considered in conducting humanitarian assistance programmes, create some unanimous criteria, and in the light of this, undertake the gender audit of the humanitarian assistance programmes.

- To ensure accountability and transparency for disaster victims especially women, it is possible to know whether they are satisfied or have any feedback on gender sensitivity in conducting humanitarian assistance programmes. Ensuring a consistent monitoring system to collect information on gender-based violence, humanitarian assistance workers, and any sexual abuse or harassment, maintaining the privacy and confidentiality of informants.

5. Evaluation and Lessons Learned

- Select and promote gender-responsive ‘best practices’ and ‘case studies.’ This can be accomplished through the engagement of women in a participatory manner. Take the assistance of print and electronic media for effective participation and promotion of women in this regard.
- Give emphasis on positive progress/changes that have been achieved in establishing equality for women and men, and identify learnings through evaluation of humanitarian assistance programmes. Especially, change in bringing gender equality must be included into the national reports prepared for the Sendai Framework for Disaster Risk Reduction.
- In addition to collecting, analyzing and publishing information, assess whether a new gender issue has emerged in the post-disaster situation.

APPENDIX 14: GUIDELINES FOR COMMUNICATIONS WITH COMMUNITIES DURING AN EMERGENCY

This guidance is based on resources originally created by the global Communicating with Disaster Affected Communities (CDAC) Network.

Guiding principles of Communications with Communities (CwC) approaches:

CwC encompasses a range of approaches and engages a variety of diverse stakeholders including government, humanitarian and media development organizations and technology providers. Collaboration and partnership underpins the way CwC actors work together to respond to the challenges facing humanitarian action. Whilst individual action may vary significantly from actor to actor, all stakeholders share the following common set of guiding principles which help shape their collective response:

- Establish communities' needs to develop innovative, context-appropriate approaches, which are adopted to increase the quality and scope of the response;
- Promote representative community engagement throughout the response to ensure that crisis-affected people are equal partners in, and agents of, their own recovery;
- Ensure that the voices of communities – including the marginalized and vulnerable – are identified and amplified through consultation and dialogue;
- Identify and build upon local capacities, to ensure that existing information and communication channels are complemented, promoting community recovery and resilience;
- Forge partnerships to improve the quality and effectiveness of a response through the pooling of resources and experiences;
- Generate evidence and learning to inform future Programming, preparedness and response.

The core CwC elements described in this appendix support practitioners to adopt and promote these principles, ensuring that communities are well-informed and actively communicate with those responding to the crisis.

Core CwC elements:

The following elements are essential for CwC:

1. Understanding and working within the local communication landscape– Social, cultural, economic, political and infrastructure aspects, local power dynamics and barriers to information-sharing. Preparedness and response actions are communicated in locally appropriate terms, languages and through channels used by the affected population. Aid providers work in partnership with communities and incorporate their knowledge and perspectives.

2. Community leadership– Humanitarian action supports and mobilizes the capacities and capabilities of individuals, groups and organizations so that affected communities are better able to lead and shape preparedness and response efforts.

3. Information exchange and dialogue – Priority is given to the exchange of accurate, useful, timely information from trusted sources, in an appropriate language and format. This is a two-way exchange and requires in-depth understanding of the local communication landscape and capacities, and must include managing false information that can put lives at risk.
4. Participation – Humanitarian actors make time and resources available to build on positive local community engagement processes and, where needed, put in place supportive, inclusive structures and processes that ensure people, particularly those who may be disproportionately disadvantaged like women, girls, children, young men, persons with disabilities and older people, take a leading role in designing, shaping and evaluating humanitarian responses.
5. Feedback – Communities are aware that their perspectives – positive and negative, solicited and unsolicited – are important to aid workers. Feedback is systematically collected, analyzed, reported and acted on, and explanation is provided to communities as to how strategies and Programming have been adapted to reflect these views. Feedback is collected at key decision points in the programme cycle, on both the humanitarian response and agencies’ performance, including service quality, relevance and responsiveness to people’s concerns.
6. Complaints – People affected by crisis know that they have a right to raise a concern or complain about the humanitarian assistance they did or did not receive or about the behaviour of aid workers. They are included in the design of and have access to safe and responsive mechanisms to raise concerns, which are addressed. Humanitarian actors actively prevent and respond to sexual exploitation and abuse, fraud and corruption linked to humanitarian aid.
7. Protection – CwC approaches require a careful assessment of risk, especially in situations of armed conflict or violence as engaging individuals or certain groups may put them at greater risk or alienate them. Adequate and effective safeguards are put in place, including effective data security and protection mechanisms.
8. Connectivity – Measures are taken to reestablish, build or maintain communications technology infrastructure and support affected communities to restore contact between family members and communicate with service providers.
9. Coordination and collective services – Coordinated, collective models and common services in preparedness and response will reduce the burden on communities, ensure a more coherent, effective response and leverage diverse expertise, knowledge and learning. Actors should include government, local, national and international NGOs, UN, Red Cross/Red Crescent societies, media development agencies, local media and the private sector.

Minimum actions and services for CwC

Under the leadership of the Government of Bangladesh, the Shongjog CwC platform convenes duty bearers, diverse actors and specialists to coordinate activities. Preparing ahead of a disaster to be able to implement the core CwC elements in a timely and effective manner is essential. This helps to pre-position relationships and build trust, work through details and make plans ahead of a response and ultimately launch activities quicker and better. Shongjog members therefore coordinate and collaborate in order to provide the following minimum actions and services before and during a response:

- Establish and document an understanding of the context, communication culture, language and customs to facilitate meaningful and respectful engagement with various affected communities.
- Ensure that assessment and analysis of the humanitarian context includes community perceptions, coping mechanisms, data on what information people need, how they prefer to receive such information and which channels they trust, and how they prefer to provide feedback and complaints, as well as a media and telecommunications landscape snapshot. Data should be disaggregated by sex, age and other vulnerabilities.
- Ensure that preparedness and contingency planning and response strategies, policies and plans include meaningful CwC components, with requisite staffing and budgetary allocations to implement the minimum actions and services.
- Put in place appropriate, systematic and coordinated mechanisms for ensuring that crisis-affected people have access to the information that they need. This should be in the right languages and formats, based on trusted sources of information and shared through preferred channels, which may all vary upon disaggregation of the intended audience.
- Put in place appropriate, systematic and coordinated feedback mechanisms. Feedback data should be collected, analyzed and linked into individual and collective referral mechanisms to ensure that strategic and Programmatic decisions are informed and corrective actions taken.
- Put in place an appropriate, systematic and coordinated mechanism for ensuring complaints, including sexual exploitation and abuse, fraud and corruption are investigated and acted on.
- Create or build upon opportunities for disaster-affected people to play an active role in response decision-making processes, ensuring clear links between community structures and the humanitarian architecture.
- Build components into preparedness and response programmes to keep people connected to each other to support their own ways of coping, for example by planning ahead to safeguard, restore or extend mobile phone connectivity or radio access.
- Undertake advocacy and capacity building to ensure an enabling environment for CwC. Platform members may work collectively on these activities, or an individual or group of members may provide a ‘common service’, whereby they implement one or more components.

CwC actions during the initial response phase

The core CwC elements for the early phases of a response have been developed to help practitioners put the guiding principles of CwC into practice at the field level early in a response. These elements are generic and will need to be contextualized to the response:

| The core elements for communicating with communities during the first six weeks of a humanitarian response | | | | |
|---|---|---|--|--|
| | First 72 hours | First 1-2 weeks | Weeks 3-4 | Weeks 5-6 |
| Speaking with and listening to communities | Rapidly (re)establish information and communication channels | Strengthen multiple channels for dialogue with communities | Establish (or strengthen) partnerships with local ICT providers and local media | Ensure information and communication channels are maintained |
| | Disseminate relevant lifesaving information through existing channels | Work with local media to ensure the transmission of reliable, timely and useful information | Support/ establish 'safe spaces for dialogue' | Engage and strengthen local 'new' communication initiatives and actors |
| | | Establish common service mechanisms for community feedback | Establish a common service complaints handling mechanism | |
| Assessment and evaluation | Conduct a rapid assessment of the existing (remaining) information and communication eco-system | Conduct a mapping of government and local agencies capacity re: CwC | Conduct ongoing community consultations regarding information and communication channels | Conduct a real-time review of CwC activities |
| | Conduct a secondary data review to gain a better understanding of the pre- existing | Comprehensive multi-stakeholder information and communications needs assessment | Establish a system to monitor the 'local narrative' concerning the | |

| | | | | |
|---------------------|--|--|--|---|
| | information and communication eco-system | | humanitarian response | |
| | Ensure that key CwC questions are integrated into multi-sector inter-agency assessments | Document CwC challenges, successes lessons learnt | | |
| | Ensure that CwC learning informs planning and response | | | |
| Technical support | Map existing preparedness materials and draw on resources for appropriate/ prepared messages | Develop context-specific and effectively-targeted common messages for sector-specific and cross-cutting issues | Conduct training on CwC with relevant stakeholders | Continue identifying opportunities for ‘profile raising’ and training on CwC with relevant stakeholders |
| Coordination of CwC | Circulate 4Ws for CwC | Establish a ‘scope of work’ for CwC ‘platform’ | Continue to actively support coordination mechanisms | Review (and if appropriate adapt) the CwC strategy |
| | Conduct a mapping of CwC focal points/agencies | Develop a common CwC strategy including costs | | |
| | Establish a common CwC ‘platform’ | Link with cross-cutting initiatives, relevant working groups and | | |
| | Map intra/inter agency | | | |

| | | | | |
|--------------------------------|--|--|---|---|
| | information 'referral' pathways | clusters | | |
| Advocacy and representation | Ensure CwC is represented at coordination meetings | Ensure CwC is represented in sector planning and budgeting | Ensure that community voices are listened to at sector level, and used to inform Programming | Ensure that community complaints are listened to at sector level and appropriately responded to |
| | Advocate for the importance of access to information beyond humanitarian agency work | Link CwC approaches with other cross-cutting initiatives to establish common themes/advocacy messages | | |
| | Identify CwC funding opportunities/ mechanisms | | | |
| | Liaison with global level regarding advocacy tasks | | | |

APPENDIX 15: RESPONSIBILITIES AND FUNCTIONS OF RELEVANT AGENCIES FOR TSUNAMI RISK REDUCTION

Although the Asian Tsunami Disaster of December 2004 did not affect Bangladesh directly, it has created awareness about tsunami risk among policymakers as well as the general population of Bangladesh. Tsunami risk management is aligned to the aim and objectives of disaster risk management by the Government of Bangladesh. In response to the Asian Tsunami, the then Ministry of Food and Disaster Management (MoFDM) arranged an inter-ministerial meeting on disaster preparedness followed by a series of workshops and meetings that resulted in the development of a draft plan of action for tsunami risk reduction in Bangladesh.

Bangladesh has adopted a comprehensive approach towards disaster risk management based on internationally recognized best practice models and procedures. Keeping in line with this approach, the following aspects are considered as critical elements in determining the roles and responsibilities relating to tsunami risk.

- Comprehensive Risk Assessment (Hazard Assessment and Vulnerability Assessment), including tsunami inundation modelling and evacuation mapping;
- Warning Guidance, including seismic and sea level monitoring, data evaluation, processing and interpretation, forecasting methods and warning dissemination;
- Mitigation and Preparedness, including education and awareness programmes, structural and non-structural mitigation, and government policy and emergency management procedures. The existing Cyclone Preparedness Programme (CPP) should be strengthened in a way that it can prepare the community for tsunamis as well as cyclones;
- Development of Rescue, Relief and Rehabilitation Plan of Action based on the Comprehensive Risk Assessment.

The detailed responsibilities are presented below. It may be noted here that emergency management procedures for other hazards are also applicable to the tsunami hazard.

Responsibilities of Relevant Ministries/Departments/Agencies

| Sl No | Responsibilities | Lead Ministry/ Department | Support Agencies |
|--------------|--|-----------------------------------|---|
| 1 | Conduct a Comprehensive Study on Tsunami Risk Assessment (from geological, geographical, social, economic, political and cultural perspectives) with the collaboration of national | Department of Disaster Management | <ul style="list-style-type: none"> • Geological Survey of Bangladesh • Bangladesh Oceanographic Research Institute • Bangladesh Meteorological Department • Department of Agricultural Extension • Water Resources Planning Organization (WARPO) |

| Sl No | Responsibilities | Lead Ministry/ Department | Support Agencies |
|--------------|--|--|--|
| | and international experts | | |
| 2 | Establish non-IP link with Regional Specialized Meteorological Centre (RSMC), New Delhi and Global Information System Centre (GISC), Tokyo | Bangladesh Meteorological Department | <ul style="list-style-type: none"> • Department of Disaster Management • Ministry of Defense • Post and Telecommunication Division • Ministry of Foreign Affairs • Bangladesh Telecommunications Company Limited |
| 3 | Establish direct communication links through V-SAT with Pacific Ocean Tsunami Warning Centre at Hawaii | Post and Telecommunications Division | <ul style="list-style-type: none"> • Ministry of Disaster Management and Relief • Ministry of Defence • Bangladesh Meteorological Department • Ministry of Foreign Affairs • Bangladesh Telecommunication Regulatory Commission |
| 4 | Establish communications with Indian National Centre for Ocean Information Services (INCOIS) and Indonesian Tsunami Early Warning System (InaTEWS) | Post and Telecommunications Division | <ul style="list-style-type: none"> • Ministry of Disaster Management and Relief • Bangladesh Meteorological Department • Ministry of Foreign Affairs • Bangladesh Telecommunications Company Limited • Ministry of Information • Ministry of Defence |
| 5 | Install and Modernize Seismic Equipment in 4 Earthquake Observation Centres in Bangladesh | Ministry of Defence | <ul style="list-style-type: none"> • Ministry of Disaster Management and Relief • Bangladesh Meteorological Department |
| 6 | Designate one Emergency Focal Person at ministry, department and directorate | Ministry of Disaster Management and Relief | <ul style="list-style-type: none"> • Prime Minister's Office • Department of Disaster Management • Bangladesh Meteorological Department • Armed Forces Division • Bangladesh Water Development Board • Bangladesh Fire Service and Civil Defence |

| Sl No | Responsibilities | Lead Ministry/ Department | Support Agencies |
|--------------|--|--|---|
| | | | <ul style="list-style-type: none"> • Bangladesh Police • Ministry of Information • Directorate of Mass Communication • Bangladesh Red Crescent Society (BDRCS) • Cyclone Preparedness Programme (CPP) • Bangladesh Coast Guard • Bangladesh Navy • Chattogram/Mongla/Payra Port Authority |
| 7 | Develop an internal emergency communication system at national level | Ministry of Disaster Management and Relief | <ul style="list-style-type: none"> • Prime Minister's Office • Cabinet Division • Ministry of Defence • Public Security Division • Post and Telecommunications Division |
| 8 | Strengthen Tsunami Warning System and awareness at national and community levels | Department of Disaster Management | <ul style="list-style-type: none"> • Prime Minister's Office • Ministry of Disaster Management and Relief • Bangladesh Betar • Bangladesh Television and Private Channels • Cyclone Preparedness Programme (CPP) • Bangladesh Police • Bangladesh Navy • Bangladesh Army • Bangladesh Meteorological Department • Geological Survey of Bangladesh • Ministry of Information • Ministry of Disaster Management and Relief • Flood Forecasting and Warning Centre • Bangladesh Coast Guard • Port Authority • Bangladesh Red Crescent Society (BDRCS) |
| 9 | Designate one Emergency Focal Person in Each Disaster | Department of Disaster | <ul style="list-style-type: none"> • Ministry of Disaster Management and Relief |

| Sl No | Responsibilities | Lead Ministry/ Department | Support Agencies |
|--------------|---|---|--|
| | Management Committee (from national to local) | Management | |
| 10 | Establish effective warning disseminating mechanism for reaching alert messages to the community | Cyclone Preparedness Programme & Ministry of Disaster Management and Relief | <ul style="list-style-type: none"> • Ministry of Information • Department of Disaster Management • Bangladesh Meteorological Department • Posts and Telecommunications Division • Bangladesh Telecommunication Regulatory Commission |
| 11 | Develop a Local Warning (Siren) System, which will enable disseminating warning messages very quickly to the people at risk | Department of Disaster Management & Cyclone Preparedness Programme | <ul style="list-style-type: none"> • Ministry of Information • Ministry of Disaster Management and Relief • Bangladesh Meteorological Department • Posts and Telecommunications Division • Public Security Division • Bangladesh Telecommunication Regulatory Commission |
| 12 | Establish disaster information centres at District/Upazila level | Department of Disaster Management | <ul style="list-style-type: none"> • Ministry of Disaster Management and Relief • ICT Division |
| 13 | Enhance the warning communication process and develop dissemination mechanisms | Ministry of Disaster Management and Relief | <ul style="list-style-type: none"> • Department of Disaster Management • Bangladesh Meteorological Department • Posts and Telecommunications Division • Public Security Division • Bangladesh Telecommunication Regulatory Commission • NGOs |
| 14 | Establish a radio network for Bangladesh Police and Bangladesh Coast Guard for disseminating warning | Public Security Division | <ul style="list-style-type: none"> • Ministry of Disaster Management and Relief • Department of Disaster Management • Bangladesh Police • Bangladesh Coast Guard |

| Sl No | Responsibilities | Lead Ministry/ Department | Support Agencies |
|--------------|--|-----------------------------------|---|
| | messages to the local level | | <ul style="list-style-type: none"> • Bangladesh Meteorological Department |
| 15 | Train police, radio/TV professionals for effective warning dissemination | Department of Disaster Management | <ul style="list-style-type: none"> • Ministry of Disaster Management and Relief • Ministry of Information • Bangladesh Police • Bangladesh Betar/Bangladesh Television |
| 16 | Provide orientation training to River Police, Coast Guard, Bangladesh Navy, Port Authorities, Ansar and VDP, Fire Service and Civil Defence, Red Crescent, CPP, PIO, DRRO, volunteers of coastal districts on tsunami risk reduction | Department of Disaster Management | <ul style="list-style-type: none"> • Ministry of Disaster Management and Relief • Bangladesh Red Crescent Society (BDRCS) |
| 17 | Integrate tsunami risk with Coastal Zone Policy (2005) and Coastal Zone Management Plan | Ministry of Water Resources | <ul style="list-style-type: none"> • Ministry of Disaster Management and Relief • Ministry of Environment, Forest and Climate Change • Department of Disaster Management • Geological Survey of Bangladesh • Water Resources Planning Organization (WARPO) |
| 18 | Incorporate tsunami risks in land use planning in Coastal Zone Development Plans developed by the ministries of Water Resources, Environment and Forest, Land, Agriculture, Livestock and Fisheries, GSB, SPARSO, etc. | Ministry of Water Resources | <ul style="list-style-type: none"> • Ministry of Disaster Management and Relief • Ministry of Environment, Forest and Climate Change • Ministry of Land • Ministry of Agriculture • Ministry of Fisheries and Livestock • Geological Survey of Bangladesh • Bangladesh Space Research and Remote Sensing Organization (SPRRSO) |
| 19 | Prepare an Institutional Resource Map for coastal | Water Resources Planning | <ul style="list-style-type: none"> • Department of Disaster Management • Bangladesh Inland Water Transport |

| Sl No | Responsibilities | Lead Ministry/ Department | Support Agencies |
|--------------|--|--|---|
| | zones | Organization (WARPO) | Authority <ul style="list-style-type: none"> • Geological Survey of Bangladesh • Forest Department • Department of Health • Local Government Engineering Department (LGED) • Bangladesh Land Port Authority • Bangladesh Coast Guard • Cyclone Preparedness Programme (CPP) • NGOs |
| 20 | Prepare institutional resources for using in warning, evacuation and rescue work | Ministry of Disaster Management and Relief | <ul style="list-style-type: none"> • Department of Disaster Management • Water Resources Planning Organization (WARPO) • Bangladesh Inland Water Transport Authority • Geological Survey of Bangladesh • Director General, Department of Health • Local Government Engineering Department (LGED) • Bangladesh Fire Service and Civil Defence • Bangladesh Land Port Authority • Cyclone Preparedness Programme (CPP) • NGOs |
| 21 | Train Local Government Representatives, Imams and Teachers of coastal zones | Department of Disaster Management | <ul style="list-style-type: none"> • Local Government Engineering Department (LGED) • Bangladesh Islamic Foundation |
| 22 | Conduct mock exercises on Tsunami Warning and Evacuation Preparedness | Department of Disaster Management | <ul style="list-style-type: none"> • Armed Forces Division • Bangladesh Fire Service and Civil Defence • Cyclone Preparedness Programme (CPP) • NGOs • Department of Health • Bangladesh Navy |

| Sl No | Responsibilities | Lead Ministry/ Department | Support Agencies |
|--------------|--|--|---|
| | | | <ul style="list-style-type: none"> • Bangladesh Coast Guard |
| 23 | Design and construct schools in coastal zones considering tsunami and cyclone risks | Ministry of Education | <ul style="list-style-type: none"> • Ministry of Primary and Mass Education • Department of Disaster Management • Local Government Engineering Department (LGED) • Education Engineering Department |
| 24 | Establish a GO-NGO network for tsunami risk reduction in coastal zones | Department of Disaster Management | <ul style="list-style-type: none"> • NGO Affairs Bureau • NGO Network |
| 25 | Incorporate tsunami issue in academic curricula, Standing Orders on Disaster, disaster risk management plans and in other planning | Ministry of Disaster Management and Relief | <ul style="list-style-type: none"> • Department of Disaster Management • National Curriculum and Textbook Board (NCTB) |
| 26 | Proper maintenance of tsunami and cyclone shelters | Department of Disaster Management | <ul style="list-style-type: none"> • Local Government Engineering Department (LGED) • Ministry of Disaster Management and Relief |
| 27 | Prepare guidelines based on BNBC for tsunamis, cyclones, storm surges and salinity intrusion compatible construction | Ministry of Housing and Public Works | <ul style="list-style-type: none"> • Ministry of Education • Ministry of Disaster Management and Relief |
| 28 | Expand construction of multipurpose disaster shelters in coastal areas | Ministry of Disaster Management and Relief | <ul style="list-style-type: none"> • Ministry of Housing and Public Works • Ministry of Primary and Mass Education • Department of Disaster Management • Secondary and Higher Education Division • Technical and Madrasah Education Division • Local Government Engineering Department (LGED) |
| 29 | Activate Community Radio in coastal areas | Ministry of Disaster Management | <ul style="list-style-type: none"> • Ministry of Information • Department of Disaster Management |

| Sl No | Responsibilities | Lead Ministry/ Department | Support Agencies |
|--------------|---|--|--|
| | | and Relief | |
| 30 | Include Fire Stations of coastal zones under radio network | Ministry of Information | <ul style="list-style-type: none"> • Department of Disaster Management • Bangladesh Fire Service and Civil Defence • Bangladesh Police |
| 31 | Revisit the strength of construction of existing hotels in Cox's Bazar and Kuakata beaches from a tsunami perspective, and strengthen the construction to ensure tsunami resilience | Ministry of Housing and Public Works | <ul style="list-style-type: none"> • Department of Disaster Management • District Administration • Ministry of Civil Aviation and Tourism |
| 32 | Strengthen coastal forestry programmes (with special emphasis on mangrove forestry) | Ministry of Environment, Forest and Climate Change | <ul style="list-style-type: none"> • Forest Department • Bangladesh Water Development Board • Department of Disaster Management • Department of Environment • Forest Division |
| 33 | Increase the plantation of bamboo and cane and train people on bamboo and cane-based small and cottage industries | Ministry of Environment, Forest and Climate Change | <ul style="list-style-type: none"> • Bangladesh Small and Cottage Industries Corporation (BSCIC) • NGOs |

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