

## **Standing Order:**

### 1. Background and definition:

#### Background:

The Standing Orders have been prepared with the avowed objective of making the concerned persons understand their duties and responsibilities regarding disaster management at all levels, and accomplishing them. All Ministries, Divisions/Departments and Agencies shall prepare their own Action Plans in respect of their responsibilities under the Standing Orders for efficient implementation. The National Disaster Management Council (NDMC) and Inter-Ministerial Disaster Management Coordination Committee (IMDMCC) will ensure coordination of disaster related activities at the National level. Coordination at district, Thana and union levels will be done by the respective District, Thana and Union Disaster Management Committees. The Disaster Management Bureau will render all assistance to them by facilitating the process.

The Ministries, Divisions/Departments and Agencies will organise proper training of their officers and staff employed at District, Thana, Union and village levels according to their own Action plans so that they can help in rescue, evacuation and relief work at different stages of disaster.

The local authority shall arrange preparedness for emergency steps to meet the disaster and to mitigate distress without waiting for government help.

The Standing Orders shall be followed during Normal times, Precautionary and Warning stage, Disaster stage and Post-disaster stage.

#### ***Definitions:***

##### ***(i) Disaster***

An event, natural or man-made, sudden or progressive, that seriously disrupts the functioning of a society, causing human, material, or environmental losses of such severity that the affected community has to respond by taking exceptional measures. The disruption (including essential services and means of livelihood) is on a scale that exceeds the ability of the affected society to cope with using only its own resources.

##### ***(ii) Disaster Management***

Disaster management includes all aspects of planning of and responding to disasters. It refers to the management of both the risks and the consequences of disasters, and includes both: prevention and preparedness measures taken in disaster-prone areas in anticipation of the known hazards – often referred to as “pre-disaster” and long-term rehabilitation (sometimes referred to as “reconstruction”).

##### ***(iii) Normal Phase (Normal Time)***

A period when there is no immediate threat but long-term actions are required in anticipation of the impact, at some unknown time in the future, of known hazards.

##### ***(iv) Alert and Warning Phase***

The period from the issuing of an alert or public warning of an imminent disaster threat to its actual impact, or the passage of the threat and the lifting of the warning. The period during which pre-impact precautionary, or disaster containment measures are taken.

**(v) Disaster Phase**

The period during which direct impact of a natural calamity is felt. Disaster phase is long in case of slow on-set disasters (draughts, normal monsoon flood) and short in case of rapid on-set disasters (flash flood, cyclone, earthquake, fire, industrial accident, landslide etc).

**(vi) Recovery Phase**

The period, following the emergency phase, during which actions are to be taken to enable victims to resume normal lives and means of livelihood, and to restore infrastructure, services and the economy in a manner appropriate to long-term needs and defined development objectives.

Recovery encompasses both rehabilitation and reconstruction, and may include the continuation of certain relief (welfare) measures in favour of particular disadvantaged, vulnerable groups.

**2. Policy Formulation and Coordination at National Level:**

The following Council/Committee will be responsible for policy formulation and coordination of Disaster Management at national level.

- (a) National Disaster Management Council (NDMC)
- (b) Inter-Ministerial Disaster Management Coordination Committee (IMDMCC)
- (c) National Disaster Management Advisory Committee (NDMAC)

**3. National Disaster Management Council**

(i)	Prime Minister	-	Chairman
(ii)	Minister, Ministry of Water Resources	-	Member
(iii)	Minister, Ministry of Finance	-	”
(iv)	Minister, Ministry of Local Government, Rural Development and Cooperatives	-	”
(v)	Minister, Ministry of Communications	-	”
(vi)	Minister, Ministry of Health and Family Welfare	-	”
(vii)	Minister, Ministry of Home Affairs	-	”
(viii)	Minister, Ministry of Food	-	”
(ix)	Minister, Ministry of Disaster Management and Relief	-	”
(x)	Minister, Ministry of Agriculture	-	”
(xi)	Minister, Ministry of Shipping	-	”
(xii)	Chief of Staff, Army	-	”
(xiii)	Chief of Staff, Navy	-	”
(xiv)	Chief of Staff, Air Force	-	”
(xv)	Cabinet Secretary	-	Member-Secretary
(xvi)	Principal Secretary to the Prime Minister	-	Member
(xvii)	Secretary, Ministry of Agriculture	-	”
(xviii)	Secretary, Ministry of Finance	-	”
(xix)	Secretary, Ministry of Health and Family Welfare	-	”
(xx)	Secretary, Ministry of Home Affairs	-	”
(xxi)	Secretary, Ministry of Defence	-	”
(xxii)	Secretary, Ministry of Local Government	-	”
(xxiii)	Secretary, Ministry of Roads and Railways	-	”
(xxiv)	Secretary, Ministry of Shipping	-	”
(xxv)	Secretary, Jamuna Bridge Division	-	”
(xxvi)	Secretary, Ministry of Water Resources	-	”
(xxvii)	Secretary, Ministry of Food	-	”

(xxviii)	Secretary, Ministry of Disaster Management and Relief	-	”
(xxix)	Member, Socio-Economic Infrastructure, Planning Commission	-	”
(xxx)	Principal Staff Officer, Armed Services Division	-	”

The Council will meet at least twice in a year (Vide notification of the Cabinet Division No. MP Commi-1/Committee-2/93-141 dated 13th October 1993).

#### ***Responsibilities of National Disaster Management Council***

- (i) Formulate policy regarding Disaster Management and issue guidelines in this respect.
- (ii) Examine the recommendations of the Inter-Ministerial Disaster Management Coordination Committee (IMDMCC) and National Disaster Management Advisory Committee (NDMAC) and issue directives for their implementation.
- (iii) Approve the Standing Orders on Disasters and National Disaster Management plans.
- (iv) Ensure coordination amongst civil administration, Defence Forces and the NGOs in the planning process of disaster management.
- (v) Arrange framing of law for prevention, mitigation, preparedness and disaster response.
- (vi) Take necessary steps after evaluating the precautionary/preparedness measures immediately with the warning signals regarding imminent disaster.
- (vii) Frame guidelines for distribution of relief materials and assign priority of steps during pre-disaster, disaster and post-disaster periods.
- (viii) Consider other related issues and dispose of them.

#### **4. Inter-Ministerial Disaster Management Coordination Committee**

(i)	Minister, Ministry of Disaster Management and Relief	-	Chairman
(ii)	Cabinet Secretary	-	Vice-Chairman
(iii)	Principal Secretary to the Prime Minister	-	Member
(iv)	Member (Planning), Planning Commission	-	”
(v)	Secretary, Ministry of Foreign Affairs	-	”
(vi)	Secretary, Ministry of Agriculture	-	”
(vii)	Secretary, Ministry of Defence	-	”
(viii)	Secretary, Ministry of Water Resources	-	”
(ix)	Secretary, Ministry of Education	-	”
(x)	Secretary, Ministry of Information	-	”
(xi)	Secretary, Ministry of Housing and Public Works	-	”
(xii)	Secretary, Ministry of Power, Energy and Mineral Resources	-	”
(xiii)	Secretary, Ministry of Civil Aviation and Tourism	-	”
(xiv)	Secretary, Ministry of Fisheries and Livestock	-	”
(xv)	Secretary, Ministry of Posts and Telecommunication	-	”
(xvi)	Secretary, Ministry of Environment and Forests	-	”
(xvii)	Secretary, Ministry of Disaster Management and Relief	-	”
(xviii)	Secretary, Finance Division, Ministry of Finance	-	”
(xix)	Secretary, Local Government Division	-	”

(xx)	Secretary, Ministry of Home Affairs	-	”
(xxi)	Secretary, Roads and Railways Division	-	”
(xxii)	Secretary, Jamuna Bridge Division	-	”
(xxiii)	Secretary, Ministry of Shipping	-	”
(xxiv)	Secretary, Ministry of Food	-	”
(xxv)	Secretary, Ministry of Health and Family Welfare	-	”
(xxvi)	Principal Staff Officer, Armed Forces Division	-	”
(xxvii)	Director General, NGO Affairs Bureau	-	”
(xxviii)	Director General, Disaster Management Bureau	-	”
(xxix)	Director General, Relief and Rehabilitation	-	”
(xxx)	Secretary General, Bangladesh Red Crescent Society	-	”

The following officers shall attend the meetings on invitation: Director, Department of Meteorology, Joint Secretary, Ministry of Disaster Management and Relief, Chairman, Water Development Board, Chief Engineer, Roads and Highways Department, Chairman, T&T Board, Director General, Department of Health, Chief Engineer, Public Health-Department, Director-General, Department of Food, Chairman, BIWTC, Chairman, Bangladesh Railway; Director, Cyclone Preparedness Programme (CPP); Director, ADAB; President, Federation of Chamber of Commerce and Industries; UN Resident Coordinator; Representatives of the UN Organizations; Chief Engineer, Public Works and Local Govt. Engineering Department and any other Expert.

***Responsibilities of Inter-Ministerial Disaster Management Coordination Committee***

- (a) Implement the policy and decisions of the National Disaster Management Council. To monitor the disaster related plans for prevention/mitigation, preparedness, emergency assistance (Disaster Relief), and rehabilitation and to keep the Council informed of the progress.
- (b) Coordinate the activities of the government agencies concerned with disaster management and Evaluate the activities of the Disaster Management Bureau.
- (c) Scrutinize the disaster preparedness of different Ministries and Agencies every six months.
- (d) Take steps for coordination of relief operations in post-disaster recovery period, and
- (e) Advise and issue guidelines for other related issues.

***Responsibilities regarding Disaster Prevention/Mitigation***

- (a) Recommend to the National Disaster Management Council regarding the prioritization and inclusion of disaster prevention/mitigation projects in the National Development Plan.
- (b) Determine the method of Disaster Impact Assessment (DIA) of large projects regarding their longevity against increasing disaster or damage during disaster.
- (c) Coordinate preparation and implementation of disaster prevention/mitigation projects and to recommend framing of policy, fixing priorities and distributing assets in this respect.
- (d) Arrange for increasing efficiency at all levels of disaster management activities.
- (e) Monitor the disaster risks and their mitigation according to priorities in the national policy and their implementation and to keep the National Disaster Management Council informed of their progress.

### ***Responsibilities regarding Disaster Preparedness***

- (a) Scrutinize the disaster forecasts and warning procedure and coordinate among the different agencies.
- (b) Review the action plan of all disaster related agencies.
- (c) Monitor the overall disaster preparedness programmes and inform the National Disaster Management Council (NDMC).
- (d) Review the Warning System at local level.
- (e) Coordinate among different agencies responsible for educating people concerning their duties during disasters.
- (f) Ensure coordination among government agencies and NGOs responsible for imparting training on disaster management.
- (g) Ensure rapid supply of additional equipment/materials to places where telecommunication has been disrupted on account of disaster.
- (h) Ensure quick assessment of damage due to disaster and the quality of reconstruction work.

### ***Responsibilities to meet emergency situation***

#### ***Alert/Warning Stage***

- (a) Ensure that warning signals reach all concerned officials, agencies and mass media.

#### ***Disaster Stage***

- (a) Depute additional manpower to disaster affected areas in aid of administration.
- (b) Send members of the Defence Services with assigned duties for communications and essential services.
- (c) Determine priority and issue instructions regarding relief materials, funds and transports.

## **5. National Disaster Management Advisory Committee**

Chairman: A person experienced in disaster management/specialist in this field nominated by the Prime Minister.

Members: Members of Parliament (8) elected from disaster prone areas; Experienced persons from Government agencies, University, NGOs, donor organizations and other agencies in the field of water resources, meteorology, seismographic engineering, physical infrastructure planning, social anthropology, education, disaster management (total 30 members); Chairman, Red Crescent Society; President, Federation of Bangladesh Chambers of Commerce and Industries; President, Institute of Engineers, Chairman, Insurance Company Association, Chairman, Krishi Bank; Chairman Grameen Bank; Director

General, Department of Relief and Rehabilitation and Local Representative for Armed Forces Division.

**Member-Secretary: Director General, Disaster Management Bureau**

Meeting: Twice a Year, the Chairman may call additional meetings, if needed.

Sub-Committee: Sub committees may be formed for cyclone warning, flood forecasts, earthquake risks, participation by the people. Experts may be coopted in the respective sub committees after formation and selection of the Chairman.

***General Responsibilities:***

- (a) Advise National Disaster Management Council, Ministry of Disaster Management and Relief and the Disaster Management Bureau on technical management and socio-economic aspects of Disaster Prevention/Mitigation, preparedness, emergency response and development (rehabilitation and reconstruction matters).
- (b) Alert the Committee members about the risk of disaster and mitigation possibilities and encourage them in respect of workshop, training and research.
- (c) Create a forum for discussion by experts on the risk of disaster, opening opportunities for cooperation towards solution of problems relating to disaster management.
- (d) Recommend release of funds for special project works and also for introduction of special emergency methods or empowerment, if needed.
- (e) Recommend solution of problems identified by the Disaster Management Bureau or any other agency/person.
- (f) Propose long term rehabilitation plans.
- (g) Hold post-mortem or prepare final evaluation on programmes undertaken to meet the disaster and submit a report with recommendations to the National Disaster Management Council.

## **6 Ministry of Disaster Management and Relief**

The Ministry of Disaster Management and Relief (MDMR) is the focal point of the Government for disaster related issues. The Disaster Management Bureau (DMB) will assist the Ministry with all necessary information during normal time, alert and warning stage, disaster stage and post-disaster recovery stage. The Ministry will supply information to National Disaster Management Council and Inter-Ministerial Disaster Coordination Committee and assist them in taking decisions. The Secretary of the Ministry will control the activities of all officials engaged either directly or indirectly for emergency relief work.

Subject to the approval of the Minister, the Secretary will take decisions on the following matters

- (a) Relax any Standing Regulation (Standing Order?) on relief distribution in the public interest.

### *Normal Times*

- (a) Review the own Action Plan of the Ministry on disaster management every 3 (three) months.
- (b) Identify the disaster prone Thanas and special disaster prone areas under such Thana and the population likely to be affected by the disaster.
- (c) Update the list of foreign and private agencies willing to participate in the disaster preparedness, emergency response and rehabilitation programmes.
- (d) Preserve information regarding food, relief materials and transports usable at all levels during disaster.
- (e) Direct all concerned for ensuring availability of Standing Orders at village, Union, Thana and District levels.
- (f) Arrange meetings of the National Disaster Management Council and Inter-Ministerial Disaster Management Coordination Committee to assess the disaster preparedness of different Ministries, agencies, departments, local governments, autonomous bodies, CPP, Red Crescent, NGOs, etc.
- (g) Ensure non-stop telecom link of the Ministry with District and Thana Headquarters.
- (h) Issue necessary orders for proper coordination of steps relating to disaster and response.

### *Alert and Warning Stage*

- (a) Issue orders, for dispatch of relief materials to required places and to keep the transports ready.
- (b) To select a Focal Point in the Ministry and to inform all concerned about his designation and telephone number.
- (c) To direct the Disaster Management Bureau to open Emergency Operation Centre (EOC) of its own, open Control Room at all levels related to disaster activities and also to reactivate the EOC located at MDMR
- (d) Ensure direct communication with Meteorological Department and issue orders for collection of inputs (warning message and signal) from the department.
- (e) Ensure publicity of warning signals through Radio, Television, Telegram, Fax, teleprinter etc and also inform Ministries, agencies, departments, CPP, BDRCS, NGOs, Deputy Commissioners and other concerned agencies and officials.
- (f) Keep the EOC open day and night.
- (g) Call a meeting of the CPP Implementation Board and inform the decisions to all concerned.
- (h) Inform the Chairman of the National Disaster Management Council, the Prime Minister and the Chairman of the Inter-Ministerial Disaster Management Coordination Committee about the disaster situations and the steps taken to meet them.

- (i) Ensure convening of meetings of the concerned District, Thana and Union Disaster Management Committees (DMCs).
- (j) Request the Armed Forces Division to keep a helicopter and transport plane ready for reconnaissance of loss and damages and for relief operations.
- (k) Request the Armed Forces Division and the Inland Water Transport Corporation to keep water vessels ready for rescue and relief operations.
- (l) Issue directives to evacuate to safer places for saving life and property.
- (m) Request the Army through Armed Forces Division to be on readiness for speedy mobilisation to the affected areas.
- (n) Inform all concerned, specially the Divisional Commissioners, Deputy Commissioners, Thana Nirbahi Officers, Union Parishad Chairmen and other concerned agencies about great danger signals and the arrangement to be made in this respect.
- (o) Instruct district and Thana authorities to requisition required transports for rescue and relief work.
- (p) Arrange for convening of the meetings of the National Disaster Management Council and the Inter-ministerial Disaster Management Coordination Committee.
- (q) In consultation with the Meteorological Department, issue instructions to local administration for evaluation of the people likely to be affected to safer places.
- (r) Ensure issuance of Warning Signals repeatedly through the Bangladesh Betar (Radio) and the Bangladesh Television.
- (s) Ensure non-stop communication with district Control Room, CPP and Meteorological Department.
- (t) Arrange in advance necessary relief materials for the disaster prone areas.
- (u) Designate one Liaison Officer to the Prime Minister's 'co-ordination cell' at the Prime Ministers office.

***Disaster Stage***

- (a) Request the Bangladesh Navy and Bangladesh Air Force to keep vessels and air planes ready for assessment of loss and damage and rescue operations as soon as weather becomes favorable.
- (b) Request the Civil authorities to assist the Armed Forces Division in respect of relief and rescue operations on the basis of need.
- (c) Coordinate rescue and relief work with NGOs.
- (d) Arrange meetings of the National Disaster Management Council and the Inter-ministerial Disaster Management Coordination Committee.
- (e) Collect information of loss and damage.
- (f) Fix additional requirement of funds and materials for relief and rehabilitation work.

- (g) Collect quickly funds and relief materials for gratuitous relief.

#### ***Rehabilitation Stage***

- (a) Arrange for housing building grant, test relief and Food for Works programmes.
- (b) Continue emergency rehabilitation work in affected areas until return of normalcy.
- (c) Coordinate rehabilitation programmes.

### **6.1 Disaster Management Bureau**

The Disaster Management Bureau was created under the Ministry of Disaster Management in 1992. Its responsibilities are noted below:

#### ***General Responsibilities***

- (a) Advise the government on all matters relating to disaster management.
- (b) Maintain liaison with different government agencies, aid-giving agencies, NGOs and Voluntary Organizations and ensure their maximum cooperation and coordination in all matters of disaster management.

#### ***Normal Times***

- (a) Undertake various activities for creating awareness among the people, government employees and people of other professions for reducing risks during disaster.
- (b) Provide secretarial support to the National Advisory Committee on Disasters.
- (c) Prepare guidelines for mitigation of disaster with the assistance of Planning Commission and other agencies for devising steps to reduce disaster risk.
- (d) Arrange publication and distribution of Standing Orders on Disasters, National Disaster Management Plan and other related guidelines.
- (e) Propose legislation on Disaster, Preparedness and Mitigation and other instructions.
- (f) Assist in the preparation and implementation of framework for Action Plan on disaster management at District, Thana and Union levels.
- (g) Impart training to the government employees, elected representatives and others on disaster management in cooperation with different Ministries, Local authorities, Training Institutions and NGOs.
- (h) Establish an Emergency Operations Centre (EOC) with improved communication facilities at national level and to disseminate inputs/information to government and private agencies.
- (i) Supply books, maps and other information to those associated with disaster management.
- (j) Monitor obstacles to the Action Plan or project implementation for probable disaster risks to lives and properties, preparedness, disaster response and mitigation and inform the Ministry of Disaster Management and Relief.
- (k) Collect and preserve lists with location, condition and ownership of Cyclone shelters,

embankments, platforms at higher than flood level (flood proofing)

- (l) Coordinate the activities of NGOs.
- (m) Educate all about weather signals.
- (n) Arrange public awareness programmes at regular intervals in radio and television on various disaster related issues.
- (o) Organize meetings/seminars/workshops at national, District, Thana and Union levels to increase awareness about disasters.
- (p) Ensure liaison with the Ministry of Education for inclusion of disaster topics in the curricula of schools and colleges.
- (q) Publicise cyclone signals in the villages through posters, cultural functions, documentary films etc.
- (r) Arrange research on disaster management issues.

***Alert and Warning stage:***

- (a) Ensure receipt of warning signals of imminent disasters by all concerned officials, agencies and mass communication media.
- (b) Assist the Ministry of Disaster Management and Relief for undertaking emergency programmes in risk areas by different agencies and the people in the structured areas.
- (c) Activate the Emergency Operations Centre (EOC) and keep touch with other agencies for making their Action Plan effective and also to activate the Control Room.
- (d) Publish daily bulletins during disaster period for foreign embassies and UN Missions.
- (e) Instruct local authorities for assessment of loss and damage and requirement of relief.

***Disaster Stage***

- (a) Keep Emergency Operations Centre (EOC) open on non-stop basis (24 hours).
- (b) Assist the Ministry of Disaster Management and Relief for formation of groups for primary assessment of loss and damage.
- (c) Assist the Inter-Ministerial Disaster Management Coordination Committee (IMDMCC) for ensuring coordination among government, NGOs and different agencies for relief and rehabilitation activities.
- (d) Monitor progress of rescue, relief and rehabilitation operations, identify the problems and needs and to draw the attention of the proper authority.
- (e) Assist the Ministry of Disaster Management and Relief for supply of required information to the Economic Relations Division, Ministry of Information, Foreign agencies, NGOs etc.
- (f) Supply information to foreign missions and UN agencies regularly through daily news bulletins.

- (g) Keep the Ministry informed about the progress of use of materials in relief operations.

***Rehabilitation Stage***

- (a) Supply information/input to concerned authority for the preparation of rehabilitation plan.
- (b) Ensure adoption of steps for minimizing future disaster risks in the rehabilitation plans.
- (c) Undertake post-mortem of steps taken in the overall management in the emergency response of disaster and to prepare reports on the basis of experience/knowledge acquired in this respect and publish the same and to bring required changes accordingly in the training programmes and future policy.

**6.2 Directorate of Relief and Rehabilitation**

This Directorate will perform the following tasks in addition to its normal duties.

***Normal Times***

- (a) Ensure stock, security and maintenance of adequate materials in disaster-prone areas.
- (b) Utilize the materials received under the Food for Works Programme for construction of roads to raised places and shelter places and for tree plantation.

***Alert and Warning Stage***

- (a) Open Control Room in the Department and maintain link with the EOC of the Ministry.
- (b) Direct all officials to remain alert.
- (c) Inform the Ministry about relief preparedness in affected areas
- (d) Send Daily Situation Report to the Ministry
- (e) Keep information about the available quantity of relief materials and foodgrains in the LSD and CSD of the affected areas.

***Disaster Stage***

- (a) Ensure quick dispatch of relief materials to affected areas.
- (b) Instruct field officers for helping the local administration in evacuation and rescue operations.
- (c) Place the water transports at the disposal of appropriate authority for transportation of relief materials and evacuation and rescue operations of affected people.
- (d) Inform the Ministry about the requirement of relief materials.
- (e) Inform the Ministry instantaneously about special relief.
- (f) Ensure proper account-keeping of the use of allotted relief materials.

### ***Rehabilitation Stage***

- (a) Recommend allocation of relief materials after assessing the requirement by touring the affected areas with intimation to the Ministry.
- (b) Ensure quick supply of house building grants, gratuitous relief and other materials in accordance with the delegation of powers.
- (c) Recommend to the Ministry for allocation of (needed) house building grant, test relief, gratuitous relief and other materials beyond delegation of power.
- (d) Issue required government order.
- (e) Continue the most essential rehabilitation work.
- (f) Submit the consolidated expenditure accounts to the government.

#### **6.2.1 Duties of Relief and Rehabilitation Officers at District and Thana**

##### **Level**

The District Relief and Rehabilitation Officer (DRRO) and the Project Implementation Officer (PIO) will perform the following functions in their respective areas under the supervision of the Deputy Commissioner (DC) and Thana Nirbahi Officer (TNO).

##### ***Normal Times***

- (a) Preserve materials and implements of relief.
- (b) Ensure fitness of relief materials.
- (c) Ensure formation of Thana and Union Disaster Management Committees and arrange training.

##### ***Alert and Warning Stage***

- (a) Arrange opening of control room in the office of Deputy Commissioner and Thana Nirbahi Officer.
- (b) Keep the Deputy Commissioner and Thana Nirbahi Officer informed of the condition of the areas likely to be affected by disaster.
- (c) Submit proposal to Relief and Rehabilitation Department for strengthening the stock of relief materials and to transfer the materials of the store houses likely to be affected to safer places with the approval of the Deputy Commissioner.
- (d) Assist coordination of activities among the Voluntary and other agencies at the District and Thana levels.
- (e) Keep vigilance on the security of water transports engaged in relief work.
- (f) Inspect the identified relief centers and send reports to Disaster Management Bureau and Relief Department.

### ***Disaster Stage***

- (a) Finalize arrangement for sending the relief materials to destinations.
- (b) Help with the rescue operations.
- (c) Make the primary assessment of loss of lives and properties and send report to Thana Nirbahi Officer and Deputy Commissioner.
- (d) Arrange distributing of relief materials according to approval and supervise and monitor the distribution by the Union authority.

### ***Rehabilitation Stage***

- (a) Send a detailed report of loss and damage to the Deputy Commissioner, Relief and Rehabilitation Department and Disaster Management Bureau.
- (b) Arrange quick disbursement of house building grant, gratuitous fund and other relief materials to the affected people.
- (c) Send report of relief and rehabilitation activities to Relief and Rehabilitation Department.
- (d) Keep the evaluation accounts of relief activities ready for audit.
- (e) Arrange employment of disaster affected people through test relief.

## **7 Cyclone Preparedness Programme (CPP)**

### **7.1 Cyclone Preparedness Programme (Central Office, Dhaka)**

#### ***Normal Times***

- (a) Organize preparedness programmes in disaster prone areas on continuing basis and in order to assess the state of preparedness, hold drills in the months of April and September every year.
- (b) Ensure recruitment and training of volunteers before the month of April every year.
- (c) Ensure formation of Unit, Union and Thana Committees.
- (d) Ensure establishment of Union and Thana Officers and holding of meetings at Union and Thana level.
- (e) Ensure issue of warning signal kits to the leaders of volunteers and use by them.
- (f) Ensure wireless communication between CPP Headquarters and Thana Office and between Thana Office and Union Office.
- (g) Instruct local level Disaster Management Committees for selection of shelters, and high rise safe places and inform people about evacuation plans.
- (h) Make public awareness about cyclone signals and with the help of Disaster Management Bureau (DMB) popularize preparedness plans, through discussion meetings, posters, pamphlets, films and drama etc.
- (i) Operate Fax machines for ensuring non-stop communication with meteorological department.

### ***Alert Stage***

- (a) Establish Control Room at CPP headquarters and in regional offices and assist District, Thana and Union authorities in the establishment of Control Rooms.
- (b) Maintain close liaison with Meteorological Department.
- (c) Receive special weather bulletins from Meteorological Office and send them to Thana and regional offices and to instruct the Thana offices to send them to Union offices as quickly as possible.
- (d) Instruct the volunteers to listen to normal radio news/CPP radio news. To communicate with Union group leaders through radio or via liaison volunteers and to advise Union leaders and their colleagues to instruct the volunteers for starting work according to guidelines of cyclone instructions booklet published by CPP.
- (e) Keep the CPP Implementation Board Chairman and the Members informed about the cyclone.
- (f) Alert the Deputy Commissioners, Thana Executive Officers, Union Parishad Chairman and Members and local non-govt. organisations.

### ***Warning Stage***

- (a) Propose calling of emergency meeting of the Implementation Board.
- (b) Verify whether the volunteers of the cyclone preparedness programmes have started work at field level.
- (c) Advise people about evacuation under proper protection of animals, poultry and other domestic animals to raised land and Killas.
- (d) Instruct CPP Development Officer for advising Chairman of the Thana Disaster Management Committee to call meeting.
- (e) Instruct Development Officer for calling a meeting of Union Disaster Management Committee.
- (f) Implement the decisions taken in the emergency meeting of the implementation Board.
- (g) Instruct Development Officer for cooperation in the implementation of the decisions of the Thana and Union Disaster Management Committees.
- (h) Send the special weather bulletins through wireless to Regional, Thana and Union Offices.
- (i) Ensure that the people are properly warned (about the disaster) through the Development Officer and volunteers.
- (j) Keep the Chairman, Implementation Board; Director General, Disaster Management Bureau; Relief and Rehabilitation Department and Bangladesh Red Crescent Society informed at regular intervals about the local situation.

### ***Disaster Stage***

- (a) Coordinate its own activities with those of all concerned agencies and non-govt. agencies.
- (b) Ensure rescue operations and first aid by Development Officers and volunteers in times of need.
- (c) Instruct Development Officer to maintain wireless communication and to keep touch with the Headquarters at regular intervals and to transmit loss and damage report as soon as it is received.
- (d) Instruct the Union Group leaders to maintain wireless communication and to keep touch with the Development Officer frequently and to instruct the Development Officer to send the reports of loss and damage received from fields to Regional/Central Office.

### ***Rehabilitation Stage***

- (a) Instruct every Union leader to send a primary report of loss and damage in their respective areas to the Development Officer.
- (b) Instruct the field office to carry out the following tasks:
- (c) To assist in the programmes of vaccination, prevention medicines and other health measures.
  - (i) To participate in the rehabilitation programmes.
  - (ii) To assist in coordinating the activities of Non-Govt. organizations (NGOs)

## **7.2 *Field Level CPP***

### ***Normal Times***

- (a) Organize simulated drills continuously in disaster prone areas and monitor the status of preparedness drill participated by the people in April and September every year.
- (b) Select volunteers and complete their training according to rules of the CPP before April, and organize grouping of families of evacuation in times of need.
- (c) Make physical verification of equipment to facilitate allotted to the leader of volunteers and their condition and undertake their repairs/replacement, if needed.
- (d) Examine the wireless system and keep it running in order to maintain communication between CPP Headquarters, Thana and Union level offices.
- (e) Educate and create awareness amongst the local people about the cyclone preparedness programme and the understanding of different warning signals.
- (f) Earmark shelter places, Killas and safe raised land and to keep them fit for use and to publicise the people about the evacuation plan.
- (g) Make the people and the volunteers aware of the dangers of resistance to disaster preparedness activities, in coordination with Thana and Union Parishad administration.

### ***Alert Stage***

- (a) Set up Control Room and maintain contact with Thana, Union offices and CPP Headquarters
- (b) Maintain close link with the Meteorological Department and other offices and collect information about cyclone.
- (c) Receive special weather bulletins from CPP Headquarters and to communicate the same to local offices.
- (d) Alert the chairman of District/Thana/Union Disaster Management Committees, members, religious leaders, local elites, teachers and persons connected with different organizations.
- (e) Advise the CPP volunteers to listening to radio broadcasts in order to ensure that work of the volunteers specified in the booklet published by CPP by the union group leaders and their colleagues is started.

### ***Warning Stage***

- (a) Request Deputy Commissioner/Thana Nirbahi Officer/Union Parishad Chairman to call emergency meeting of the respective Disaster Management Committee.
- (b) Assist in the implementation of the decisions taken in the emergency meeting.
- (c) Depute CPP volunteers for shifting the livestock, poultry and other domestic animals to raised land, Killas under proper safety measures.
- (d) Instruct every field office to inform all offices under its control about the special weather bulletins.
- (e) Warn the people about the disaster.
- (f) Advise the people to go to shelter place in the event of evacuation order and to assist them in the process.
- (g) Give the final warning to the people by using megaphone, light signals and flash lights.
- (h) Keep Thana and District administration, CPP Central Headquarters and Disaster Management Bureau and others concerned informed about the field level disaster situation report.
- (i) Assist other agencies and non-government organizations in the implementation of their programmes.

### ***Disaster Stage***

- (a) Keep wireless in operation and to maintain communication with CPP Central Office and to send the loss and damage statement to concerned authority as soon as it is received.
- (b) Conduct rescue work in coordination with Union and Thana authority and provide first aid according to need.
- (c) Assist local authority in relief distribution.

### ***Rehabilitation Stage***

- (a) Collect data on loss and damage due to cyclone, prepare report and send it to CPP Headquarters, Union Disaster Management Committee, Thana and District administration.
- (b) Assist local administration in burying the dead bodies and dumping the carcasses under the earth.
- (c) Assist in inoculation-vaccination drive and other health measures.
- (d) Participate in the rehabilitation programme with Non-Government Organizations (NGOs) and other agencies.

## **8 Ministry of Water Resources**

Ministry of Water Resources will designate one officer as the focal point and ensure implementation of the responsibilities assigned to Bangladesh Water Development Board as mentioned below.

The Ministry will participate in the meeting of National Disaster Management Council and Inter-Ministerial Disaster Management Coordination Committee and direct Bangladesh Water Development Board to implement the decisions taken in the meetings.

### ***8.1 Bangladesh Water Development Board (Actions relating to Cyclone)***

#### ***Normal Times***

As a part of its normal functions, Bangladesh Water Development Board will perform the following duties:

- (a) The Flood Forecasting and Warning Centre (FFWC) of Bangladesh Water Development Board will act as Focal Point and the Deputy Director in Charge of the Centre will act as Liaison Officer.
- (b) Construct embankment in disaster prone coasts and islands according to designs approved by the government.
- (c) Undertake operation of sluice gates and other water discharging devices in completed embankment areas.
- (d) Monitor continuously the condition of the embankment and repair the breaches and weak points in adequate manner.
- (e) Operate the Flood Forecasting and Warning Center from April up to November.
- (f) Open warning sub-centers at field level offices of Superintendent Engineer/Executive Engineer.
- (g) Collect special weather bulletins regularly from the Meteorological Office.

#### ***Cautionary/Warning Stage***

- (a) Issue directives and warnings to field level officials through sub-center.

- (b) Designate one Liaison Officer for maintaining liaison with Disaster Management Bureau.
- (c) Make continuous arrangement for ascertaining the leakage, breach, collapse, damage etc in the embankment. Undertake repair work on top priority basis with the participation of local people.
- (d) Keep ready required equipment/materials for use in the affected areas.
- (e) Extend assistance to local civil administration in rescue, evacuation and relief operations and instruct lower level officers to make technical knowledge, equipment articles and transports etc available.

***Disaster Stage***

- (a) Operate the Control Room day and night (24 hours), warn all concerned about the imminent disaster and alert all to take security steps for the safety of lives, assets, machineries, transports, materials etc.
- (b) Identify the technical manpower and materials required for the emergency repairs of loss/damage to installations and supply lines.
- (c) Request the Ministry of Disaster Management and Relief regarding all appropriate assistance requirements for emergency rehabilitation.
- (d) Undertake actions in the exigency of circumstances to safeguard human lives, property and evacuation.

***Rehabilitation Stage***

- (a) Determine the extent of loss/damage in details and, if possible, prepare rehabilitation plans with estimates of expenditures by providing funds from own department or with additional funds from other sources.
- (b) Implement suitable projects for the stability of newly formed offshore islands.
- (c) Assist civil administration and other agencies in all possible ways in the rehabilitation activities.

**8.2 *Field Offices of Chief Engineer/Superintending Engineer/Executive Engineer/ Assistant Engineer (Cyclone related) of the Bangladesh Water Development Board.***

The officials and staff of Bangladesh Water Development Board shall perform the following duties in their respective areas.

***Normal Times***

- (a) The Chief Engineer or Superintending Engineer will identify the Disaster Focal Points in their respective offices and inform the Flood Forecasting and Warning Centre (FFWC).
- (b) Arrange to collect special weather bulletins/news and inform all concerned at field level and direct for security steps in embankments and other installations.
- (c) Attend the meeting of the local Disaster Management Committee.
- (d) The Chief Engineer at field level will appoint Liaison Officer for communicating with the local Disaster Management Committee.

- (e) Coordinate and cooperate with civil administration for rescue, evacuation and relief operations and make available implements, materials, transports and technical assistance to them.
- (f) Repair leakage, breaches, holes, weak points in the embankment in their own area and also repair the broken sluice gates. Also keep ready the materials at suitable place for repair purpose.
- (g) Appoint guards for protecting the polders against entry of saline water during tidal bore whipped up by cyclonic storm and also to protect damage to sluice gates.
- (h) Construct protecting embankments in time and maintaining satisfactory standard after receiving approval of the authority.
- (i) Submit reports at regular intervals to higher authority stating the condition of sluice gate, embankment and other works and progress of repair and reconstruction.

***Alert and Warning Stage***

- (a) Take precautionary steps for protection of the lives of the employees of Water Development Board and secure Board assets, machinery, transports etc.
- (b) Maintain link with the local Disaster Management Committee and coordinate activities with other agencies.
- (c) Give priority to emergency construction of physical infrastructure and repair and maintenance.

***Disaster Stage***

- (a) Ensure non-stop operation of information centre day and night (24 hrs.) and send liaison officer to the local Disaster Management Committee.
- (b) Inform the information centre of Bangladesh Water Development Board and Control Room of the local administration about any disaster.
- (c) Assist and support the local administration for rescue, evacuation and relief activities.
- (d) Repair any damage, unserviceable installations and supply source by organising technical persons and materials.
- (e) Assess damage/loss and initiate action plan for repair, reconstruction and reinstallation as soon as possible after the recession of water in accordance with the short term and perspective plan of the government.
- (f) Take preventive action on emergency basis through tours in the affected area.
- (g) Request the local civil administration or Disaster Management Committee in case of any difficulty or any exceptional circumstances, the solution of which is beyond the control of own office.
- (h) On exigencies, take any suitable action for the protection of lives and property and evacuation in coordination with the civil administration and Disaster Management Committee.

***Rehabilitation Stage***

- (a) After assessing the loss/damage, prepare plan and designs, as quickly possible for repair, reinstallation and reconstruction of physical infrastructure, embankments, sluice gates at required places.
- (b) Assist and cooperate with the civil administration in relief activities as far as possible.
- (c) Identify places for the construction of embankments as protective measure against future disasters like tidal bore or floods, prepare plans and request for approval and sanction of funds from the concerned authorities.

### 8.3 *Water Development Board (Flood Related Activities)*

In addition to normal functions and Contingency Action Plan on floods, the Water Development Board will also perform the following duties:

#### *Normal Times*

- (a) Ensure efficient management of Flood Forecasting and Warning Centre and improve procedure for flood forecasts and after necessary revisions inform the appropriate authority.
- (b) Operate “Flood Information Centre” from April to November every year.
- (c) Establish flood information Sub-Centre at field level from April every year.
- (d) Collect, during monsoon period, weather forecasts, water level of all principal rivers originating from different places in Bangladesh and India. The Bangladesh Water Development Board (BWDB) will request the Ministry of Water Resources regarding the receipt of information from India.
- (e) Inform all concerned regularly about daily weather news and issue regular press bulletins.
- (f) Alert Ministry of Disaster Management and Relief and concerned Deputy Commissioners.
- (g) Inform all concerned about weekly flood situation reports.
- (h) Instruct all subordinate offices in April every year about the following:
  - (i) Coordination with local administration
  - (ii) Supply of required implements, materials, transports, articles and technical know how.
- (i) Inform Disaster Management Bureau and Ministry of Disaster Management and Relief about operation of Information Cell of the Board.
- (j) Ensure Coordination with Inter-Ministerial Disaster Management Coordination Committee (IMDMCC), Ministry of Disaster Management and Relief and Disaster Management Bureau.
- (k) Designate one Liaison Officer in Board Office to maintain link with the EOC of the Ministry of Disaster Management and Relief. Deputy Director of Flood Forecasting and Warning Centre will be in charge of this responsibility.
- (l) Keep budget provision for special repair of embankments, sluice gates and lock gates in

disaster prone areas.

***Alert and Warning Stage***

- (a) Since flash floods visit within shortest possible time, so take steps to alert all through telephone, telex and wireless according to needs.
- (b) Appoint guards to locate leakage, breach, holes in embankments and also alert warning centers. Take steps for repairing work on emergency basis by month of April through employment of local people. For this purpose, materials and implements are to be stored at suitable place.
- (c) Keep the officials alert for the security of life, supplies, goods in stock and implements.

***Disaster Stage***

- (a) Operate information cell and Flood Control Centre day and night and send a Liaison Officer to the EOC of the Ministry of Disaster Management and Relief.
- (b) Inform Inter-Ministerial Disaster Management Coordination Committee and the EOC of the Ministry of Disaster Management and Relief about brewing up of any special situation.
- (c) Ensure gathering of all technical people and raw materials for the repair of damage to installations and supply source.
- (d) Give all support and assistance to local civil administration for rescue, evacuation and relief operations through field level administrative machinery.
- (e) Issue the following orders as per delegation of powers, to field level officials of Chief Engineer/Superintending Engineer/Executive Engineer/Assistant Engineer of Water Development Board:
  - (i) To perform duties as member of Disaster Management Committee of their own area.
  - (ii) To gather all technical people and materials for repair work of damage caused to installations and supply sources.
  - (iii) To make plan and programme for repairing, reconstruction and reinstallation according to short and long term planning of the government within shortest possible time after assessment of loss/damage and recession of water.
- (f) Appoint supervisors for frequent visit to affected areas.
- (g) In case of any difficulty in flood disasters or if any matter not possible to solve or if help of the Inter-Ministerial Disaster Management Coordination Committee/National Disaster Management Council is needed, request for intervention by the Ministry of Disaster Management and Relief.
- (h) Take any suitable step in the exigency of circumstances for protection of life and properties.

- (i) Send daily flood reports to following offices:
- (1) President's Office
  - (2) Prime Minister's Office
  - (3) Ministry of Disaster Management and Relief
  - (4) Ministry of Home Affairs
  - (5) Ministry of Information
  - (6) Secretary, Ministry of Agriculture
  - (7) Secretary, Ministry of Water Resources
  - (8) Secretary, Ministry of Fisheries and Live Stock
  - (9) Secretary, Ministry of Power, Energy and Mineral Resources
  - (10) Secretary, Ministry of Education
  - (11) Secretary, Roads and Highways Division
  - (12) Secretary, Railways Division
  - (13) Secretary, Ministry of Water Transport
  - (14) Secretary, Ministry of Health and Family Welfare
  - (15) Secretary, Ministry of Industries
  - (16) Secretary, Ministry Local Government, Rural Development and Cooperatives.
  - (17) Secretary, Ministry of Social Welfare
  - (18) Secretary, Ministry of Defence
  - (19) Disaster Management Bureau
  - (20) Department of Relief and Rehabilitation
  - (21) Director-General, Radio/Television
  - (22) Concerned Chief Engineers
  - (23) Concerned Deputy Commissioners

***Rehabilitation Stage***

- (a) Quickly assess the loss and damage and prepare required plans for repair and reconstruction work on priority basis.
- (b) Ensure the restoration of infrastructure, logistics and installations in shortest possible time for domestic, industrial and export use projects. Projects connected with agriculture, fisheries and industrial rehabilitation will be given top priority.
- (c) Render assistance and cooperation in the rehabilitation programme of Civil administration and other agencies.
- (d) Prepare new plans and designs for the control, reduction of loss/damage and prevention of recurrence of floods.
- (e) Evaluate the strengths and weaknesses of the current operations with a view to providing guidelines for future planning.

**8.4 *Field Level Offices of Chief Engineer/Superintending Engineer/Executive Engineer/Assistant Engineer (Flood disaster related activities) of Water Development Board.***

In addition to their normal functions, these offices will perform the following duties in the light of delegation of powers in their respective spheres:

***Normal Times***

- (a) Ensure the following:
  - (i) Manage the Flood Information Centre from April up to November every year.

- (ii) Arrange to collect information on rainfall and water level at different points of rivers originated in India.
  - (iii) Submit flood forecast, through respective Head of Office, to Flood Control Room of Water Development Board and the Control Room of the Ministry of Water Resources.
- (b) Inform and alert Water Development Board, Ministry of Water Resources, EOC of the Ministry of Disaster Management and Relief, Deputy Commissioner and Thana Nirbahi Officer about the increase of flood level and flash floods.
  - (c) Inform all concerned about the weekly flood position.
  - (d) Attend meeting of the local Disaster Management Committee.
  - (e) Ensure support and assistance to local administration regarding rescue, shifting and relief operations with required mechanical implements, transports and materials and tactical support.
  - (f) Designate one Liaison Officer for keeping the link with local Disaster Control Room.
  - (g) Alert all concerned speedily by telephone, fax, wireless etc. as flash floods allow very little time.
  - (h) Complete repair of leakage, holes etc in the embankments of respective areas before April every year and keep the materials/implements for emergency work ready at convenient place and complete the on-going projects like construction of embankments and gates. The board will identify earmark funds and responsibilities for these works.

***Alert and Warning Stage***

- (a) Arrange for guards for sluice and lock gates to avoid loss
- (b) Send reports to higher officials about conditions of sluice gates, embankments and installations and progress of their repair
- (c) Take precautionary steps for the protection of life, assets, equipment and transports.

***Disaster Stage***

- (a) Operate Flood Information Centre day and night (24 hrs) on a full time basis and send Liaison Officer to the local disaster Control Room.
- (b) Inform Flood Control Cell of Water Development Board and local Disaster Control Room about any untoward incident.
- (c) Support and assist the local civil administration in rescue, evacuation and relief operations in respective areas.
- (d) Repair the damaged installations and supply sources by managing technical manpower and materials.
- (e) Assess loss and damage as soon as the flood waters recede, prepare plans, designs for emergency repair, reconstruction, reinstallation under the short and long term perspective

plan. The Water Development Board will assign responsibility and arrange funds.

- (f) Supervise works by paying repeated visits to affected areas and take preventive measures on emergency basis.
- (g) In case of difficult problem/situation beyond the control of concerned office, ask for help of the Inter-Ministerial Disaster Management Coordination Committee through local Civil Administration or the Ministry of Disaster Management and Relief.
- (h) Take any suitable action in the exigency of circumstances for saving life and assets and also for evacuation.

#### ***Rehabilitation Stage***

- (a) Assess loss and damage and prepare plans and designs for repair, reinstallation or reconstruction according to necessity on priority basis.
- (b) With the help of local agency/non-govt. organisation, restore physical infrastructure, sluice gate, water drains and re-establish within minimum possible time.
- (c) Co-operate and assist civil administration, and other agencies, including NGOs in the rehabilitation activities.
- (d) Prepare project designs of new type with a view to preventing floods in specific areas. The field offices of Water Development Board will send daily flood situation report to the following offices:
  - (i) Control Room of the Ministry of Disaster Management and Relief
  - (ii) Chairman, Water Development Board
  - (iii) Concerned Divisional Commissioner
  - (iv) All Deputy Commissioners of the affected areas
  - (v) All Thana Nirbahi Officers of the affected areas.

### **9. Ministry of Information**

Ministry of Information can play an important role in the matter of boosting up the morale of the people through the mass-media in facing the emergency with coolness, courage and strong determination for minimising the loss and damage of flood and cyclone. This Ministry will also assist the government employees of all levels in creating awareness and consciousness regarding their responsibilities and duties towards the people in relation to preparedness and response to disasters.

The Secretary of the Ministry will perform the following duties:

#### ***Normal Times***

- (a) Popularize the techniques for preparedness and survival during pre-disaster, disaster and post-disaster period including leaflets/booklets supplied by the Disaster Management Bureau and concerned Ministry through television, Radio and other publicity media.
- (b) Arrange wide publicity with the help of mass media about the cyclone and flood warning signals with necessary explanations (Director, Meteorological Department will provide details of explanatory notes in simple and easily understandable language).
- (c) Ensure strict performance of the allotted duties by Radio, Bangladesh Television, News Media, Press Information Department, Mass Communication Department and Films and

Publications Department/normal times and specially during cautionary / warning and disaster stages.

- (d) Take proper and adequate security steps for the protection of own installations and properties.

#### ***Alert and Warning Stage***

- (a) Set up a Control Room in the Ministry and designate one Liaison Officer for maintaining link with the Control Room of the Ministry of Disaster Management and Relief.
- (b) Ensure frequent publicity of precautionary and warning signals according to the advice of the Meteorological Department, and disseminate clear information regarding the duties of the people in the risk zones.
- (c) In case of cyclones ensure frequent publicity of latest weather bulletins to reflect the correct position of cyclone.
- (d) Arrange quick collection of weather bulletins and their dissemination to maintain their news value.
- (e) Take steps for the protection of own properties.

#### ***Disaster Stage***

- (a) Operate the Control Room round the clock (24 hrs)
- (b) Ensure that the news to be broadcast reflects the true and clear presentation of the actual position and does not create panic in the mind of the people and also advises them to desist from taking unreasonable steps.
- (c) Take steps for publicity of news and directives relating to the situation requested by National Disaster Management Council, Inter-Ministerial Disaster Management Coordination Committee and Ministries/Divisions.
- (d) Arrange visit to affected area by the local and foreign journalists in the interest of publication of accurate and true report in the newspapers.

#### ***Rehabilitation Stage***

- (a) Arrange dissemination of information of the short and long term measures of different Ministries, Departments/Agencies for relief and rehabilitation of the affected people.

### **9.1 Bangladesh Betar (Radio Bangladesh)**

The role of Bangladesh Betar at every stage of pre-disaster, disaster and post disaster periods is very important. On government orders Bangladesh Betar would, specially at the stage of pre-disaster period, alert the people and motivate them and inform them about the disaster position and their duties in this respect. The responsibility of Bangladesh Betar about disaster will be the following:

#### ***Normal Times***

- (a) Establish and maintain quickest communication channels with Meteorological Department, Flood Forecasting and Warning Centre and T&T Board and ensure continuous operation of these channels. Establish non-stop communication arrangement with Disaster Management Bureau and Meteorological Department through fax (and

email).

- (b) Publicize special action plans in cooperation with Meteorological Department and the Ministry of Disaster Management and Relief for the information of the people and taking up activities for disaster prevention, mitigation and preparedness.
- (c) Publicise programmes relating to the meaning of warning signals in cooperation with the Meteorological Department/Disaster Management Bureau/ CPP.
- (d) Ensure audio briefing from the cyclone forecaster of the Storm Warning Centre (SWC) based on weather charts, radar and satellite pictures while broadcasting special weather bulletins.
- (e) Publicise short talks on the government disaster management policy and work plans.
- (f) Ensure stand-by arrangement to continue round the clock transmission if so ordered.

### ***Alert Stage***

Broadcast weather forecast from all Broadcasting Stations on receiving warning signals 1,2,3 from Meteorological Department and announce it at regular intervals.

### ***Warning Stage***

- (a) On receipt of warning signal No. 4, arrange to broadcast the same along with the explanations received from the Meteorological Department on hourly basis and on the advice of the Ministry of Disaster Management and Relief continue the broadcast without any interval after the normal broadcasting hours.
- (b) Broadcast the announcement of the Ministry of Disaster Management and Relief from Dhaka Radio station. If required the Radio Stations at Chittagong, Rajshahi, Sylhet, Rangpur and Khulna will broadcast the instructions of the local authority. It will be desirable to use the local dialect in the broadcast.
- (c) Broadcast the Flood Warning on receipt of the same.
- (d) Broadcast danger signal in case of cyclone every 30 minutes and great danger signal every 15 minutes and continue the broadcast after normal broadcasting hours if so advised by the Ministry of Disaster Management and Relief.
- (e) Broadcast the evacuation order for the population living in vulnerable areas to the local administration/authority if so instructed by the Ministry of Management and Relief.

### ***Disaster Stage***

- (a) (In case of cyclone) Broadcast danger signal every 30 minutes and great danger signal every 15 minutes and continue to do so even after normal broadcasting hours on the advice of the Ministry of Disaster Management and Relief.
- (b) Broadcast information relating to disaster prevention.
- (c) Broadcast safety programmes on matters relating to survival, rescue and domestic

belongings and drinking water, health etc.

#### ***Rehabilitation Stage***

- (a) Broadcast programmes to keep the morale of the people in affected area high.
- (b) Broadcast short and long term rehabilitation measures.

### **9.2 Bangladesh Television**

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

#### ***Normal Times***

- (a) Establish contact with Meteorological Department and ensure proper functioning of telephone and teleprinter. To prevent possible disconnection, arrange, if necessary, non-exchange Magneto telephone line of T&T Board. Arrange fax communication (email) with Meteorological Department and Disaster Management Bureau at all times.
- (b) Telecast special programmes as authorised by the Meteorological Department and the Ministry of Disaster Management and Relief for information and action of the public.
- (c) Telecast special precautionary signals of the Meteorological Department along with their meanings.
- (d) Ensure audio briefing from cyclone forecaster of the Storm Warning Centre (SWC) and video representation of radar and satellite pictures along with verbal information while telecasting special weather bulletins.
- (e) Show short films and video on disaster management.

#### ***Alert Stage***

Soon after receipt of signal Nos. 1,2 and 3 from the Meteorological Department, Bangladesh Television shall immediately telecast them through all its Sub-Centers as well as from Dhaka Centre and continue to do so at regular intervals. Also telecast flood warnings issued by the Flood Forecasting and Warning Centre.

#### ***Warning Stage***

- (a) Bangladesh Television must telecast on receipt of warning signal No. 4 along with explanation given by Meteorological Department every one hour and continue such telecast if advised by the Ministry of Disaster Management and Relief without any interval even after normal broadcasting hours. As soon as signal No. 3 is hoisted, Bangladesh Television will establish contact with the Ministry of Disaster Management and Relief on full time basis for non-stop broadcast beyond normal broadcasting time.
- (b) Dhaka Television shall telecast all announcements issued by the Ministry of Disaster Management and Relief and the Meteorological Department
- (c) Announce instruction relating to precautionary measures issued by the Ministry of Disaster Management and Relief and the Meteorological Department.
- (d) Telecast in details the flood warnings when received.

### ***Disaster Stage***

- (a) In case of cyclones, telecast Danger Signals every 30 minutes and Great Danger Signal every 15 minutes and continue to do so beyond normal broadcasting hours if advised by the Ministry of Disaster Management and Relief.
- (b) Telecast the directions of the Ministry of Disaster Management and Relief issued to local administration/authority for evacuations of population from risk areas to safer places.
- (c) Telecast survival devices and advice regarding rescue and protection of domestic belongings and drinking water.

### ***Rehabilitation Stage***

- (a) Telecast programmes to keep the morale of the affected people high
- (b) Telecast short and long term programmes regarding rehabilitation

## **9.3 Mass Communication Department**

The Mass Communication Department shall perform the following duties regarding disaster:

### ***Normal Times***

- (a) To increase public awareness about disaster by publicising the following through video, cinema, films, slides, booklets etc.
  - (i) Measures to be adopted in normal times for the reduction/mitigation/preparedness of disaster helpful for reducing loss and damage during disaster.
  - (ii) Duties and responsibilities during disasters for emergency response.
  - (iii) Publicise instructions regarding physical infrastructure to reduce loss and damage from the disaster.
- (b) Take technical advice on the above subjects from the Disaster Management Bureau.

### ***Alert and Warning Disaster Stage***

Keep the people of the disaster prone areas informed through different publicity media about their duties at these stages.

### ***Rehabilitation Stage***

At this stage conduct publicity work in affected area with a view to keeping mental spirit of the people high and bringing normalcy to life. Specially advise people in respect of epidemic, self reliance in reconstruction work, general security, agricultural rehabilitation etc.

## **10. Ministry of Health and Family Welfare**

The officers and the staff of the Ministry of Health and Family Welfare, Directorate of Health and its attached agencies will be responsible for providing curative and preventive health service to the people during disaster. The Ministry will also keep vigilant eye for ensuring health care to the affected areas soon after disaster by sending medical teams on an emergency basis. The Ministry of Health and Family Welfare should ensure that the Health Directorate performs the following duties:

### ***Normal Times***

- (a) Examine the Ministry's cyclone preparedness Contingency Action Plan in April and September every year and coordinate with concerned office/department. Hold mobilisation drills with CPP and other concerned agencies in disaster prone areas.
- (b) Train up volunteers on cyclone preparedness programmes of disaster prone areas, members of Village Defence Party, Ansars, Primary School teachers and religious leaders about oral saline, first aid and preventive measures against diseases.
- (c) Ensure adequate availability of Ambulance, Medicine, Vaccine, Surgical Equipment etc. in the Thana Health Centres of disaster prone areas.
- (d) Prepare the Thana wise list of medical and para-medical personnel of disaster prone area and send the same to concerned Deputy Commissioners.
- (e) Ensure preparedness of Thana Health Complex for meeting additional requirement of disaster and post-disaster period.
- (f) Educate people about health care through radio, television, newspaper and other media during floods and after cyclones.
- (g) Form Medical Team with required medicines/equipment in disaster prone areas and inform all concerned.
- (h) Establish temporary hospitals in Health Sub-Centres and cyclone shelters to meet the emergency needs. If hospitals and Health Centres are destroyed by cyclone, then to set up improvised hospitals in cyclone shelters.
- (i) Ensure active participation in the meeting of Inter-ministerial Disaster Management Coordination Committee and coordinate with health related activities of other offices.
- (j) Designate one officer in the Ministry as Focal Point for disaster management affairs.

### ***Alert and Warning Stage***

To ensure through the Director General of Health Directorate, formation of medical teams and their dispatch at short notice and also to ensure supply of adequate medicine and first aid at the threatened area.

### ***Disaster Stage***

- (a) Designate one Liaison Officer to maintain the link with the EOC of the Ministry of Disaster Management and Relief.
- (b) Set up Control Room and operate it round the clock (24 hrs).
- (c) Ensure proper performance of duties by the Health Directorate as mentioned in para 10(1) below.

### ***Rehabilitation Stage***

- (a) Remain vigilant about break out/possibility of any epidemic and take effective steps against its spreading.

- (b) Send report of health related activities in affected areas to National Disaster Management Council.

### ***10.1 Directorate of Health***

Health Directorate shall ensure performance of the following duties in addition to its normal functions.

#### ***Normal Times***

- (a) Review every three months about cyclone, flood and other disaster preparedness plans with the officers/staff of subordinate offices and also about standby Medical Team, medicine, vaccine and other supplies.
- (b) Designate one officer of the Health Directorate as the Focal Point.
- (c) Form alternative medical team with required medicines, equipment and supplies and start temporary hospitals at short notice in times of need.
- (d) Coordinate with the local administration at all levels according to Directorate's, own work plan.
- (e) Review the availability of sufficient medicine and surgical instruments in cyclone prone areas.
- (f) Prepare list of medical and para-medical manpower and update the list every year.
- (g) Arrange food and accommodation for evacuees in the cyclone centres.
- (h) Ensure availability of medicine, vaccine, public health arrangement and drinking water in cyclone shelter and arrange for treatment of injured persons.
- (i) Educate people about health care through Television, Radio, Newspaper and other media.
- (j) Determine demand for additional manpower, materials and medicine and arrange funds from budget provision.
- (k) During disaster, the supply of power and water may be disrupted any time. Therefore alternative arrangement must be ensured to maintain the power and water supply.
- (l) Health Directorate will establish an information bank and ensure sufficient quantity of life saving drugs in disaster prone area.

#### ***Alert and Warning Stage***

- (a) Alert the officers/staff of the Health Directorate of disaster prone areas as soon as cyclone/flood danger signal is received from the Ministry of Disaster Management and Relief/Storm Warning Centre/Flood Forecasting and Warning Centre and in case of occurrence of any disaster, will ensure health care.
- (b) Operate a Control Room and inform the Inter-Ministerial Disaster Management Coordination Committee and the Ministry of Disaster Management and Relief.
- (c) Arrange to send medical team to probable affected areas in consultation with the Disaster Management Bureau.

- (d) In addition to own transports, arrange additional necessary road and water transports with the assistance of local authority.
- (e) Warn the field level offices about safety of stores, medicines and assets.
- (f) Designate one Liaison Officer for keeping the link with the Ministry of Health and Family Welfare and the EOC of Disaster Management Bureau.

***Disaster Stage***

- (a) Operate the Control Room round the clock (24 hrs).
- (b) Arrange immediate primary health and medical care to affected people and if required send Medical Team(s).
- (c) Arrange to evacuate the patients and injured persons to cyclone shelter/hospital and assist the work.
- (d) Supply water purification tablet, bleaching powder etc and strictly comply with the rules of health care and health services at cyclone shelters and ensure supply of pure drinking water.
- (e) Examine all supply source of drinking water and ensure arrangements for protection from pollution and necessary prevention measures.
- (f) Arrange additional beds and medical treatment in local and nearby hospitals.
- (g) Take preventive measures against cholera and typhoid.
- (h) Remain always alert in respect of outbreaks of occurrence of epidemic and take effective measures against the spread of diseases.
- (i) Send daily report of casualties among injured and ailing persons to the Disaster Management Bureau with copy to the Ministry of Health and Family Welfare.

***Rehabilitation Stage***

- (a) Continue arrangements for preventive steps against cholera and typhoid till completion of vaccination programme in the affected areas.
- (b) Continue treatment of patients.
- (c) Remain always alert against outbreaks of any type of epidemic and take preventive steps against its spreading.
- (d) Continue efforts for health care, health education and population control.
- (e) Start recleaning of the water source as soon as saline water recedes from the affected areas.
- (f) Send a detailed report about steps taken to the Inter-Ministerial Disaster Management Coordination Committee.
- (g) Keep a watchful eye on the nutrition status of affected people and render the required advice and assistance to them.

#### 10.1.1.1 Field office of the Health Directorate

The District Civil Surgeon and the Health Administrator of Thana Health Complex, during emergencies will perform the following duties in addition to their normal functions within their respective jurisdictions.

##### ***Normal Times***

- (a) Review every three months the position of stores, medicines and manpower to combat disaster and take necessary steps to meet the deficit.
- (b) Maintain the full particulars of medical and para medical personnel (both government and private) and update the same every year. Arrange to increase the efficiency of medical teams through ad-hoc training.
- (c) Verify the availability of serviceable surgical instruments and medicines during disaster.
- (d) Review the situation of stand-by medical teams, demand for medicine and its availability, vaccines, stores and implements and store them area-wise in disaster prone areas.
- (e) Plan operations of mobile and temporary hospitals, on the basis of past experience if necessary.
- (f) Coordinate with the local administration.
- (g) Ensure security of stores, medicines, documents and transports against hazards of cyclone and floods.

##### ***Alert and Warning Stage***

- (a) Activate the Control Room and designate one Liaison Officer for the local Disaster Management Committee and inform all concerned.
- (b) In case of grave situation keep a number of medical teams on stand-by for sending them to probable affected areas immediately and also some other teams to threatened areas.
- (c) Arrange to call up, according to necessity, additional manpower and support services from the higher authority.
- (d) Arrange necessary road and water transport with the assistance of the local authority in addition to available departmental resources.
- (e) Verify the cleanliness and health care arrangements of cyclone shelters, health sub-centres and relief centres and take steps for their improvements.
- (f) Arrange food and accommodation for patients, helpless and distressed people equally and supply the same to them.
- (g) Arrange to educate rural people about health care, sanitation and environment through departmental officers, NGOs and local government institutions as means of disaster preparedness.
- (h) Ensure security of health centre and stores, and if necessary shift them from disaster areas to safer place or cyclone shelter.

### ***Disaster Stage***

- (a) Operate the Control Room round the clock (24 hrs) and send reports and information to the controlling officer.
- (b) Send one Liaison Officer to the local Disaster Management Control Room.
- (c) According to necessity, arrange to operate the Health Complex and Health Sub-Centre by recouping the complementary equipment, manpower and usable materials through proper supply for the purpose of emergency repair.
- (d) Arrange immediate primary and regular medical care to affected people. If necessary, arrange additional bed and medical care in local and nearby hospitals.
- (e) Shift patients and injured persons to cyclone shelters/hospitals/Health Sub-Centres.
- (f) Observe strictly the rules of health care and cleanliness in temporary hospitals, cyclone shelter and health Sub-Centres and also ensure supply of water purification tablets, bleaching powder etc along with drinking water.
- (g) Examine all the supply sources of drinking water and ensure prevention of pollution.
- (h) Start vaccination work of targeted people.
- (i) Start effective publicity against the spread of any epidemic.
- (j) Send daily list of casualty due to disease and other ailments to the higher authority.
- (k) Collect and maintain all documents related to death for dispatch to the proper authority.

### ***Rehabilitation Stage***

- (a) Remain ever alert for prevention of spread of epidemic and take preventive steps.
- (b) Continue educative publicity on health and family planning issues through departmental employees with the help of NGOs.
- (c) Make all sources of drinking water in disaster area pollution free.
- (d) Send detailed report to appropriate authority.
- (e) Take steps for projects to eliminate malnutrition and the provision of health care services.

## **11. Ministry of Food**

The role of Ministry of Food is important for maintaining adequate stocks of foodgrains in disaster prone areas. In addition to normal function of the Ministry, the Secretary must ensure the following duties are performed.

### ***Normal Times***

- (a) Prepare detailed work plan and review all preparedness programmes taken beforehand in April and September every year. Maintain the updated list of trucks, water transports, country boats etc with the names of their owners. Also maintain particulars of stocks, storehouse and the updated quantity of stored grains.

- (b) Ensure adequate security arrangement of stored food and when necessary ensure the transport of food supplies.
- (c) Coordinate all activities with concerned Ministry/Department and local administration well in advance and arrange for transports for the movement of foodgrains.
- (d) Keep advance stocks of adequate food grains in safe places in disaster prone areas and examine the stock of the LSDS and CSDs.
- (e) Arrange dispatch, supply and distribution of food supplies on emergency basis, if required.
- (f) Take adequate protective measures for food supplies kept in stock in food and other godowns and arrange for their transfer to safer places, if required.

***Alert and Warning Stage***

- (a) Open the Control Room in the Ministry
- (b) Designate one Liaison Officer to keep link with the EOC of the Ministry of Disaster Management and Relief.
- (c) Alert all officials of the probable disaster areas about the imminent disaster.
- (d) Ensure normalcy in the foodgrain price.

***Disaster Stage***

- (a) Operate own Control Room round the clock (24 hrs) and maintain link with EOC of the Ministry of Disaster Management and Relief.
- (b) Collect through own sources reports of affected areas and send them daily to the Inter-Ministerial Disaster Management Coordination Committee through the Disaster Management Bureau.
- (c) If required, operate a special rationing system and open market sale in the affected areas and ensure an adequate supply of food to the people.
- (d) Take precautionary steps against hoarding and profit mongering and ensure normal price of commodities in the market.
- (e) Assist and help the local administration in all possible ways for the evacuation, rescue and relief operations.
- (f) Arrange to deliver food supplies immediately as per Delivery Order of Deputy Commissioner/Thana Nirbahi Officer on the directive of the Ministry of Disaster Management and Relief or National Disaster Management Council.
- (g) Enquire about the loss or damage of food items and food godowns, quantify them and prepare plans for their quick repair and reconstruction.

***Rehabilitation Stage***

- (a) Arrange for rapid assessment of the loss and damage and take the required steps quickly.
- (b) Arrange to prepare adequate plans for the repair and reconstruction of store houses and

provide funds for the purpose.

- (c) Make regular announcement concerning the production of daily necessities of food items, their stock position and ensure their continuous supply.
- (d) Arrange storage space for the receipt and dispatch of relief materials.
- (e) Continue efforts in all possible ways for the rehabilitation of affected people with the cooperation of Ministry of Disaster Management and Relief, other Ministries and local administration until the return of normalcy.
- (f) Arrange to supply food grains in the affected areas.

### ***11.1 Director General, Directorate of Food***

In addition to performing own duties and implementation of work plan, the DG has to ensure the following matters:

#### ***Normal Times***

- (a) Select the Focal Point for disaster management issues and take steps for the establishment of a Control Room.
- (b) Designate one Liaison Officer for keeping link with the Control Room of the Ministry of Food.
- (c) Update the list of trucks, water transports, country boats etc with the names of owners and also the list of godowns with the quantity of goods stored therein. Review on a quarterly basis progress with implementation of the work plan of subordinate offices.
- (d) Alert every one about the imminent cyclone/flood in cyclone/flood prone areas and ensure security and suitable custody of food store house, silo, food stock, water transport, road transport etc.
- (e) If required, arrange for supply of food materials and their distribution on emergency basis.
- (f) Take steps for the protection of stored food materials and other materials in food godowns and shift them to safer places, if required.
- (g) Arrange adequate advance stock of food materials in secured places in disaster prone areas and examine the stock in LSDs and CSDs.
- (h) Rice and Wheat will be the main stock in disaster prone areas.
- (i) Coordinate all matters with local administration well in advance including the transportation of food materials.
- (j) Inform Ministry of Food regularly concerning the stocks of food supplies in disaster prone districts and Thanas.

#### ***Disaster Stage***

- (a) Operate Control Room round the clock (24 hrs) and maintain link with the EOC of the Ministry of Disaster Management and Relief and Control Room of the Ministry of Food.

- (b) Prepare a daily food stock and distribution report for the affected areas and send the same to the EOC of the Ministries of Food and Disaster Management and Relief.
- (c) With the approval of the government, start operation of special rationing and open market sale of food supplies and ensure continuous supply of food supplies.
- (d) Ensure legal action against profit mongers and hoarders and keep the market price of food supplies stable and normal.
- (e) Assist and cooperate with the local administration in all possible ways for evacuation, rescue and relief operations.
- (f) Enquire about loss/damage of food supplies and store house and after quantifying the same prepare estimates for their quick repair and reconstruction. These should then be submitted to the Ministry of Food for obtaining funds from the National Disaster Management Council and Inter-Ministerial Disaster Management Coordination Committee.

***Rehabilitation Stage***

- (a) Assess the extent of loss and damage and try to recoup them on a priority basis.
- (b) Start repair and reconstruction work of godowns immediately as per approved procedure.
- (c) Arrange for uninterrupted supply of food items.
- (d) Arrange immediate release of food supplies as per delivery order of Deputy Commissioner/Thana Nirbahi Officer or in consultation with Ministry of Disaster Management and Relief or National Disaster Management Council.
- (e) Arrange godown space for the receipt and dispatch of relief materials.
- (f) Continue all out efforts in all possible ways for the rehabilitation of affected people in cooperation with the Ministry of Disaster Management and Relief, other Ministries, local councils and local administration until return of normalcy.
- (g) Strengthen the distribution programme of food supplies.

**11.1.1 Field Offices of the Directorate of Food**

The Field offices of the Directorate of Food located in the Districts and Thanas, the LSDs, the CSDs and the Silos in addition to their individual, joint or combined duties during normal times will perform the following duties in their respective areas:

***Normal Times***

- (a) Establish and operate an Information Centre in the office to maintain link with the local Disaster Management/Relief Coordination Committee.
- (b) Designate one Liaison Officer for keeping the link with the local Disaster Management/Relief Coordination Committee.
- (c) Review on a three monthly basis the preparedness programme of subordinate offices, CPP, foodgrain traders and local councils in respect of their respective workplans and alert all concerned, about preventive measures regarding the security of food

supplies/items, storehouse, installations, transports and machinery.

- (d) Maintain an updated list of trucks, water transports, country boats etc with the names of owners and drivers and capacity and particulars of stock in the storehouse(s).
- (e) Take security steps for the protection of silos, food materials, food and water transports etc in disaster prone areas.
- (f) Examine every 3 months the supply, movement and distribution arrangement of food supplies.
- (g) Take protective steps for the safety of stored food and other materials and if required arrange to shift them to safer places.
- (h) Arrange adequate storage of food supplies at safe places in disaster prone areas and inspect the stock in LSDs and CSD.
- (i) Rice and wheat will be the main stock in disaster prone areas.
- (j) Coordinate with local administration about food storage, security and transportation of food materials.

#### ***Disaster Stage***

- (a) Keep communication with the EOC of the Ministry of Disaster Management and Relief, Control Room of the Ministry of Food and local Disaster Management Committee.
- (b) Designate one Liaison Officer at the Control Room of local Disaster Management/Relief Coordination Committee.
- (c) Assist local administration in all kinds of rescue, evacuation and relief operations.
- (d) Submit daily reports to supervisory authority or the DG, Food Directorate about stock position and damage to stock.
- (e) Arrange to start special rationing and open market sale of rice and wheat as per government directives and ensure uninterrupted supply of food materials.
- (f) Take effective legal steps against hoarding and profit mongering and try to keep market price stable and normal.
- (g) Assist and cooperate with the local administration and local council in all possible ways in their evacuation, rescue, relief and rehabilitation programmes.
- (h) Arrange a survey to determine the extent of loss and damage of food godowns and prepare plans for the repair and reconstruction of damaged godowns and submit proposals for sanction of funds for implementation.

#### ***Rehabilitation Stage***

- (a) Arrange to assess loss and damage quickly to enable rapid repair/recovery.
- (b) Start the repair and reconstruction work of the godowns rapidly on the basis of funds received.
- (c) Arrange uninterrupted supply of food items.

- (d) Arrange rapid release of food supplies as per delivery order of Deputy Commissioner/Thana Nirbahi Officer or in consultation with the Ministry of Disaster Management and Relief.
- (e) Arrange storage space for receipt and dispatch of relief materials.
- (f) Assist local administration in relief and rehabilitation programmes.
- (g) Strengthen food distribution work among target groups.
- (h) Submit regular reports on food supply and distribution situation.

## **12. Ministry of Agriculture**

In addition to normal duties of the Ministry, the Secretary will ensure preparation of own work plan and implementation thereof. Full utilization of time is to be ensured for determination of disaster loss and damage and planning of agricultural rehabilitation. Agriculture Secretary will ensure the following duties are performed:

### *Normal Times*

- (a) Designate a Focal Point in the Ministry for disaster management.
- (b) Review on three monthly basis preparedness arrangements according to own work plan.
- (c) Arrange effective steps for receipt of reports and dispatch of directives.
- (d) Identify disaster prone areas likely to be affected.
- (e) Make necessary preparations for the receipt of seed, seedlings, fertilizer and agri implements by the affected people under loan/grant.
- (f) Make necessary preparations for shifting of stored seeds and implements, if required, to safer places.
- (g) Arrange for keeping stocks of seeds, fertilizers and insecticides.
- (h) Arrange for stock of seeds suitable for the disaster prone areas.
- (i) Arrange for seedling beds according to season and keep them in stock (to be done in places nearer to disaster prone areas).
- (j) Arrange to keep power tillers at Thana Headquarters of the disaster prone areas to meet emergency requirement of land cultivation.
- (k) Arrange for training of various level of officers for participation in different steps of cyclone preparedness activities.
- (l) Arrange to keep stock of all essential commodities at places convenient for quickest distribution without any loss of time during rehabilitation stage.

### ***Disaster Stage***

- (a) Designate one Liaison Officer for keeping the link with the EOC of the Ministry of Disaster Management and Relief.
- (b) Direct all offices of different levels to extend cooperation and help to the Commissioner, Deputy Commissioner, Thana Nirbahi Officer and Union Parishad Chairman as required.

### ***Rehabilitation Stage***

- (a) Quantify the loss and damage under the existing rules within the quickest possible time and finalize planning of agricultural rehabilitation.
- (b) Arrange for approval of the plan and allocation of funds.
- (c) Ensure availability of adequate supply of seeds, seedlings, fertilizers, agriculture Implements/ including irrigation inputs for agricultural rehabilitation in the affected areas and quickly transport them to the people.
- (d) Arrange for the distribution of agri-inputs and agri-loan through Bangladesh Bank.
- (e) Assemble all assets for disaster management and rehabilitation schemes and action plans for the rehabilitation of affected people, if required.
- (f) Ensure the proper use of all aid/assistance and loans to farmers.
- (g) Submit a weekly report to National Disaster Management Council and Inter Ministerial Disaster Management Coordination Committee. After completion of the rehabilitation schemes a detailed report should be submitted.
- (h) Manage any type of assistance from international and national voluntary agencies and utilize them under intimation to the Ministry of Disaster Management and Relief.
- (i) Ensure timely preparation of master rolls of relief distribution in cash or kind and its preservation and submission in time.
- (j) Arrange to allocate funds for the purchase and distribution of seeds, fertilizers, implements for post disaster relief operations.

### ***12.1 Director General, Agricultural Extension Directorate***

The DG, Agricultural Extension Directorate will perform the following duties in addition to his normal functions:

#### ***Normal Times***

- (a) Designate the Focal Point for disaster management in the Directorate.
- (b) Examine the preparedness every three months according to the Contingency Action Plan.
- (c) Establish the Control Room and on receipt of cyclone/flood forecast alert instruct all concerned for safe custody of seeds, fertilizers, insecticides, agri-implements etc.
- (d) Identify high land in consultation with local officials for seedling beds for recouping loss in areas likely to be affected.

- (e) Take steps to fight serious crop loss.
- (f) Identify the areas likely to be affected in cooperation with other concerned office/agency.
- (g) Ensure necessary steps for the receipt of seedlings/seeds, fertilizers, agri-implements etc by the affected people.
- (h) Examine the stock of seed, fertilizer, insecticides, irrigation implement etc and arrange purchase or imports, if required.

***Disaster Stage***

- (a) Operate own Control Room and obtain report on crop damage.
- (b) Send report of crop damage to the Ministry of Agriculture.
- (c) Determine extent of loss and damage of crops, stock and implements etc.
- (d) Make rehabilitation schemes through field level offices located at regional, District and Thana level.
- (e) Arrange transport for the distribution of seeds, seedlings, fertilizers, insecticides, agri-implements etc at the right time in the affected areas.
- (f) Instruct officers at different levels for extending assistance and cooperation according to the needs of all from the Commissioner to the Union Parishad Chairman.
- (g) Determine the necessity of crop loans and ensure receipt of agri-loan by farmers through Thana Agri Loan Committee.
- (h) Distribute agri-inputs and implements.

***Rehabilitation Stage***

- (a) Determine the financial and material necessity for rehabilitation in the affected areas after assessing loss/damage.
- (b) Take collective efforts through field level officials for making available seed, seedlings, fertilizers, agri-implements etc for immediate agri-rehabilitation in affected areas.
- (c) Arrange immediate distribution of agri-inputs and implements.
- (d) Arrange to assist the farmers through field level officials for agri-rehabilitation.
- (e) Educate the people through radio, television, newspaper etc about agri-rehabilitation.
- (f) Ensure fair utilization of distributed aid/assistance or loans through training, inspection and supervision by local field level officials.
- (g) Send final report to the Ministry of Agriculture after completion of rehabilitation programmes following weekly progress reports.
- (h) Ask for assistance from international and voluntary agencies through the Ministry of Agriculture after ascertaining the additional requirement of agricultural inputs.

### 12.1.1 **Field Offices of the Directorate of Agricultural Extension**

The field offices of the Agricultural Extension Directorate at Regional, District and Thana level will perform the following duties in addition to their own duties:

#### ***Normal Times***

- (a) Perform responsibilities assigned by DG, Agricultural Extension Directorate.
- (b) Review the level of preparedness as per own Action Plan in April every year and thereafter.
- (c) Alert all concerned for opening the Control Room and ensuring safe custody of seeds, crop, fertilizers, insecticide and agri-implements.
- (d) Identify and select high land locally for cultivation of seedlings for meeting the demand in affected areas.
- (e) Take appropriate steps for meeting serious crop loss of the area.
- (f) Identify the likely areas to be seriously affected by disaster in coordination with other offices/agencies/organisations.
- (g) Make preparations for ensuring the availability seeds/seedling, fertilizers, agri-implements to people in the affected area.
- (h) Submit a proposal for emergency purchase of seed, fertilizer, insecticides, agri-implements/inputs to Agricultural Extension Directorate after examining the stock.

#### ***Disaster Stage***

- (a) Operate the Control Room for collection of information about crop loss.
- (b) Send reports of loss/damage of crop and seedlings to the Ministry of Agriculture.
- (c) Determine the extent of loss and damage of crops, stocks and implements.
- (d) Prepare schemes for rehabilitation through field offices at regional, District and Thana levels.
- (e) Build up stock of seeds/seedlings, fertilizers, insecticides, agri-implements by transporting the same to the best located centres in affected areas for quickest distribution without any loss of time.
- (f) Help and assist the local administration for evacuation, rescue and relief operations.
- (g) Verify the necessity of crop loan and ensure its receipt by Thana agri loan committee.
- (h) Distribute agri-inputs and implements.

#### ***Rehabilitation Stage***

- (a) Submit proposal to appropriate authority for financial and material rehabilitation in affected areas after ascertaining loss and damage.

- (b) Bring together all efforts for availability of seeds, seedlings, fertilizers, agri-implements etc for quick agri-rehabilitation in affected areas.
- (c) Distribute agri-inputs and implements rapidly.
- (d) Help the farmers in all possible ways for their rehabilitation.
- (e) Educate the farmers through training and field visits in rehabilitation matters.
- (f) Send daily/weekly report to the appropriate authority regarding loss and damage and rehabilitation programmes and on completion of such programmes submit completion report
- (g) Submit proposal, after determination of loss and damage, for additional agri-inputs and implements.

## ***12.2 Bangladesh Agricultural Development Corporation***

**Chairman will ensure the following in addition to his normal duties:**

- (a) Designate the Focal Point in the principal office of the Corporation.
- (b) Establish contact points at field level under disaster management programmes.
- (c) Examine on three monthly basis the status of preparedness in the subordinate and associate offices as per own Action Plan.
- (d) Ensure preparedness of all concerned regarding the recent serious crop disaster.
- (e) Take necessary steps for the receipt of seeds/seedlings by affected people under loan/grant.
- (f) Make preparations for shifting of seed in stock to a safer place.
- (g) Arrange stocking of seeds according to necessity.
- (h) Arrange availability of spare parts for the repair of deep and shallow tubewells.

### ***Disaster Stage***

- (a) Operate Control Room and keep in close touch with the Ministry of Agriculture.
- (b) Prepare assessments of loss and damage and send it to the Ministry of Agriculture.
- (c) Prepare rehabilitation programme and review the same and arrange funds accordingly.
- (d) Prepare schemes for shifting/transportation of seed, seedlings etc for storage at a well located place for quick distribution.
- (e) Help and assist the local administration for evacuation, rescue and relief operations.

### ***Rehabilitation Stage***

- (a) Prepare schemes for rehabilitation after rapid assessment of loss/damage for agri works-under irrigation.

- (b) Mobilize all efforts for making necessary materials like seeds/seedlings available for reaching the people for rehabilitation in affected areas in the shortest possible time.
- (c) Help the farmers in all possible ways for repair of deep tubewells and water pumps used for irrigation.

### **13 Ministry of Fisheries and Livestock**

The Secretary will ensure following responsibilities in addition to his normal duties.

#### ***Normal Times***

- (a) Designate the Focal Point for Disaster in the Ministry.
- (b) Examine the preparedness status every three months as per own Contingency Action Plan for ensuring security and protection of valuable assets through fruitful utilization of time at rehabilitation stage.
- (c) Take the required steps for the collection and dispatch of reports.
- (d) Identify probable areas likely to be affected by disaster.
- (e) Open separate emergency funds so that the post-disaster recovery needs can be met immediately
- (f) Train up and make the officials of Fisheries and Livestock about disaster preparedness, loss and damage to environment and rehabilitation.

#### ***Alert and Warning Stage***

- (a) Instruct different levels of officials of the Directorate under his control for taking security steps for protection of own buildings and stores and keeping all measures at the highest stage of preparedness.
- (b) Designate one Liaison Officer for keeping link with the EOC of the Ministry of Disaster Management and Relief and Disaster Management Bureau.
- (c) Instruct officers at different levels of the Directorate to render all types of assistance to and cooperation with Commissioners/Deputy Commissioners, Chairman, Thana Disaster Management Coordination Committee, Chairman Union Disaster Management Committee and CPP Officials.

#### ***Rehabilitation Stage***

- (a) Arrange quick inspection and survey of loss and damage of all assets and stores together with that of cattle, poultry, fisheries, fish hatcheries, fish ponds, trawlers and other structures.
- (b) Finalize evaluation of loss and damage and prepare short and long term rehabilitation schemes in respect of livestock, poultry, fish farms, hatchery, fishing trawler, training and research institutes, medicines and chemicals etc and submit report to appropriate authority for funds.
- (c) Implement approved schemes through release of funds.

- (d) Coordinate with the local administration and other Ministries for rehabilitation programmes
- (e) Prepare completion report of relief and rehabilitation programmes and submit to National Disaster Management Council.

### ***13.1 Directorate of Livestock***

The Directorate of Livestock will perform the following duties in addition to normal duties.

#### ***Normal Times***

- (a) Designate one Liaison Officer in the Directorate as Focal Point for disaster management
- (b) Review every three months about the state of preparedness as per the Directorate's own Contingency Action Plan and maintain liaison with subordinate offices, officials of concerned field level government offices and CPP
- (c) Alert all field officers in the concerned cyclone/flood prone area to take security steps before the start of cyclone/flood season for the purpose of protection of own assets such as stores in poultry farms, shelter place for cattle in the cattle farms etc.
- (d) Select and earmark high lands in consultation with local administration and CPP, for use as shelter of livestock for their protection against severe floods during flood season and against tidal bores during cyclone.
- (e) Arrange for emergency stocks of medicines and articles for protection and control of livestock and poultry, against contagious and infectious diseases.
- (f) Arrange a survey of the number of livestock and poultry in cyclone/flood prone areas and prepare an inventory. Update the same at regular intervals.
- (g) Assist the local administration with shifting of livestock to safer places in the event of imminent cyclone/tidal bore and prepare plans for vaccination and treatment well in advance.
- (h) Prepare schemes for supplementary arrangements for rehabilitation of livestock and recouping their loss.
- (i) Take up schemes for procurement of animal feed on emergency basis for distribution in the affected areas.
- (j) Take steps for training of field level and mid level officials and staff to cope with cyclone/floods, environmental pollution, and works

#### ***Disaster Stage***

- (a) Designate one Liaison Officer in the Directorate of Livestock for maintaining link with the EOC of the Ministry of Disaster Management and Relief.
- (b) During floods assist the local administration for operations relating to the rescue and shifting of stranded livestock and poultry.
- (c) During floods, arrange for the quick vaccination and treatment of livestock and poultry at shelter places.
- (d) Conduct vaccination of animals in affected areas (during floods).

### ***Rehabilitation Stage***

- (a) Prepare measures for the purchase of livestock under loan and supply of animal feed as rapid relief and coordinate with other Ministries/Department.
- (b) Arrange a rapid survey to assess the loss and if necessary import livestock.
- (c) Form veterinary and dispatch Medical Teams on emergency basis for affected area.
- (d) Prepare measures for the rehabilitation of livestock and supplementary arrangement for lost cattle wealth. The Directorate of Livestock will maintain permanent fund for this purpose.
- (e) Prepare measures for the procurement of animal feed on emergency basis for distribution in affected areas. The Directorate of Livestock will arrange emergency fund for this purpose.
- (f) Send to Inter-Ministerial Disaster Management Coordination Committee reports containing information of lost/dead livestock/poultry, diseased livestock/poultry and epidemics.
- (g) During floods, send a report of shifted/rescued livestock to Inter-Ministerial Disaster Management Coordination Committee with the address of shelter places.
- (h) Assist, and cooperate with the local administration for organising relief and rehabilitation immediately.
- (i) Assist local administration for returning livestock to respective area and to the owners from the evacuation centres.
- (j) Assist the affected people for procurement of food to livestock and poultry until return of normal supply.
- (k) Implement all schemes on emergency basis for rehabilitation of livestock including selected animals.
- (l) Implement the import plans of livestock and poultry for distribution in the affected areas.

#### **13.1.1 Field Offices of the Livestock Directorate**

In addition to their own responsibilities the offices of Livestock Directorate at district, Thana and Union level will perform the following duties within their respective areas.

#### ***Normal Times***

- (a) Every year in the month of April before the start of cyclone season alert all field level officials of the Directorate and the farmers will review the preparedness for safety of livestock, poultry and domestic animals and their feed.
- (b) In order to keep the animal wealth under a disciplined safety arrangement starting from the lowest level, examine the preparedness measures as per own Contingency Action Plan in the cyclone/tidal-bore prone areas with the subordinate offices, CPP and farmers representatives.
- (c) In order to protect livestock/poultry against the onslaught of cyclone/tidal bore, select local high land, hillocks or fortified earthen mounds for use as their shelter place in

consultation with the local administration and publicise the same locally.

- (d) Arrange for emergency stocks of medicines and implements in cyclone/tidal bore prone areas for fighting and control of infections and contagious diseases of livestock and poultry.
- (e) Ensure reserve stock of animal feed in cyclone/tidal bore prone areas.
- (f) Conduct survey in the cyclone/tidal bore prone areas in April every year for a census of livestock and poultry.
- (g) Arrange orientation training locally for cyclone disaster preparedness of own officials/staff.

#### ***Disaster Stage***

- (a) Designate one Liaison Officer for the local Disaster Control Room.
- (b) Arrange assistance to local administration and people/agencies including Union Parishad for rescue and evacuation operations of stranded livestock and poultry during floods.
- (c) Arrange vaccination and treatment of livestock and poultry in shelter places during floods.
- (d) Arrange wholesale vaccination programme of animals in affected areas during floods.

#### ***Rehabilitation Stage***

- (a) Prepare measures for loan/grant for purchase of livestock and supply of animal feed in affected areas.
- (b) Conduct immediate survey for determination of loss and damage and arrange import of livestock from other areas.
- (c) Send field teams on emergency basis for treatment of animal in affected areas.
- (d) Send a detailed report to departmental head containing the numbers of lost livestock/poultry, diseased livestock/poultry.
- (e) Collect the latest reports of the location of every livestock shelter and number of shifted/collected livestock at every such shelter.
- (f) Assist, and cooperate with local administration in all matters for organising immediate relief and rehabilitation work.
- (g) Prepare local measures of supplementary arrangements for recoupment of loss of perished livestock and poultry and for rehabilitation of affected livestock and poultry.
- (h) Prepare procurement plan of animal feed and other feed for emergency distribution in the affected areas.
- (i) Assist the farmers for the return of livestock to owners from evacuation centres.
- (j) Assist affected people for procurement of feed for livestock and poultry.
- (k) Arrange for receipt of loans from Bangladesh Bank for purchase of livestock and poultry

for rehabilitation of livestock and poultry including selected animals.

### **13.2 Directorate of Fisheries**

The Directorate of Fisheries will perform the following duties in addition to its normal functions:

#### ***Normal Times***

- (a) Designate one Focal Point for disaster management and inform all concerned authorities including the Disaster Management Bureau.
- (b) Ensure that all concerned field officers of the Directorate take safety measures well before the start of flood season for protection of Pisciculture ponds, chemicals, implements, water and road transports including own assets in respective offices.
- (c) Verify before granting of fishing license to each fishing trawler whether it possesses wireless and radio set and the fishing boats have registration of Marine Fisheries Department.
- (d) Take suitable legal and administrative steps for ensuring that all fishing boats/trawlers, engaged in fishing in the Bay of Bengal possess radio receiving set and life jackets for every person present.
- (e) Prepare and maintain a list of government and privately owned fishery assets in cyclone/tidal bore prone areas and update them at regular intervals.
- (f) Undertake census of fishermen population in cyclone prone areas and compile suitable Thana wise census report and update the same at regular intervals.
- (g) Prepare a list of seagoing fishing vessels (with address of owners) for their use as rescue vessel and maintain the same.
- (h) Ensure, in consultation with Bangladesh Water Development Board, that government embankments and sluice gates are constructed with proper height and sufficient strength to withstand entry of saline water due to tidal bore.
- (i) Coordinate with Bangladesh Agricultural Development Corporation regarding the availability of power driven pumps for pumping out saline water from coastal ponds.
- (j) Arrange for training and orientation of field level officers, staff and fisherman community about preparedness for fighting cyclones, environmental loss and damage and for rehabilitation. Arrange training of field level officers and staff of the Ministry of Fisheries and Livestock and the Fisheries Directorate.

#### ***Disaster Stage***

- (a) In consultation with Bangladesh Water Development Board, ensure that the sluice gates of the embankments have been constructed adequately, these are well fortified and able to sustain ingress and release of saline water and sufficiently strong to withstand the pressure of waves due to tidal bore and block ingress of saline water.
- (b) Undertake immediate census of loss of fish resources and prepare long term relief and rehabilitation programmes for public and private fishery sector.
- (c) Assist the local administration with the requisition of ocean going vessels for rescue

operations.

- (d) Operate the Control Room in the Directorate and send the Liaison Officer to the local Disaster Management Committee.

#### ***Rehabilitation Stage***

- (a) Coordinate with the local administration and Bangladesh Agricultural Development Corporation regarding the availability of power pumps for pumping out saline water from government and privately owned ponds (In case of cyclone disaster).
- (b) Undertake immediate preparation of long term relief and rehabilitation scheme with for public and privately owned fishery resources and implement it.
- (c) Prepare a list of affected pisciculturists and fisherman
- (d) Provide technical advice to private pisciculturists about affected ponds and farmers, for making them fit again for Pisciculture.
- (e) Assist, and cooperate with the local administration for relief and rehabilitation programmes.
- (f) Undertake programs for extending loan and grant to affected fisherman and fish farmers.
- (g) Extend technical advice for supply of fish and Pisciculture to affected pond owners.

#### **13.2.1 Field Offices of Fisheries Directorate**

The field officers of Fisheries Directorate at Divisional, District and Thana level and of projects will perform the following duties in addition to own normal functions.

#### ***Normal Times***

- (a) Every year before the start of cyclone/flood season the field officers of Fisheries Directorate will alert the farmers and fisherman about necessary steps for the safety and security of fishing boats, trawlers, fishing gears, fishing implements, fish fries and stock hatchery and fishing farmers in cyclone/flood prone areas.
- (b) Examine the status of preparedness with the subordinate offices, CPP Pisciculturists and fisherman representatives according to the own Contingency Action Plan taken up in the Directorate.
- (c) Identify the permanent safe place for proper safe keeping of fishing boats, trawlers and fishing gears during disaster time.
- (d) Ensure existence of wireless and radio set in each trawler before issue of fishing license.
- (e) Ensure, through proper administrative steps, that fishing boats/trawlers engaged in fishing in the Bay of Bengal have a functioning wireless receiver, life jacket for each person in the boat/trawler.
- (f) Prepare updated list of government and privately owned fishery assets in disaster prone areas and maintain it.
- (g) Maintain the survey reports and statistics of fishermen population, Pisciculturists and fish farms in disaster prone areas.

- (h) Maintain a list of fishing boats, trawlers and ocean going vessels along with the names of owners/drivers in the concerned areas.
- (i) Maintain full time communication with the officials of Bangladesh Water Development Board for ensuring operation and maintenance of embankments and sluice gates in concerned areas for the purpose of blocking entry of saline water due to pressure of tidal bore.
- (j) Ensure adequate operation of sluice gates.
- (k) Coordinate with the local officials of the Bangladesh Agricultural Development Corporation for the availability of power pumps for pumping out saline water from the ponds in cooperation with CPP in times of need.
- (l) Receive training about cyclone preparedness, determination of environmental loss/damage and rehabilitation.

***Disaster Stage***

- (a) Assist local administration for requisition of ocean going vessels (in times of cyclone disaster) for relief, rehabilitation and rescue work.
- (b) Open the Control Room and send the Liaison Officer to the local Disaster Management Committee.

***Rehabilitation Stage***

- (a) Arrange for an immediate survey to determinate loss/damage of government and privately owned fishery assets and prepare projects for long term relief and rehabilitation and send the same to appropriate authority.
- (b) In coordination with local administration and Bangladesh Agricultural Development Corporation, take steps for the import of required number of power pumps through government and private funds, if possible.
- (c) Ensure implementation of long term relief and rehabilitation programmes in fishery development sector and send reports of progress to higher authority.
- (d) Inspire and assist the affected pond fish farmers for rehabilitation.
- (e) Assist local administration in relief and rehabilitation.
- (f) Arrange Pisciculture loan to fisherman/fish farmers.

**14 Ministry of Civil Aviation and Tourism**

This Ministry will perform the following duties in addition to its normal functions:

- (a) Provide air service for evacuation of seriously injured persons from operating airports on the directive of Inter-Ministerial Disaster Management Coordination Committee/National Disaster Management Council.
- (b) Extend full cooperation to local administration for rescue, evacuation, relief and rehabilitation operations.

- (c) Use good offices if necessary for procurement of aircraft from the Flying Club etc in times of need by the Ministry of Disaster Management and Relief for emergency relief operations.
- (d) Ensure quick air traffic clearance of aircraft arriving with relief materials from abroad.
- (e) Ensure appropriate parking and flight facilities of aircraft engaged in rescue/relief work at airports.
- (f) Prescribe policy for collection of fee for landing and flights of aircrafts on relief missions from friendly countries
- (g) Shift imperiled air traffic services to safer place.
- (h) Make quick repairs of affected airports.

### **15. Armed Forces Division**

In addition to discharging normal responsibilities, the division will take the following steps to implement it's own action plans to cope up with the disasters.

#### ***Normal Time:***

- (a) Designate a Disaster Management Focal Point and inform all concerned.
- (b) Maintain a full-time liaison with the EOC of the Ministry of Disaster Management and Relief.
- (c) Ensure appropriate preparedness planning of the three services in respect of the security of the people, establishment, equipment, installation materials and transport in the cyclone/flood prone areas before the cyclone/flood season starts.
- (d) Ensure all out cooperation of three services in assistance of civil authorities for dissemination of alert and warning signals, evacuation, rescue and relief and rehabilitation work.
- (e) Coordinate between the Ministry of Disaster Management and Relief and the three services where necessary regarding the deployment the Armed Forces in aid of civil authorities on the basis of requisition and request from the Ministry of Disaster Management and Relief to cope up with disasters.
- (f) Ensure budget allocation for disaster emergency works on the basis of demand by the National Disaster Management Council.
- (g) Arrange for training of Task Force Commander on disaster management and environment relating to the impact of disaster.

#### ***Alert and Warning Stage***

- (a) Operate the Control Room, Prime Minister's Monitoring and Coordination Cell round the clock (24 hrs)
- (b) Maintain liaison with the EOC at the Ministry of Disaster Management and Relief.
- (c) Keep the appropriate units of Army, Navy and Air force in readiness for conducting rescue, evacuation and relief operations as per requisition.

- (d) Ensure that the necessary preparedness arrangements for the deployment of the Army Task Force in the event of disaster to areas identified by the Ministry of Disaster Management and Relief are in force

***Disaster Stage***

- (a) On the basis of requisition, deploy the Armed Forces on the approval of the Prime Minister for disaster response, relief and rehabilitation work in aid to the civil power.
- (b) Assist in coordination between the Ministry of Disaster Management and Relief and the three services for the balanced performance of the field task force.
- (c) Collect information on the rescue, relief and rehabilitation work of the three services and dispatch it regularly to the coordination cell of the Prime Minister's Secretariat and the Inter-Ministerial Disaster Management Co-ordination Committee and Ministry of Disaster Management and Relief.

***Rehabilitation Stage***

- (a) Analyze the activities of the three services and assess the benefits, problems and difficulties.
- (b) Terminate relief operations by the Armed Forces at appropriate time in consultation with National Disaster Management Council.
- (c) Prepare a report on relief and rehabilitation operations by the Armed Forces services and furnish it to the National Disaster Management Council/Ministry of Disaster Management and Relief.

***15.1 Bangladesh Army***

The Bangladesh Army has to play a very important role in evacuation, rescue, relief and rehabilitation operations during disaster. At times of disaster the Army Headquarters will perform the following duties:

***Normal Times***

- (a) Designate a Disaster Management Focal Point in Army Headquarters and Divisional Headquarters
- (b) Instruct all garrison and central transport pool of Army Headquarters for earmarking light transports, trucks, rescue vessels and motor boats for emergency duties.
- (c) Prepare and continuously update own Action Plan of the Directorate for security and safety of people, materials, installations and equipment and review the status of preparedness.
- (d) Prepare operational plan for responding to the call of civil administration during disaster.
- (e) Impart training on Disaster Management to officers and jawans in all training institutes and staff colleges.
- (f) Hold drills on disaster preparedness and response.

***Alert and Warning Stage***

- (a) Establish the Control Room for disaster in the headquarters and concerned formation headquarters and convey the telephone no. to the Director of Military Operation (Office and Residence), control room and duty officers of the coordination cell of the Prime Minister's Secretariat and the control rooms of the Ministry of Disaster Management and Relief, Navy and Air Force.
- (b) Designate one Liaison Officer if necessary to the coordination cell of the Prime Minister's Secretariat and maintain liaison with the control room of the Ministry of Disaster Management and Relief.
- (c) Issue warning orders to all concerned. Issue orders for the rapid mobilization of the army and assign duties to them in areas likely to be affected by disaster.
- (d) Organize Task Force in each formation for working as a Disaster Control Unit. Each such unit should be composed of one full infantry company, engineer, adequate first aid, doctors with medicine and nursing assistants.
- (e) Earmark a Reserve Task Force if needed.
- (f) Move the Task Force to the convenient positions if needed.
- (g) Task Force Commander will coordinate with local civil authority for evacuation, rescue, relief, health care and rehabilitation activities.
- (h) Undertake any other preparedness activity if required.
- (i) Dispatch report about the situation and the activities to the coordination cell of the Prime Minister's Secretariat.

#### ***Disaster Stage***

- (a) Keep the disaster Control Room at the Army and relevant formations headquarters operational round the clock.
- (b) Collect information regarding the levels of the preparedness and other activities from the disaster prone areas and dispatch it to the coordination cell of the Prime Minister's Secretariat and the EOC of the Ministry of Disaster Management and Relief for perusal of the National Disaster Management Council/Inter-Ministerial Disaster Management Coordination Committee.
- (c) Move Task Forces in disaster affected areas in consultation with Ministry of Disaster Management and Relief and local authority.
- (d) Dispatch reports regularly to the coordination cell of the Prime Minister's Secretariat and the EOC of the Ministry of Disaster Management and Relief in order to keep the national Disaster Management Council informed about the latest situation.
- (e) Take up any other activity considered indispensable from the humanitarian point of view.
- (f) Undertake relief operations in all affected areas and assist local administration for implementing rescue operations.

#### ***Rehabilitation Stage***

- (a) Conduct a survey in affected areas and assess requirement of relief and rehabilitation.
- (b) Assist the local administration in removing the dead bodies and debris in affected areas

and improving the environment.

- (c) Assist with the provision of medical services for the treatment of wounded persons of the disaster affected area and also assist the agencies engaged in the prevention of epidemics.
- (d) Assist local administration for ensuring arrangement of pure drinking water.
- (e) Set up field hospitals, if required.
- (f) Assist the affected people with the construction of temporary shelters.
- (g) Participate in reconstruction and rehabilitation operations if requested by the civil administration.
- (h) Undertake any type of work from a humanitarian point of view for the benefit of affected people.
- (i) Despatch the detailed report to the coordination cell of the Prime Minister's Secretariat and the EOC of the Ministry of Disaster Management and Relief stating all the aspects of relief and rehabilitation work for perusal of the National Disaster Management Council concerning the progress of work relating to relief and rehabilitation.
- (j) Designate one Liaison Officer to the military missions in friendly states where form relief materials are coming so as to help with relief work, if necessary be prepared to participate jointly in conducting the relief work.

### **15.2 Bangladesh Navy**

The Bangladesh Navy will extend all assistance to the local administration of coastal areas during cyclone disasters according to their ability and resources. Such assistance should be rendered within their limitation of normal equipment and vessels. Such assistance should be in the shape of transportation of relief materials from Chittagong to off-shore islands and from Narayanganj/Khulna to Barisal/Patuakhali (only in those areas where depth of water is sufficient for such transportation). These vessels will carry medical teams composed of naval and civilian doctors and medicines supplied by or through Deputy Commissioners.

If additional relief boats and water transports and equipment are supplied to Bangladesh Navy, then possibly these will be operated by personnel of Bangladesh Navy. Above all, the water transports of the Navy can operate as speedy floating communication centres.

In the event of a severe cyclonic situation, they should remain alert for performing any special assignment of the government due to emergency. In addition to implementing their own work plans, the Bangladesh Navy will perform the following duties:

#### ***Normal Times***

- (a) The Navy will designate three Disaster Management Focal Points at Naval Headquarters Khulna and Chittagong.
- (b) Keep the naval transport station, ready for long term relief operations at short notice.
- (c) Operations Directorate of Naval Headquarters will keep contact with Meteorological Department/Ministry of Disaster Management and Relief for receipt of warning signals and required arrangements in advance.
- (d) Prepare a list of serviceable water transports for relief and rescue operations for use by all

concerned during a cyclone disaster.

- (e) Impart training to staff about rescue and rehabilitation activities.
- (f) Test the effectiveness of own Action Plan adopted for Disaster Management as per Standing Orders through annual drills and take steps for its improvement.
- (g) Prepare plans for the protection of the ships, equipment, installations, goods and personnel of Bangladesh Navy against disasters.

#### ***Alert and Warning Stage***

- (a) Issue warning orders to all units.
- (b) Establish disaster control room in Naval Headquarters and provide telephone numbers of Director of Naval Operations (office and residence), control room and duty officer to the Prime Minister's coordination cell, EOC at the Ministry of Disaster Management and Relief, Control Room of Army and Airforce.
- (c) Take necessary arrangement for protection of ships and installations, personnel and equipment of Bangladesh Navy likely to be affected by the disaster.
- (d) Designate one Liaison Officer to the coordination cell of the Prime Minister and keep contact with the EOC at the Ministry of Disaster Management and Relief, and Control Room of Army and Airforce.

#### ***Disaster Stage***

- (a) Arrange requisite manpower in Control Rooms of Naval Headquarters, Chittagong and Khulna.
- (b) Keep all ships and stations ready for launching cyclone relief operations at short notice.
- (c) Naval Headquarters shall keep close liaison with the Control Room of the Prime Minister's coordination cell and EOC at the Ministry of Disaster Management and Relief.
- (d) Adopt all possible security steps in close cooperation and coordination with the concerned civil authority.
- (e) At the instructions of the Armed Forces Division, all the ships containing materials supplied by the agencies at the instruction of the Deputy commissioner or Ministry of Disaster Management and Relief.
- (f) Without prejudice to any other rules and regulations and limitations, on the request of the civil authorities the ships will be sent to the affected areas as soon as the weather becomes favourable at the instructions of the Armed Forces Division.
- (g) At the directives of Naval Headquarters the ships/stations will assist the civil authorities.
- (h) It will regularly send the report of the activities to the Control Rooms of Prime Minister's coordination cell and EOC at the Ministry of Disaster Management and Relief.

#### ***Rehabilitation Stage***

- (a) Determine the requirement of relief and rehabilitation after assessment survey of loss and

damage through the affected areas and advise government about the necessary steps in this respect has been carried.

- (b) Assist the local administration in all possible ways for relief and rehabilitation programmes in the affected areas.
- (c) Assist the civil authority with the distribution of relief materials among the affected people.
- (d) Continue assistance with all steps undertaken by the local/civil authority until the return of normalcy.
- (e) Prepare detailed reports on all aspects of relief and rehabilitation and submit the same to the National Disaster Management Council.
- (f) Designate Liaison Officers to Naval relief missions from friendly countries.

### ***15.3 Bangladesh Air Force***

The role of Bangladesh Air Force in combating national disaster is important. Bangladesh Air Force will have to be prepared for facing any situation created as a result of disaster. In addition to normal functions it will perform the following duties:

#### ***Normal Times***

- (a) Designate one Disaster Management Focal Point at Air Force Headquarters and stations and inform all concerned including the DMB.
- (b) Establish the Disaster Control Room with updated maps of flood prone areas, coastal areas and offshore islands. Maintain all updated particulars/data about airstrips and Helipads.
- (c) Pre-arrange effective procedures, for the receipt of meteorological messages from Meteorological Department and other sources.
- (d) Prepare contingency plans for the protection of own aircraft, equipment and installations and for responding to the call of the civil authority and also formulate standing orders.

#### ***Alert and Warning Stage***

- (a) Issue precautionary directives to all concerned.
- (b) Keep transport aircraft and helicopters in readiness.
- (c) Take precautionary steps for keeping aircraft and equipment of the Bangladesh Air Force in cyclone prone areas at a safer place.
- (d) Designate one Liaison Officer to the Prime Minister coordination cell according to necessity and maintain liaison with the EOC at the Ministry of Disaster Management and Relief, and Control Room of Army and Navy.
- (e) Provide the telephone numbers of the Director of Air operations (Office and Residence) of control room and of duty officer to the Control Room of the Prime Minister's coordination cell, EOC at the Ministry of Disaster Management and Relief, and Control Room of Army and Navy.

### ***Disaster Stage***

- (a) Keep constant watch on the cyclone/flood situation.
- (b) Furnish any additional meteorological information, if collected through own sources, to the concerned authority in order to supplement the information of Bangladesh Meteorological Department/Bangladesh Water Development Board.
- (c) Keep transport aircraft and helicopters ready for primary trial flight as soon as the weather becomes normal for rescue work and assessment of loss and damage on account of cyclone.
- (d) In case of severe floods, assist with airlifts according to the necessity of relief operations by civil authority.

### ***Rehabilitation Stage***

- (a) Conduct an aerial survey to assess of the nature and extent of loss and damage in cyclone/flood affected areas and send a report of findings to the National Disaster Management Council and Inter-Ministerial Disaster Management Coordination Committee.
- (b) Evacuate seriously injured persons to nearest hospitals.
- (c) Supply transport aircraft and helicopters for the survey/visit of affected areas by concerned high officials, Newsmen, Ambassadors etc.
- (d) Carry relief materials like food and water to the affected areas and deliver them to people by airdrop, if required.
- (e) Assist the civil administration, Bangladesh Red Crescent Society and other agencies with helicopters for transportation of essential relief materials, medicines and medical teams to affected area.
- (f) Utilize wireless, radio, telephone communications of Bangladesh Air Force as complementary to existing civil communication net work for transmission of very important messages.
- (g) In the interest of overall relief operations, assume responsibility of any other activity as per directives of the government.
- (h) Prepare a detailed report describing all the aspects of relief operations already in hand.
- (i) Provide one Liaison Officer for Relief Missions (Air Force) from friendly countries.

## **16. Ministry of Defence**

In addition to its normal functions the Ministry will take the following steps to implement its own work plans for coping with disasters.

### ***Normal Time:***

- (a) Designate a Disaster Management Focal Point and inform all concerned.

- (b) Designate one Liaison Officer for the EOC at the Ministry of Disaster Management and Relief.
- (c) Ensure appropriate Planning for the security of the people, equipment, establishment infrastructure, transports etc. of the cyclone/flood prone areas before the start of the disaster seasons.
- (d) Ensure effective coordination of line organisations to help civil authorities in respect of dissemination of warning signals, evacuation, rescue and rehabilitation operations.
- (e) Coordinate with the Ministry of Disaster Management and Relief for utilisation of Armed Forces in aid of the civil authorities on the basis of requisition and requirement by the Ministry of Disaster Management and Relief in times of need.
- (f) Ensure budget allocation for disaster emergency work on the basis of the decision by National Disaster Management Council (NDMC).

***Alert and Warning Stage:***

- (a) Operate Control Room round the clock (24 hrs)
- (b) Depute one Liaison Officer for the EOC at the Ministry of Disaster Management and Relief.
- (c) Collect disaster information from the Department of Meteorology and inform all concerned including the Ministry of Disaster Management and Relief.

***Disaster Stage:***

- (a) Maintain full time coordination with the EOC at the Ministry of Disaster Management and Relief and Control Rooms of Armed Forces in order to collect information about the situation regularly.
- (b) Help to maintain coordination between the Ministry of Disaster Management and Relief and the Armed Forces Division for the smooth work of the Field Task Force.

***Rehabilitation Stage:***

- (a) Terminate relief operations by the Armed Forces at the appropriate time in consultation with the National Disaster Management Council.
- (b) Collect reports on relief and rehabilitation operations by the Armed Forces and the civil authorities to the National Disaster Management Council/Ministry of Disaster Management and Relief.

***16.1 Meteorological Department***

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

***Normal Times***

- (a) Keep ever careful watch over weather conditions, and ensure improvement of cyclone forecast procedures and supply of information on regular basis.
- (b) Ensure full time effectiveness of the quickest channel of communication for disseminating weather warnings to all concerned. Fax arrangement must be established between SWC of Meteorological Department and Radio, Television and the Ministry of Disaster

Management and Relief.

***Alert Stage***

- (a) Issue as soon as possible the alert warning signals of cyclone, at least 36 hours ahead of formation of depression in the Bay of Bengal.
- (b) Supply information through Fax/telephone/teleprinter to Cyclone Preparedness Programme (CPP) about the formation of depression in Bay of Bengal so as to allow CPP to take appropriate actions including dissemination of information to all concerned.
- (c) Issue warning signals code 'Whirlwind' as per Annexure-A to all concerned officials through telephone, teleprinter, telegram etc., fax, (email)
- (d) Prepare and submit Special Weather Bulletin and broadcast/publicise the same through national news media such as the all stations of Radio and Television and in national newspapers for the benefit of the general people. In case of Local Cautionary Signal no. 3, arrange for adequate and full time coordination between SWC of the Meteorological Department, Bangladesh Betar, Bangladesh Television for publicity beyond normal broadcasting hours.
- (e) Send Special Weather Bulletins to EOC at the Ministry of Disaster Management and Relief, the Directorate of Relief and Rehabilitation, the Cyclone Preparedness Programme and Bangladesh Red Crescent Society for undertaking adequate arrangements.

***Warning Stage***

Publicise warning signals at each of the following specified stages.

- (a) Warning 24 hours before
- (b) Danger At least 18 hours before
- (c) Great Danger At least 10 hours before

The same warning signals are to be repeated to the EOC at the Ministry of Disaster Management and Relief, Control Room of the Disaster Management Bureau, the Directorate of Relief and Rehabilitation, the Cyclone Preparedness Programme and the Bangladesh Red Crescent Society.

The following information should be mentioned in the signals to be disseminated.

- (a) Position of the storm centre
- (b) Velocity and direction of the storm
- (c) Mention of the thanas of the districts likely to be affected, if possible.
- (d) Appropriate time of commencement of gale wind at different places (Velocity above 32 miles/hour or 51.84 km/hour).

In case of danger signals messages are to be sent to the addresses under code name "Hurricane" as per Annexure-A through Fax/telephone/teleprinter or telegraph. In case of great danger signals messages should be sent to the addresses under code name "Typhoon" as per Annexure-A through Fax/telephone/teleprinter or telegraph. For the purpose of Inland Water Transportation, appropriate

separate messages should be sent to addresses mentioned therein through Fax/telephone/teleprinter or telegraph under code name "Water ways and Authority" mentioned in Annexure-A.

Alert/Warning signals should be sent to the concerned authorities for publicity through all centres of Bangladesh Betar and Bangladesh Television.

### ***Rehabilitation Stage***

Work in collaboration with the Disaster Management Bureau to perform the following tasks.

- (a) Compare the severity of cyclone with that of warning signal.
- (b) Collect data from affected areas for research purpose
- (c) Obtain opinion of the people about the signals issued.

## **17 Ministry of Home Affairs**

The Fire Service and Civil Defence, Police, Ansar, Village Defence Party, Bangladesh Rifles, Coast Guards all have important role to play in rescue, security, relief operations and information management. These Forces under the control of Ministry of Home Affairs are generally deployed in the affected areas and their services are placed under the control of Deputy Commissioners or Thana Nirbahi Officers.

Ordinarily these Forces will assist the local administration in the preparation of Action Plans, preparedness arrangements and local standing orders. The Ministry will ensure that these agencies play an active role in performing their own responsibilities. The Ministry will regularly review the following disaster related issues of agencies/Forces under its control:

- (a) Action Plan for disasters
- (b) Necessary equipment, transports and other materials to combat disaster.
- (c) Telecommunication facilities in possible disaster affected areas.
- (d) Training in Disaster Management.
- (e) Disaster preparedness drills
- (f) Preparation of the necessary legislation

Besides implementation of normal duties towards combating emergency situations during disaster and of own Action Plans the Secretary will:

### ***Normal Times***

- (a) Designate one Liaison Officer in the Ministry as Focal Point and inform all concerned including Disaster Management Bureau (DMB).
- (b) Designate one Liaison Officer to the Control Room of Disaster Management Bureau of the Ministry of Disaster Management and Relief.
- (c) Ensure preparedness steps by concerned people of the agencies under control of the Ministry in the disaster prone area regarding security of wireless equipment, transports, goods and installations.
- (d) Ensure all-out cooperation to the civil authorities by agencies like Police, Ansar, Village

Defence Party, Fire Services and Civil Defence regarding warning and warning signals dissemination, evacuation, rescue and relief activities during disaster emergency and during post disaster period for rehabilitation and maintenance of Law and Order.

- (e) Ensure maintenance of Law and Order in disaster threatened areas during the alert/warning stage, disaster stage and rehabilitation stage.
- (f) Ensure adequate budget provision for the performance of emergency duties as instructed by National Disaster Management Council and Ministry of Disaster Management and Relief.
- (g) Arrange training of officers and staff on disaster management of BDR, Police, Ansar, VDP, Fire Brigade and Civil Defence in disaster prone areas.

#### ***Alert and Warning Stage***

Ensure readiness of the departments/Forces under the control of the Ministry in threatened areas and ensure implementation of their Action plans in alert/warning stages.

#### ***Disaster Stage***

- (a) Operate the Control Room in the Ministry
- (b) Designate one Liaison Officer for keeping contact with the EOC at the Ministry of Disaster Management and Relief.
- (c) Collect information on Law and Order situation and issue the necessary instructions.
- (d) Ensure quick mobilization of the BDR, Ansar and Village Defence Party (remain stand-by and move as per government instructions).
- (e) Ensure cooperation and assistance to local administration and concerning BDR, Police, Ansar, VDP, Fire Brigade and Civil Defence to rescue and evacuation of people, animals and birds in shelter/safe places, Killas and high rise lands.
- (f) Ensure round the clock operation of disaster control room in the Head Offices of BDR, Police, Ansar, VDP, Fire Service and Civil Defence and sending of regular information to the EOC at the Ministry of Disaster Management and Relief.
- (g) Keep the subordinate field level Forces active and coordinate with local administration and the Ministry of Disaster Management and Relief.
- (h) Collect loss and damage information from head offices of BDR, Police, Ansar, Fire Brigades regularly and send them to National Disaster Management Council/Inter-Ministerial Disaster Management Coordination Committee/Ministry of Disaster Management and Relief.
- (i) Supervise the field level work of BDR, Police, Ansar, VDP etc.

#### ***Rehabilitation Stage***

- (a) Evaluate the services rendered, identify deficiency if any and correct it.
- (b) Withdraw BDR, Ansar, VDP quickly after they finish their work relating to disaster.
- (c) Send a detailed report after completion of all works related to rescue, relief and rehabilitation by Police, BDR, Ansar, VDP, Fire Brigade & Civil Defence to National

Disaster Management Council/Inter-Ministerial Disaster Management Coordination Committee and Ministry of Disaster Management and Relief.

**17.1 Bangladesh Rifles (BDR)**

The Bangladesh Rifles as a part of civil administration can play an important role in combating disasters in far flung areas of the country. They must be called upon to aid of the local civil administration on request. But in far flung areas where it is difficult for civil administration to operate, the concerned BDR sectors will have to combat disaster of their own accord.

The Contingency Action Plan of Bangladesh Rifles will enable all concerned in disaster affected areas to start their activities at the appropriate time.

The members of Bangladesh Rifles will perform their assigned task under the agency/department made responsible to achieve the target as per government directives.

***Formation***

The concerned sectors will constitute 2 platoons' strength force in the disaster affected areas with the following groups.

- (a) Rescue Team - 1 Platoon strength force
- (b) Evacuation and First Aid Team - 1 section strength with one nursing staff.
- (c) Relief and Rehabilitation Team - 2 sections strength.

***Normal Times***

- (a) One Liaison Office will be designated as the Focal Point in the Headquarters of the Bangladesh Rifles.
- (b) Impart training to selected persons to combat disaster.
- (c) Prepare a list of disaster prone areas within the areas under of responsibility.
- (d) The distance and means of communication of risk areas should be known to the concerned persons to face loss/damage by floods, cyclone, river erosion, drought etc
- (e) Prepare a list of shelter/safe places, hospitals and food godowns.
- (f) Coordinate wireless communication arrangements situated within the areas most likely to face the brunt of disaster and the capability and assigned responsibility of the other agencies.
- (g) Take advanced preparations for receipt of disaster related alert/warning signals from Bangladesh Meteorological Department (BMD) and other sources.
- (h) Every member of the Force should know the meaning of warning signals.
- (i) Inspire the local population to listen to weather/flood bulletins and to work accordingly.
- (j) Arrange for rehearsals in cyclone/flood measures in association with other agencies in cyclone/flood prone areas and examine the standard of preparedness at all levels. Take protective steps for the security of their own lives, assets, equipment, installations, water

transports and road transports.

- (k) Supply additional wireless sets to BOPs in cyclone affected areas.

***Alert and Warning Stage***

- (a) Members of the BDR will issue warning notice through Thana administration to local people of areas likely to be affected on the basis of warning/alert signals issued by Meteorological Department/Flood Forecast Centres and broadcast/telecast by Radio/TV.
- (b) Form teams for rescue/relief operations.
- (c) Local BDR Sectors will assist local civil authority in the distribution of necessary transport, fuel, medicine and relief materials to the affected people.
- (d) Sectors will establish contact with local administration and decide to gather/evacuate people and materials for sending to safe places.
- (e) One officer will supervise the work of the teams.
- (f) Keep in touch with the Control Room of BDR Headquarters day and night (24 hours).
- (g) If necessary take any other preparedness steps.
- (h) Gather all members and materials of the Force as far as possible.
- (i) Establish a Control Room at BDR HQ and send one Liaison Officer there to assist local administration in rescue, relief and rehabilitation work and maintain Law and Order strictly in cooperation with police according to work distribution.
- (j) Depending on the gravity of situation, cooperate with the local administration for using wireless facility for contacting local Disaster Management Committee or Ministry of Disaster Management and Relief.
- (k) Alert people at the level of BOP.

***Disaster Stage***

- (a) After assessment of loss and damage, inform local administration, Disaster Management Bureau and BDR Headquarters.
- (b) Shift injured persons to pre-selected places.
- (c) Retrieve dead bodies and arrange burial.
- (d) Retrieve valuable assets.
- (e) Ensure deployment of concerned teams in their respective areas.
- (f) Ensure performance of duties by concerned teams in their respective areas.
- (g) Arrange for primary medical care to injured persons.
- (h) Assist local administration in evacuation operations.
- (i) Distribute food, drinking water and clothing among the affected persons.

- (j) Send maximum information as far as possible in respect of disaster affected areas to the Control Room of the Bangladesh Rifles.
- (k) Send daily situation report to BDR Headquarters.
- (l) Fix up reserve/additional team if deployment of additional manpower is considered necessary.
- (m) Assist civil administration for keeping law and order in affected areas.
- (n) Issue orders for other works, if necessary.
- (o) Send information relating to disaster from Bangladesh Rifles Headquarters to the EOC at the Ministry of Disaster Management and Relief with copy to Ministry of Home Affairs.
- (p) Alert people at BOP level.
- (q) Arrange to keep maximum number of teams in the sector.
- (r) Maintain wireless communication between BOP battalion and Sector Headquarters.

***Rehabilitation Stage***

- (a) Help local people for quick construction/reconstruction of houses for shelter.
- (b) Help local administration in distribution of relief among affected people.
- (c) Coordinate with and assist in mass vaccination programmes in affected areas.
- (d) Ensure receipt of relief materials without any hindrance to affected people.
- (e) Submit detailed report of activities on relief and rehabilitation to the Ministry of Home Affairs.

Operational procedure for the sectors in areas other than sea coasts.

***Location***

- (i) Rajshahi Sector : This sector is located in Rajshahi city
- (ii) Rangpur Sector : This sector is located in Rangpur town
- (iii) Dinajpur Sector : This sector is located in Dinajpur town
- (iv) Mymensingh Sector: This sector is located in Mymensingh town.
- (v) Sylhet sector : This sector is located in Sylhet town
- (vi) Comilla Sector : This sector is located in Comilla town
- (vii) Rangamati Sector : This sector is located in Rangamati town.
- (viii) Dhaka Sector : This sector is located in Dhaka town.
- (ix) Kushtia Sector : This sector is located in Kushtia town

***Duty***

Train up the additional manpower and members of Bangladesh Rifles and keep them in preparedness for rendering assistance to district and concerned authorities for relief and rehabilitation work as per their advice at the time of disaster.

**17.2 Bangladesh Police**

Because of their presence all over the country, besides playing very important role in all places of disaster response, Bangladesh Police will perform the following duties under the Standing Orders.

***Normal Times***

- (a) Designate one Liaison Officer in the Directorate as the Disaster Management Focal Point
- (b) Impart training to the members of Police Force in first aid, evacuation, rescue and relief operations.
- (c) Identify the 'High Risk' and 'Risk' areas for cyclone/floods and other disasters and instruct the existing police installations located in those areas for keeping themselves in readiness for undertaking emergency rescue, evacuation and relief operations.
- (d) Coordinate the wireless frequency of Bangladesh Police with the wireless network of Bangladesh Rifles, Bangladesh Water Development Board, Ministry of Disaster Management and Relief, Bangladesh Red Crescent Society, Disaster Management Bureau, Bangladesh Railways, Cyclone Preparedness Programme (CPP), BIWTA and BIWTC etc.

***Alert and warning stage***

- (a) Establish the Disaster Control Room at Headquarters, Range and District level.
- (b) Designate one Liaison Officer for keeping contact with the Control Room of the Ministry of Disaster Management and Relief.
- (c) Issue cautionary instructions to all concerned.
- (d) Keep appropriate connections with the police installations in areas likely to be affected by disaster.
- (e) Fix up road and water transports and keep them in readiness for movement towards affected areas at short notice.
- (f) Keep direct contact with different levels of officials like Divisional Commissioner, Deputy Commissioner, Thana Nirbahi Officer, Chairman and others and cooperate with local administration and local Disaster Management Committee for taking any steps to combat any situation.
- (g) Instruct all concerned to accord priority to disaster related wireless messages if require by any appropriate official.

***Disaster Stage***

- (a) On receipt of directives from the appropriate authority for evacuation, organize in close cooperation with local people, agencies, and local administration the endangered people for evacuation and undertake evacuation operations.
- (b) Mobilize reserve police force to the affected areas if required as soon as such mobilisation is possible, maintain effective law and order and safety of the evacuated people.
- (c) Keep close watch on any criminal and anti-state activity in the area and take stern measures, if necessary.

***Rehabilitation Stage***

- (a) Arrange security of government property and installations damaged in the disaster.
- (b) If necessary, arrange for control of transports in areas around damaged roads, bridges etc.
- (c) Assist the local administration/local agencies in the rescue operations of stranded people and in the burial work of dead human bodies and carcasses after discovery.
- (d) Render emergency assistance and first aid to injured persons and disaster affected people.
- (e) If necessary assist local administration in the establishment of relief shelter places.
- (f) Assist the local administration in putting a stop to theft and misuse in relief operations, especially relief materials.
- (g) Participate in reconstruction and rehabilitation work until return of normalcy.

### ***17.3 Ansar and Village Defence Directorate***

Because of their existence all over the country, Ansar and Village Defence Party (VDP) can play an important role in Disaster Preparedness and post disaster periods. Their disaster related activities include publicity of warning signals, rescue, evacuation, security, law and order and rehabilitation operations.

#### ***Normal Times***

- (a) Impart Training to members of Ansar and VDP on their allotted duties in respect of Warning/Alert signal, evacuation, rescue, first aid, relief and rehabilitation.
- (b) The Ansar and Village Defense Party company is to be divided into following platoons for their engagement in disaster and relief work.
  - (i) Shifting and Rescue Platoon
  - (ii) Relief Platoon
  - (iii) Reconstruction Platoon
  - (iv) First aid Platoon
- (c) Arrange basic and refresher training to company/platoons cited at (b) above .
- (d) Arrange cyclone rehearsals before cyclone season in all cyclone prone areas every year in April and September as per the instructions of Deputy Commissioner.
- (e) Issue instructions to Ansar and VDP units at all levels for informing about the above Standing Orders.
- (f) Maintain contact with Disaster Management Bureau, Deputy Commissioner, CPP, Bangladesh Red Crescent Society and Thana Nirbahi Officer/Chairman for coordination of the work in which participation of Ansar and VDP is necessary.
- (g) Identify shelter places for people and livestock and keep contact with CPP, volunteers and local people for coordination on proper allocation of duties.
- (h) Earn confidence of the people of coastal areas and offshore islands through publicity of cyclone warning signals.
- (i) Assist Thana and Union Parishad in the maintenance of earthen mounds and cyclone shelters to ensure their use as shelter places.

- (j) Ansars should remain ever ready to participate in evacuation operations as per directives issued through Bangladesh Betar or by any other authority in cooperation with local Disaster Management Committee.
- (k) The District and Assistant Adjutant of Ansars should keep close contact with District and Thana police, Red Crescent, Fire Services and Civil Defence and organize preparedness programmes for fighting cyclone/flood situations.
- (l) The District Adjutant of Ansars should make sure that all officials will be visiting the disaster prone areas as frequently as possible and that they are familiar with the environment, communications etc of those areas.

#### ***Alert and Warning Stage***

- (a) Open the Control Room in the Directorate Headquarters and issue cautionary instructions to all concerned.
- (b) Ensure dissemination of cautionary instructions to community level as quickly as possible.
- (c) Warn the Ansar and VDP companies.
- (d) Keep contact with Deputy Commissioner, Thana Nirbahi Officer, Union Parishad Chairman and other concerned government offices/agencies for proper coordination.

#### ***Disaster Stage***

##### ***For Cyclone***

- (a) Visit every house in areas under threat to be hit by cyclone if possible and inform threatened people quickly about danger signal.
- (b) Evacuate people in danger to safer place on the instructions of the appropriate authority.
- (c) Guard residential houses of evacuated people to take security measures if possible.
- (d) Arrange service and Law and Order in cyclone shelter or places where people have been evacuated under orders of the appropriate authority.

##### ***For Floods***

- (a) All officials should contact the local administration for orders and reach the place of occurrence in disaster affected areas instantaneously if ordered by Deputy Commissioner/Thana Nirbahi Officer.
- (b) Local Ansar platoons under the command of officer/platoon commander will bury the dead bodies and carcasses as well as undertake rescue operations.
- (c) Distribute relief materials among the affected people sincerely. Also keep watch on the safety of assets of people evacuated elsewhere from their residence.
- (d) Those who are trained in vaccination against epidemic should immediately start vaccination work in association with Health Department.
- (e) Prepare and dispatch a report of the flood loss and damage and epidemic.
- (f) Take necessary steps for control of crime in affected areas in association with the police.

### ***Rehabilitation Stage***

- (a) Report to the local administration for duty in groups by going to the affected area.
- (b) Assist the local authority if required in rescuing stranded distressed people and bringing them to relief shelters.
- (c) Assist the local administration with enforcing discipline in relief shelter places.
- (d) Assist the local people and administration with providing relief and medical care to distressed people.
- (e) Ensure prevention of deterioration of health and sanitation conditions in affected areas and assist in the burial of carcasses.
- (f) Assist the distressed people in reconstruction of their houses or in any other work being imbued with the idea of self help and mutual assistance.
- (g) Assist local authority in compiling correct report of loss and damage.
- (h) Participate in any long-term rehabilitation programme including agri-rehabilitation under implementation by government or any other agencies.

### **17.4 *Fire Service and Civil Defence Directorate***

The Fire Service and Civil Defence Directorate will prepare and implement the following:

#### ***Normal Times***

- (a) Designate One Liaison Officer as Focal Point and inform all concerned.
- (b) Contact voluntary social welfare agencies, educational institutions etc and enlist volunteers and train them to combat cyclone, floods, fire and other disasters.
- (c) Train up volunteers (in coordination with CPP, Bangladesh Red Crescent Society, local administration and Police Directorate) for implementation of coordinated Action plan regarding safety of assets and food godowns, evacuation and rescue of people and livestock, and relief and rehabilitation related work at normal, disaster and rehabilitation stages.
- (d) Prepare a list of trained people with their addresses and keep them update
- (e) Collect equipment and relief materials and store them at pre-selected places.

#### ***Alert and Warning Stage***

- (a) After receipt of the warning signal, alert all units of Fire Service and Civil Defence for taking steps and keep them on standby.
- (b) Arrange drill for fire extinguishing, rescue, evacuation and transportation of injured persons and prepare coordinated Action Plans in cooperation with District/Thana administration and concerned local agencies.
- (c) Coordinate activities by keeping close contact with the local administration, police, Red Crescent and other Welfare agencies.

### ***Disaster Stage***

- (a) Establish Control Room at Headquarter, Division and District level, contact the Divisional Commissioner, Deputy Commissioner, Thana Nirbahi Officer and concerned Disaster Management Committee and work as per their directives.
- (b) As soon as the disaster has occurred, the local units of Fire Service and Civil Defence at District and Thana level of affected areas should immediately contact the local administration and obtain instructions for carrying out disaster relief operations.
- (c) All volunteers of the Directorate should assemble at the nearest Fire Service and Civil Defence station.
- (d) All workers of Fire Service and Civil Defence should immediately deploy to the affected areas and with the assistance of local authority perform the work of fire extinguishing, rescue, First aid, evacuation, transportation of injured persons, pumping out water from food godowns etc.
- (e) If required, the senior most officer will increase the strength of the service by bringing workers from less affected areas.
- (f) The senior officer will supervise the work of his services and extend cooperation and coordination with other services working in the affected areas. All other offices of the Directorate will cooperate with him.
- (g) Keep the local control room informed about the progress of work.
- (h) Assemble the volunteers and assign tasks suitable to individuals.
- (i) Remain active for fighting anti-social work and assist the police.

### ***Rehabilitation Stage***

After completion of emergency operations, the workers of the Fire Service and Civil Defence will take up responsibility of the following post disaster relief and rehabilitation work with the assistance of the local administration and other welfare agencies.

- (a) Take care of affected people and provide food, shelter and services.
- (b) Retrieve Government and personal property.
- (c) Repair damaged houses.
- (d) Dismantle unsafe buildings and construction frame works.
- (e) Supply pure drinking water.
- (f) Remove garbage and bury or remove dead bodies and carcasses with the help of Union Parishad and/or Anjuman-e-Mafidul Hasan or Anjuman-e-Mufidul Islam or any other similar agency.
- (g) Give mass vaccination.
- (h) Give relief materials to the affected people and assist in their rehabilitation.

- (i) Search for lost people and reunite them with their respective family.
- (j) Establish information centre.

## **18. Ministry of Communications**

### ***18.1 Roads and Railways Division***

### ***18.2 Jamuna Bridge Division***

It is the responsibility of the Ministry of Communications to maintain uninterrupted communication specially to maintain railway connections to nearest railways in disaster prone areas for transportation of food and relief materials. Under the Standing Orders the roads and railways division and Jamuna Bridge Division of the Ministry will perform the following duties.

#### **18.2.1 Bangladesh Railway Authority**

##### ***Normal Times***

- (a) Designate one Liaison Officer of the authority as the Focal Point and inform all concerned.
- (b) Issue disaster management guidelines to all railway authorities.
- (c) Review the current emergency plans in the light of past disasters.
- (d) Coordinate the security measures with Bangladesh Water Development Board, Roads and Railways Division, Jamuna Bridge Division, Ministry of Water Transport and the Ministry of Energy and Mineral Resources.
- (e) Repair railway lines, raise railway embankments and strengthen railway culverts and bridges.
- (f) Issue directives to concerned railway authority for patrol guards at weak points of railway lines during emergency.

##### ***Alert and Warning Stage***

- (a) Establish Control Room in Railway Headquarters.
- (b) Issue cautionary instructions to railway Districts of those areas likely to be hit by disaster.
- (c) Designate Liaison Officer for keeping contact with the EOC at the Ministry of Disaster Management and Relief.
- (d) One suitable officer will send an emergency message relating to disaster to railway authority through railway communication network.
- (e) Keep revised timetable of railway services ready in case of danger due to disaster.
- (f) Stock construction materials for repair of railway lines and bridges.

##### ***Disaster Stage***

- (a) Inform National Disaster Management Council/Inter-Ministerial Disaster Management Coordination Committee and the Ministry of Disaster Management and Relief on the basis of information collected through railway channels.

- (b) Strengthen guarding and inspection of railway bridges and lines.
- (c) Assist and advise the concerned authority regarding maintaining traffic and relocating of such traffic in the interest of security.
- (d) Take appropriate steps for the protection of stored items, equipment, implements, rolling stock and railway engines against loss or destruction.
- (e) Ensure arrangements for evacuation of affected people to railway stations.

***Rehabilitation Stage***

- (a) Arrange survey of railway assets
- (b) Assist concerned authority for assessment of loss incurred by affected people due to disaster and of their requirements.
- (c) Send list of overall loss and damage to the EOC at the Ministry of Disaster Management and Relief for the information of National Disaster Management Council/Inter-Ministerial Disaster Management Coordination Committee.
- (d) Repair damage to railway lines and restart disrupted railway services as soon as possible.
- (e) Assist the local authority with rescue, relief and rehabilitation programmes.
- (f) Assemble adequate materials for return of normal condition in case of damage to important junction stations and installations.
- (g) Arrange for sending food grains and other relief materials on priority basis according to necessity.

**18.2.2 Bangladesh Road Transport Authority**

Protection of uninterrupted road transportation is of special importance in any disaster situation for the transportation of relief workers and materials. To ensure this, under the Standing Orders, Bangladesh Road Transport Authority will perform the following duties.

***Normal Times***

- (a) Designate one Liaison Officer in the office as the Focal Point.
- (b) Issue appropriate guidelines for all concerned within the Authority for protection of essential road transports.
- (c) Ensure sufficient budget provision for repair and maintenance of bridges, culverts, roads and embankments so that they can withstand the pressure of tidal bore or flood waters after severe cyclone.
- (d) Review emergency preparedness measures in the light of past experience.

***Disaster Stage***

- (a) Open the Control Room day and night on full time basis (24 hrs)

- (b) Maintain full time link with the EOC at the Ministry of Disaster Management and Relief.
- (c) Send important information received through own channel to Inter-Ministerial Disaster Management Coordination Committee/Ministry of Disaster Management and Relief.
- (d) Strengthen patrol duty on important bridges and roads.
- (e) Repair roads if road communication is snapped and conduct transports through alternative roads.
- (f) Assemble all possible materials for repair of roads and bridges and send to the affected areas as early as possible.
- (g) Arrange for any other activity if considered necessary.

***Rehabilitation Stage***

- (a) Create alternative route immediately if road becomes unserviceable.
- (b) Start repairing and reconstruction work of damaged/destroyed roads and bridges immediately.
- (c) Give priority to transports carrying relief workers and relief materials.
- (d) Assess the extent of damage to roads, bridges and culverts and send reports to National Disaster Management Council/Ministry of Disaster Management and Relief and, if necessary, ask for additional funds to meet the emergency situation.
- (e) Make all efforts for maintaining communication on temporary and permanent basis and continue them for the purpose of socio-economic development of the affected areas and for the welfare of cyclone/flood affected people.

**18.2.3 Bangladesh Roads and Highways Directorate**

The Chief Engineer of Roads and Highways Directorate and all offices under him (as per delegation of powers) will perform the following duties in addition to normal duties and own directorate's work plan and implementation thereof.

***Normal Times***

- (a) Issue instructions to all levels of officials of the Roads and Highways Directorate for the maintenance of road and ensure maintenance programme of important road communications uninterruptedly.
- (b) Repair the weak points of the road network in disaster prone areas and maintain them in satisfactory condition.
- (c) Strengthen the roads and embankments, light bridges and culverts, so that they can withstand the tidal bore/high floods whipped up by cyclone.
- (d) Review the current emergency schemes twice a year in the light of past experience and strengthen the disaster preparedness.
- (e) If necessary, issue directives for the construction of link roads and temporary bridges and for starting ferry services.

- (f) Arrange patrol duty on important embankments, bridges and roads which are likely to be damaged in cyclone/tidal bore/floods.
- (g) Keep all equipment for road building ready for emergency repair works.

***Alert and Warning Stage***

- (a) Designate one Liaison Officer for maintaining link with the EOC at the Ministry of Disaster Management and Relief.
- (b) If necessary, assemble transports and maintenance equipment and send them to important installations.
- (c) Protect the infrastructure, construction materials, equipment, stores etc against loss and damage and destruction.
- (d) If necessary, plan alternative roads for transportation.

***Disaster Stage***

- (a) Operate Control Room round the clock (24 hrs)
- (b) Maintain full time link with the EOC at the Ministry of Disaster Management and Relief.
- (c) On receipt of any important information through its own channel, inform National Disaster Management Council and Disaster Management Bureau.
- (d) Strengthen patrol duty on important bridges and roadways.
- (e) Arrange transportation through alternative roads in the event of disruption of normal road communication.
- (f) Take appropriate steps for the security of ferry equipment, stores and installations in disaster prone area.
- (g) If necessary, take any other steps.

***Rehabilitation Stage***

- (a) Repair and reconstruct immediately damaged/destroyed roads and bridges.
- (b) Construct alternative roads for return of normalcy to the communication system.
- (c) Give priority to transports carrying relief workers and materials and other essential stores.
- (d) Collect information on loss/damage and quantify them and send reports to National Disaster Management Council/Ministry of Disaster Management and Relief and if necessary, ask for additional funds to meet the emergency situation.
- (e) Make all efforts and continue them for keeping road communications intact on temporary and permanent basis for the welfare of the distressed people and for socio-economic development in these areas.

**18.2.4 Bangladesh Road Transport Corporation**

Bangladesh Road Transport Corporation will perform the following disaster related activities in addition to normal duties:

- (a) According to government directives, arrange transports in the areas having road communications for evacuation of the people.
- (b) Extend all cooperation to local administration for rescue, evacuation, relief and rehabilitation work.
- (c) Provide truck fleet, on receipt of government orders, for transportation of relief materials, utensils and house building materials to the affected areas.

## **19. Ministry of Shipping**

In addition to performance of normal duties and responsibilities during disaster, this Ministry will have to play an important role and in that eventually the main work of this Ministry will be to ensure assembling and placing into service, at short notice, the water transports of Shipping Directorate, BIWTA, BIWTC and private owners of disaster affected areas as per requirement of the Ministry of Disaster Management and Relief and other government agencies.

### ***Normal Times***

- (a) Designate one Liaison Officer as the Focal Point in the Ministry.
- (b) Maintain the list of ships/vessels of BIWTA, BWTC and private owners. In this list names of owners and addresses will be mentioned so that these can be requisitioned at short notice. These ships and vessels should be principally used for the following duties:
  - (i) Evacuation of people prior to disaster.
  - (ii) Evacuation of marooned and distressed people and livestock.
  - (iii) Transportation of food grains from food godowns.
  - (iv) Transportation of relief materials, medical supplies and people engaged in relief work.
  - (v) Maintain communication systems and reestablish the same where it has been snapped.
- (c) Construct jetties in all islands and maintain water channels so that the ships employed in rescue and relief work can reach the islands.
- (d) Undertake dredging of river ways regularly and remove blockades to waterways so that the ships/vessels can ply easily for the purpose of evacuation, rescue, and relief work.

### ***Alert and warning stage***

- (a) Establish the Control Room after receipt of warning signal and appoint staff
- (b) Designate one Liaison Officer for keeping link with the EOC at the Ministry of Disaster Management and Relief.
- (c) Maintain link with BIWTA, BIWTC and all ports.
- (d) On receipt of warning signals pursuant to forecast, select places with easy communication for identification of stations at positions nearest to these places and after collecting the ships from the areas likely to be affected, shift them to safer place.
- (e) Arrange to requisition private water transports through appropriate authority, if required.

- (f) Alert all stations and subordinate offices to take appropriate preparations.
- (g) Assist in the shifting operations of population/livestock to safer places according to government decisions.
- (h) Coordinate with local authority and other Ministries and assist them in evacuation, rescue and relief operations in all possible ways.
- (i) Keep ready emergency repair teams with required implements/materials in fast moving water transports and at port.
- (j) Ensure safe transportation of water vessels.
- (k) Ensure running of ferry services efficiently.
- (l) Fix up available coasters for transport of relief and emergency food materials.
- (m) Instruct Port Authority to accord priority to arrival of vessels carrying relief and food materials to port jetty and delivery of their cargo.
- (n) Ensure quick repair of ships damaged in disaster and easy supply of POL.
- (o) Take up security steps for own installations, stores, equipment etc and shift transportable stores, installations and equipment to safer place.
- (p) Send daily reports to the EOC at the Ministry of Disaster Management and Relief about information received through own channels regarding cyclone situation and all actions.
- (q) Keep ship/water transports at earmarked stations outside affected areas, if necessary and shift them to safer places if required. In this respect, establish prior coordination with other Ministries and local government officials.

***Disaster Stage***

- (a) Operate the Control Room round the clock (24 hrs).
- (b) Ensure the availability of ships in affected areas and engage them according to necessity of local civil authority, Ministry of Disaster Management and Relief and other government agencies.
- (c) Send ships to affected areas from other places, if required.
- (d) Take up steps for rescue of own installations; stores and equipment from affected areas.
- (e) Direct the concerned port authority for speedy delivery of relief and food materials received as grant or imported from foreign countries.
- (f) Quantify loss/damage of own assets and prepare estimates and arrange for their reconstruction/repair.
- (g) Ensure speedy repair and easy supply of POL for ships damaged in the disaster.

***Rehabilitation Stage***

- (a) Reinstall water communication in affected area.
- (b) Continue all efforts for relief and rehabilitation programmes.

- (c) Fix up BIWTC owned vessel for transportation of relief and food materials received from foreign countries under import or grant and chartered vessels of chartering committee to meet the internal demand and issue necessary instructions to them.
- (d) Keep ready vessels/water transports anchored at stations in unaffected areas for proceeding towards affected areas if necessary. In this respect coordinate with other Ministries and local government officials.

#### **19.1 Bangladesh Inland Water Transport Corporation (BIWTC)**

Besides normal work of the corporation BIWTC will perform the following duties:

##### ***Normal Times***

- (a) Designate a Liaison Officer as the Focal Point in the corporation for disaster related issues.
- (b) Provide all water transports and facilities for requisition by the government for evacuation of population before disaster.
- (c) Provide water transports on requisition for evacuation of marooned and affected people and livestock.
- (d) Give water transports on requisition for following purposes:
  - (i) To bring foodgrains to food godowns and to dispatch from the godowns.
  - (ii) to shift relief materials, medical supplies and workers engaged in relief works from one place to another.
  - (iii) to maintain communication link and reinstate the same at place where it has been snapped.
- (e) Provide ferry service, if necessary, for quick dispatch of relief materials for relief operations.
- (f) Assist in requisitioning privately owned water transports.

##### ***Alert and Warning Stage***

- (a) Establish the Control Room at the BIWTC Headquarters and maintain communication through own network, with field level offices/officials/Committee.
- (b) Designate one Liaison Officer for maintaining link with Ministry of Shipping, Ministry of Disaster Management and Relief and Disaster Management Bureau.
- (c) Once the cyclone warning has been received, select one port nearest to the area likely to be affected by disaster, which is safe and easily accessible and assemble there the water transports from threatened area.
- (d) Establish a link with all ports and alert all subordinate offices, take protective actions for the security of own installations, stores, equipment and shift similar transportable stores, installations and equipment to safer place.
- (e) Keep ready emergency repair team with equipment and materials in water transports,

capable of plying with speed and at all ports.

- (f) Keep ships stand-by for evacuation of people to nearest safe places.
- (g) Coordinate with the local authorities and assist the government, if required, in evacuation, rescue and relief works.
- (h) Maintain safe operation of water transports and ferry services.
- (i) Fix up required number of BIWTC Coasters for transportation of relief and emergency food supplies.
- (j) Send daily reports of cyclone situation and other activities received from own source to the EOC at the Ministry of Disaster Management and Relief with copy to Ministry of Shipping.
- (k) Keep ship/water transport stand-by at prefixed stations in unaffected areas and if necessary take them to convenient places for evacuation, rescue and relief operations in coordination beforehand, with the Ministry of Shipping, Ministry of Disaster Management and Relief and local government officials.

#### ***Disaster Stage***

- (a) Operate the Control Room on a full time basis (24 hrs)
- (b) Ensure safety of ships in the affected areas and employ them as per requirement of local civil authority, Ministry of Disaster Management and Relief and other government agencies.
- (c) If necessary, send ships from other stations to the affected areas.
- (d) Take steps to secure own installations, stores and equipment of the affected areas.
- (e) Arrange for quick repair of damaged ships and for easy supply of POL.

#### ***Rehabilitation Stage***

- (a) Render all help to relief and rehabilitation operations.
- (b) Direct BIWTC ships and vessels hired by them for transportation of relief and food materials.
- (c) Make all arrangements for the assessment of damage to BIWTC installations, equipment and ships due to disaster and take all steps for recouping the loss and restaging normal activities.

### **19.2 Bangladesh Inland Water Transport Authority (BIWTA)**

In addition to normal activities, BIWTA will perform the following duties:

#### ***Normal Times***

- (a) Identify one Liaison Officer in BIWTA as the Disaster Management Focal Point for disaster related issues.

- (b) Participate in the meeting of Disaster Management Committee and assist in project preparation for rescue, relief and rehabilitation operations.
- (c) Take security steps for protection of own ships, shore facilities, signals, waterway marks, lighthouse and buoys.
- (e) Make arrangement for waterway marks, signals, buoys, lighthouses and regular dredging work along with coast for improvement of water communications and maintain them.
- (e) Strengthen the rescue naval fleet and keep it ready with appropriate equipment at safe port.

***Alert and Warning Stage***

- (a) Open one Control Room at BIWTA Headquarters and appoint workers.
- (b) Identify one Liaison Officer for keeping contact with EOC at the Ministry of Disaster Management and relief, Ministry of Shipping and BIWTC.
- (c) Alert all concerned of subordinate offices and installations for necessary preparedness.
- (d) Arrange for rescue team with required equipment and materials and keep them in readiness.
- (e) Take protective steps for the safety of own installations, stores, equipment etc and if necessary shift transportable stores, installations, materials to safer place.
- (f) Send regular reports about damage/loss and reconstruction to Inter-Ministerial Disaster Management Coordination Committee/Ministry of Disaster Management and Relief with copy to the Ministry of Shipping.

***Disaster Stage***

- (a) Operate the Control Room round the clock (24 hrs)
- (b) Coordinate activities with the local authority and extend necessary assistance for safe waterways for ships and water transports in the interest of evacuation, rescue and relief operations on emergency basis.
- (c) Arrange rescue fleet armed with adequate equipment and keeps them stand-by at safe stations nearest to affected area.

***Rehabilitation Stage***

- (a) Quantify loss/damage of own jetty, stations, installations etc and prepare estimates and arrange for their reconstruction/repair.
- (b) Send regular reports of loss/damage and rehabilitation/ reconstruction to Inter-Ministerial Disaster Management Coordination Committee and Ministry of Disaster Management and Relief with copy to Ministry of Shipping.
- (c) Prepare schemes for short/long term repair/reinstallation of direction indicative buoys and light houses and also prepare estimates of funds for their implementation.
- (d) Arrange for the retrieval of sunken vessels and reinstall the separated coastal line

indicators on emergency basis for the sake of quick transportation of relief materials.

- (e) Send detailed report after completion of relief and rehabilitation operations, to National Disaster Management Council/Ministry of Disaster Management and Relief and Ministry of Shipping.

### ***19.3 Department of Shipping***

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- (a) Designate one Focal Point in the Ocean Transport Directorate.
- (b) Help the Ministry of Shipping in the preparation of the list of privately owned ships with their names and addresses specially those water transports of affected area and the information about their owners.
- (c) Help in requisitioning the privately owned water transports.
- (d) Continue all efforts for relief and rehabilitation operations.

## **20. Ministry of Housing and Public Works**

In addition to normal duties and appropriate implementation of Ministry's work plans the Secretary of the Ministry of the Housing and Public Works will ensure implementation of the following in the most effective way as per Standing Orders.

### ***Normal Times***

- (a) Designate one Liaison Officer in the Ministry as the Disaster Management Focal Point
- (b) Participate in all Disaster Management Committees from national up to Thana level for planning, rescue, evacuation and rehabilitation work.
- (c) Take precautionary steps for the protection of government property against possible loss and damage during disaster.
- (d) Coordinate disaster management activities with concerned Ministries and local authorities.

### ***Alert and Warning Stage***

- (a) Issue cautionary instructions to all concerned.
- (b) Set up Control Room in the Ministry.
- (c) Designate one Liaison Officer for keeping link with the EOC at the Ministry of Disaster Management and Relief as well as with the Disaster Management Bureau.
- (d) Instruct all officials at District and Thana levels for keeping manpower and materials prepared for protection and repair of government property.
- (e) Protect all government stock, materials etc and ensure their safety by shifting them to safer place, if necessary.

- (f) Direct public works Directorate to send necessary workers and materials from other areas to areas likely to be affected for fighting emergency situations.
- (g) Keep link with local authority and coordinate activities of all programmes.

***Disaster Stage***

- (a) Place workers in the Control Room and keep in touch with the EOC at the Ministry of Disaster Management and Relief and also with the Disaster Management Bureau to know the extent of damage to infrastructure.
- (b) If necessary, direct the Public Works Department for taking up strengthening and repair work on emergency basis in threatened areas.

***Rehabilitation Stage***

- (a) Coordinate with concerned other Ministries and local authorities in all rehabilitation programmes.
- (b) Prepare detailed programmes with estimates for protection of government property in case of similar disasters in future and submit it to appropriate authority.
- (c) Arrange technical assistance and supervision for reconstruction works as per request.

**20.1 Public Works Directorate**

In addition to normal duties and implementation of its own Action Plan, the Public Works Directorate will perform the following duties at Headquarters and through its subordinate offices at Region, District and Thana levels as per departmental delegation of powers.

***Alert and Warning Stage***

- (a) Establish the Control Room to keep in touch with field level offices and the local Disaster Management Committee.
- (b) Alert all concerned after receipt of cautionary signals.
- (c) Keep manpower and materials ready for protection and repair of government property.
- (d) Protect all government stock and ensure their security by shifting them to safer place, if necessary.
- (e) If necessary, send materials and workers from other places to areas likely to be affected, for meeting emergency situation and keep Headquarters and concerned local Disaster Management Committee informed about it.

***Disaster Stage***

- (a) Coordinate with all activities by keeping in touch with local administration and assist in the evacuation, rescue and relief operations.
- (b) Assess loss and damage and prepare estimates for repair and reconstruction and arrange funds for it.
- (c) Assist in rescue work of people in distress.

- (d) Participate, if necessary, for shifting of stock/property.

#### ***Rehabilitation Stage***

- (a) Start as quickly as possible repair and reconstruction work of government property damaged in the disaster.
- (b) Arrange repair and reconstruction works immediately and prepare long term perspective of damaged government property.
- (c) Coordinate with local administration and authorities in relief and rehabilitation work.
- (d) Prepare detailed programmes, work plans and estimates for protection of government property in similar disaster in future and submit them to appropriate authority.
- (e) If necessary, extend technical assistance and supervision to reconstruction work.

### **21. Ministry of Social Welfare (Including Social Service Directorate)**

The Secretary of the Ministry of Social Welfare will perform the following duties in addition to normal duties and implementation of the Ministry's own work plans.

#### ***Normal Times***

- (a) Ensure preparation of own disaster preparedness plans (contingency plan) by all concerned agencies subordinate to the Ministry.
- (b) Designate one Liaison Officer in the Ministry as the Disaster Management Focal Point.
- (c) Form volunteer groups through the Directorate of Social Service and train them in disaster management programmes and keep the volunteer groups ready with necessary stock and implements.
- (d) Review annually the disaster preparedness plans with the concerned Social Welfare office and coordinate own work plans with all level administrative authority.
- (e) If disaster occurs, organize social welfare workers area wise for work.

#### ***Alert and Warning Stage***

- (a) Keep in full time (24 hrs) touch with all concerned and keep the Ministry of Disaster Management and Relief informed about the main events.
- (b) Designate one Liaison Officer for keeping link with the EOC at the Ministry of Disaster Management and Relief and also with the Disaster Management Bureau.
- (c) On orders of appropriate authority, assist the local administration through own field officers and agencies for alerting people in disaster preparedness.

#### ***Disaster Stage***

- (a) Through Social Service Directorate, engage social workers where necessary for the care of the people and render immediate assistance.

- (b) Operate the Control Room and keep in touch with the Disaster Management Bureau and the EOC at the Ministry of Disaster Management and Relief.
- (c) Conduct rescue and relief work and assemble workers and volunteers for survey of loss and damage.

***Rehabilitation Stage***

- (a) Participate in rescue, relief and rehabilitation work programmes.
- (b) Strengthen vocational training programmes for the landless families living near embankments.
- (c) Expand other authority works in affected areas.
- (d) Assist local authority in organising and operating relief centers.
- (e) Assist in the implementation of the programmes of the government and local authorities for rehabilitation of the affected people and continue all efforts until the return of normalcy.
- (f) Give maximum care for the orphanages in the affected areas and give medical care to the orphans and get them admitted in the orphanages.
- (g) Prepare a practical plan for socio-economic rehabilitation of the disabled, widows and children and submit to the competent authority.

**22. Ministry of Local Government, Rural Development and Cooperatives.**

***22.1 Local Government Division***

Besides normal functions and implementation of its of own Action Plans, Local Government Division will perform the following duties:

***Normal Times***

- (a) Designate one Liaison Officer in the Local Government Division as the Disaster Management Focal Point
- (b) Encourage local government agencies for building roads, bridges and culverts for communication to cyclone shelters and growth centers
- (c) Encourage concerned local government and agencies for the construction of fortified earthen mounds and helipads in off-shore islands, union parishad compounds in coastal areas and Thana Headquarters
- (d) Encourage the people of cyclone prone areas to construct at least one brick build residential building with one small room. Advise people to keep the foundations of their residence above flood level
- (e) Advise Union Parishads to coordinate their activities with those of Village Defence Party, Ansar, Family Planning Worker, Agriculture/Livestock/Fishing/ Education Department employee, NGO and CPP volunteers
- (f) Ensure storage of emergency supplies by relief authority and other agencies at Thana level and rescue materials at Union Parishad Headquarters

- (g) Organise necessary public health engineering units at all levels
- (h) Prepare maps showing population concentration and deep wells, protected pond and other sources of drinking water
- (i) Ensure reserve stock of tube wells and spare parts

***Alert and Warning Stage***

- (a) Establish one Control Room in the Local Government Division
- (b) Designate one Liaison Officer to keep in touch with the EOC at the Ministry of Disaster Management and Relief and the Disaster Management Bureau.
- (c) Alert all concerned about cyclone/flood disaster.
- (d) Ensure formation of committee for rescue, relief and rehabilitation work and village volunteer team.
- (e) Ensure necessary coordination with all concerned Ministries/relief agencies.
- (f) Fix up cyclone shelters, fortified earthen mounds, high lands, private building, schools and safe high lands for sheltering people and livestock in cyclone/flood prone areas.

***Disaster Stage***

- (a) Ensure operation of the Control Room round the clock (24 hrs)
- (b) Ensure operation of Disaster Management Coordination Committees at various levels.
- (c) Ensure evacuation of the population on receipt of orders for such evacuation.
- (d) Engage one Thana level officer for looking after administrative works of every cyclone shelter.
- (e) Ensure availability of drinking water at times of need.
- (f) Keep in touch with local administration on whole time basis.
- (g) Direct local government institutions for extending assistance to the Deputy Commissioner and the Thana Executive Officer for rescue and relief operations.
- (h) Ensure availability of repair workers for emergency repair of damaged tube wells in every affected Thanas. Send technicians from unaffected areas to the affected areas.

***Rehabilitation Stage***

- (a) Quantify the loss/damage
- (b) Assist rescue and relief operations at all levels.
- (c) Organise reconstruction of damaged houses on self help basis with local assets and materials received from the government.

- (d) Arrange repair and re-sinking of tube-wells through the Public Health Engineering Department.
- (e) Take up repair/reconstruction work of small roads, culverts and bridges damaged by cyclone/flood.
- (f) Ensure cooperation among Union Parishad/Thana Parishad/Municipal Corporation and Town Committees for keeping the price of essential commodities stable.
- (g) Direct Public Health Engineering Department for preparation of schemes for sinking of deep and shallow tube-wells in cyclone prone areas soon after the occurrence of disaster and arrange fund for the purpose.
- (h) Direct the Local Government Engineering Department for preparation of schemes for small roads, bridges, culverts in cyclone/flood prone areas and community centres like shelter places in disaster prone coastal areas and arrange funds for such programmes

#### 22.1.1 **Local Government Engineering Department (LGED)**

Besides normal duties and implementation of its own Action Plans (contingency plans), the Local Govt. Engineering Department and the Engineers of cyclone prone Thanas will be responsible for the following works in their respective areas subject to their own delegation of powers.

##### *Normal Times*

- (a) Designate one Liaison Officer in the Local Government Engineering Department as the Disaster Management Focal Point
- (b) Repair and maintain small roads, bridges and culverts for communication to cyclone shelters, educational institutions, community centres and health centres for the purpose of providing easy communication for evacuation and security during disaster.
- (c) Draw up plans of feeder roads, bridges and culverts and complete their construction keeping provision for easy flow of waters and easy discharge of tide waters.
- (d) Encourage and inspire people through Union Parishads for construction of two storied buildings if possible. Suggest that at least one room on the roof of cyclone/flood resisting brick built residential house for the purpose of using them as shelter place during cyclone/flood.
- (e) Prepare maps identifying population centres, water holes (wells), protected ponds/water reservoir/tube-wells for drinking water and other water sources.
- (f) In cyclone prone areas, advise for raising the banks of water reservoir (pond) above the level of cyclone induced tidal bore and in other places above flood level so that the water reservoir can be used by people as supply source of drinking water and the banks can be used as shelter place for animals. Several rows of trees should be planted.
- (g) Maintain stock of Baily bridges for bridge and culverts, and for repairing the breach on roads for the purpose of quick movement of relief materials.
- (h) Keep the foundations level of cyclone shelter under the control of Thana Parishad above flood level and undertake regular maintenance work.

- (i) Train up the Engineer including Secretary of the Union Parishad and technical and non-technical employees in disaster preparedness and management programmes and make them eager and known to the people.

#### ***Alert and Warning Stage***

- (a) Operate one Control Room in the Directorate's head office
- (b) Attend the meeting of Local Disaster Management Committee and assist in evacuation, rescue and relief operations.
- (c) Alert all concerned about the imminent disaster and take precautionary steps for the security of materials, stock and implements.
- (d) Ensure steps for removing blockades of flow of water in small roads.
- (e) Help in identifying shelter places, fortified earthen mounds, private buildings, schools and Madrashes and high safe places in disaster prone areas for use as shelter place of people and livestock.

#### ***Disaster Stage***

- (a) Ensure operation of the Control Room round the clock (24 hrs) and assist in evacuation, rescue and relief operations.
- (b) Coordinate with Inter-Ministerial Disaster Management Coordination Committee.
- (c) Ensure communication with cyclone/flood shelters and take up immediate repair work, if necessary.

#### ***Rehabilitation Stage***

- (a) Quantify loss/damage.
- (b) Assist in rescue and rehabilitation works at all levels.
- (c) Organise reconstruction of damaged houses, small roads, bridges and culverts on self help basis with materials from local source and these received from the government.
- (d) Take up repair/reconstruction works of small roads, bridges and culverts damaged in cyclone/flood.
- (e) Prepare short and long term programmes for indispensable small roads, for the purpose of communication, evacuation and relief operations during disaster.

### **22.2 Rural Development and Cooperatives Division**

#### ***(Including Bangladesh Rural Development Board)***

Besides performance of normal duties and implementation of own work plans the Rural Development and Cooperatives Division/Bangladesh Rural Development Board will perform the following duties:

#### ***Normal Times***

- (a) Designate One Liaison Officer as the Disaster Management Focal Point
- (b) Create an emergency fund for quick management of following subjects to combat disaster.
  - (i) Utilize TCCA and KSS for rural development works in disaster prone areas.
  - (ii) Organise special training courses at TCCA for cooperative members on house construction, land cultivation etc on the basis of mutual assistance and self help.

***Alert and Warning Stage***

- (a) Operate the Control Room in BRDB Headquarters, TCCA, ATCCA and BRDB Field Offices and coordinate with the local administration at different levels for implementation of post disaster recovery Action Plans.
- (b) Attend meeting of Local Disaster Management Committee and help in evacuation, rescue and relief operations.
- (c) Alert all about imminent disaster through office executives of BRDB, ATCCA and TCCA and ensure safety measures for security of godowns, stocks, stores, implements and materials.

***Disaster Stage***

- (a) Help the local administration through TCCA for identifying shelters for people and livestock, shift TCCA stock to safer place by keeping the local administration informed and organize members of cooperative societies in the evacuation team through TCCA.
- (b) After ascertaining the loss of life and loss/damage of property and requirement of relief and rehabilitation immediately inform concerned Ministry/Office.

***Rehabilitation Stage***

- (a) Determine the loss incurred by members of cooperative societies and after ascertaining the demand for production loan arrange for distribution of loan according to rules.
- (b) Help people for ascertaining the demand for various inputs and preparing production programmes and assist in their procurement from different agencies.
- (c) Ensure the preparation of production programmes by officials for primary agri-cooperative societies and other societies and after consolidating the demand for loan, arrange for necessary sanction and quick release of fund.
- (d) Arrange loan for meeting the demand of loan for affected members by cyclone.
- (e) Prepare separate and specific programmes for the rehabilitation of each class of people.
- (f) Implement separate programmes for procurement of irrigation tube-well parts, sinking of tube-wells/re-sinking, repairs etc in affected areas.
- (g) Organise the people and NGOs jointly for taking up development schemes for mopping up loss/damage.
- (h) Encourage and assemble the farmers for adopting joint programmes for agri-production and establishment of nursery for distribution of seedlings among affected farmers.
- (i) Ensure that the officials organise BBS and MBBS among distressed people with NGOs,

if necessary, and in order to employ them in income generating activities consolidate training and loan needs.

- (j) The Cooperative Directorate will work side by side in close cooperation with the BRDB at all levels.

### **22.3 Public Health Engineering Directorate (DPHE)**

The Public Health Engineering Directorate is responsible for taking various steps for continuous supply of safe drinking water and decrease of health hazards. The issue becomes more important specially during disaster period when in absence of safe drinking water people are forced to use polluted water due to which diarrhoea disease breaks out in epidemic form. DPHE, during normal times, pre-disaster period and post disaster period, will encourage people to use safe water in all works and hygienic latrines. During disaster (especially cyclone and floods) DPHE will perform the following duties in addition to normal duties.

#### ***Normal Times***

- (a) Identify disaster prone areas and ensure sinking of sufficient number of tube-wells for continuous supply of safe drinking water.
- (b) Keep stock of spare parts for repairing the tube-wells likely to be damaged in disaster (tidal bore/floods).
- (c) Keep stock of sufficient quantity of bleaching powder in disaster prone areas.
- (d) Fix up technical/repair team for employment in cyclone/flood prone areas.
- (e) Review the stock position of spare parts and bleaching powder every six months and ensure for sufficient stock.
- (f) Encourage construction of hygienic low cost water resistant latrines for disaster prone areas.
- (g) Keep reserve tube-wells and water resistant latrines for distribution in relief camps, cyclone shelters or in areas where such facilities have been damaged.
- (h) Ensure the availability of cash fund for meeting contingency expenditure in emergency.

#### ***Alert and Warning Stage***

- (a) Form tube-well repair teams and keep them on stand-by for travelling to possible distressed areas.
- (b) Examine the position of spare parts of tube-wells in areas threatened by disaster and if necessary arrange for additional stock.

#### ***Disaster Stage***

- (a) Order repair teams for traveling to the affected areas washed away by tidal bore/flood waters for repairing/tending/cleaning of tube-wells/water supply lines.
- (b) Arrange for the supply of drinking water on emergency basis to areas where normal supply has been disrupted (Man can live for longer period without food than without water).

### ***Rehabilitation Stage***

In coordination with the Disaster Management Committee and on orders of the Committee.

- (a) Maintain the supply of drinking water under special arrangement.
- (b) Make available sufficient quantity of bleaching powder for maintaining adequate hygienic condition in shelters, relief camps etc.
- (c) Supervise repair/rehabilitation work of tub-well/water supply system and ensure availability of required manpower/spare parts for speedy completion of work.

## **23. Ministry of Foreign Affairs**

The Ministry in addition to normal responsibilities, will perform the following duties:

### ***Normal Times***

- (a) The Ministry will designate one Liaison Officer as the Disaster Management Focal Point
- (b) Advise Bangladesh Missions abroad to keep uninterrupted and close contact with the Department of Humanitarian Affairs (DHA) and the International Federation of Red Cross Societies/Red Crescent Societies.

### ***Alert and Warning Stage***

- (a) Ensure to keep Bangladesh Missions at Geneva, New York and Brussels alert and knowledgeable about the disaster position in the country and prepared to brief properly any possible aid/assistance source.

### ***Disaster Stage***

- (a) Submit a request for special assistance to foreign agencies as per decision of the government.
- (b) Advise the National Disaster Management Council and the Ministry of Disaster Management and Relief/Inter-Ministerial Disaster Management Coordination Committee about the procedure for request to source of assistance and render close cooperation.

### ***Rehabilitation Stage***

- (a) Keep in close touch with the Ministry of Home Affairs and the Ministry of Disaster Management and Relief for making issuance of visa easier to persons who are likely to come from abroad for relief work.
- (b) Keep the donor foreign governments, international donor agencies and other donors informed about the manner of use of their donations.
- (c) Ensure sending of appropriate letter of appreciation to donor governments either through their embassies in Dhaka or through our embassies located in their countries.

## **24. Ministry of Finance**

### **24.1 Finance Division**

Besides normal responsibilities, the Finance Division will perform the following duties:

***Normal Times***

- (a) Designate one Liaison Officer in the Ministry as the Disaster Management Focal Point
- (b) Arrange for the necessary funds as per decision of the National Disaster Management Council.

***Disaster Stage***

- (a) Ensure quick allocation of funds for meeting relief operations.
- (b) Control all accounts under the responsibility of the Chief Accounts Officer with advice and cooperation.
- (c) Keep ready for mobilizing resources for construction of infrastructure, public facilities and structures required to recoup loss and damage.

**24.2 *Economic Relations Division***

In addition to normal functions the Economic Relations Division will perform the following duties:

***Normal Times***

Designate one Liaison Officer in the Division as the Disaster Management Focal Point

***Disaster Stage***

Keep a watch on disaster situation and statistics of loss/damage. Keep ready all information regarding the nature and volume of relief materials. The information should be similar to information compiled by the Ministry of Foreign Affairs.

***Rehabilitation Stage***

Make efforts for foreign assistance as per demand and request of the Ministry of Disaster Management and Relief and the Ministry of Foreign Affairs.

**24.3 *Internal Resources Division***

Besides its normal functions, the Internal Resources Division will perform the following duties.

***Normal Times***

- (a) Designate one Liaison Officer in the Division as the Disaster Management Focal Point
- (b) Direct the Customs Department for speedy release of relief materials.

***Disaster and Rehabilitation Stage***

- (a) Ensure quick delivery of relief equipment/materials from abroad.

**25. Ministry of Industries**

In addition to its normal functions, the Ministry of Industries will perform the following duties:

***Normal Times***

- (a) Designate one Liaison Officer in the Ministry as the Disaster Management Focal Point
- (b) Ensure all possible steps for the security of manpower, implements, stock, installation/factory etc.
- (c) Ensure structure based security steps in the industrial concerns of cyclone and flood prone areas.
- (d) Ensure training on preparedness programmes to be adopted at different levels on cyclone/flood disaster by all manpower employed in all factories and establishments in cyclone/flood prone areas.

***Disaster Stage***

- (a) Direct all concerned for full cooperation and assistance to the local administrative authority in their rescue, evacuation, relief and rehabilitation programmes.
- (b) Instruct all Corporations, Authorities and Industrialists who have factories in cyclone and flood prone areas to arrange, through rehearsals, for their protection, security and maintenance as a step towards disaster preparedness.

***Rehabilitation Stage***

- (a) Determine probable expenditure for repair and reestablishment of damaged industrial concerns.
- (b) Instruct damaged industries to submit project proposals for their rehabilitation and allocation of fund to Planning Commission/ Ministry.

**26. Ministry of Education**

Besides implementation of its own Action Plans (contingency plans) and performance of normal duties, this Ministry will perform the following duties:

***Normal Times***

- (a) Identify one Liaison Officer in the Ministry as Disaster Management Focal Point
- (b) In consultation with Disaster Management Bureau, include disaster related subjects in the curricula of all schools.
- (c) Arrange for warm up training of teachers and students of disaster prone areas about the steps to be taken at different stages of disaster and if necessary, organise them, through coordination with local authority, as volunteers and inspire them for rescue, evacuation and relief works.
- (d) Ensure as far as possible construction of all educational institutions as two storied building in cyclone and flood prone areas.
- (e) Ensure appropriate repair and maintenance of primary school buildings in cyclone prone

areas.

- (f) Ensure wide scale disaster preparedness rehearsals by educational institutions with CPP in the months of April and September every year for enhancement of education and consciousness among people of the disaster prone areas.
- (g) Introduce disaster related subjects in the curricula of schools and colleges in association with the Disaster Management Bureau.

***Disaster Stage***

- (a) In the event of possible visit by severe cyclone/floods, place required number of educational institutions and their buildings, under the control of the local administration for use as shelter and relief centre if necessary.

***Rehabilitation Stage***

- (a) Determine the extent of loss in educational institutions and submit proposals for their repair.

**26.1 Primary and Mass Education Division (Prime Minister's Secretariat).**

Besides own work plan (contingency plan) and normal responsibilities this Division will perform the following duties:

*Normal Times*

- (a) Designate one Liaison Officer in the Division as the Disaster Management Focal Point
- (b) In consultation with the Disaster Management Bureau include disaster related subjects in the curricula of all primary schools and mass education programmes.
- (c) Arrange orientation training for teachers and students of disaster prone areas about the steps to be taken at different stages of disaster and if necessary organise them through coordination with local authority as volunteers and inspire them for rescue, evacuation and relief works.
- (d) Ensure as far as possible construction of all primary educational institutions as two storied building in cyclone and flood prone areas.
- (e) Ensure appropriate repair and maintenance of primary school buildings in cyclone prone areas.
- (f) Ensure wide scale disaster preparedness rehearsal by educational institutions with CPP in the months of April and September every year for enhancement of education and consciousness among people of the disaster prone areas.
- (g) Introduce disaster related subjects in the curricula of primary schools and mass education programmes in association with the Disaster Management Bureau.

***Disaster Stage***

- (a) In the event of possible visit by severe cyclone/flood, place required number of primary schools under the control of local administration, for use as shelter and relief centre, if necessary.

***Rehabilitation Stage***

- (a) Determine the extent of loss in primary schools and submit proposals for their repair.

**27. Ministry of Commerce**

In addition to normal functions the Ministry will perform the following duties:

***Normal Times***

- (a) Designate one Liaison Officer in the Ministry as the Disaster Management Focal Point

### ***Alert and Warning Stage***

- (a) Warn all concerned at the appropriate time and arrange for the protection and security of own manpower and stored goods, if exists, in areas apprehended to be hit by disaster.

### ***Rehabilitation Stage***

- (a) Prepare plans for import of construction materials like CI sheet, Cement etc for reconstruction of houses and fertilizers and seeds, if necessary for production of agri-products as per demand of concerned Ministry/Agency and process them.
- (b) Take steps for the import of preventive and curative raw materials and medicines to meet the requirements on emergency basis.
- (c) Ensure supply of daily necessities at fair price in affected areas.
- (d) Ensure import of necessary goods for the people of affected areas.
- (e) The officials of the Ministry and the Directorates will keep close watch on the price situation of commodities, their supply and distribution in disaster affected areas and send reports in this respect to the Ministry.
- (f) Arrange for the supply of food materials other than food grain like salt, pulses, vegetables, edible oil, milk, potatoes etc.

## **28. Ministry of Posts and Telecommunication**

Besides implementation of its own Action plans (contingency plan) and performance of normal functions, the Ministry will perform the following duties:

### ***Normal Times***

- (a) Designate one Liaison Officer in the Ministry as the Disaster Management Focal Point
- (b) Prepare plans before-hand for emergency post-disaster posts, telecommunications and telegram services in disaster prone areas.
- (c) Ensure fruitful steps for preventing loss to mail/posts, government records, cash money and other valuable materials like stamps, seals, saving certificates and important records etc.

### ***Alert and Warning Stage***

- (a) Open the Control Room and operate it.
- (b) Designate one Liaison Officer for keeping link with EOC at the Ministry of Disaster Management and Relief and the Disaster Management Bureau.
- (c) Ensure allocation of frequency on emergency basis to wireless communication at the time of imminent disaster.
- (d) Ensure distribution of warning signals through fax, telephones and telegraph to pre-determined centres quickly.

- (e) Establish wireless link with all inhabited islands.

***Disaster Stage***

- (a) Take preparation for opening of temporary post offices for postal services to people living at relief shelters, relief centres, disaster shelters and also to people returning to these households for rehabilitation.
- (b) Extend all necessary assistance to local authority for continuing postal services during rescue, evacuation, relief and rehabilitation stage.
- (c) Issue instructions to all concerned explaining the psychological importance of continuing postal services during disaster.
- (d) Take effective steps for maintenance of telephone services day and night.
- (e) Prepare list of emergency telephone and tele printer of Ministries/Divisions/Directorates and other agencies like Red Crescent, CPP and other voluntary Organizations and keep them running. Take immediate steps for complaints received from Control Rooms of Ministries engaged in disaster preparedness and emergency works and from such agencies.
- (f) Keep contact with the local administration and extend T&T and postal services to areas lacking in such facilities.
- (g) Keep alternative communication arrangement for use in emergency work and if necessary keep it ready for operation in affected areas.

***Rehabilitation Stage***

- (a) Keep a team of technicians ready for emergency repair and reinstallation of snapped telephone/telegraph communications.
- (b) Implement the plan of required connections for telephone/telegraph/wireless broadcasts in disaster prone areas.

**28.1 Telephone and Telecommunication Board (T&T)**

The Chairman of T&T Board, in addition to Board's normal work and implementation of work plan (contingency plan), will perform the following duties:

***Normal Times***

- (a) Designate one Liaison Officer in the T&T Headquarters as the Disaster Management Focal Point
- (b) Establish information centre at the Board Headquarters and sub-ordinate offices in disaster prone areas.
- (c) Arrange protection and security of own manpower, installations and assets in disaster prone areas.

***Alert and Warning Stage***

- (a) Make plans for essential telephone services during disaster time in disaster prone areas.

- (b) Keep persons responsible for installation of telephone, mechanical engineers and technicians ready with equipment for the purpose of emergency repair and reconstruction of telephone and telegraph lines.

***Disaster Stage***

- (a) Take effective steps on priority basis for keeping telephone services operational day and night.
- (b) Keep the emergency telephones and teleprinters operational at Ministries/Divisions/Directorates and other agencies like Red Crescent, CPP and Voluntary Organisations rendering emergency services.
- (c) Solve immediately the complaints received from the Control Rooms of Ministries/Agencies engaged in cyclone preparedness and very essential programmes.
- (d) Store communication sets for emergency use in disaster prone areas and keep them ready for supply.
- (e) Provide telephone connections to the deployed areas in case of deployment of Armed Forces Division.

***Rehabilitation Stage***

- (a) Make emergency repair and reinstallation of disrupted telecommunication during disaster. Take special steps for telecommunication installations in coastal islands.
- (b) Prepare projects for rehabilitation/reconstruction of destroyed telephone and teleprinter services and submit them to the Planning Commission for allocation of funds.

**28.2 Director General, Bangladesh Post Offices**

Besides normal function and implementation of its own Action Plans(contingency plan), Director General will perform the following duties:

***Normal Times***

- (a) Designate one Liaison Officer in the Directorate as the Disaster Management Focal Point
- (b) Arrange for training in pre-disaster days of own employees regarding priority works to be done in disaster prone areas.
- (c) Identify one Liaison Officer for keeping contact with field offices and Control Room of the Ministry of Posts and Telegraphs and the EOC at the Ministry of Disaster Management and Relief.
- (d) Arrange rehearsals/drills in disaster prone areas in the months of April and September every year.

***Alert and Warning Stage***

Take steps for the protection and security of departmental manpower, installations and properties in areas likely to be affected by cyclone/floods.

***Disaster Stage***

- (a) Take appropriate steps to ensure the security of posts and telegraph services with the assistance of subordinate officials and others.
- (b) Maintain emergency post and telegraph services in disaster affected areas.
- (c) Take effective steps for the prevention of damage to mails, government records, cash and valuable articles like postage stamps, seals, saving certificates, important records etc.

***Rehabilitation Stage***

- (a) If necessary, establish temporary post offices for rendering postal services to returnees from Relief Centre/Disaster Shelter to their houses in respective areas for rehabilitation.
- (b) Assist in the efforts of the local authorities for keeping the postal services operational during evacuation, rescue, relief and rehabilitation operations.
- (c) Issue instructions to all concerned people explaining the benefit of keeping postal services operational during disaster period.

**29. Ministry of Power, Energy and Mineral Resources (Including Power Development Board, Rural Electrification Board and Dhaka Electric Supply Authority)**

In addition to implementation of its own Action Plans (contingency plans), the Ministry (including subordinate agencies) will perform the following duties:

***Normal Times***

- (a) Besides performance of normal duties and responsibilities by the departments under control some measures are to be kept in readiness so that power house, supply/distribution of power is not damaged and power system is not seriously hampered. Quick repair of damaged power installations is to be ensured by restoration of power supply to keep important installations (like hospitals, radio/television, civil and social installations) operational
- (b) One Liaison Officer in the Ministry is to be designated as the Disaster Management Focal Point.
- (c) Issue detailed instructions to the employees about their duties and responsibilities at precautionary, disaster and post-disaster stages of natural disasters.
- (d) Arrange regular workshop/on-the job training for working employees in disaster prone areas on disaster issues.

***Alert and Warning Stage***

- (a) Arrange preparedness measures for the protection of power house located in farflung areas of the country against flooding due to tidal bore/flood waters. Arrange to keep in stock parts of 132 KV tower; 33 KV tower/Poles, 11 KV poles, LT poles, line conductor of different size; transformer of different size and running diesel generator sets along with spare parts in all central stores of Power Development Board/Rural Electrification Board located at Chittagong, Comilla, Barisal, Khulna, Iswardi, Bogra and Rangpur.
- (b) After announcement of cyclone/flood or any other disaster warning signal, establish one control room for keeping uninterrupted communication with local administration and law and order agencies.

- (c) Designate one Liaison Officer for keeping contact with Dhaka Headquarters, Local Disaster Management Committee and different damaged stations.
- (d) Keep communication with all bases.
- (e) Arrange for evacuation of staff/officers to nearest safe shelter place.
- (f) Arrange lighting arrangement for population, transport, implements, materials and emergency power line.
- (g) Shut down quickly the nearest power house/sub-station for preventing accident in case of snapping of conducting wire.
- (h) Constitute central Disaster Management Committee on a permanent basis and at stations in different affected areas.

### ***Disaster Stage***

- (a) Operate the Control Room round the clock (24 hrs)
- (b) Ensure quick supply of necessary materials including repair equipment, transformers etc for re-installations of damaged lines/repairs.
- (c) Resume as quickly as possible power supply in affected areas. In case of requirements of further strengthening, Dhaka Headquarters should be informed.

### ***Rehabilitation Stage***

- (a) Continue all efforts for resumption of power supply and return of normalcy.
- (b) After assessment of loss/damage due to disaster send requirement of fund for resumption of power supply and reconstruction to Headquarters for information and to higher authority for arranging allotment of fund.
- (c) Plan and prepare projects for reinstallation/rehabilitation and submit project proposals to appropriate authority.

### ***29.1 Petroleum and Mineral Resources Division***

In addition to normal duties and responsibilities, this division will ensure, through the appropriate agency like Bangladesh Petroleum Corporation, supply of petroleum products to the areas affected by cyclone/tidal bore or any other disaster.

### ***Normal Times***

- (a) The Bangladesh Petroleum Corporation will ensure that no damage occurs to petroleum distribution centre/station and its transport network.

### ***Alert and Warning stage***

- (a) Bangladesh Petroleum Corporation (BPC) will alert its oil marketing companies, agency/dealers and all others concerned with distribution of petroleum products about the possible disasters and ensure sufficient stock of petroleum products,
- (b) Ensure specially the stock of Kerosene, petrol (motor spirit) and other petroleum products in distribution centre/station located in and around areas likely to be affected.
- (c) The Bangladesh Petroleum Corporation will make quick arrangement for recouplement, if there is less stock in the above mentioned distribution centres/stations or there is likelihood of quick depletion of stock.

### ***Disaster Stage***

- (a) The Bangladesh Petroleum Corporation will make emergency arrangement for availability of petroleum products in all distribution centre/station in times of need in and around affected area.
- (b) Maintain round the clock communication with the fuel oil companies and supplies of petroleum products in concerned areas for coordination regarding availability of POL, its supply and distribution to affected people.

### ***Rehabilitation Stage***

- (a) The above mentioned activities will continue even after the end of disaster.
- (b) The field Officers of Bangladesh Petroleum Corporation and its marketing companies and other concerned should participate with interest in post-disaster relief operations and related stages of distribution of petroleum products.
- (c) They will maintain whole time communication with administration until completion of relief operations. The officials and representatives of oil companies will also work as members of regional and local Relief Committees.

### **30. Ministry of Environment and Forests**

Disaster can deteriorate the environment. Disaster can also happen due to deterioration of environment. Afforestation can contribute in a big way for the decrease of disasters like cyclone, floods, draughts etc. Therefore the Ministry of Environment & Forests has a special role to play in disaster management especially in normal times and during rehabilitation stage. The Ministry of Environment and Forests will perform the following duties through two Divisions like Forest and Environment Department under its administrative control

#### ***Normal Times***

- (a) Designate one Liaison Officer in the Ministry as the Disaster Management Focal Point
- (b) Attach top-most priority to expansion of forestation in coastal areas and coastal islands.
- (c) Encourage forests mangrove afforestation
- (d) Keep a watchful eye on deterioration of environmental situation by disaster to avoid creation of great risk.
- (e) Ensure the implementation and allocation of funds for expansion programmes of afforestation.
- (f) Frame an appropriate law for preventing environmental disaster in chemical industry or industry emitting environment polluting gas or liquid.

#### ***Alert and Warning Stage***

- (a) Issue warning and instructions to departmental offices and staff of the forests and environment Departments for taking necessary steps at field level for the protection of life and property.

#### ***Disaster Stage***

- (a) Open the Control Room in the Ministry and keep link with the EOC at the Ministry of Disaster Management and Relief.
- (b) Take steps for prompt removal of uprooted trees on the roads.

#### ***Rehabilitation Stage***

- (a) Keep watchful eye on the influence of disaster on environment for safety of environment and take necessary steps through manpower and other materials of Forests and Environment Departments in coordination with local administration, social and non-

government agencies.

### **30.1 Department of Forests**

In addition to normal responsibilities, the Forest Department will perform the following duties.

#### ***Normal Times***

- (a) Prepare intensive afforestation projects on roads and embankments in cyclone prone areas and implement them.
- (b) Accord priority to mangrove afforestation in cyclone prone areas.
- (c) Encourage and assist community afforestation programmes in disaster prone areas.
- (d) Impart training to manpower of Department of Forests for publicity of disaster signals among local people and rescue operations of endangered people.

#### ***Alert and Warning Stage***

- (a) Issue directives to departmental employees in disaster prone areas for protection of departmental assets and to help local people in times of need.
- (b) Establish one Control Room at department's headquarters.

#### ***Disaster Stage***

- (a) Issue instructions to departmental officers/staff for assistance to local people of the disaster affected areas and help at times of need.
- (b) Remove uprooted trees from roads.

#### ***Rehabilitation Stage***

- (a) Assess the loss and damage to forestry assets and submit report to Inter-Ministerial Disaster Management Coordination Committee and the Ministry of Environment and Forests.

### **30.2. Department of Environment**

Besides normal functions the Department of Environment will perform the following duties:

#### ***Normal Times***

- (a) Identify important obstacles to environmental situation in disaster prone areas and take up plans for their care.
- (b) Advise local administration about the control and prevention of possible environmental pollution after occurrence of disaster.

#### ***Alert and Warning Stage***

Same as (a) and (b) above.

### *Disaster Stage*

Keep a watchful eye on the environmental situation in disaster affected areas and keep ready for taking necessary actions.

### **Rehabilitation Stage**

Advise and assist the local administration to take preventative measures against deterioration of environmental situation after identifying quickly the possible reasons for such deterioration after disaster and removing/controlling the same in time.

### **31. Planning Commission**

The Planning Commission has an important role regarding allocation of funds on priority basis for disaster mitigation and rehabilitation projects. Investment of fund in disaster mitigation and rehabilitation projects is in reality investment to keep development programmes active. This should be borne in mind while preparing development programmes.

#### *Normal Times*

- (a) Accord appropriate priority to disaster mitigation projects like embankments, afforestation, jetty at coastal islands, roads in coastal areas (necessary for evacuation and relief work), telecommunications, fortified earthen mounds and construction of shelter places.

#### *Rehabilitation Stage*

Allocate funds for the repair, reconstruction of damaged infrastructure after considering their overall loss and damage.

### **32. Other Ministries**

In the event of proclamation of emergency to combat any national disaster, every Ministry has to contribute its own efforts to resist/reduce loss and damage and restoration of normalcy. The Ministries where clear Standing Orders have not been prepared and no work plan except normal work has been chalked out, will assist and cooperate with ministries and agencies engaged in rescue, evacuation, relief and rehabilitation operations.

### **33. Divisional Commissioner**

According to the Standing Orders, in the event of any emergency situation, the concerned Divisional Commissioner will coordinate among divisional level officers of different Ministries, Departments, Offices, agencies, local administration and non- government organizations. The divisional level officers on receipt of order through government or Divisional Commissioner or through any other authorities will implement them in close coordination with and instructions from the authority. The Divisional Commissioner will perform the following duties:

#### *Normal Times*

- (a) Review the overall preparedness level in the Division twice a year and advise corrective steps in case of any weakness or deficiency.
- (b) Ensure effectiveness of district, Thana and union level Disaster Management Committees.
- (c) Ensure formation of team of volunteers and their effective training and knowledge for

reaching disaster warning signals to field level and also for evacuation, search, rescue and relief, and rehabilitation operations.

- (d) Ensure availability of transport facilities for reaching cyclone/flood warning signals and relevant materials to volunteers.
- (e) Ensure drills on disaster preparedness by the people of disaster prone areas for acquiring knowledge and consciousness of such preparedness in coordination with concerned departments, local administrative agencies, local offices, CPP, Bangladesh Red Crescent Society and Civil Defence.
- (f) Inform different departments, agencies and field level concerned people under their control about the Standing Orders.
- (g) Ensure improvement, repair and maintenance of embankments for their protection against the repeated occurrence of cyclone/tidal bore. Ensure effectiveness of sluice gates so that water due to tidal bore inside the embankments can quickly pass outside through them.
- (h) Ensure appointment and stay of officers and staff of important agencies engaged in disaster preparedness and relief works.
- (i) Identify risky and high-risk cyclone/flood areas and prepare contingency plans to combat the problems.
- (j) Determine the volume of assets of all agencies and advise them to remain alert according to necessity.
- (k) Ensure appropriate maintenance of coastal areas and embankments in coastal islands, shelter, helipad and fortified earthen mounds.
- (l) Ensure supplies of sufficient drinking water in all cyclone shelters, and health care facilities.
- (m) Arrange survey of buildings and installations timely for use during disaster time and for their area wise reservation for use as shelter/relief centre.
- (n) Help the Deputy Commissioner(s) with additional fund for disaster preparedness, if necessary.
- (o) Encourage and ensure appropriate implementation of coastal afforestation programmes.
- (p) Ensure appropriate orientation and training on disaster preparedness of all the officers of concerned departments from Thana upto division level within the Division.
- (q) Arrange annual drills for assessing the level of cyclone and flood disaster preparedness within the Division and ensure such disaster preparedness.
- (r) Arrange sufficient medical assistance for post-disaster medical treatment and control of contagious diseases and ensure stock of essential medicines.

#### ***Alert and Warning Stage***

- (a) Ensure that all concerned in areas likely to be affected by imminent cyclone/flood receive warning signals and work accordingly.
- (b) Establish one Control Room and operate it by minimum number of staff.

- (c) Ensure establishment of District Disaster Management Control Room and keep contact with the same.
- (d) Take other appropriate precautionary steps.
- (e) Maintain whole time contact with the EOC at the Ministry of Disaster Management and Relief and also keep contact with the Control Rooms of the Districts under his control.
- (f) Instruct all concerned to remain in readiness for responding to call of emergency.

***Disaster Stage***

- (a) Ensure alerting the people of the areas likely to be affected by the imminent danger.
- (b) Advise concerned Deputy Commissioners to keep road and water transports, relief and medical teams ready and to move to affected areas at short notice.
- (c) On receipt of order for evacuation, ensure its compliance in disciplined manner overcoming all fears and threats with the help of all government manpower and CPP volunteers and other agencies.
- (d) Implement orders received from National Disaster Management Council/Inter-Ministerial Disaster Management Coordination Committee and the Ministry of Disaster Management and Relief or take any other step (If considered appropriate).

***Rehabilitation Stage***

- (a) Visit disaster affected areas on emergency basis and determine the extent of loss and damage and volume and nature of relief required.
- (b) Keep communication with National Disaster Management Council, Inter-Ministerial Disaster Management Coordination Committee, Ministry of Disaster Management and Relief/EOC and Disaster Management Bureau.
- (c) Ensure supply of food and drinking water and medical supplies to cyclone/flood shelters.
- (d) Visit affected areas and recommend to government for additional assistance.
- (e) Coordinate activities of voluntary organisations.
- (f) If necessary, request through Ministry of Disaster Management and Relief and National Disaster Management Council for allocation of more funds/materials.
- (g) Visit and coordinate the implementation of various rehabilitation programmes in own area.
- (h) Coordinate the activities of non-government organizations in rehabilitation programmes.

**34. Deputy Commissioner**

The Deputy Commissioner will be known as the superior Executive Officer of the District under his administrative control in respect of all activities related to disaster preparedness, response and relief and rehabilitation. All district level officers of the Ministries, Departments, Directorates and agencies will be responsible for the implementation of Standing Orders. He will also coordinate and supervise the implementation of specific provision of Standing Orders earmarked for the Thana. The Deputy

Commissioner will perform the following duties:

*Normal Times*

- (a) Review the overall disaster preparedness level in the District every three months and try to remove the weaknesses, if any.
- (b) Ensure operation of activities of Thana and Union Disaster Management Committees.
- (c) Identify (unprotected) important places, the highly risky cyclone/flood prone areas and prepare maps showing important places of the Thana and Union, population, detailed preparedness facilities.
- (d) Form team of volunteers at Thana, Union, Ward and Village level and ensure their responsibilities like publicity of signals, rescue, evacuation and relief operations etc.
- (d) Ensure effective training and orientation of the volunteers, formed for cyclone preparedness programme drawn through CPP and other agencies.
- (f) Ensure supply of related implements to the volunteers for improvement of communication for publicity of cyclone/flood warning signals.
- (g) Ensure that all officials of different departments and agencies are aware of Standing Orders related to disaster.
- (h) Arrange tree plantation at shelter places for protection against the severity of tidal bore due to flood and cyclone and arrange proper maintenance of ponds, village roads, embankments and sluice gates.
- (i) Form District Disaster Management Committee in the light of government notification.
- (j) Prepare local contingency plans for disaster response.
- (k) Conduct mobilization drills in April and September every year to know the nature and effectiveness of preparedness.
- (l) Conduct population census in every newly formed chars and if possible encourage/assist people in constructing strong house. Otherwise, prepare plans for their evacuation to safer place.
- (m) Keep ready updated list of important information like population, transport, water transport, food godown, stock of relief materials etc.
- (n) Keep cyclone/flood shelter and fortified earthen mounds fit for use and ensure availability of sufficient water.
- (o) Prepare a list of buildings, schools, colleges, establishments etc by conducting a regular survey annually so that people can use them during emergency as relief camp.
- (p) Ensure extensive publicity among people about cyclone/flood warning signals and their importance.
- (q) Encourage and ensure implementation of coastal afforestation programmes.

- (r) Ensure preparation of Disaster Action Plan (contingency plan) by Thana Disaster Management Committee and Thana Nirbahi Officer to combat emergency situation.
- (s) Ensure ever readiness in respect of all matters of cyclone preparedness programmes.
- (t) Conduct, with the assistance of Disaster Management Bureau, orientation courses of all Thana level officers and staff of cyclone/flood prone areas on disaster and training programme on preparedness for cyclone/floods.
- (u) Ensure calling of meetings now and then for proper formation of District Disaster Management Committee and evaluation of District Disaster Management Action Plans.
- (v) Ensure full implementation of the responsibilities of District Disaster Management Committee during any emergency.
- (w) Keep updated list of non-government agencies who are able to work on disaster management and coordinate their activities.
- (x) Collect information on flood (in case of floods) from Bangladesh Water Development Board (BWDB) sub-centre.

***Alert Stage***

- (a) Issue warning notice to all concerned for preparedness to meet possible accidents.
- (b) Ensure that the endangered people have been warned through wireless arrangement of police, BDR and CPP and other communication system.
- (c) Establish a Control Room and keep contact with the EOC at the Ministry of Disaster Management and Relief and Divisional Control Room.

***Warning Stage***

- (a) Call a meeting of the District Disaster Management Committee.
- (b) Instruct concerned agency to hoist appropriate warning signal at specified place.
- (c) Keep contact with the EOC at the Ministry of Disaster Management and Relief, Divisional Control Room and the control room at the concerned Thana headquarters.
- (d) Arrange wide publicity of cyclone danger/great danger signal among people of the area and ensure that the disaster signals are received by people of disaster prone areas.

***Disaster Stage***

- (a) Gather all necessary materials (manpower, transports, water transport, equipment and relief materials) and send to disaster affected area.
- (b) Arrange to requisition necessary transports and water transports through appropriate authority.
- (c) Ensure supply of drinking water to disaster affected areas.
- (d) Call emergency meeting of District Disaster Management Committee.

- (e) After receipt of evacuation order, ensure evacuation of people and materials through volunteers drawn from local administration, local agencies, police, Union Parishad, Ansar, VDP and Cyclone Disaster Programme (CPP).

#### ***Rehabilitation Stage***

- (a) Visit affected areas on emergency basis, arrange for appropriate survey to determine loss/damage in the affected areas and necessity for help/assistance.
- (b) Send a report of loss and damage in prescribed form and request for help and assistance.
- (c) Establish relief centres at appropriate places and operate them
- (d) Conduct rescue operation of stranded or affected people in the islands.
- (e) Conduct emergency and normal medical services and supply of food and drinking water. If Director General (Relief and Rehabilitation) cannot be contacted then spend Tk.10,000 (Ten thousand) as one time relief and contingency expenditure. Afterwards request for post-facto sanction of Director General, Relief and Rehabilitation with reasons.
- (f) Arrange for the repair of damaged tube-wells and sinking of new tube-wells. Arrange for making the pond water suitable for use for drinking purpose.
- (g) Arrange assistance for repairing of residential houses of affected people and temporary shelters for them.
- (h) Take steps for burial of dead human bodies and carcasses and also ensure prevention of epidemics due to deterioration of health situation.
- (i) Render essential services through appropriate steps.
- (j) Arrange for repair of roads, culverts, bridges etc and for their rehabilitation, if necessary.
- (k) Prepare appropriate rehabilitation programmes in coordination with housing, agriculture and livestock officers and take steps for their quick approval and implement rehabilitation programmes quickly.
- (l) Take steps for drawing out polluted saline water from areas inside roads and embankments.
- (m) Take all necessary arrangement and steps until return of normalcy.
- (n) Coordinate activities of non-government agencies engaged in rehabilitation work.

#### **35. Thana Nirbahi Officer**

The Thana Nirbahi Officer will be principally responsible for the implementation of Thana level Action Plans in addition to his normal duties. He will also coordinate and supervise implementation of all work plans (contingency plan) of different Thana and Union level offices of various ministries/agencies.

Thana Nirbahi Officer will perform the following duties:

#### ***Normal Times***

- (a) Ensure formation of Thana Disaster Management Committee according to government notification.

- (b) Ensure formation of Union Disaster Management Committee according to government notification.
  - (i) Ensure constitution of team of volunteers at thana/union/ward and village level for publicity of cautionary signals and rescue, evacuation to shelters/safe places and relief operations.
  - (ii) Ensure cooperation with cyclone preparedness programmes for making warning signals fruitful through volunteers and orienting them with the situations.
  - (iii) Ensure appropriate publicity of flood/cyclone warning signals through volunteers.
  - (iv) Ensure awareness of concerned people of different departments about Standing Orders on Disaster related issues and encourage them to perform tasks in the light of these orders.
  - (v) Ensure appropriate maintenance of embankments of the Bangladesh Water Development Board and their raising at level higher than flood level for use as safe shelter places.
  - (vi) Ensure implementation of coastal afforestation programme (if applicable).
- (c) Maintain lists and maps of those areas which are generally affected by cyclone/floods.
- (d) Prepare Thana Disaster Action Plans consistent with the Standing Orders on issues like warnings, shelters, rescue, health care, evacuation, relief and rehabilitation, security and law and order etc and ensure their implementation at union level.
- (e) Ensure cyclone rehearsals and drills in April and September every year so that people concerned can implement the preparedness plans after proper training.
- (f) Undertake survey of new settlements and ensure disaster preparedness of the people living there.
- (g) Arrange construction of fortified earthen mounds, helipads and cyclone shelters at necessary places especially like char areas and keep them effective.
- (h) Help and assist with the implementation of cyclone preparedness programmes.
- (i) Maintain list of all those voluntary organizations which will be called upon to participate in emergency and relief works during pre-disaster, disaster and post-disaster periods and keep coordination with various agencies.
- (j) Maintain list of manpower and transports which can be used in emergency work.
- (k) Ensure stocks of food, medicines, insecticides and tube-wells before flood/cyclone season.
- (l) Ensure operation of Thana Control Room with the cooperation of wireless facilities of the Ministry of Disaster Management and Relief, Police, T&T Board, BDR and Cyclone Preparedness Programme.
- (m) Ensure appropriate repair and maintenance of community centres, cyclone shelters and fortified earthen mounds.
- (n) Ensure stock of warning signal flags at Thana/Union Office/Cyclone Preparedness Programme units.
- (o) Implement the orders of Deputy Commissioner about cyclone preparedness.

- (p) After examining the condition of embankments submit proposals for repair, if necessary.
- (q) Take steps for popularising by publicity through cinema shows, leaflets and posters distribution and programmes regarding cyclone warning signals and preparedness programmes.
- (r) Identify and select places in cooperation with Union Parishad Chairmen/Cyclone Preparedness Programme, Union team leader for taking shelter by people in flood and tidal bore.

***Alert and Warning Stage***

- (a) Operate the Control Room round the clock (24 hrs). One gazetted officer/one member of Thana Disaster Management Committee will be in charge of Control Room.
- (b) Keep manpower and transport ready for immediate movement.
- (c) Send warning signals to Unions through special messenger/telephone and alert Union Parishad Chairmen.
- (d) Caution people by establishing quick communication in char areas.
- (e) Keep link with the District Control Room.
- (f) Advise for opening of the Union Control Room.
- (g) Call emergency meeting of the Thana Disaster Management Committee.
- (h) Instruct round the clock (24 hrs) operation of the Union Control Room.
- (i) Ensure hoisting of warning signals at all warning centres.
- (j) Inform all concerned about cyclone/flood warning signals. Mention the words “Cyclone Warning/Flood Warning” in all emergency news/information relating to cyclone/flood and ensure maintenance of logbooks from Thana to Union level during emergency period.
- (k) Help and assist for implementation of Cyclone Preparedness Programme (cyclone affected area).

***Disaster Stage***

- (a) Ensure publicity of danger and great danger signals to the people through volunteers of Cyclone Preparedness Programmes (CPP) and other officials of Thana/Union level, members of VDP/Ansar/BRDB member/Family Planning Workers/ Choukidars/Block Supervisors/ Workers of Fishery and Livestock Department/teachers of educational institutions, employees of cooperatives, BWDB, Roads and Highways, T&T, LGED and Public Health Engineering and NGO workers.
- (b) Ensure correct announcement of evacuation orders.
- (c) Arrange evacuation of human beings and livestock to safer places like cyclone shelters, fortified earthen mounds, schools, community centre, other government buildings and high lands. Arrange for supply of food and clothing etc. For this purpose issue similar order to Union Parishad Chairmen.
- (d) Keep waterpots filled with drinking water and advise for similar action by Chairmen/Union Parishad Members.

- (e) Arrange to special messengers to warn the population. Advice to wrap up drinking water, safety match, dry food, green coconut and utensils etc with plastic sheet and stock them under earth.
- (f) Keep whole time communication with the District Control Room and inform about local weather conditions.
- (g) Keep watchful eye on the cyclone velocity/rising water level.
- (h) Call emergency meeting of the Thana Disaster Management Committee and advise all concerned to keep ready for facing the situation and implement the responsibilities of Standing Orders related to Disaster Management.
- (i) Requisition transports, water transports etc for rescue and relief operations. In addition to this request Deputy Commissioner for supply of required type of transports, if necessary.
- (j) Ensure taking all preparedness steps correctly.
- (k) Coordinate with the activities of Army if requisitioned for rescue and relief work.

***Rehabilitation Stage***

- (a) Arrange for rapid survey of the affected areas and inform the Deputy Commissioner and the Ministry of Disaster Management and Relief regarding the existing situation. Determine the extent of loss/damage with the opinion and assistance of various level officials at Thana level and Union Parishad.
- (b) Arrange for quick moving water transports for rescue operations.
- (c) Arrange emergency expenditure for relief work from Thana Development Fund.
- (d) Send emergency relief materials to affected Unions.
- (e) Arrange for supply of sufficient number of tube-wells in affected areas.
- (f) Arrange necessary steps relating to health for prevention and cure of diseases for saving the life of human beings and live stock and cleanliness, supply of pure drinking water, food, primary medical supplies, tents and supply of fodder.
- (g) In case of disruption of communication system, send messengers for collecting Union cyclone/flood reports and supply cyclone/flood related information daily to District Control Room.
- (h) Divide affected areas into relief regions and declare Thana Headquarters as Regional Headquarters. For the purpose of conducting relief work entrust the work of the region to one officer. According to volume of loss and damage more than one region in a Thana may be required and in that event one officer will be appointed for each region.
- (i) Prevent mismanagement in relief work. Ensure quick distribution of relief materials, house building fund, cash relief and house building grant. Ensure proper management of emergency hospitals, relief centres and gruel kitchens etc.
- (j) Arrange for the burial of dead bodies and dumping of carcasses under earth in cooperation with local administration, NGO, Volunteers of Cyclone Preparedness

Programme (CPP) and if necessary, members of Bangladesh Rifles, Army, Police, Ansars, VDP and workers of Family Planning/Fishery/Agriculture/Livestock Departments. Arrange for draining out of saline water from households and crop fields.

- (k) Submit proposals for necessary demand, through appropriate authority, for various grant, loan and relief materials for undertaking relief operations.
- (l) Coordinate relief activities of voluntary and non-government agencies.
- (m) Arrange for the rehabilitation of people of the affected areas through Test Relief/Food for Works Programme/VGF etc and ensure successful implementation of these programmes.
- (n) Implement the necessary measures relating to rescue, health, relief and rehabilitation work.

### **36. Chairman, Union Parishad**

#### *Normal Times*

In addition to the normal duties, Chairman, Union Parishad will perform the following duties:

- (a) Arrange for training of a team of workers in the Union through Cyclone Preparedness Programme (CPP) and local agencies for works relating to rescue, life saving, health care, cleanliness, supervision of gruel kitchen, vaccination/Injection programmes etc. so that in times of need they can help and assist local volunteers.
- (b) Assist, and coordinate with Cyclone Preparedness Programme (CPP).
- (c) Help the Thana Disaster Management Committee in all respects for raising awareness among people for Cyclone Preparedness Programme (CPP) and inform people about their duties and responsibilities during cyclone/floods.
- (d) Publicize cyclone warning signals and make them popular among the people through cinema shows, distribution of leaflets and arrangement of meetings.
- (e) Encourage people regarding voluntary tree plantation in coastal areas and advise them to plant trees around households.
- (f) Arrange to keep warning signals ready for hoisting in all risky areas of the Union
- (g) Submit proposals for construction of new helipads/fortified earthen mounds and shelter places if the existing cyclone shelters/earthen mound/helipad are not considered sufficient.
- (h) Prepare maps showing the vulnerable areas of the Union exposed to the threat of cyclone/flood and also indicate the areas which are likely to be hit most.
- (i) Give special importance to the preparedness of the people in distant char (shoal) areas.
- (j) Impart necessary preparedness training to Pisciculturists and fishermen of the Union.
- (k) Encourage people and fishermen to regularly listen to weather forecast from radio and to follow the instructions.
- (l) Designate shelter places, high lands and government buildings for taking shelter during

floods and tidal bore and inform people accordingly.

- (m) Maintain a list of volunteers for participation in relief works during pre-disaster, disaster and post-disaster periods and keep in touch with different representatives.
- (n) Maintain a list of transport/boats fit for use in emergency work.
- (o) Ensure appropriate repair to roads, bridges and culverts to maintain communication links with cyclone shelters, community centres, fortified earthen mounds and also for their maintenance.
- (p) Every year arrange mobilization rehearsals and drills on disaster related issues at Union level in coordination with CPP, local government and non-government organizations.
- (q) Ensure protection, and security of source of drinking water, food godowns, seed and stock of fodder etc.

#### ***Alert and Warning Stage***

- (a) Operate the Union Control Room round the clock (24 hrs). Put one Union Parishad member in-charge of the Control Room.
- (b) Maintain link with Union Parishad members, Union Disaster Management Committee members and volunteers and inform them about the imminent cyclone/floods.
- (c) Ensure hoisting of warning signals in all risky areas of the Union by the volunteers of Cyclone Preparedness Programme (CPP).
- (d) Send special messengers to distant char (shoal) areas to inform about the position of cyclone.
- (e) Advise all concerned to listen to weather reports broadcast by radio and to work accordingly.

#### ***Warning Stage***

- (a) Call meeting of Union Disaster Management Committee (UDMC).
- (b) Arrange publicity about imminent danger by beating of drums or through megaphone and announce about the safe places and precautionary steps to be taken by the people.
- (c) Form volunteer teams on emergency basis for evacuation of livestock and population from distressed situation created by the onslaught of flood/cyclone to safer places and for food, health care, security etc.
- (d) Cooperate and coordinate with the activities of Cyclone Preparedness Programme (CPP) volunteers and other volunteers.

#### ***Disaster Stage***

- (a) Ensure arrangement for publicity of danger/great danger signals in time by volunteers of Cyclone Preparedness Programme (CPP), members of Ansar and Village Defence Party.
- (b) Ensure correct publicity about evacuation instructions to people in distant charland and own areas.

- (c) Arrange for evacuation of population and livestock from dangerous areas to safer places like cyclone/flood shelters, fortified earthen mounds, community centres and other government buildings and also arrange for supply of food, clothing etc. Send similar instructions to all concerned for the same purpose.
- (d) Keep the water pots filled with water and advise others to do likewise.
- (e) Keep contact with the Thana Control Room.
- (f) Advise all concerned to listen to weather forecasts regularly and carefully and to know about the directions of cyclone and increase of flood water above danger level.
- (g) Send special messengers to warn people and advise them for keeping materials like drinking water in plastic pots, dry food, safety match etc and materials like green coconut, utensils and fodder under earth. Also advise people to shift livestock to appropriate safer place.
- (h) The Union Disaster Management Committee (UDMC) will call an emergency meeting, instruct all concerned to keep ready to combat the situation and to work as per Standing Orders relating to disaster management.
- (i) Ensure all arrangement for preparedness correctly.
- (j) Requisition sufficient number of transports and boats in the Union for rescue and relief works.
- (k) Arrange for safe custody of assets of evacuated people and their maintenance.

### ***Rehabilitation Stage***

- (a) Conduct rescue and relief operations round the clock (24 hrs) with the help of volunteers and Union Disaster Management Committee (UDMC) and also arrange for speed boats for relief work.
- (b) Arrange for a rapid survey in the affected areas and send through special messengers reports of loss and damage to the Thana Executive Officer (if available) with recommendation for relief materials.
- (c) Receive emergency relief materials from Thana Headquarters.
- (d) Arrange for the sinking of a sufficient number of tube-wells on emergency basis in the affected areas for drinking water after removing saline water from ponds, wells and tube-wells.
- (e) Arrange for burial of human dead bodies with the help of volunteers, VDP and if necessary with police, BDR and Army and disposal of carcasses. Also arrange for drainage of stagnant saline water from households and croplands.
- (f) Ensure proper, fair and quick distribution of relief materials, houses, cash, house building grants etc and also proper operation of emergency hospitals, relief centres and gruel kitchens etc.
- (g) Prepare list of losses and damages and send it to Thana Control Room.
- (h) Coordinate and supervise the activities of relief operations by voluntary organizations, volunteers and other organisations engaged in relief works.
- (i) Prepare rehabilitation schemes for affected areas through Test Relief, Food for Works Programme, VGF, etc and arrange for their proper implementation.
- (j) Perform the responsibility related to rescue, relief and rehabilitation as directed by the concerned authority (including preparation of report and submission thereof).
- (k) Reestablish water and road communication through quick repair.

### **37. Responsibilities of Union Parishad Members**

In addition to normal duties Union Parishad Members will perform the following responsibilities related to disaster issues:

#### ***Normal Times***

- (a) Maintain detailed particulars of trained volunteers for the purpose of instant necessity.
- (b) Earmark trained volunteers for various responsibilities for operation of emergency relief work.
- (c) Combat disaster situations in their own areas better and keep the people aware and ready for rehabilitation work.

#### ***Precautionary Stage***

- (a) Announce in advance the warning/danger/great danger signals by megaphone, siren, warning notice, drums and beating empty kerosene cans. On receipt of instructions from Union Parishad Chairman or higher authority, announce danger signals without creating

any panic.

- (b) Listen to weather forecasts from radio regularly.
- (c) Take quick steps after receipt of warning signals from the radio/Union Parishad Chairman or higher authority.
- (d) Keep the emergency volunteer team ready for performing specific responsibilities like evacuation, first aid, health care, food, repair of damaged room/house, security etc.
- (e) Cooperate and coordinate with Cyclone Preparedness Programme (CPP).
- (f) Ensure hoisting of warning signals in risky areas.

#### ***Disaster Stage***

Perform any responsibility entrusted by the Union Parishad Chairman or higher authority and also other responsibilities related to rescue, relief and rehabilitation operations.

#### ***Rehabilitation Stage***

Help the Union Parishad Chairman in relief and rehabilitation work.

#### **General Instructions**

Members of Union Parishad will discharge the following functions:

- (a) Advise people to listen Special Weather Bulletins broadcast by Bangladesh Betar after formation of low pressure.
- (b) After hoisting of warning signals, advise all boats and trawlers to anchor near the coasts and to take shelter in safer places.
- (c) Exchange weather related information with others.
- (d) Advise packing of flattened rice, parched rice, treacle and drinking water, green coconut, utensils, safety match etc in their polyethylene bag and keep them under the earth three feet deep so that these could be used in times of need. Also advise for covering the mouth of tube-well with plastic cover so that saline/polluted water cannot enter into them.
- (e) Immediately after the announcement of evacuation advise people to take shelter in nearby cyclone shelter, fortified earthen mound, brick built building, community centre or any other safer place. Advise for special attention to children, old and infirm people. Also advise for evacuation of livestock and other domestic animals, to high and safe lands.
- (f) Advise people not to propagate rumors and also not to listen to such rumors.
- (g) Advise for rescuing the affected people during and after disaster. If danger is apprehended for the loss of life of any human being or of property due to cyclone/flood or any other disaster, immediately advise for informing Union Parishad Chairman and Members.
- (h) Advise for assisting Union Parishad and voluntary organisation in all matters.
- (i) Advise for primary medical care to injured/drowned people.

- (j) Advise for removal of dead bodies and burial of the dead and for interment of carcasses.
- (k) Advise for house construction, after disaster, on cooperative basis.
- (l) Advise for complying with the instructions or request by the UDMC/Union Parishad Chairman and Member or any other higher authority regarding relief operations.
- (m) Advise for recovering the source of drinking water.

### **38. Bangladesh Red Crescent Society**

The Bangladesh Red Crescent Society is a regulated auxiliary organisation of the government. Its branch is spread all over the country. They complement governmental efforts during disaster. The society plays important role in the overall disaster preparedness and disaster combat programmes. BDRCS will perform the following duties within the ambit of own rules and regulations and organisational structure, in association with various governmental organizations:

#### *Normal times*

- (a) BDRCS will take steps for disaster preparedness at all the levels and prepare plans.
- (b) Appoint Red Crescent team of volunteers and workers in disaster prone areas and arrange for their training.
- (c) Take up educational and awareness raising programmes for the people to combat disaster.
- (d) Arrange and participate in seminars, workshops and meetings for earning special efficiency and skill in disaster management.

- (e) Keep contact with concerned Ministry/Department/office/Agency interested in disaster/relief work, United Nation Organizations and non-government organizations.
- (f) Ensure road communication for stocking and receipt of relief materials and maintenance of water transports.
- (f) If possible, participate in the construction work of fortified earthen mound and flood shelter, cyclone shelter and linking them with various socio-economic and social development programmes.
- (h) Take any other steps in connection with preparedness programme of the people to meet any emergency situation.

***Alert Stage***

- (a) In case of cyclone, issue warning notice to all concerned including the Cyclone Preparedness Programme (CPP) and relevant Red Crescent Unit.
- (b) Ensure dissemination of warning signals, in case of cyclone, to workers of all levels of Cyclone Preparedness Programme (CPP).
- (c) In case of cyclone, keep contact with Cyclone Preparedness Programme (CPP) and the Control Room of Storm Warning Centre (SWC) of Bangladesh Meteorological Department (BMD).
- (d) Designate one Liaison Officer for maintaining link with the EOC at the Ministry of Disaster Management and Relief and the Control Room of Disaster Management Bureau (DMB).
- (e) Issue instructions to Survey Assessment Team to be on standby
- (f) Take any other steps, if necessary.

***Warning Stage***

- (a) Operate the Control Room round the clock (24 hrs)
- (b) Disseminate warning signals to all including the concerned Red Crescent Units.
- (c) Ensure effectiveness of Cyclone Preparedness Programme (CPP) at field level (for cyclone).
- (d) If necessary send one Liaison Officer for the EOC at the Ministry of Disaster Management and Relief (MDMR).
- (e) Keep the Survey and Relief Team of Headquarters on standby in readiness with required transports.
- (f) Attend the meeting of Cyclone Preparedness Programme Implementation Board and keep contact with Inter-Ministerial Disaster Management Coordination Committee/Ministry of Disaster Management and Relief.
- (g) If necessary, issue instructions for sending of employees, volunteers and materials to disaster affected areas from less disaster prone areas.

- (h) Disseminate the danger/great danger signal with proper explanation to all concerned (in case of cyclone warnings).
- (i) In view of seriousness of situation send reserve employees and materials to advantageous places.
- (j) Take part in evacuation programme of population with close cooperation of volunteers and local authority if directed by the appropriate authority.
- (k) Operate Control Room full time and keep all time contact with the EOC at the Ministry of Disaster Management and Relief.
- (l) Coordinate with principal non-government organisation (NGOs) for possible works.

***Disaster Stage***

- (a) Ensure survey of loss and damage in affected areas and dispatch of relief/medical teams and arrival of concerned BDRCS units to the affected areas soon after the passage of disaster.
- (b) Assist the local authority to determine loss and damage and requirement and supply information to these organizations and BDRCS Headquarters.
- (c) Give emergency assistance to the disaster affected people, especially in the following cases.
  - (i) Help in rescue and evacuation work.
  - (ii) Assist the local administration in organising shelter places.
  - (iii) Give first aid to injured persons.
  - (iv) Arrange complementary food according to the need of distressed people.
  - (v) Arrange preventive and limited curative treatment.
  - (vi) Arrange for the necessary household materials and clothing to be dispatched to the seriously affected people.
- (d) Inform appropriate authority about loss and damage and requirement of affected people.
- (e) Arrange for use of material, received from Red Crescent unit of areas not attacked by disaster and from Headquarters in areas affected by disaster.
- (g) Send request for requirement of relief and rehabilitation operation after informing about loss and damage due to disaster to the International Federation of Red Cross and Red Crescent Societies (IFRCS).

***Rehabilitation Stage***

- (a) Participate in reconstruction and rehabilitation programmes in special circumstances.
- (b) Take steps for correct and effective evaluation of preparedness work and for correcting errors/weakness in such work.
- (c) Provide assistance to the local authority in any possible way for relieving the distress of people.
- (d) Extend Cooperation to the National Disaster Management Council (NDMC) and the

Ministry of Disaster Management and Relief in the preparation of list of disaster affected people and the requirement and probability of rehabilitation.

## **Annexure-A**

### ***Publicity of Special Weather Bulletin under code name***

#### **1. *Recipients of signal Code named “Whirlwind”.***

##### **(a) Chittagong**

- (i) Deputy Conservator, Chittagong Port
- (ii) Chief Officer, Mercantile Marine Department, Chittagong.
- (iii) Fisheries Harbour Management, Chittagong.

##### **(b) Cox’s Bazar**

- (i) Deputy Commissioner, Cox’s Bazar

##### **(c) Mongla**

- (i) Chairman, Mongla Port Authority.

#### **2. *Recipients of Signal Code named “Hurricane”***

##### **(a) Dhaka**

- (i) Secretary to the President.
- (ii) Secretary to the Prime Minister
- (iii) Cabinet Secretary
- (iv) Chief of Staff, Bangladesh Army
- (v) Chief of Staff, Bangladesh Air Force
- (vi) Chief of Staff, Bangladesh Navy
- (vii) Secretary, Defence Division, Ministry of Defence
- (viii) Secretary, Roads & Railways Division
- (ix) Secretary, Jamuna Bridge Division
- (x) Secretary, Ministry of Water Transport
- (xi) Secretary, Ministry of Posts and Telecommunications
- (xii) Secretary, Ministry of Disaster Management and Relief
- (xiii) Secretary, Ministry of Information
- (xiv) Secretary, Ministry of Home Affairs
- (xv) Secretary, Ministry of Civil Aviation and Tourism
- (xvi) Secretary, Local Government Division
- (xvii) Secretary, Rural Development and Cooperative Division
- (xviii) Secretary, Ministry of Water Resources
- (xix) Secretary, Ministry of Food
- (xx) P.S.O., Armed Forces Division.
- (xxi) Inspector General of Police, Govt. of Bangladesh
- (xxii) Chief Executive, Conservancy and Pilot-2, BIWTA Motijheel, Dhaka
- (xxiii) Director, Surface Water Hydraulics- 2, Bangladesh Water Development Board
- (xxiv) Chairman, T&T Board
- (xxv) Chairman, Civil Aviation Authority, International Airport, Dhaka
- (xxvi) Chairman, Power Development Board
- (xxvii) Chairman, Bangladesh Water Development Board
- (xxviii) Commissioner, Dhaka Division
- (xxix) Chairman, Rural Electrification Board

- (xxx) Chief Engineer, Roads and Highways Department
- (xxxi) Chairman, BIWTA
- (xxxii) Chairman, BIWTC
- (xxxiii) Director General, Bangladesh Rifles
- (xxxiv) Director General, Fire Brigade and Civil Defence
- (xxxv) Director General, Disaster Management Bureau
- (xxxvi) Director General, Department of Relief and Rehabilitation

(b) **Chittagong**

- (i) Commissioner, Chittagong Division
- (ii) Deputy Commissioner, Chittagong
- (iii) Chairman, Chittagong Port Authority
- (iv) Commodore Commanding, Bangladesh Navy, Chittagong
- (v) Commodore Commanding, BN Flotilla, Chittagong
- (vi) Fisheries Harbour, Chittagong
- (vii) General Manager, Bangladesh Railways, Chittagong
- (viii) Commandant, Marine Academy, Chittagong
- (ix) Vice Chairman, EPZ, Chittagong.

(c) **Cox's Bazar**

- (i) Deputy Commissioner, Cox's Bazar

(d) **Noakhali**

- (i) Deputy Commissioner, Noakhali

(e) **Laxmipur**

- (i) Deputy Commissioner, Laxmipur

(f) **Barisal**

- (i) Deputy Commissioner, Barisal

(g) **Bhola**

- (i) Deputy Commissioner, Bhola

(h) **Jhalakathi**

- Deputy Commissioner, Jhalakathi

(i) **Perojpur**

- Deputy Commissioner, Perojpur

(j) **Patuakhali**

- Deputy Commissioner, Patuakhali

(k) **Barguna**

Deputy Commissioner, Barguna

(l) **Khulna**

- (i) Commissioner, Khulna Division
- (ii) Deputy Commissioner, Khulna
- (iii) Chairman, Port Authority, Chalna
- (m) Satkhira: (i) Deputy Commissioner, Satkhira
- (n) Bagerhat: (i) Deputy Commissioner, Bagerhat

3. **Recipients of signal code named "Typhoon"**

(a) **Chittagong Hill Tracts-Region**

- (i) Deputy Commissioner, Rangamati
- (ii) Deputy Commissioner, Khagrachari

(b) **Bandarban Region**

- (i) Deputy Commissioner, Bandarban

(c) **Chittagong Region**

- (i) Deputy Commissioner, Chittagong
- (ii) Deputy Commissioner, Cox's Bazar
- (iii) Officer-in-Charge, Weather Observatory, Sitakunda
- (iv) Officer-in-Charge, Weather Observatory, Swandip
- (v) Thana Nirbahi Officer, Swandip

(d) **Comilla Region**

- (i) Deputy Commissioner, Chandpur

(e) **Noakhali Region**

- (i) Deputy Commissioner, Noakhali
- (ii) Deputy Commissioner, Laxmipur
- (iii) Deputy Commissioner, Feni
- (iv) Officer-in-Charge, Class I Observatory, Maijdee Court, Noakhali
- (v) Officer-in-Charge, Pilot Baloon Observatory, Feni
- (vi) Thana Nirbahi Officer, Hatiya
- (vii) Officer-in-Charge, Class I Observatory, Hatiya

(f) **Khulna Region**

- (i) Deputy Commissioner, Khulna
- (ii) Deputy Commissioner, Satkhira
- (iii) Chairman, Mongla Port Authority, Bagerhat
- (iv) Deputy Commissioner, Bagerhat
- (v) Officer-in-Charge, Class I Observatory, Gallamari, Khulna
- (vi) Officer-in-Charge, Class I Observatory, Satkhira Khulna
- (vii) Project Director, Coastal Embankment Project, Khulna

(g) **Barisal Region**

- (i) Deputy Commissioner, Barisal
- (ii) Project Director, Coastal Embankment, BWDB, Barisal
- (iii) Deputy Commissioner, Bhola
- (iv) Deputy Commissioner, Jhalakathi
- (v) Deputy Commissioner, Perojpur
- (vi) Officer-in-Charge, PBO, Barisal
- (vii) Officer-in-Charge, Class I Observatory, Bhola

(h) **Patuakhali Region**

- (i) Deputy Commissioner, Patuakhali
- (ii) Deputy Commissioner, Barguna
- (iii) Officer-in-Charge, Weather Station, Khepupara
- (iv) Officer-in-Charge, Class I Observatory, Gallamari, Khulna

**4. Recipients of signal code named "Waterways"**

(a) **Comilla Region**

- (i) Deputy Commissioner, Chandpur
- (ii) Regional Manager, BIWTC, Chandpur

(b) **Noakhali Region**

- (i) Deputy Commissioner and Officer-in-Charge, Cyclone Warning Signal, Noakhali
- (ii) Deputy Commissioner, Feni
- (iii) Deputy Commissioner, Laxmipur

(c) **Dhaka Region**

- (i) Deputy Commissioner, Dhaka
- (ii) Deputy Commissioner, Narayanganj
- (iii) Regional Manager, BIWTC, Narayanganj
- (iv) Deputy Commissioner, Narsingdi
- (v) Deputy Commissioner, Munshiganj

(d) **Faridpur Region**

- (i) Deputy Commissioner, Faridpur
- (ii) Deputy Commissioner, Rajbari
- (iii) Superintendent of Police, Rajbari
- (iv) Deputy Commissioner, Madaripur
- (v) Deputy Commissioner, Gopalganj
- (vi) Deputy Regional Manager, BIWTC, Goalando
- (vii) Deputy Commissioner, Shariatpur

(e) **Mymensingh Region**

- (i) Deputy Commissioner, Mymensingh

(f) **Tangail Region**

- (i) Deputy Commissioner, Tangail

(g) **Khulna Region**

- (i) Deputy Commissioner, Khulna
- (ii) Wing Commander, Bangladesh Rifles, Khulna
- (iii) Regional Manager, BIWTC, Khulna
- (iv) Divisional Forest Officer, Sundarban, Khulna
- (v) General Manager, Khulna Shipyard, Khulna
- (vi) Deputy Commissioner, Bagerhat
- (vii) Deputy Commissioner, Satkhira

(h) **Barisal Region**

- (i) Deputy Commissioner, Barisal
- (ii) Regional Manager, BIWTC, Barisal
- (iii) Deputy Commissioner, Perojpur
- (iv) Deputy Commissioner, Bhola

(i) **Patuakhali Region**

- (i) Deputy Commissioner, Patuakhali
- (ii) Deputy Commissioner, Barguna

(j) **Rajshahi Region**

- (i) Deputy Commissioner, Rajshahi
- (ii) Deputy Commissioner, Nowgaon

(k) **Pabna Region**

- (i) Deputy Commissioner, Pabna
- (ii) Deputy Commissioner, Sirajgonj
- (iii) Works Inspector, Hardinge Bridge, Paksey, Bangladesh Railway

(l) **Rangpur Region**

- (i) Deputy Commissioner, Rangpur
- (ii) Marine Superintendent, BR Teestaghat, Fulchari

(iii) Deputy Commissioner, Kurigram

5. ***Recipients of signal code named “Authority” or Kartipakkha’***

- (i) Director (C&P, BIWTA)
- (ii) Conservancy and Pilot Superintendent, Sylhet Section, BIWTA
- (iii) Conservancy and Pilot Superintendent, Western Delta Section, BIWTA, Eastern Boyra, Khulna
- (iv) Conservancy and Pilot Superintendent, Central Delta Section, BIWTA, Chandpur
- (v) Conservancy and Pilot Superintendent, BIWTA, Kishoreganj
- (vi) Conservancy and Pilot Superintendent, Eastern Delta Section, BIWTA, Barisal
- (vii) Conservancy and Pilot Superintendent, Eastern Delta Section, Taher Chamber, Agrabad R/A, Chittagong

## **Annexure-B**

### ***Formation and Management of Relief Centre***

- The Thana Disaster Management Committee/Thana Nirbahi Officer or District Administration will open shelter space/Relief Centres in times of necessity to save human lives and properties.
- The Union Parishad Chairman in his capacity as Chairman of Union Disaster Management Committee will organise and open relief centres at carefully selected places like cyclone shelter, educational institutions, community centre and other government places in consideration of the nature of disaster.
- The concerned Union Parishad Member will be in charge of the centre and at least 10 (ten) local volunteers will assist him in organising, coordinating and managing the centre.
- Required accommodation, health and sanitation, water supply and lighting arrangement should be ensured. For the supply of pure drinking water, shallow tube-well should be sunk with the help of Public Health Engineering Department.
- Every step should be taken for the prevention of epidemics.
- According to necessity, gruel kitchens may be opened on emergency basis with the permission of the Deputy Commissioner and cooked food may be supplied there. Olio or flat bread and vegetable may be served as food. Milk may be supplied to babies. Expenses on this account should be met from the Thana budget and local fund. Prior approval of the Director General, Relief and Rehabilitation shall have to be obtained for excess food grains or sanction of fund before commitment of additional expenditure. To run gruel kitchen, a stock of utensils should be gradually built up at Thana level.
- Strict control should be observed for admission into Relief Centre. Those who are not affected in the disaster should not be admitted to the Relief Centre.
- Law and order in the relief centres should be ensured with the assistance of Police, Ansar, Village Defense Party, Local Police and volunteers. The personal belongings of the affected people evacuated from their house should be properly preserved.
- First aid and health centres should be opened at the relief centres with the help of Thana Health and Family Planning Officer. Local Red Crescent representative will ensure all cooperation in the centre.
- Muster oil and daily accounts of issue and receipt of relief materials should be maintained and preserved at each centre. One account register of cash receipt and issue should also be opened.

## **Annexure-C**

### ***Stock of Emergency Relief Materials***

- In order to supply food and construct shelter space quickly during disaster, stock of food and construction materials should be built up in the Headquarters station of disaster prone districts. District Relief and Rehabilitation Officer will keep account of these materials and ensure their proper maintenance. These relief materials should be sent to Relief Centres on the instructions of Deputy Commissioner or District Disaster Management Committee. If disaster of highest magnitude is feared the Deputy Commissioner will send request letter much ahead to the Director General, Relief and Rehabilitation for additional allocation and also ensure sending of some relief materials to those places which are likely to be affected by the disaster.
- The following materials are required for the management of relief work
  - (i) Rice/atta (ii) Puffed rice, Punched rice (Muri), Treacle, Sugar (iii) Powder Milk, Biscuit (iv) Various building materials.
- Besides, utensils, tarpaulins, tents and CI sheets are required in the relief centres. Receipt of funds from the Thana treasury should be ensured as soon as it resumes normal operation. Under public food distribution system, the CSDs and LSDs keep sufficient stock of rice and wheat for ensuring supply of food grains throughout the country. Puffed rice, Muri and Treacle are easily available and welcome to the common people. Because of their easy availability and chance of becoming stale it is not necessary to stock them. In times of necessity the District Disaster Management Committee can buy these articles from the local market. Stocks of various building materials should also be built up at district level.
- Sufficiently ahead of cyclone/flood season, the Deputy Commissioner of the disaster prone districts should reappraise their respective position of cash fund or stock of any relief materials. If cash fund and or stocks of any relief materials appears to be inadequate it should be brought to the notice of the Director General, Relief and Rehabilitation.

## **Annexure-D**

### **Classification of Cyclones**

- The following is the classification of the cyclone according to the intensity and velocity of wind.
  - (a) Depression : Wind speed 31 miles/hr or 50 km/hr.
  - (b) Deep depression : Wind speed 32-38 miles/hr or 51-61 km/hr.
  - (c) Cyclone : Wind speed 39-54 miles/hr or 62-88 km/hr.
  - (d) Severe Cyclone : Wind speed 55-73 miles/hr or 89-117 km/hr.
  - (e) Cyclone with hurricane : Wind speed 74 miles/hr or 118 km/hr or more.

## **Annexure-E**

### **Warning Signals for Sea and River Ports**

1. For sea ports the following 11 (Eleven) kinds of cyclone warning signals are used.

<b>Warning Signal Number</b>	<b>Explanation</b>
(i) Distant Cautionary Signal No. I	(i) There is region of squally weather in the distance sea where storm may form.
(ii) Distant Cautionary Signal No. II	(ii) A storm has formed in the distant sea.
(iii) Distant Cautionary Signal No. III	(iii) The port is threatened by squally weather
(iv) Local Cautionary Signal No. IV	(iv) 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.
(v) Danger Signal No. V	(v) The port will experience severe weather from a storm of slight or moderate intensity, that is expected to cross the coast to the South of the port in case of Chittagong and Cox's Bazar and, East of the port in case of Mongla.
(vi) Danger Signal No. VI	(vi) The port will experience severe weather from a storm of slight or moderate intensity that is expected to cross the coast to the North of the port in case of Chittagong and Cox's Bazar and to the West of the port in case of Mongla.
(vii) Danger Signal No. VII	(vii) The port will experience severe weather from a storm of slight or moderate intensity that is expected to cross over or near the port.
(viii) Great Danger Signal No. VIII	(viii) The port will experience severe weather from a storm of great intensity that is expected to cross the coast to the South of the port in case of Chittagong and Cox's Bazar and to the East of the port in case of Mongla.
(ix) Great Danger Signal No. IX	(ix) The port will experience severe weather from a storm of great intensity that is expected to cross the coast to the North of the port in case of Chittagong and Cox's Bazar and to the West of the port in case of Mongla.
(x) Great Danger Signal No. X	(x) The port will experience severe weather from a storm of great

intensity that is expected to cross over or near to the port.

(xi) Communication Failure Signal No. XI

(xi) Communications with the Meteorological warning centre have broken down and the local officers consider that a devastating Cyclone is following.

2. **The following 4 (four ) types of signals are meant for River Ports**

(i) Warning Signal No. I

(i) The area is threatened by squally winds of transient nature.

(ii) Cautionary Signal No. II

(ii) A storm is likely to strike the area (vessels of 65 feet and under in length are to seek shelter immediately).

(iii) Warning Signal No. III

(iii) A storm will strike the area (all vessels will seek shelter immediately).

(iv) Great Danger Signal No. IV

(iv) A violent storm will soon strike the area (all vessels will take shelter immediately).

3. Every year 13-14 number cyclones (with wind velocity at 38 miles per hour) are formed in the Bay of Bengal. Out of them 5 (five) attain the strength of cyclone (with wind velocity 39 miles per hour or more) and cross the adjacent coastal areas. The possibility of any one such cyclone taking a turning and passing over the coastal areas of Bangladesh always remains.

## **PROCEDURE FOR HOISTING CYCLONE WARNING FLAGS**

### **Annexure-F**

#### ***Floods and its Causes***

Floods are regular phenomena in Bangladesh during monsoon. Every year during May-October period Bangladesh is generally visited by floods of two types -floods due to gradual rise of water level in rivers and canals, and flash floods due to heavy rains in hilly areas.

Due to gradual increase of water level at the sources of Principal rivers of Bangladesh located outside the International geographical boundary, floods are created in the country through inundation of river banks. In such cases level of flood water generally increases slowly but the rise creates floods in Comilla, Sylhet, Mymensingh, Tangail, Jamalpur, Rangpur, Bogra, Dhaka, Faridpur, Rajshahi, Pabna, Sirajgonj and Kushtia areas. Simultaneously these districts witness sufficient rainfall, which deteriorates flood situations.

Due to intensive rains in upstream in Khasia-Jaintia, Garo and Tripura Hill Tracts regions in border areas outside Bangladesh there is sudden upsurge of water in rivers and rivulets resulting in sudden increase of water level inundating river banks thereby creating sudden floods causing immense loss to households, crops and lives and properties. In some areas intensive rainfall locally causes flash floods.

Causes of floods and its intensity

- (a) Heavy rainfall in the Himalayas and immense water volume due to melting of snow.
- (b) Heavy rainfall in Assam valley and Northern Assam
- (c) Local heavy rainfall
- (d) Due to landslides in upstream the alluvial soil raises the bed of rivers and canals.
- (e) Large scale tree felling in and around source of river, streams and water source.
- (f) Blockade of natural drainage of water due to unplanned population settlement and construction of embankments.
- (g) Formation of shoals in rivers and sand beds.
- (h) Increase of sea level and its effect in low-lying areas.

#### **Annexure-G**

#### **Thana Disaster Action Plan**

PREPARED BY  
DISASTER MANAGEMENT BUREAU  
MINISTRY OF DISASTER MANAGEMENT AND RELIEF  
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#### **Thana Disaster Preparedness Action Plan**

### **Introduction**

#### **Explanatory Statement**

In the statement below, preliminary outline has been given for the preparation of the Thana Disaster Action Plan. Detailed plans will have to be prepared on this basis. This outline will be made more detailed and specific on the basis of research undertaken on experimental basis in some representative Thanas. The plan should be consistent with local conditions and its basis would be:

- (a) A specific goal understandable and agreeable to all
- (b) Updated information/statistics of risk factors and assets
- (c) Concerned national policy and well defined responsibilities (Inclusive of Authority and Accountability) at Union, Thana and District levels.

The plan should be clear, short and understandable to the people and to all those responsible for its implementation. This plan is to be prepared on the initiative of the Thana Disaster Management Committee and in consultation with representatives of all concerned agencies in the Thana.

#### ***Guidelines and Responsibility***

Primary responsibility for planning of Disaster Management Preparedness beginning from the stage of publicity of warning signals up to the stage of occurrence lies with the people of the concerned areas. The government and other aid giving agencies specially the non-government organisations (NGOs) will be responsible for helping and advising them to make preparation for meeting disaster and its effects.

The primary aim of such assistance is to minimise the danger of disaster, to increase the ability of people to combat the disaster and also to increase the ability to overcome the post disaster loss and damage. The government's responsibility will be to alert the people in advance about the imminent danger, to reconstruct the most essential infrastructure and to reinstall quickly the basic services. Also soon after occurrence of disaster, for the purpose of saving life, determination of priorities on realistic basis within the limitation of capacity for distribution of relief devolves on the government. Within this general frame-work, specific responsibilities of different administrative layers such as Union, Thana and District are stated in Annexure-G.

These may undergo changes in the light of Standing Orders to be prepared in future.

### ***Mutual Relationship between the Union, Thana and District Action Plans***

The schemes of different levels should be prepared in such a manner that they become complementary to each other. In the Thana the subjects regarding responsibilities, based on available materials (human beings and others) at Thana level, will be included. It will be also included as to how to assist the Union level authorities and other local population to perform their responsibilities. But Thana authority will under no circumstances, accept their responsibilities. In the same manner it will be stated in the Thana Disaster Action Plan as to how the Thana authority will inform the district authority about the situation and ask for help in times of need.

### ***Outlines of specific subjects for inclusion in the Thana Disaster Preparedness Scheme***

Note: The information contained in Annexure-GC1 are to be considered as very important.

1. In Thana Disaster Preparedness scheme, the goal to be achieved in the relevant disaster management is to be described clearly in details.

Generally the goal under this Action Plan is to reduce the local loss and damage to life and property due to disaster as far as possible

- Through possible practical programmes at family, union and Thana level for increasing public consciousness about risk and to minimise the risk.
- Through implementation of relevant programmes for minimising risk with mobilisation of local materials and efforts.
- Through ensuring improved publicity among the population for advance alertness in respect of cyclone and floods.
- Through preparation of disaster work plan and its implementation after determination of necessity of evacuation, rescue and volume of loss and damage and including the relief and preliminary rehabilitation plans.

The Goals may be more wide within the ambit of the described general frame work in the light of local situation.

### **2. Risk of Disaster**

A separate short description on the following subjects will be included in the Action Plan:

The description of various severe and possible types of disasters relevant in the area, such as severe riverine floods, cyclone, sudden floods or any other disaster and due to which loss and damage might be caused to risky places, population, crops, other economic activities, services, roads and other communication system and any other local facilities etc.

- (a) In the case of cyclone, the places hit by tidal bore with highest surge (height to be

mentioned in feet) during the most severe cyclone in the past and the period of time when the water due to tidal bore remained stagnant for want of proper drainage arrangement should be shown/marked in the map to be prepared.

- (b) In the case of floods the height of flood water level (in feet) at different places and disruption in communication system due to breaches on the roads, during the severe floods in the past should be shown/marked in the map to be prepared.
- (c) The houses and road were completely destroyed during flash floods are to be indicated in the map to be prepared.

One or more maps (according to maps of Local Government Engineering Department) should be prepared marking the risky places including village, physical infrastructure and facilities likely to be affected by cyclone, floods or any other disasters. This map will be attached to Disaster Action Plan as Appendix-I (2).

### **3. Description of General Responsibilities of Thana Disaster Management Committee**

Responsibilities of Thana level committee and Thana authority and mutual relationship with Union and District levels should be included in the Action plan in short form.

### **4. Formation of Thana Disaster Management Committee**

Thana Disaster Management Committee will be formed with ex-officio members, representatives of government offices and other organisations and co-opted members. Cooperation with other organisations should be mentioned.

5. A sub-committee with the members of Thana Disaster Management Committee will have to be formed and its function is to be determined.

6. A sub-committee is to be formed for performance of specific responsibility such as taking up resistance and preparedness programmes unitedly, propagation of warning message; evacuation of population from risky areas to shelter or safer places; determination of damage and loss etc.

### **7. Adoption of Local Disaster Preparedness Measures**

- (a) Pre tested preparedness measures suitable to reduce risk and loss and damage due to cyclone, flood or any other type of disaster acceptable to self and groups should be defined in Thana Action Plan. These measures are aimed at increasing capacity to combat disaster.
- (b) The prevalent measures and programmes or other steps for increasing the awareness of people about risk in risky areas which all concerned can accept or should accept for reduction of loss and damage should be included in the work plan.
- (c) The plan should state the practical methods of implementing the steps mentioned above at the community level.
- (d) The steps planned at Thana level for reducing loss and damage to local infrastructure, service facilities and economy should be mentioned in the plan.

### **8. Warning procedures and preparedness measures**

The followings should be specifically mentioned in the Thana Plan:

- (a) Details of the arrangements for disseminating the cyclone/flood warning to all concerned officials, to the population in the risk areas, and to the manager/officials of important organisations. Lists of people made responsible for disseminating warning messages, the method of reaching the warning message to concerned people and alternative arrangement if problems arise in reaching warning/warning message.
  - (b) The duty of the concerned organisation/person after receipt of a special type of warning message will be:
    - To inform others and if necessary take initiative or assist in initiatives taken by others for evacuation of people to safer places.
    - To protect infrastructure and assets under their own charge which ensure availability of emergency supply and services.
    - Help others to protect the channels through which emergency supplies and services can be made available.
    - To organise all to take preparation or help the government officials to meet the after effects of raging disaster.
8. (a) The manner of arranging correct funeral rites of dead bodies due to disaster (if their number is large with the help of the Union authority, if required) is to be mentioned.

#### **9. Establishment of Thana Control Room and its operation**

In the Thana Action Plan the following should be clearly mentioned:

- (a) Where the control room to be established at Thana Headquarters during disaster.
  - (b) Which officer should remain in charge of Control Room on whole time basis and which officers will keep the Control Room operational round the clock (24 hrs).
  - (c) How to maintain the general communications system operational with every Union and District authority.
10. **Evacuation Arrangement**

#### **The following should be specifically mentioned in Thana Action Plan:**

- (a) After receipt of instructions for evacuation or after occurrence of disaster under what condition and from what place people will shift to safer places themselves or the local authority will remove them.
- (b) Description about areas from where population will be evacuated and also the areas where population will be accommodated for safety with the location.
- (c) In case of evacuation, the type of assistance to be given to Union authority specially in planning the shelter centre, its administration and repair.
- (d) Arrangements for evacuation of endangered population to Thana Headquarters specially in different offices in the Thana and other places, population of which area will be sheltered at which office and existing facilities (availability of water and arrangement of sewerage) and list of shelter centres with the names of people made responsible to

operate them.

- (e) Communication system with different shelter centres and the means of reaching the supplies.
- (f) Special arrangement/considerations for infirm groups.

A map with shelter centres marked there on should be at Annexure-I (3), location of shelter centre, description of areas from where population will be evacuated to these centres, facilities for water and sewerage arrangement , cooking arrangement facilities and the list of persons responsible for operation of these centres will be stated in Appendix IV.

#### **11. Rescue and arrangement for care of injured persons**

It will be specifically mentioned in the Thana Action Plan:

- (a) The names of officers in every Thana responsible for search and rescue operations and the types of materials/implements which can be procured from both outside and inside the Thana area for search and rescue work.
- (b) The areas to get priority in rescue work after cyclone/severe floods and the requirement of types of boats/transports.
- (c) Type of assistance to be accorded to Union authorities for organising rescue work.
- (d) Arrangement for rescue work at Thana Headquarters
- (e) Basis of distribution of materials received for conducting relief work.
- (f) Arrangement for coordination of facilities for movements by rescue team with health services and other people.
- (g) Names of places where mobile medical care centres can be established, if necessary.
- (h) Special consideration/arrangements for any specific groups

#### **12. Restoration/Installation of Telecommunication System**

Arrangement for restoration/installation of disrupted telecommunication system with District Headquarters and within Thana area duly approved by District Disaster Management Committee/Concerned office will be mentioned in the Thana Action Plan.

#### **13. Security and Safety of Properties**

Description on maintenance of law and order within the Thana area, security and protective arrangements of personal and government property by Police, Village Defense Party and Ansar through contact with the district authority will be mentioned in the Thana Action Plan.

#### **14. Loss, Determination of Requirement and Reporting**

**The following will have to be mentioned at Thana Disaster Action Plan:**

- (a) Description of responsibility and arrangement for the assessment of loss and needs (the person/official and the manner of performing is to be described), and after assessment of the same to be communicated to Thana Nirbahi Officer/Thana Disaster Management

Committee along with the report of Union Authority/Union Disaster Management Committee or specially constituted team.

- (b) Consolidation and analysis at Thana level of information received and sending the same to District Administration and to inform, through him, Emergency Operation Centre/MDMR and Disaster Management Bureau.
- (c) If necessary arrangement for constitution of a special team for sending to most distressed area for assessment of loss and damage and requirement and verification of information received from other sources.

**15. Coordination of Cooperation/Assistance**

Description of Coordinators and arrangement for coordination of work of teams reporting from within Thana and from outside for relief and rehabilitation work. Description of following arrangement through communication with district authority:

- (a) Holding of regular meetings of Thana Disaster Management Committee with the representatives of teams employed for relief work in the Thana.
- (b) Arrangement for informing about location of special information centre, on way, to teams coming from outside for giving relief independently and asking for special assistance on priority basis but not possible to give them.

**16. Management of Supply of Relief Materials**

The following shall have to be mentioned in the Thana Action Plan:

- (a) Description of arrangement for receipt of relief materials, their storage procedure, maintenance of files and of accounts.
- (b) Description of the basis of distribution among the Unions and the manner of distribution among the distressed.
- (c) Assignment of responsibility for allocation of relief materials at Thana level.
- (d) Description of arrangement for maintenance of accounts of materials received from Thana and district authority.
- (e) Description of monitoring arrangement of final distribution of supplies among the distressed.

17. **Reintroduction of Essential Services**

Description of those primarily responsible for extension of assistance to reintroduction of essential services on priority basis in communication with the concerned departments and the District Disaster Management Committee.

18. **Assistance for Rehabilitation**

- (a) Description of preparation of probable priority list for rehabilitation, construction of house on self-help basis, agri rehabilitation and creation of opportunities in conjunction with District Disaster Management Committee and concerned departments.
- (b) Description of coordination of work of every department/sector at thana level, selection of their focal points and formation of sub-committees, if necessary.

19. **Supply (Logistics) Assistance**

In the light of past experience and specific/contingent situation and in conjunction with District Disaster Management Committee and concerned District authority the following subjects should be mentioned in the Action Plan

- (a) Where the necessary articles for use in relief and rehabilitation work are generally available locally or is there any possibility of their receipt from outside the Thana area, if required.
- (b) Address or location of special experienced person or any special article for relief and rehabilitation work which will be required soon after the occurrence of disaster and the identity of person to whom these will be supplied (godowns for storage and persons responsible for receipt and distribution).
- (c) Type of transport required, where available and how to procure them for sending articles and expert persons to specific areas within Thana areas.
- (d) Where godowns/space for keeping materials supplied will be available at Thana and union level and who will remain in charge of these materials and keep accounts at each place (necessary form should be available).
- (e) Who will remain in charge of priority relief and rehabilitation work and the manner of coordination of transports, goods and articles of services.

20. **Arrangement for Review, Amendment and updating of Action Plan**

Procedure for review of the Action Plan from time to time and the methods to be adopted for the correction of lapses/errors found during the review should be described.

21. **Appendix:** The information relating to following subjects should be included in the Appendix

- (a) **Maps**
  - (i) Maps showing demarcation of union boundary lines, village, highways/roads, bridge, market, Ferry, Power and Telephone lines, Health Care Centre, LSD etc.
  - (ii) Maps showing disaster areas (Relevant to subject No. 2)

(iii) Maps showing location of shelters.

(b) General picture of the Thana: Collected statistics will be complementary to maps.

(i) **General**

- Union wise population (male/female) table and agricultural statistics.
- Nature of Common diseases and nutritional situation, change of season and observed health problems during last disaster.
- Distance, common communication system (pitched road, earthen road and river) and travel time required for going to every Union, District Headquarters or any other important place.
- Existing health care arrangement, location, strength, hospital capacity, health centre, MCH, Clinic etc.
- Water Supply arrangements.

(ii) **Supply (Logistics) arrangements**

- Telecommunication arrangement within Thana area and with district Headquarters.
- Storage arrangement: Location, size/capacity and ownership
- Transport arrangement: Number of trucks and water transports in the Thana, transportation capacity and ownership and the means to organise them in times of emergency.
- POL Location, ownership and normal stock of petrol and diesel.
- Stock of food department: Normal stock of LSD from time to time.
- Private Traders names, address and normal stock of important traders of food-grains, edible oil, building construction materials, utensils for daily use, kerosene etc.

(c) **Communications System**

(i) **Thana Level**

List of government offices, non-government organisations (NGOs), voluntary organizations and any other organisation located within the Thana whose services in disaster resistance, preparedness and combating may be necessary and the names of officer-in-charge and immediate subordinate of concerned office, organisation, agency along with address and telephone number.

(ii) **Union Level**

List of people made responsible by the Union Disaster Management Committee for different works related to disaster (Model Disaster work plan at Union level is to be described).

(d) **Shelter Centres**

One form should show the location of shelters/safe centres and names of the respective areas assigned to each centre/shelter and the facilities available therein and the name of officer-in-charge responsible for the operation of the centres/shelter.

- (e) The guidelines to be followed by rescue teams.
- (f) Specific form to be used for assessment of loss/needs.
- (g) Distribution list (related to this plan).

## **Annexure-G(1)**

### ***Constitution and Responsibilities of Union, Thana and District Disaster Management Committee***

#### **1. Constitution of Union Disaster Management Committee**

(i)	Chairman, Union Parishad	-	Chairman
(ii)	Members, Union Parishad	-	Member
(iii)	Teachers Representative	-	Member
(iv)	Government Employee at Union level	-	Member
(v)	Women Representative	-	Member
(vi)	Cyclone Preparedness Programme (CPP) Representative	-	Member
(vii)	Bangladesh Red Crescent Society's Representative	-	Member
(viii)	NGO's Representative	-	Member
(ix)	Union Parishad Secretary	-	Member-Secretary

In the light of local situation and special circumstances, the Chairman of the Committee can co-opt more members.

The committee will meet once in every two months. During disaster the Committee will meet once daily, and after some improvement in situation, twice in every week.

#### **2. The responsibilities of Union Disaster Management Committee are mentioned below:**

##### **2.1 Normal Times**

- Ensure that local people are kept informed regarding taking practical measures for the reduction of risk personally or unitedly and also about wide publicity regarding the reduction of risk at community level and the methods of keeping alive.
- Arrange training and workshops on regular basis on disaster issues and keep the Disaster Management Bureau informed.
- Prepare a Disaster Action Plan with a view to enabling local people, Union authority and local organisation to take up security arrangement in the perspective of imminent danger related warnings or occurrence of disaster including the issues already mentioned under this paragraph.
- Take steps for quickest and effective publicity of forecasts/warnings relating to cyclone and floods and also inform people about their responsibilities of saving their lives and properties from disaster.

Determine specific safe centre/shelter where the population of certain areas will go at the time of need and assign responsibilities to different persons for various services at the shelter/centre.

- Ensure supply of water and if necessary other services from specific points near the shelter/centre with the help of Thana authority.
- Prepare relevant plans for local rescue plan, primary relief operation, restoration of communication with Thana Headquarters and local arrangement for rehabilitation of severely affected families.
- Arrangement for rehearsals or drills on the dissemination of warning signals/forecasts, evacuation, rescue and primary relief operations.

## **2.2 During Disaster**

- Organize emergency rescue work by using locally available facilities in times of need and if directed assist others in rescue work.
- Collect statistics of loss incurred in disaster in the light of guidelines of Disaster Management Bureau and Thana Authority and send the same to TDMC/Thana authority.
- Take steps for distribution of articles for rehabilitation received locally or from Relief and Rehabilitation Directorate and any other source following the guidelines from Disaster Management Bureau and TDMC/Thana authority.
- Send accounts of material received to Thana authority or donor agency.

2.3 In addition to above follow Standing Orders on disaster management related issues and instant orders of appropriate authority.

## **3. Thana Disaster Management Committee**

(i)	Thana Nirbahi Officer	-	Chairman
(ii)	Chairman of Union Parishad	-	Member
(iii)	Officials of concerned department of Thana level	-	Member
(iv)	Women's Representative	-	Member
(v)	Representative of Thana central Cooperative Society	-	Member
(vi)	Representative of Cyclone Preparedness Programmes (CPP)	-	Member
(vii)	Representative of Bangladesh Red Crescent Society	-	Member
(viii)	Representatives of NGOs	-	Member
(ix)	Thana Project Implementation Officer	-	Member- Secretary

The local members of Parliament will be Advisers to the Committee.

The Chairman of the Committee may co-opt any other member, if necessary, in the light of local situation and special conditions.

This Committee will sit in a meeting once in every two months. During disaster, meeting will be held once daily and after some improvement in the situation twice in every week.

## **4. The Responsibilities of Thana Disaster Management Committee**

### **4.1 Normal Times**

- To constitute a broadly representative Union Disaster Management Committee and its activation, give necessary advice and ensure receipt of information and benefit drawn from training facilities.
- To ensure increased alertness, disaster risk reduction and informing about ways of sure and effective survival.
- To ensure whether the risk of disaster and possibility of its reduction has been fully considered in preparation and implementation of development plans at local level.
- To arrange training and workshop on disaster related issues regularly by keeping the Disaster Management Bureau informed.
- To prepare a Disaster Action Plan in the light of warning signals for impending disaster including the issues below keeping in view whether Thana authority and local organizations are prepared to meet the disaster effectively and efficiently:
- To take steps for speedy and effective dissemination of the forecasts of cyclone and flood to all officials of the Thana, relevant persons/organisations and the persons responsible in this respect at Union level.
  - To select specific shelters/safe centres for evacuation of population of Thana Headquarters in times of need and make different persons responsible for various services at the shelter/centre.
  - To ensure water supply by filling cans to shelters/safe centres and also to arrange for other necessary services and to ensure similar services at shelter/centres at Union level in cooperation with Union Disaster Management Committee.
  - To help Union Disaster Management Committee in initial emergency relief and rescue work, establish communication between unions and District headquarters, and to prepare contingent plans comprising arrangements for its maintenance/restoration.

To hold mobilization drills in cooperation with district and Union authority for intermittent publicity of information and warning signal/forecasts and of matters related to evacuation, rescue and primary relief operations in the interior of the Thana.

- To raise public awareness at village level by wide publicity of disaster forecasts.

#### 4.2 **During Disaster**

To operate emergency operation centre (Information Centre and Control Room) for coordination of activities related to evacuation, rescue and relief at Thana level.

- If necessary to operate rescue work by using the services available locally and to coordinate the relief operations undertaken by others, if made responsible for it.
- To collect and verify statistics regarding loss due to disaster from Thana and union level officials according to directives from Disaster Management Bureau and District authority. To identify needs and priorities by conducting study and information analysis by officials or any other competent persons.
- To supply report/statistics to district authority about loss, requirement and available resources for relief and rehabilitation work.

To prepare plans carefully for rehabilitation work at local level including possible arrangements

for risk minimization.

- To allocate and distribute on the basis of actual needs, the materials received from local source or Relief Directorate/other sources for rescue, relief and rehabilitation work according to the directives of Disaster Management Bureau and District authority.
- To supervise the distribution work of materials related to relief and rehabilitation and to maintain its accounts and send the same to district authority and other relief donors.

4.3 **To be responsible for coordination among different offices at Thana level.**

4.4 In addition, to follow Standing Orders on Disaster and comply instant orders of appropriate authority.

5. **District Disaster Management Committee**

(i)	Deputy Commissioner	-	Chairman
(ii)	Officials of Concerned Department at District level	-	Member
(iii)	District Executive Officers	-	Member
(iv)	Women's Representative	-	Member
(v)	District Representative of Bangladesh Red Crescent Society	-	Member
(vi)	Representative of Cyclone Preparedness Programmes (CPP)	-	Member
(vii)	NGO's Representative	-	Member
(viii)	District Relief & Rehabilitation Officer	-	Member-Secretary
(ix)	Representative of Armed Forces (During disaster time)	-	Member

All the MPs of the District will be advisers to the Committee.

The chairman of the Committee can co-opt more members in the light of the local situation and special circumstances.

The Committee will meet at least four times a year. During the disaster period, meetings should be held once daily and after some improvement of situation, at least twice a week.

6. **Responsibilities of District Disaster Management Committee**

6.1 **Normal Times**

- To constitute a broadly representative Thana Disaster Management Committee with its activation, ensure receipt of directives and information and draw benefit from available training facilities.
- To arrange training and workshops on disaster related issues regularly by keeping the Disaster Management Bureau informed.
- To ensure that the risk factor of disaster and the possibilities of reduction of risks have been fully considered while preparing and implementing development programmes at District level.
- To disseminate forecasts and warnings regarding disaster and to make the people conscious about them.

To prepare a District Disaster Action Plan including the following issues with a view to keep the District authority and local organizations well prepared so as to meet the disaster effectively and efficiently in the light of warning signals about imminent disaster and the occurrence of disaster:

- To ensure speedy and effective publicity of cyclone and flood related forecasts and warnings among all officials of the District, relevant persons/organizations and the persons of Thana level responsible in this respect.
- To select if necessary the specific shelter/safe centre for evacuation of people from District Headquarters and allocation of responsibility to different persons for rendering various services at these places.
- When necessary, to ensure supply of water which can be filled in cans at shelter/safe centre located at District Headquarters and arrange other necessary services and ensure same type of facilities and services to shelter/centre at Union level in communication with Thana Disaster Management Committee.
- To make contact with the Thana Headquarters, National Emergency Operations Centre (EOC) and Disaster Management Bureau for helping Thana Disaster Management Committee in rescue work, emergency relief work and preparation of contingency plans for essential services in the interior of the District along with their maintenance and re-installations.
- To arrange mobilization drills intermittently for publicity of the warning signals/forecasts and matters related to evacuation, rescue and operation of emergency relief work in cooperation with Disaster Management Bureau and Thana authority.

## **6.2 During Disaster**

- To operate Emergency Operations Centre (Information Centre and Control Room) for maintaining coordination of activities at all places in the interior of the district in respect of evacuation, rescue, relief and primary rehabilitation work.

If necessary, to operate rescue work with the facilities locally available and to coordinate mobilization of rescue teams for rescue operations in severely affected Thanas.

- To collect and verify statistics relating to loss according to instructions issued by Disaster Management Bureau and other national authorities from Thana officials and Thana Disaster Management Committee and to determine priority and requirement through emergency survey by officials or any other competent persons.
- To supply information relating to loss, needs, available resources and priority needs for relief and rehabilitation work to the EOC at the Ministry of Disaster Management and Relief and the Control Room of Disaster Management Bureau.
- To prepare plans for rehabilitation work carefully based on priority measures for risk reduction at District level.
- To allocate and distribute to Thanas the materials, received from local source or Relief Directorate/any other sources on realistic basis according to necessity as per directives issued from Disaster Management Bureau and District authority.
- To supervise distribution of materials under relief and rehabilitation activities and maintain their account and send the same to national authority and other relief donor

organizations.

6.3 To perform responsibility of overall coordination among various departments at district level.

6.4 In addition, to follow the Standing Orders on Disaster and comply with instant orders of appropriate authority.

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## **Annexure-H**

### ***Outline of Model Union/Municipal Corporation Disaster Action Plan***

#### Introduction

It is necessary to have a Union Disaster Action Plan for the reason that based on this plan by adopting adequate preparedness programme, it is possible to combat disaster efficiently. As a result, there is not need to take up any Action Plan on ad-hoc basis to combat disaster as in the past. Due to preparedness the people can take more responsibility for the safety of their life and property. It takes several days to bring the relief materials by the government and the non-government organizations after the occurrence of disaster, but the people can take steps for saving their families and belongings before the disaster hits. The people can also help the government and outside organizations engaged in Union relief and rehabilitation activities. While preparing the Union Action Plan the following instructions may be considered.

#### **1. Objectives of the Action Plan**

- 1.1 To make the inhabitants of the Union more conscious about the possible natural disaster in their own area and the consequent risk to their lives and property.
- 1.2 To encourage adoption of measures related to disaster preparedness and mitigation so as to reduce disaster risk to families and communities.
- 1.3 To improve dissemination of disaster warning signals like cyclone warning signals or flood warning signals locally and in local dialect.
- 1.4 To prepare plans relating to local evacuation/search and rescue, assessment of needs and losses and matters relevant to relief and primary rehabilitation with their practice.
- 1.5 To keep in mind the disaster management issues while preparing the Union Development Plan. For example, how the food grains received under “Food For Works Programme” can be used for disaster preparedness/resistance programmes.

#### **2. Union Disaster Management Committee**

- 2.1 Pursuant to orders issued under government letter No. Tran/Puba/Durjog-2/93-98 dated 12/7/93, a committee has been constituted with the following members under the chirmanship of Union Parishad Chairman.
  - 2.1.1 Union Parishad Members
  - 2.1.2 Teacher’s Representative
  - 2.1.3 Government Officials/employees at Union level, specially health workers.
  - 2.1.4 Union leader of Union Cyclone Preparedness Programmes of Unions in cyclone prone areas.
  - 2.1.5 Representative of Bangladesh Red Crescent Society.

- 2.1.6 Representatives of local Non government organisations (NGO) or Societies.
- 2.1.7 At least two women's Representatives
- 2.1.8 Union Parishad Secretary (Member-Secretary)
- 2.2 Preparation of Union Disaster Action Plan is one of the responsibilities of Union Disaster Management Committee. Under this Action Plan one register is to be maintained for persons entrusted with specific responsibilities; maintenance of maps with updated information of those unions which are prone to natural disasters; and arrangement for rehearsals on warning, evacuation, search and rescue operations.

### **3. The main objective of the first meeting relating to preparation of the Disaster Action Plan of Union Disaster Management Committee.**

- 3.1 The Chairman, Union Parishad will call a meeting of Union Disaster Management Committee and discuss about the role and responsibility of the Members of Union Disaster Management Committee in the light of guidelines of Model Union/Municipal Corporation Disaster Action Plan prepared by Disaster Management Bureau. Every Union will prepare its own Action Plan on the basis of nature of risk of natural disasters in their own areas and specific requirement of the area. The plan is to be prepared according to own characteristics of the Union. In such case guidelines of Model Union/Municipal Corporation Disaster Action Plan will afford primary guidance which may be amended according to needs.
- 3.2 In the meeting the Chairman, Union Parishad will write down any question or opinion of committee members if they have any regarding Union Disaster Action Plan.
- 3.3 Thereafter the Chairman, Union Parishad will arrange the second meeting of the Committee with the participation of Thana Nirbahi Officer or his representative. In this meeting the Committee Members will discuss about the questions and opinions raised in the first meeting. If possible, the Chairman, Union Parishad will send a list of questions and opinions raised in the first meeting to Thana Nirbahi Officer prior to holding of the second meeting of the Committee.

### **4. Chronological account of Disaster in the Union**

- 4.1 The Union Disaster Management Committee will discuss unprecedented flood, cyclone, river erosion, tornado and other disasters that occurred in the past. In case of recent unprecedented floods one indicative mark of flood water height is to be drawn on a brick built structure in every village. The height of water level due to floods and tidal bore is to be recorded in a register.
- 4.2 Learn about the information of various disasters in the Union and the reasons thereof, if possible.
- 4.3 Learn about how quickly water level increased in the Union in the last monsoon seasons.
- 4.4 Learn about the number of days or duration of flood water or that of tidal bore in the Union in the past.
- 4.5 Learn about the direction of flood water or cyclone in the Union in the past.
- 4.6 Infrastructure Map: Identify all evacuation centres like shelter/safe centre, brick built building, high land etc, all roads, ferries, all bus stops, jetty, newly built bridge and embankment, godowns, hospitals etc in a map of the Union.
- 4.7 Map indicating distress and danger prone points: Identify in a separate map of the Union, the roads

and other structures which suffered severe most damage in the last natural disaster like flood, cyclone etc. The map should also show the area(s) which suffered water logging due to insufficient drainage facility. Also to be identified in the map the most risky populated areas.

4.8 Both the maps should be hung up in a suitable open place in the Union Parishad Office.

## **5. Introduction of single warning system at village level of the Union**

5.1 The name and address of volunteers of CPP working in the Unions prone to cyclones are to be written in a register. A volunteer team is to be organised in every village.

5.2 Identify the families possessing radio and television. They should listen to weather forecasts regularly and inform the families having no such communication device about the warning signals as soon as broadcast by radio.

5.3 If the Union is located in a flood prone area, identify yardstick for measuring the height of flood water in every village so as to give flood warning after measurement of flood water level. For example, the mark may be indicated on a house at the centre of the village or at a suitable height of any brick built house in the market. When the flood water level will touch that mark, all will be alerted for evacuation.

Where and at what height the mark will be given will be determined in consideration of chronology of flood in every village. The team leader of village volunteer group will supervise the place of marking.

5.4 Introduce a system for dispatch of information and warning signals from one village to another through volunteers. Determine how the method of sending the information regarding the increase of water level in upstream to downstream village can be organised. For example, if there is heavy rainfall in hilly areas then the people of that area can alert the villages living at the foot of the hill against flash floods.

## **6. Preparation of the Evacuation Plan**

6.1 Identify sufficient number of shelter/safe centres where all unprotected families of the Union like people living in flood prone areas in shoals having no embankments can be evacuated. It should be remembered that shelter/safe centre does not mean a centre built as such but any brick built house can also be used as safe centre. If there is no shelter/safe centre in any Union then Union Parishad can raise any school field, Mosque, Madrasha or market land and use as a shelter/safe centre.

6.2 Select one superintendent for supervision of every shelter/safe centre and write their names in the register. These persons will be responsible for the following:

6.2.1 To arrange for keeping the assets of people and livestock

6.2.2 To keep separate arrangement for babies and women in the shelter/safe centre.

6.2.3 To ensure keeping tube-well in working order

6.2.4 To ensure required number of latrines and to keep them fit for use.

6.2.5 If the shelter/safe centre is to be kept under lock and key during normal times, then one key should be kept with the superintendent and the other with any responsible person/Union Parishad Chairman/Secretary.

- 6.3 Prepare a list of owners of motorized boats and launches and know their places of moorings and after collection of their names and addresses note down in the register.
- 6.4 In times of need for collection of boats and launches make one responsible specifically. Write down the name of such responsible person in the register.
- 6.5 Arrange a meeting in the village and ask the villagers to take decisions in respect of the following:
  - 6.5.1 At what height the level of flood water or at what cyclone warning signal number they will vacate their house for evacuation to a safer place.
  - 6.5.2 Women, babies and infirm people will have first preference for evacuation. Decide who amongst the members of a family should remain in the house up to the last moment and keep guard over the belongings of the family.
  - 6.5.3 Decide what articles in small quantity should accompany at the time of evacuation.
  - 6.5.4 Identify the food items and valuable articles which should be kept under the earth before evacuation.
  - 6.5.5 Decide the mode of transport (if available) to be used for shifting to safe shelter place.
  - 6.5.6 Write down the names of volunteers in the Register who will assist in evacuation work.

## **7. Search and Rescue Work**

- 7.1 Constitute search and rescue party at village level who will be activated during flood and after cyclones. Search every house to rescue stranded people. Search should also be conducted in rivers and at sea.
- 7.2 Write down in the register about the location of available articles like boats, rafts, life-jackets etc which are required for undertaking search and rescue work.
- 7.3 Write down the selected names of person made responsible for removing the obstacles on roads specially the link road from Union to Thana Headquarters.
- 7.4 Write down the names of persons in the register who will render primary medical care to the injured persons immediately after disaster. Decide how to transfer the injured persons, if necessary, to hospital or clinic.
- 7.5 Write down the names of persons in the register who will be responsible for disposal of carcasses and burial of human dead bodies. Identify the places where the dead bodies will be buried/funeral rites will be held.
- 7.6 Practice rehearsal, before the beginning of flood/cyclone season for search and rescue work.

## **8. Assessment of loss and needs**

- 8.1 Select the person who will visit the affected areas for assessment of loss/damage due to flood/cyclone. Form one team for every village for assessment of primary loss/damage and requirement. The assessment of loss/damage and of requirement is to be done according to prescribed form mentioned in the Standing Orders on Disaster. Write down the names of team members in the register.
- 8.2 Union Parishad Chairman will furnish to Thana Nirbahi Officer all information relating to loss, damage and needs of his Union according to guidelines of the Disaster Management Bureau.

- 8.3 Write down in the register where sufficient dry food will be available for feeding the affected people after disaster and who will remain responsible for their procurement.

**9. Preparation of Public Awareness Programmes for all villages of the Union.**

Union Disaster Management Committee will prepare a mass awareness build-up plan for implementation in all villages of the Union at normal times. The following subjects will be included in this plan. Union Disaster Management Committee can include any other subject, if necessary. A booklet containing priorities to be done in case of disaster will be given to Union Disaster Management Committee. These subjects should be discussed in the mass awareness build-up plan.

- 9.1 **Flood prevention:** To encourage village people living in low lying areas to raise the floor level of their houses. To encourage them to build a strong house (for example not to construct house walls with earth) and to plant strong and deep rooted trees around the house.
- 9.2 First Aid: Suitable volunteers in every village are to be trained in first aid. The help of Health Dept/NGOs can be taken in such training programmes.
- 9.3 Treatment with oresaline: All women should be trained in applying packet oresaline and to prepare oresaline at home and method of its application.
- 9.4 Purification of water: All women should be trained in the method of purification of water by applying water purification tablet and alum.
- 9.5 Safe water: Keep pure drinking water in any pot with mouth covered with polyethylene before the occurrence of cyclone/tidal bore and keep it under earth.
- 9.6 Stock of Dry Food: Every family should be encouraged to stock dry food during cyclone and flood seasons. At times of disaster they will carry a part of this dry food to shelter/safe centre and keep the rest under earth.
- 9.7 Carbolic Acid: During floods carbolic acid in open bottle is to be kept at safe place in the house outside the reach of children. Snakes will not enter inside the house.
- 9.8 Keep rafts prepared with banana tree or bamboo ready for use in times of need.
- 9.9 Prevent small children from swimming in flood water.
- 9.10 If there is power supply in the village advise people to switch off the power during floods, storm or cyclone.
10. **Preparation of check list for pre-flood or cyclone season:** Prepare a checklist of pre-flood or cyclone season. The following amongst others may be included in this checklist.
- 10.1 Ensure through Thana Nirbahi Officer whether sufficient food grains are available in the Union/Thana godowns.
- 10.2 Ensure whether all children in disaster prone villages are vaccinated/inoculated against diseases.
- 10.3 Ensure whether all children between the age of 3 and 6 years and pregnant women have been administered vitamin A capsule during the past three months.
- 10.4 Ensure sufficient stock of oresaline, water purification tablet or alum with trained persons for use.

- 10.5 Sink tube-well at level higher than flood level. Drink water from the ordinary well after purification.
- 10.6 Identify shelter/safe centre for evacuation of unprotected villagers of the Union and ensure whether responsibilities have been assigned as per directions under paragraph No.6.
- 10.7 Whether sufficient number of temporary latrines have been constructed.
- 10.8 Whether procedures for warning signals remain operational at the village level?
- 10.9 Whether stocks of dry food and safe water for people has been arranged?
- 10.10 Any other subject?

**11. Checklist of responsibilities of Union Disaster Management Committee at the beginning of floods or when the local warning signals reach no. 7 from no. 5.**

- 11.1 The Union Parishad Chairman will call the volunteers responsible for warning systems mentioned in paragraph No. 5 and direct them to inform the people about the imminent danger.
- 11.2 The person responsible for the procurement of transport (Paragraph No 6.3) for evacuation will make necessary arrangement for transports.
- 11.3 Remind the people who have electricity connection in their houses to switch off the electricity supply.
- 11.4 Contact with Thana Nirbahi Officer and inform him about the capability of the Union Disaster Management Committee to meet the imminent danger and the requirement of the Union.
- 11.5 What else to be done?

**12. Disaster Relief Plan**

- 12.1 Prepare a list of families which will require relief after disaster. In this list the most deserving families such as families which have women as head of family and unemployed and landless family etc will be included. The limited quantity of relief materials that will be received after disaster will be distributed amongst the people requiring them most according to priority list.
- 12.2 Select a place for receipt and storage of relief materials.
- 12.3 Identify several possible distribution points in the Union of relief materials and note them down in the register.
- 12.4 Relief materials can come from various sources like Thana Headquarters, NGO, charitable persons, etc. Select who will coordinate the distribution work of all these relief materials fairly among the poor people. In the case of more than one distribution centre, the Union Disaster Management Committee will decide people of which village/ward will receive the relief materials from which centre.
- 12.5 The Union Disaster Management Committee will submit a report to Thana Nirbahi Officer about the quantity of relief materials received and the method of their distribution, determine how the distribution work will be monitored and who will maintain the related papers/documents and who will send report to the Thana Nirbahi Officer.

**Annexure-I**

***S O S FORM*** \*

Approximate Loss and Damage and Emergency Requirement

Name of Thana \_\_\_\_\_

- |     |                                    |   |                         |
|-----|------------------------------------|---|-------------------------|
| 1.  | Affected Unions (Number)           | : |                         |
| 2.  | Number of affected people (Approx) | : |                         |
| 3.  | House Destroyed (Approx)           | : |                         |
| 4.  | Death (Approx)                     | : |                         |
| 5.  | Search/Rescue                      | : | Necessary/Not necessary |
| 6.  | First Aid                          | : | Necessary/Not necessary |
| 7.  | Drinking water                     | : | Necessary/Not necessary |
| 8.  | Ready Food                         | : | Necessary/Not necessary |
| 9.  | Clothing                           | : | Necessary/Not necessary |
| 10. | Emergency shelter                  | : | Necessary/Not necessary |

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\* Please send this information as primary report within one hour after the occurrence of disaster or as soon as possible through telephone or wireless to Thana Nirbahi Officer and District Administration and EOC at the Ministry of Disaster Management and Relief.

**Annexure-J**

**Form for Assessment of Loss and Damage**

**Form-D**

Thana Nirbahi Officer will collect detailed information from Union Parishad and various departmental officers and fill up this form and send to the EOC at the Ministry of Disaster Management and Relief through the Deputy Commissioner.

Name of Thana	Affected Union (nos)	Affected Area (Sq.km)	Number affected people			No. of dead	No. of dead buried	No. of Injured	Number of Affected Families			No. of house totally destroyed	No. of houses partially damaged
1	2	3	4			5	6	7	8			9	10
			W	S	P				Very much	Much	Partial		

**Form for Assessment of Loss and Damage**

Loss of Livestock		Loss of Poultry		Loss of Crops		Partial damage to crop		Damage to salt		Damage to Shrimps		Educational Insts.(destroyed) (No.)		Partially damaged educational Insts.(Number)	
11		12		13		14		15		16		17		18	
Number	Taka (000)	Number	Taka (000)	Quantity	Taka (000)	Acre	Taka (000)	Acre	Taka (000)	Acre	Taka (000)	School/ Madrasa	College	School/ Madrasa	College

**Form for Assessment of loss and damage**

Number of damaged mosques/Tempoles	Roads Destroyed (KM)		Partially damaged roads (Km)		Destroyed Embankments (KM)		Partially damaged embankments (KM)	Damaged Forests (TK)	Damaged Power lines (TK)
19	20		21		22		23	24	25
Number	Carpetted	Uncarpetted	Carpetted	Uncarpetted	Severely	Little		(000)	(000)

**Form for Assessment of Loss and damage**

Fish Farms	Damaged Tubwells	Pond/Water Resvior(Nos)	Boat/Trawler	Fishing Nets	Looms (In taka)	Others
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**Annexure-K**

***Guidelines for Construction, Management, Maintenance and use of multipurpose  
Shelters in Coastal areas of Bangladesh***

VERY URGENT  
BY SPECIAL MESSENGER

**Government of the People's Republic of Bangladesh  
Ministry of Planning  
Physical Infrastructure Division**

Memo No. PK/BhouPa Ga/Misc-16/Part-5/93/505, date:28.2.96 / 26.11.1402 (Beng)

Sub: ***Guidelines for Construction, Management, Maintenance and use of multipurpose  
Shelters in Coastal areas of Bangladesh***

Pursuant to decision taken in the meeting of the Executive Committee of the National Economic Council (ECNEC) held on 29/12/93 a meeting of the relevant National Steering Committee was held on 19/12/95/5/9/1402 (BS) under the Chairmanship of State Minister of Planning to finalise the Guidelines for Construction, Management, Maintenance and use of multipurpose cyclone shelters in coastal areas of Bangladesh. The Minutes of the meeting have been sent to all concerned under the same memo number dated 4/1/96. Copy of guidelines prepared in the light of discussions and decisions in the said meeting is sent herewith for kind information and necessary action.

**Signed**  
Abdur Rahim Bhuyia  
Joint Chief and  
Member-Secretary  
InterMinisterial Steering  
Committee  
Telephone 814706

**Distribution:**

1. Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary to the Hon'ble Prime Minister, Prime Minister's Secretariat, Tejgaon, Dhaka
3. Secretary, Ministry of Health and Family Planning, Bangladesh Secretariat, Dhaka
4. Secretary, Economic Relations Division, Sher-e-Bangla Nagar, Dhaka
5. Member (Physical Infrastructure), Planning commission, Sher-e-Bangla Nagar, Dhaka
6. Secretary, Planning Division, Sher-e-Bangla Nagar, Dhaka
7. Secretary, IMED, Shere-e-Bangla Nagar, Dhaka
8. Secretary, Local Government Division, Bangladesh Secretariat, Dhaka
9. Secretary, Ministry of Disaster Management and Relief, Bangladesh Secretariat, Dhaka  
(As per decision taken in the meeting held on 19/12/95 the Ministry of Disaster Management and Relief is requested to print these guidelines in booklet form and distribute to all concerned).
10. Secretary, Ministry of Education, Bangladesh Secretariat, Dhaka
11. Secretary, Ministry of Land, Bangladesh Secretariat, Dhaka

12. Secretary, Ministry of Housing and Public Works, Bangladesh Secretariat, Dhaka
13. Secretary, Ministry of Fishery and Livestock, Bangladesh Secretariat, Dhaka
14. Secretary, Ministry of Posts and Telecommunication, Bangladesh Secretariat, Dhaka
15. Secretary, Ministry of Environment and Forests, Bangladesh Secretariat, Dhaka
16. Secretary, Ministry of Roads and Railways, Bangladesh Secretariat, Dhaka
17. Secretary, Ministry of Women and Children Affairs, Bangladesh Secretariat, Dhaka
18. Secretary, Ministry of Social Welfare, Bangladesh Secretariat, Dhaka
19. Secretary, Ministry of Food, Bangladesh Secretariat, Dhaka
20. Division Chief, Physical Infrastructure Division, Planning Commission, Dhaka
21. All Divisional Commissioners
22. Chief Engineer, Local Government Engineering Directorate
23. Director General, NGO Affairs Bureau, Matsya Bhaban, Dhaka
24. Director General, Disaster management Bureau
25. All Deputy Commissioners

Copy for Information and necessary action to

- (i) Private Secretary to Hon'ble Minister of State Minister of Planning, Sher-e-Bangla Nagar, Dhaka
- (ii) Private Secretary to Hon'ble .....Ministry of.....

Signed  
Md. Yakub Ali  
Assistant Chief  
Tele: 317820

## ***Guidelines for Construction, Management , Maintenance and use of cyclone Shelter Centre***

Government of the People's Republic of Bangladesh  
Ministry of Planning  
Planning Commission  
Physical Infrastructure Division

Subject: ***Guidelines for Construction, Management , Maintenance and use of cyclone Shelter Centre***

### **1. Introduction**

1.1 The geographical location, the position of coastal islands and the size of Bay of Bengal etc are instrumental to making the coastal areas of Bangladesh vulnerable to cyclone. From Chronological data it is seen that in the past cyclone and tidal bores hit the areas beginning from the Sundarbans of Khulna upto Taknaf, many times. In recent years severe cyclone hit in 1970 followed by another severe cyclone during 29-30 April, 1991 causing colossal loss and damage to lives and properties. In order to save life and property from the onslaught of severe cyclone, the government with the assistance of various Development Partner Countries/Organisations and Non-government Organizations have completed building of a good number of multipurpose shelters in coastal areas. Many other shelters are under process of construction and construction proposal of more multipurpose shelters are under examination.

1.2 Although some activities have taken place on piecemeal basis at different times for the construction of cyclone shelters, their maintenance and operation but in absence of any proper and compact guidelines in this respect until now, fair use, maintenance and operation of the constructed shelters is being hampered in one hand and on the other hand for lack of proper guidelines Development partner Countries/organisations are expressing their concern for appropriate use, maintenance and operation of these centres. In view of such a situation the following guidelines may be followed for overall management, use and daily maintenance of multipurpose cyclone shelters already constructed/under construction/to be constructed.

### **2. Construction of new cyclone shelters.**

2.1 In future, the location of cyclone shelters to be constructed by any Development Partner country/organisation is to be decided, for the sake of its construction at appropriate place, at the planning stage by applying geographical information system (GIS) technology in respect of habitation, communication facilities, distance from the nearest cyclone centre etc. The advice of the concerned District Committee is to be obtained before final decision. The shelters shall be located at such places so that they benefit the majority number of population.

2.2 The cyclone shelters should have easier communication facilities so that in times of distress delay does not occur to go there. For this reason the road communication from the cyclone shelters should not only link up with city or main road but also with neighboring village areas.

2.3 Construction of cyclone shelters should be according to approved design of Master Plan by the Government so that if necessary their multipurpose and appropriate use is possible.

2.4 In case of consideration for future construction of shelters, provision of emergency water, food, sanitation and shelter space for livestock during disaster period should also be kept in view.

2.5 The concerned organizations should accept responsibility for maintaining quality standard in the construction of cyclone shelters. Special importance should be accorded to cost effectiveness of new construction of cyclone shelters.

3. Overall Management of Shelters.
  - 3.1 If the owner/construction Firm is also the user of the cyclone shelters in normal times then the responsibility of its maintenance will devolve on the owner/organisation.
  - 3.2 If owner of construction Firm/Organisation surrenders ownership soon after completion of construction of cyclone shelters, then in such case government will take over the ownership. In this case the concerned Thana administration will take over control of these shelters on behalf of the government and ensure their management and use through Union Disaster Management Committee.
  - 3.3 Whichever organisation may be the owner or user of cyclone shelters all matters relating to cyclone shelters will be coordinated by the concerned district administration through the concerned Thana administration. The concerned district administration will work as the sole source of specific information in respect of all shelters within own jurisdiction.
  - 3.4 The District administration will regularly communicate the necessary information about the overall management of the shelters under its jurisdiction to concerned Ministry and the Ministry of Disaster Management and Relief. The Ministry of Disaster Management and Relief will act as repository of all such information and will keep the Cabinet Division regularly informed about it.
4. **Maintenance/'Repair of Shelter**
  - 4.1 If the persons/non-government organizations constructing the cyclone shelters are also the users of the centres they will be responsible for their maintenance and repair.
  - 4.2 Maintenance, repair and rehabilitation of those shelters whose ownership have been transferred to the government soon after their construction by non-government firm/organisation will be the responsibility of Thana Disaster Management Committee. After the transfer of ownership of the shelters from the concerned construction Firm to the government the concerned Ministry will allocate necessary fund to Thana Administration for their maintenance/major repair works/rehabilitation etc. Thana administration will implement the work through Thana Disaster Management Committee after preparation of priority list. For repair and rehabilitation work the firm made responsible for such work, will work under the direct supervision of Thana Disaster Management Committee.
  - 4.3 The responsibility of maintenance and repair/rehabilitation of the shelters constructed by government Agency/Department/Ministry will also devolve on the Thana Disaster Management Committee. In such case the relevant government Agency/Department/Ministry will allocate necessary fund to Thana Disaster Management Committee through Thana administration.
  - 4.4 Thana Disaster Management Committee will take necessary action for emergency repair/rehabilitation of the cyclone shelters constructed before and abandoned now.
  - 4.5 Necessary fund for petty repairs of shelters may be procured by Union Parishad/Union Disaster Management Committee in the following manner which should be deposited in the relevant account of Thana Disaster Management Committee. Thana Nirbahi Officer and Thana Engineer will operate the fund jointly. It may be mentioned that the fund thus raised will be spent compulsorily for meeting petty repairs/maintenance work of shelters.
    - (i) Through the payment made by the users of shelters in normal times (specially more than 90 percent centres have been/are used as school, so part of the fund received by the school committee can be collected by Union Parishad for expenditure on this account).
    - (ii) Union Parishad can collect fund by realizing hire charges of shelters for holding marriage

ceremony, meeting, cultural functions and using as office space therein.

**5. Use of Shelter**

- 5.1 In whatever manner the shelters is used by persons or organizations during normal times, its use during emergency disaster period will be determined by Union Disaster Management Committee and during disaster period their decision will be considered as final. But Union Disaster Management Committee will ensure that the goods/furniture used in the centre during normal times are not damaged during disaster period.
- 5.2 The cyclone shelters which are not used in the regular and whole time manner can be used, as per local requirement, by the Union Disaster Management Committee for various welfare works like School, Madrasha, mass education centre, night school centre or public welfare activities by the NGO's (like loan disbursement programme, relief materials distribution), temporary medical centre etc.
6. These guidelines will have to be followed by all concerned Ministries/ Divisions/ Organizations for construction of cyclone shelters, their overall management, use and maintenance/repair in future.
7. In the light of objective circumstances, if amendment/addition/of these guidelines becomes necessary in future, it may be coordinated with the various Ministries/Divisions/Non Govt. Organisation (NGO) responsible for implementation of cyclone shelters construction programme in coastal areas and may be taken up after approval of Inter-Ministerial Steering Committee formed under "Bangladesh Coastal Area Multipurpose Cyclone Shelters Construction Programme" for issuing guidelines.
8. The Ministry of Disaster Management and Relief will act as coordinator for issues relating to cyclone shelters. All relevant information in this respect will be maintained in that Ministry and all Ministries/organisations will keep the Ministry of Disaster Management & Relief informed about it.

**Annexure-L**

***Co-option of Trainers trained in Disaster Management subjects as Observer in Thana Disaster Management Committee and as Member in Union Disaster Management Committee***

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
DISASTER MANAGEMENT BUREAU  
MINISTRY OF DISASTER MANAGEMENT & RELIEF

Memo No. DMB/Pari-2/93-1939

Dated 8/12/96

Sub: ***Co-option of Trainers trained in Disaster Management subjects as Observer in Thana Disaster Management Committee and as Member in Union Disaster Management Committee***

There is provision in paragraph 1, 3 and 5 of Annexure-G(1) of Standing Orders on Disaster for co-option of members in different tiers of Disaster Management Committees. Disaster Management Bureau has imparted training in the past several years to selected leader/persons from disaster prone Thanas. If the Disaster Management Committees keep in touch with these trained people, they will, in one hand, feel encouraged in disaster management work and the officials engaged in disaster management work can, on the other hand, get a group of volunteers at local level. In the interest of efficient disaster management, the following arrangements may be undertaken.

- (a) 2/3 trained volunteers should be available in every Union. They may be co-opted as member of various committees.
- (b) These trained volunteers in different Unions may be invited to attend Thana Disaster Management Committee meeting as observers so that Thana Disaster Management Committee is able to get more data from village level. This step can be taken with immediate effect.
- (c) If, two or more trainers available in any Union and if no trainer is available in some other Union, Thana Nirbahi Officer will nominate one trainer from the Union having more than one trainer as co-opted in the Union Committee of such Union having no such trainer.
- (d) The updated list of trainers trained by the Disaster Management Bureau has been sent to concerned Thana Nirbahi Officer. Thana Nirbahi Officer will inform Thana Disaster Management Committee about the trainers.

Signed  
Dr. Khanoda Mohan Das  
Director General  
Disaster Management Bureau  
Phone : 869313

Memo No. DMB/Pari-2/93-1939(7)

dated 8/12/96

Copy for information and necessary action forwarded to

1. Secretary, Ministry of Disaster Management & Relief, Bangladesh Secretariat, Dhaka
2. Divisional Commissioner, Dhaka/Rajshahi/Chittagong/Khulna/Barisal/Sylhet. I am directed to request to inform the Deputy Commissioner and Thana Nirbahi Officer under him.

Signed  
Jannat Ara Rashid  
Deputy Director (Mitigation)  
Disaster Management Bureau  
Phone : 506832

## **Annexure-M**

### ***Regarding Better Co-ordination of Disaster Management Activities***

Government of the People's Republic of Bangladesh  
Prime Minister's Office  
Old Parliament Building, Tejgaon, Dhaka

Memo No : 51.48.03.0.03.97-273

14-07-1404  
Dated:-----  
28-09-1997

### **Circular**

#### ***Subject:Regarding Better Co-ordination of Disaster Management Activities***

In order to co-ordinate Disaster Management activities, there are at present National Disaster Management Council at the national level chaired by the Hon'ble Prime Minister, Inter- Ministerial Disaster Management Co-ordination Committee chaired by the Hon'ble State Minister, in-charge of the Ministry of Disaster Management and Relief, Cyclone Preparedness Programme/Implementation Board chaired by the Secretary, Ministry of Disaster Management and Relief, Disaster Management Training and Public Awareness Building Task Force, Co-ordination Group for Focal points Programmes on Disaster, Co-ordination Committee with NGOs in Disaster Management activities and the Committee for Speedy Dissemination of Disaster related Signals, all chaired by the Director General of Disaster Management Bureau. Besides, there are District, Thana and Union Disaster Management Committees at the field levels to co-ordinate the Disaster management activities. In the field level Committees, in addition to Government officers there are representations of NGOs, Local Government and semi-Government organisations. The question of forming Disaster Management Committees at the village and ward level is under the active consideration of the Government.

It is extremely important and urgent for all including government, semi-government, autonomous, non-government and local government organisations to respond to any kind of disaster. It is expedient to take a co-ordinated implementation action in respect of disaster preparedness, disaster response and post-disaster relief and rehabilitation programmes immediately on receipt of disaster warning. In this context, Government has taken the following decisions to further activate and strengthen the Committees for better co-ordination of Disaster Management activities. All concerned are to follow these compulsorily.

1. The Committees headed by the Director General, Disaster Management Bureau and the Committees at field levels shall meet at least once in three months to review pre-disaster preparedness, public awareness building about disasters, disaster response and post-disaster relief and rehabilitation programme and take co-ordinated decision and shall also appropriately ensure all arrangements including pre-disaster preparedness by calling up support, help and advice of higher authorities in all cases where necessary. If needed, the Committees shall meet frequently to take decisions about disaster management in the light of the Sanding Orders on Disaster.
2. The concerned committees shall ensure the equitable implementation of Disaster Management related training, distribution of relief materials and post disaster rehabilitation programme in each zone and also ensure the non-involvement of any other governmental, non-governmental and other organizations in Disaster Management and Relief and Rehabilitation work in the same area.

The committees will take specific decisions in their meeting about the type of work to be done by governmental and non-governmental agencies in specific area/village of the concerned District/Thana/Union and shall implement them. During the disaster and post-disaster rehabilitation work the concerned committees shall, if needed, meet at the end of each day to review all disaster related programmes and take appropriate decisions.

3. It was observed in the past that often different agencies send very lower level officers to the meetings of the concerned committees as representatives. It is undesirable. Now onward all the members of the committees shall compulsorily attend all disaster related meetings themselves. If for any unavoidable reason, an officer can not attend a meeting on the fixed date, he will nominate the officer next below his rank to attend the concerned meeting. It is desirable that the concerned member himself should attend the meeting. If any lower level representative is sent to any such meeting in contravention to this circular, the Chairman of the concerned committee shall inform the Prime Minister's Office about it.
4. Ministry of Disaster Management and Relief is the main focal point for disaster management activities. As a rule, all relevant information regarding disaster is to be sent to the control room (EOC) of the Ministry of Disaster Management and Relief with care. It has been observed that many Ministries and agencies do not send the statement of their loss and damage to the control room (EOC) of the Ministry of Disaster Management and Relief and the Disaster Management Bureau. As a result, it becomes difficult to get the consolidated account of losses and damages from one point and also to give an overall picture of Disaster of different national and international agencies. In this context, it is again requested that all ministries/agencies will send the data regarding the loss and damage to the control room (EOC) of Ministry of Disaster Management and Relief and the Director General, Disaster Management Bureau at the soonest possible time after a disaster occurs. Moreover, a preliminary report regarding the disaster must be sent within 7 days.
5. Side by side with government and semi-government agencies in their work for pre-disaster preparedness, disaster related training and relief and rehabilitation activities, NGOs also perform similar functions. In order to preserve correct and complete data on the national basis, Ministry of Disaster Management and Relief needs preserving information regarding the training and relief and rehabilitation work of NGOs. In this connection NGO Bureau shall discharge the following responsibilities.
  - (a) NGO Bureau shall co-ordinate the activities of NGOs regarding disaster by keeping it in continuous touch with them and inform the Ministry of Disaster Management and Relief about it;
  - (b) During disaster period, NGO Bureau shall collect information in the form at Appendix-A every week and ensure its despatch to the control room (EOC) of the Ministry of Disaster Management and Relief and the Disaster Management Bureau;
  - (c) NGO Bureau shall ensure sending of training and public awareness activities every six months in the form at Appendix-B to the Ministry of Disaster Management and Relief and the Disaster Management Bureau by collecting the data from the NGOs. The Disaster Management Bureau shall print the data received in the book form and arrange for its wide circulation. All agencies including Government and non-governmental organisations will avoid duplication in the training and public awareness programmes, prepare appropriate curriculum etc. in the light of the information detailed in the book;
  - (d) NGO Bureau shall also collect information regarding other activities of NGOs relating to disaster regularly and send it to the Ministry of Disaster Management and Relief and the Disaster Management Bureau.

6. During disaster, NGOs will keep regular contacts with District, Thana and Union Disaster Committees in conducting their relief and rehabilitation activities. NGOs will submit their Report to the Deputy Commissioner/Thana Nirbahi Officer or the Officer-in Charge of the Control Room in the specific form shown at Appendix-C. Within 2 (two) hours of the receipt of such Report, the Deputy Commissioner/ Thana Nirbahi Officer/ Officer-in Charge, Control Room shall give appropriate instructions to the concerned NGO to avoid duplication and ensure conducting of relief and rehabilitation activities for the really affected people. In this respect, the concerned officers will be held responsible for any kind of delay.
7. Standing Orders on Disaster has already been distributed widely. While visiting schools, colleges and madrasas in the outlying areas, the Chairman/Members of the Disaster Management Committee shall invariably inform the local people and the students about the relevant portions of the Standing Orders.
8. The National Curriculum and Textbook Board has already added a chapter in the Textbook of Class V. Arrangement is being made to include the Disaster Management topics in the textbooks of class IV to class XII gradually, The Ministry of Education and the Disaster Management Bureau shall implement the aforesaid programme on a very emergent basis.
9. The Ministry of Establishment in its circular No. Sa-Mau/AuPra-2/Misc-4/97-217(4), dated 10.07.97 has directed the different Training Institute to keep a session on Disaster Management Accordingly, all types of Training Institutes under each Ministry/Division/Agency shall keep at least a two hour's session on Disaster Management in their Training Programme.

This circular is issued at the direction of the Hon'ble Prime Minister and shall take effect immediately.

(Signature)  
Dr. S.A. Samad  
Principal Secretary

Prime Ministry's Office

**Copy to Necessary action to:**

1. Secretary of all Ministry/Division.
2. Army/Navy/Air Force Headquarters
3. Director General/Director of all Department and Directorates
4. Divisional Commissioner. All Divisions
5. Deputy Commissioner. All Districts
6. Thana Nirbahi Officer. All Thana
7. All Union Parishad Chairmen and Chairmen of Union Disaster Management Committee

**Annexure-N**

***Regarding taking action in pursuance of Standing Orders on Disasters.***

Government of the People's Republic of Bangladesh  
Ministry of Disaster Management and Relief  
Bangladesh Secretariat, Dhaka.

No. Tran/Puba/Durjog-2/93-51(950)

Dated : 27.11.1404/11.03.1988

**CIRCULAR**

Subject : ***Regarding taking action in pursuance of Standing Orders on Disasters.***

By drawing attention to the above subject, it is hereby informed that Government has constituted the following committees at the District, Thana and Union levels in addition to those at National level for co-ordination of all activities including dissemination of disaster warning for impact, Disaster response, preparedness, planning, rescue, post disaster rehabilitation etc.:

1. District Disaster Management Committee.
2. Thana Disaster Management Committee.
3. Union Disaster Management Committee.

The detailed information about the constitution, functions etc has been incorporated in the Standing Orders on Disaster published by the Disaster Management Bureau in January 1997. This book has been distributed to each District and Thana.

2. Information received from different sources reveals that the activities of the Committees are not being carried out in pursuance of the said Standing Orders. As a result, lack of co-ordination during disaster time is noticed at the District, Thana and Union Levels and it becomes almost impossible to take quick and necessary actions efficiently at the time of disasters.
3. In context of the above situation, all Deputy Commissioners and Thana Nirbahi Officers are hereby requested to hold the meetings of District, Thana, and Union Disaster Management Committees in accordance with the Standing Orders on Disaster and make preparedness right from now to face any disaster.

**Azad Ruhul Amin**  
Secretary

**Distribution:**

**For Action**

1. Divisional Commissioners (all)
2. Deputy Commissioners (all)
3. Thana Nirbahi Officers (all)

**For information**

1. Cabinet Secretary, Cabinet Division, Dhaka.
2. Principal Secretary, Prime Minister Office, Tejgoan, Dhaka.
3. Director General, Disaster Management Bureau, Dhanmondi, Dhaka.
4. Director General, NGO Affairs Bureau, Mastsa Bhaban, Ramna, Dhaka.
5. Director General, Department of Relief & Rehabilitation, 22, Purana Palton, Dhaka.

6. Private Secretary to Honourable State Minister, Ministry of Disaster Management and Relief.

## **Annexure-O**

### ***Committee for speedy dissemination and determination of strategy of Special Weather Bulletin***

Government of the People's Republic of Bangladesh  
Ministry of Disaster Management and Relief  
Bangladesh Secretariat, Dhaka.

No- DubbaTram/Pro-1/8/98/550

Dated : 03.06.1998

#### **Notification**

The following committee is hereby formed for speedy dissemination and determination of strategy of Special Weather Bulletin :

1.	Director General , Disaster Management Bureau	-	Convenor
2.	Director General , Bangladesh Betar	-	Member
3.	Director General, Bangladesh Television	-	"
4.	Director General, Mass Communication Department	-	"
5.	Director General, Film and Publications Department	-	"
6.	Chairman, WARPO/ Director FAP-10	-	"
7.	Chairman, SPARRSO	-	"
8.	Chairman, Water Development Board	-	"
9.	Director, Meteorological Department	-	"
10.	Director, CPP	-	"
11.	Director (Planning), Disaster Management Bureau		Member-Secretary

The Chairman of the committee may co-opt more members if necessary.

#### **2. Terms of Reference of the committee:**

- (a) To determine the means, methods and strategy of Disaster related publicity matters e.g. weather bulletins, warning signals, slogans, etc.
- (b) To discuss matters relating to weather Bulletins and signals and formulate recommendations there of.
- (c) To discuss from time to time with the help of slides etc. how disaster related publicity might be strengthened for public awareness building.
- (d) To determine the ways and means for speedy dissemination of weather signals among the people.
- (e) To take steps for enhancing public awareness in respect of weather.
- (f) Miscellaneous.

This notification shall be deemed to have taken effect from December '95.

By the order of the President

**Azad Ruhul Amin**  
Secretary  
Ministry of Disaster Management & Relief.

**Annexure-P**

***Committee for Focal Points Operational Co-ordination Group***

Government of the People's Republic of Bangladesh  
Ministry of Disaster Management and Relief  
Bangladesh Secretariat, Dhaka.

No- DubbaTram/Pro-1/8/98/552

Dated : 03.06.1998

**Notification**

In pursuance of ProDoc (Para B-4(D)) of the Disaster Management Bureau, the committee consisting the following members is hereby formed as Focal Points Operational Co-ordination Group:

1.	Director General, Disaster Management Bureau	-	Convenor
2.	Director General, NGO Affairs Bureau	-	Member
3.	Director General, Health and Family Welfare Directorate	-	"
4.	Director General, Livestock Directorate	-	"
5.	Director General, Fisheries Directorate	-	"
6.	Director General , Bangladesh Betar	-	"
7.	Director General, Bangladesh Television	-	"
8.	Director General, Relief and Rehabilitation Directorate	-	"
9.	Director General, Mass Communication Department	-	"
10.	Director General, Bangladesh Mass-Media Institute	-	"
11.	Director General, Press Institute	-	"
12.	Director General, Food Directorate	-	"
13.	Director General, Primary and Mass Education Directorate	-	"
14.	Director General, Higher and Secondary Education	-	"
15.	Director General, Environment Directorate	-	"
16.	Director General, Bangladesh Rural Development Board	-	"
17.	Director General, Postal Department	-	"
18.	Director General, Ansar and VDP	-	"
19.	Director General, Geological Survey of Bangladesh	-	"
20.	Director General, Fire Service and Civil Defence	-	"
21.	Director General, Women's Affairs Directorate	-	"
22.	Registrar, Co-operative Societies	-	"
23.	Representative of Armed Forces Division	-	"

24.	Joint Chief, Planning Commission	-	"
25.	Chief Conservator of Forest	-	"
26.	Chief Engineer, Road and Highways Department	-	Member
27.	Chief Engineer, Public Works Directorate	-	"
28.	Chief Engineer, Local Govt. Engineering Department	-	"
29.	Chief Engineer, Public Health Engineering Department	-	"
30.	Directors (all), Disaster Management Bureau	-	"
31.	Directors (all), Relief and Rehabilitation Directorate	-	"
32.	Director, Meteorological Department	-	"
33.	Chairman, SPARRSO	-	"
34.	Director, CPP	-	"
35.	Director, ADAB	-	"
36.	Representative of UNDP	-	"
37.	Representative of UNICEF	-	"
38.	Representative of World Food Programme	-	"
39.	Representative of World Health Organization	-	"
40.	Representative of Bangladesh Red Crescent	-	"
41.	Director (Planning), Disaster Management Bureau		Member-Secretary

The Chairman shall meet once in every three months during normal time and more than once in every week during disaster period. The chairman of the committee may co-opt more members if necessary.

Terms of Reference of the Committee:

- (a) It shall supervise the overall co-ordination of national and field-level activities of the Disaster Management Committees and give appropriate directions in this respect. If necessary, the chairman of the committee may co-opt more members.
- (b) The committee shall review the disaster preparedness and post disaster programmes.
- (c) The group shall identify the different problems relating to disaster management and make recommendations for their solutions.
- (d) Miscellaneous.

This notification shall be deemed to have taken effect from December 1995.

By the order of the President

**Azad Ruhul Amin**  
Secretary  
Ministry of Disaster Management & Relief.

*Annexure-Q*

*Committee for overall co-ordination of Disaster Management as Co-ordination Committee of NGOs relating to Disaster Management.*

Government of the People's Republic of Bangladesh  
Ministry of Disaster Management and Relief  
Bangladesh Secretariat, Dhaka.

No- DubbaTram/Pro-1/8/98/551

Dated : 03.06.1998

**Notification**

In pursuance to ProDoc (Para B-(E)) of the Disaster Management Bureau the following committee is hereby formed for the interest of overall co-ordination of Disaster Management as Co-ordination Committee of NGOs relating to Disaster Management.

1.	Director General, Disaster Management Bureau	-	Convenor
2.	Director General, NGO Affairs Bureau	-	Member
3.	Joint Secretary (Relief), Ministry of Disaster Management and Relief	-	"
4.	Director General, Relief and Rehabilitation Directorate	-	"
5.	Director General, Environment Directorate	-	"
6.	Director General, Women's Affairs Directorate	-	"
7.	Director, CPP	-	"
8.	Director, Bangladesh Meteorological Department	-	"
9.	Chairman, SPARRSO	-	"
10.	Representative of OXFAM	-	"
11.	Representative of Disaster Forum	-	"
12.	Representative of BDPC	-	"
13.	Representative of CARITAS	-	"
14.	Representative of CCDB	-	"
15.	Representative of PRIP-DPSI	-	"
16.	Representative of ADAB	-	"
17.	Representative of Deep Unnayan Sangstha, Hatiya	-	"
18.	Representative of PROSHIKA	-	"
19.	Representative of Helen- Killer International	-	"
20.	Representative of World Vision, Bangladesh	-	"
21.	Representative of CONCERN	-	"
22.	Director (Planning), Disaster Management Bureau		Member-Secretary

This committee may co-opt any other NGOs if necessary. This notification shall be deemed to have taken effect from June '94.

Terms of Reference of the committee shall be as follows:

- (a) To ensure the co-ordination of Disaster Management and Relief work between Governmental and Non-Governmental agencies.
- (b) To ensure the transmission and preservation of disaster related information.
- (c) To identify the co-ordination problems relating to Disaster Management Activities and make recommendations in this respect.
- (d) Miscellaneous.

By the order of the President

**Azad Ruhul Amin**  
Secretary  
Ministry of Disaster Management and Relief

## Annexure-R

### *Committee for Disaster Management Training and Public Awareness Task Force for co-ordination of Disaster Management training activities*

Government of the People's Republic of Bangladesh  
Ministry of Disaster Management and Relief  
Bangladesh Secretariat, Dhaka.

No- DubbaTram/Pro-1/8/98/549

Dated : 03.06.1998

#### **Notification**

In pursuance to the terms of ProDoc (chapter-g) of the Disaster Management Bureau the following Committee is hereby formed as Disaster Management Training and Public Awareness Task Force for co-ordination of Disaster Management training activities:

1.	Director General, Disaster Management Bureau	-	Convenor
2.	Representative of Ministry of Establishment	-	Member
3.	Representative of chief Information officer	-	"
4.	Director General , Bangladesh Betar	-	"
5.	Director General, Bangladesh Television	-	"
6.	Representative of Rector, BPATC	-	"
7.	Representative of Armed Forces Division	-	"
8.	Representative of chairman, SPARRSO	-	"
9.	Director General, Bangladesh Academy for Rural Development, Comilla	-	"
10.	Principal, Academy for Planning & Development		"
11.	Director General , NGO Affairs Bureau		"
12.	Director General, Health Directorate		"
13.	Director General, Rural Development Academy, Bogra.	-	"
14.	Director General, Higher and Secondary Education	-	"
15.	Director General, Directorate of Fisheries	-	"
16.	Director General, Directorate of Primary Education	-	"
17.	Director General, Directorate of Women's Affairs	-	"
18.	Director General, Directorate of Youth Affairs	-	"
19.	Director General, Directorate of NILG	-	"
1. 19.	20. Registrar, Co-operative Societies	-	"
2. 20.	21. Director, Meteorological Department	-	"
3. 21.	22. Representative of UNDP	-	"
4. 22.	23. Representative of UNICEF	-	"

5.	23.	24.	Representative of CARE, Bangladesh	-	"
6.	24.	25.	<b>Chairman, ADAB</b>	-	"
7.	25.	26.	<b>Representative of OXFAM</b>	-	"
8.	26.	27.	Representative of CCDB	-	Member
9.	27.	28.	Representative of PRIP-DPSI	-	"
10.	28.	29.	Vice-Chancellor, IUBAT	-	"
11.	29.	30.	Director, BDPC	-	"
12.	30.	31.	Representative of PROSHIKA	-	"
13.	31.	32.	Representative of ASA	-	"
14.	32.	33.	Representative of Bangladesh Scouts	-	"
15.	33.	34.	Director, CPP	-	"
16.	34.	35.	Director (Training), Disaster Management Bureau		Member-Secretary

The convenor of the Task Force may co-opt more members if necessary.

**Terms of Reference of the committee:**

- (a) To act as consulting and advisory committee for planning, implementation and evaluation relating to Disaster Management Training
- (b) To assist in the activities relating to public awareness building and communication in respect of Disaster Management.
- (c) To co-ordinate the public awareness building training and other programmes relating to Disaster Management.
- (d) To assist the concerned agencies in respect of planning and implementation of other necessary activities relating to Disaster Management training and public awareness building.
- (e) Miscellaneous.

This notification shall be deemed to have taken effect from December '95.

By the order of the President

**Azad Ruhul Amin**  
Secretary  
Ministry of Disaster Management & Relief.

**Annexure-S**

***Disaster Management Committee for the different City Corporations and Poursavas of the country***

Government of the People's Republic of Bangladesh  
Ministry of Disaster Management and Relief  
Bangladesh Secretariat, Dhaka

***No.MDMR/Rehab-35/98/372(700)  
1998***

***Date: 01 Agrahayan, 1405BS/15 November,***

**CIRCULAR**

***Sub: Constitution of the Disaster Management Committee for the different City Corporations and Poursavas of the country***

Government has constituted the following City Corporation Disaster Management Committee and Poursava Disaster Management Committee to cope up with the natural disaster in the concerned City Corporation and Poursava area as:

(i) City Corporation Disaster Management Committee:

(a)	Mayor, City Corporation	Chairman
(b)	Chief Executive Officer, City Corporation	Member
(c)	Concerned Deputy Commissioner	Member
(d)	Concerned Superintendent of Police	Member
(e)	Health Officer of the City Corporation concerned	Member
(f)	Representative of Director General, Health Directorate	Member
1. 7.	(g) Representative of Director general, Agriculture Extension Department	Member
(h)	Representative of Chief Engineer, LGED	Member
(i)	Representative of Chief Engineer, Public Health Engineering Directorate	Member
(j)	Chairman/MD, WASA (concerned)	Member
(k)	Representative of Water development Board	Member
(l)	Representative of concerned Electricity Authority	Member
(m)	Representative of T&T Board	Member
(n)	One NGO representative nominated by ADAB	Member
(o)	War Commissioners	Member
(p)	Secretary, City Corporation	Member

Secretary

The Hon'ble members of the Parliament of the City Corporation area will be the Advisers in the Committee. The Chairman of the Committee may co-opt more members in consideration of local situation and special conditions.

The Committee shall meet at least 4 times a year. But during disaster the Chairman shall hold the meeting whenever he finds it necessary.

***Responsibilities of the City Corporation Disaster Management Committee***

During normal time

To ensure very speedy dissemination of cyclone and flood forecast to all officers, concerned persons/organizations and other persons having the responsibility about it in the City area.

To determine safe centres and shelter places and distribute responsibility to different persons for rendering different services in those places.

To arrange for holding mobilization drill from time to time for disseminating warning signals/forecasts, evacuation, rescue and primary relief operations in co-operation with the Disaster Management Bureau.

During Disaster

To operate emergency operations centre (Information centre and control room) for assisting co-ordination of activities relating to evacuation, rescue, relief and primary rehabilitation in all places of the city area. If necessary, to conduct rescue operations by using locally available resources and also co-ordinate overall activities including sending of reserve teams to highly affected areas for conducting rescue operations.

To collect data regarding the damages of disaster in pursuance to the directives of Disaster Management Bureau and other National authorities and also dispatching it to appropriate authorities including the Ministry of Disaster Management and Relief.

To formulate plans on priority basis and arrange for distribution of the resources received from the Ministry, district or any other authority objectively. To maintain the accounts relating to the materials concerning relief and rehabilitation and dispatching it to the relief-giving authority.

**1. 1. (2) Poursava Disaster Management Committee:**

- |        |  |          |
|--------|--|----------|
| (i)    | Chairman, Poursava   | Chairman |
| (ii)   | All Commissioners of the Poursava  | Member   |
| (iii)  | Medical Officer/Sanitary Inspector of the Poursava                             | Member   |
| (iv)   | Executive/Assistant Engineer of Poursava                                       | Member   |
| 1. 1.  | (v) The officer of the Agriculture Department posted in the poursava area      | Member   |
| 1. 1.  | (vi) The officer of the Family Planning Department poste in the Ppurasava area | Member   |
| (vii)  | The BRDB officer posted in the Poursava area                                   | Member   |
| (viii) | Two members of local elites of the Poursava                                    | Member   |
| 1. 1.  | (ix) Representative of all NGOs at work in the relevant Poursava               | Member   |
| (x)    | Representative of District Civil Surgeon                                       | Member   |

(xi) Chief Executive Officer  
Secretary

Member-

(If there is a Chief Executives Officer, the Secretary of Pourasava will be a member)

The concerned Hon'ble member(s) of the Parliament will be the Adviser(s) in the Committee. The Committee shall meet bimonthly. During disaster the committee shall meet every day, and when the situation will improve to some extent, it will meet twice a week.

The responsibilities of the Pourasava Disaster Management Committee will be:

### **During normal time**

To ensure that the local people are aware about adopting Action Plan regarding the reduction of disaster risk individually or collectively, and also to ensure wide publicity of the means of reducing disaster risk and saving life at the community level.

To arrange regular training programmes and workshops relating to disaster by keeping the Disaster Management Bureau informed.

To prepare Disaster Action Plan for taking security measures by the local people, Pourasava authority and local agencies in case of warning signals for any impending disaster or for disaster response including the following measures to take:

To arrange speedy and effective dissemination of forecasts relating to cyclone and flood and inform the people about their duty to save their life and property at such stage.

To determine which of the people of the area would take shelter in which safe centre/shelter place and to assign responsibility to different persons for different services at the shelter/safe centre.

To ensure supply of water from some pre-determined places to safe centres/shelter places with the assistance of District/Thana authorities and to give other necessary services.

To prepare Contingency Plan including local action for local rescue operations, primary relief work, re-establishing communication with the District/Thana headquarters and rehabilitation of seriously affected families.

To arrange for mobilization drill relating to dissemination of warning signals/forecasts, evacuation, rescue and primary relief operations with the assistance of District/Thana authorities.

### **During Disaster**

To conduct if necessary, primary rescue operations by using locally available facilities and if directed, cooperating with others in rescue operations.

To collect data about the damages of disasters in the light of the guidelines given by the Disaster Management Bureau and District/Thana authorities and dispatching it to District/Thana authorities.

To arrange for distribution of rehabilitation materials collected locally or received from any other source including Relief and Rehabilitation Directorate in the light of the guidelines given by the Disaster Management Bureau and District/Thana authorities, and

To dispatch accounts of the distribution of the resources so received to District/Thana authorities or donor agencies.

(Md. Shamsul Islam)  
Joint Secretary (Relief)

Distribution:

For Action:

- |    |    |    |                              |                        |
|----|----|----|------------------------------|------------------------|
| 1. | 1. | 1. | Hon'ble Mayor .....          | City Corporation (All) |
| 2. | 2. | 2. | Chairman/Administrator ..... | Pourasava (All)        |

For information:

- |    |    |    |  |        |
|----|----|----|--|--------|
| 1. | 1. | 1. | Director General, Disaster Management Bureau, Dhanmondi, Dhaka |        |
| 2. | 2. | 2. | Deputy Commissioner .....                                      | (All)  |
| 3. | 3. | 3. | Thana Nirbahi Officer .....                                    | (All). |