

DISASTER RISK MITIGATION MANUAL

RURAL EDUCATIONAL ACTIVITIES FOR DEVELOPMENT(READ)



**Rural
Educational
Activities for
Development**

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CONTEXT:

The occurrence of natural disasters is a global phenomenon. India is a hazard prone country and highly vulnerable to most types of natural calamities due to its geographical position. India is a country with diverse hypsographic and climatological conditions, 70 percent of the cultivable land is prone to drought, 60 percent of the land area is prone to earthquake, 15 percent to Floods, 8 per cent to Cyclones. 85 percent of the land area is vulnerable to number of natural hazards and 22 States are categorized as multi hazards States. Major natural hazards include droughts, floods, earthquakes, and tropical cyclones and minor ones include landslides. These disasters take a heavy toll on human lives and resources causing economic, environment and social losses. Grave concern about frequent hazards culminating into disasters is becoming increasingly relevant as increase in population density, population shifts, depletion of natural environment and the growing variations due to climate change makes it likely, that we will encounter disasters more frequently and that they will be more severe.

Odisha is vulnerable to multiple disasters. Owing to its sub-tropical littoral location, the state is prone to tropical cyclones, storm surges and tsunamis. Its densely populated coastal plains are the alluvial deposits of its river systems. Odisha has a history of recurring natural disasters. While the coastal districts of Odisha are exposed to floods and cyclones, western Odisha is prone to acute droughts; a large section of the State is also prone to earthquakes. In addition, the State is also affected by disasters like heat waves, epidemics, forest fire, road accidents etc. The history of disasters substantiates the fact that about 80% of the State is prone to one or more forms of natural disasters.

<http://orienvvis.nic.in/index1.aspx?lid=25&mid=1&langid=1&linkid=23>

PROFILING AND PRIORITIZATION OF RECURRENT HAZARDS:

With 80% of annual rainfall concentrated over 3 months, the State is highly vulnerable to floods. High population density, encroachment on the flood plains, poor socio-economic condition, weak infrastructure, and mud houses increase the vulnerability. Out of total geographical area of 15.751 lakh hectares 1.40 lakh hectares are flood prone. There are 516 nos. of vulnerable points in Odisha. Floods are the most recurrent disasters in the State. In the last 25 years, floods have occurred 12 times with varying severity. Report says floods occurred in 27 districts in July-August 2006 with a loss of 90 human beings, 1656 livestock. 3.104 lakh hectares of crop and 120446 nos. of houses damaged. Based on frequent and recurring onset of hazards leading to disasters and the experience to handle these calamities READ shall be intervening in the following specific hazards:

- Flood
- Cyclone
- Drought

RATIONALE FOR A DIASTER RISK MITIGATION PLAN :

Most parts of the State, especially the targeted districts, periodically face severe emergencies that require humanitarian assistance. From natural hazards of floods, droughts, and cyclones to other varied risks like epidemics and environmental disorder, the situation has only worsened in terms of intensity and frequency. Several of these occur with predictable regularity in terms of time, location, and nature. Therefore, there is a need for readiness and preparedness. We READ as an organisation trying to promote Community preparedness at the community level. However, we do not have the same level of preparedness in terms of processes, mechanisms, personnel etc.

While READ has been engaging in different disaster management programmes in the district of Ganjam, Gajapati and Rayagada. Hence it was felt that there is a need to have a plan that enables, making proper decisions and manage human and financial resources, coordination, and communications procedures, and being aware and ready for emergency responses.

OBJECTIVES OF THE DISASTER MITIGATION PLAN

- ✓ To have a uniformly understood and articulated plan and processes for swift and smooth emergency responses at organizational level.
- ✓ To facilitate coordination among response actors within the organization during response.
- ✓ To preposition the organization well, for any disaster response
- ✓ To serve as a document for reference in the organization, about the process and procedures for emergency response.

INSITUTIONAL MECHANISM:

READ as an organisation is trying to professionally deal with disaster response, for which it has given full responsibility to the program manager ,who will be the lead person with clear and specific responsibilities towards responding to emergencies. The Program Manager will be responsible for ensuring the implementation of the Disaster Risk Mitigation plan. To facilitate quick response during emergencies, there will be core team consisting of the Secretary, Director, Program manager and the finance officer and this team will be led by the Director.

In the event of a disaster of a severe nature, READ personnel shall be deployed by Program Manager on site immediately (Based on the availability of the fund) in consultation with the Director.

The Program Manager will orient and brief the deployed person(s) about the situation, roles, responsibilities, and deliverables. The Program Manager will do the following as early as possible

- ✓ Call for a meeting with the Core team for Disaster Management, with available members and take decisions for further course of action.
- ✓ Develop an action plan, if an intervention is required
- ✓ Develop situation reports (based on data from partner, field staff, Media, IAG etc.) within 2 days of the onset of event.

- ✓ Call for periodic Disaster Management team meeting, to assess the progress of the work and take fresh decisions.

EMERGENCY RESPONSE STANDARD PROCEDURES:

Before the hazard strikes

Note: This is applicable for all the hazards mentioned above

| What | When | How | Who |
|---|---|--|-----------------|
| Awareness on different issues, expected during every type of hazards | One week before Hazard strikes | Mock drill, with collaboration with NGOs/Govt. | Program Manager |
| Gather initial information on the type and extent of Hazard | As soon as the onset of hazard is known | From media/ Internet, field staff. | Program Manager |
| Contact the local person of the area affected, preferably Field animator | As soon as the onset of hazard is known and not exceeding 12 hours | Phone followed by email (to formalize) with copies to the Director | Program Manager |
| Deployment of needed persons with clear identification of the focal person with at least one with communication ability (at least 2 persons – recommended practice – one person in the field and the other in the office for coordination and networking) | As soon as the onset of hazard is known and not exceeding 12 hours | Program manager consults Director and phones the concerned persons followed by email with copies to Disaster management team | Program Manager |
| Re-affirm pre-disaster arrangements – ensure the checklist is sent to the field in charge with copies to disaster management team members | As soon as onset of hazard is known | Program Manager writes a mail to concerned persons and confirm pre disaster arrangements followed by a phone call | Program Manager |
| Situation Report from field confirming that pre arrangements have been done including | Within 12 hours of receiving the information on Pre-disaster arrangements | Field In charge (Coordinator) writes to Program Manager with copies to Disaster | Field In charge |

| | | | |
|--|---|--|-----------------|
| dissemination of early warning as per the checklist together | | management team of READ | |
| Monitoring the situation and first Situation report Sharing the concept note/proposal with different donors | Within 24 hours of the information of the onset | From media/ Internet / SPHERE / IAG situation report if any / Government and updates from different source | Program Manager |
| Fund approval (if from any sources) | Within 4 hours of receipt of fund request within the prescribed format. | ✓ Program Manger reviews the fund request and communicates the approval with copy to DM team | Program Manager |

During / as the hazard strikes

| What | When | How | Who |
|--|--|--|---|
| Playing a role in evacuation / rescue if necessary | As the hazard strikes | DM team together with local team or in collaboration with local | Field in Charge |
| Management of rescue shelters / relief camp / volunteers | As the hazard strikes and progresses | / state government as the case may be | Field In charge |
| Communicating latest information / updates | As the hazard strikes and progresses at least once every day | Field In charge to write / text / phone periodically to Program Manager with cc to DM team | Field In Charge (from community) and Program Manager (from outside) |

Initial Actions to be Taken after the Hazard has struck

| What | When | How | Who |
|--|---------------------------------------|---|-----------------|
| Initial rapid situation report including photos | Within 12 hours of striking of hazard | Deployed team makes visits to affected area | Field In charge |
| Rapid assessment report and the initial grant request, if needed | Within 48 hours | Focal person collects data from all possible sources, especially the primary situation from field | Field In charge |

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|---|---|---|---|
| Fund request to donors | Immediately after the first situation report receive | Program manager reviews the report and develop proposal and send to the concern person/donors | Program Manager |
| Send Update to donors based on rapid assessment (after approval by any donors)) | Within 72 hours | Program Manager to prepare based on rapid assessment inputs from field | Program Manager |
| Initiate relief operations | Within 72 hours | Procurement, beneficiary identification, community meeting, committee formation etc. | Program Manager |
| Establish / maintain contacts with IAG / SPHERE / other NGOs Government | Ongoing basis | Field in charge / Program Manager establish contact and maintain them | Field In charge / Program Manager at their respective locations |
| Damage / needs assessment and intervention plan and budget (For rehabilitation and further response based on the density) | Within 10 days | Field In Charge coordinates this exercise together with other persons | Field In charge |
| Preparing proposal for submission to donor | Within 1 day of receipt of damage / needs assessment report and intervention plan | Prepare proposal based on damage / needs assessment report and coordination notes with other agencies (proposal registered as per SOP, with information to respective people) | Program Manager |
| Initiate Rehabilitation response | Within one week of the approval | Project orientation and making plan of action | Program Manager |
| Review | Continuous process | Program Manager will ensure the assessment is done by internal / external persons | Program Manager |
| Final reporting | Within 15 days of the project is implemented | Field In charge (Coordinator) will submit the final report to the Program manager, he will review the report and share with the donor cc to the Director | Program Manager |

EMERGENCY FUNDS

READ will try to develop a contingency fund which will be used for the immediate response only, this is just to start the response. In the meantime, it will submit proposals to different donors. Once it is approved, will start the response as per the plan developed above at different phase. The purpose of this emergency fund is:

- ✓ Meet immediate and interim emergency needs
- ✓ Provide support for initiating action in complex emergencies when donor contributions are yet to be realized.
- ✓ To support initial assessment missions during major calamities

CULTURE OF EMERGENCY RESPONSE AND PROTOCOL FOR STAFF

Emergencies are about saving lives, property and avoiding inconveniences and call for prompt response in as organized a manner as possible. This requires fast, coordinated action. This requires a particular type of culture, major elements of which are presented below:

Being available

- ✓ Consider the emergency situation as top priority
- ✓ May need to fore go personal engagements and other works
- ✓ May need to cancel leaves to report on duty
- ✓ Any READ staff may be deputed on any emergency duty
- ✓ All staff needs to be ready and prepared to do so.

Going beyond call of duty

- ✓ Be willing to travel uncomfortably
- ✓ Be prepared to stay wherever basic minimum facility available, often times in the field
- ✓ Be ready to work for long hours and do not be bothered about one's entitlements or hours of work

Constant communication and availability online

- ✓ Staff has to be sent as many meaningful communications as possible
- ✓ Need to touch base with reporting authority at least once a day
- ✓ Keep your computer, mobile charged, keep recharging at any available opportunity, carry a remote charger / battery pack which is available now a days
- ✓ Be available on email, mobile, WhatsApp
- ✓ Respond to all calls as far as possible; call back asap if busy in any discussion; be proactive on all communications – if the situation is urgent, phone instead of sending an email, if the phone or email does not get a timely response, phone or email again – the person may have missed your communication for some reason
- ✓ Mark as many people on emails as possible, unless you are very sure it some people are not at all concerned or connected with information being sent by you – it is a fact that there is at times too many emails being received yet it is better to receive all those emails than not receive important information

Follow the communication protocol

- ✓ While it is necessary to communicate actively in emergency, yet we should not break the line of communication
- ✓ If there is one person coordinating the entire operation and we have been sent to assist or to take specific responsibility of a task such as networking with Government or communication, we should keep the coordinator informed of our actions.

Network

- ✓ Staff needs to keep trying to find out what others are doing – government, other agencies, needs to be in touch with Inter agency group, Sphere India, donor representatives

Stay empathetic and humble

- ✓ Affected communities may be in state of shock / trauma, in grief. Please do not hurt them further by any of your actions.
- ✓ Be sombre in your discussions with them.
- ✓ If you are two team or more team members in same location or if you are speaking to anyone on phone, personal or professional, refrain from cracking jokes or light talk in front of affected communities.
- ✓ At the same time, do not express pity, rather encourage the community, make them feel strong and capable. Engage them as far as possible in discussions, reconstruction efforts. Publicity of our work is important but we as Caritas will not do it at the cost of the community.
- ✓ We may put our banners or hoardings, but always with some useful piece of information.

CONCLUSION:

In order to be relevant and useful, DRM plan must be a collaborative effort. They must be linked to the plans, systems or processes of the Organisation. These plans should now be rehearsed and procedures should be worked out, to identify where the gaps are, so that we can be ready when we are needed most.

CHECKLISTS (Annexure)

1. Checklist for pre disaster arrangements :

- ✓ Development of Disaster Management Plan
- ✓ Storage of Emergency Relief when required
- ✓ Identification of Weak and Vulnerable Points
- ✓ Awareness Generation
- ✓ Mock Drill
- ✓ Selection of Flood / Cyclone Shelters
- ✓ Liaison

Post disaster

- ✓ Arrangement of vehicle for relief and rescue operation
- ✓ Damage assessment
- ✓ Escort for supply of relief materials
- ✓ Opening of fair price shops
- ✓ Free Kitchen in case of requirement
- ✓ Food for Work programme when possible
- ✓ Cattle camps if required
- ✓ Relief

Evacuation

- ✓ To warn people about the impending danger
- ✓ To leave for safer places
- ✓ Arrangement for evacuation ,networking with Government
- ✓ Mobilize people to go to identified/safer shelters
- ✓ Propositioning of food stuff and adequate drinking water at the
- ✓ shelter places

Medical Aid

- ✓ Deployment of the in the cut-off areas with medicine
- ✓ Stock piling and of required medicines/ORS packets/Chlorine tablets
- ✓ Treatment of the wounded through networking
- ✓ Transportation of the injured to hospitals
- ✓ Awareness messages to stop the outbreak of epidemics
- ✓ Disease surveillance and transmission of reports to the higher authorities on daily basis.
- ✓ Constitute mobile teams and visit the worst affected areas
- ✓ Dis-infection of water sources
- ✓ Identification of site operation camps
- ✓ To obtain/transmit information on natural calamities to field functionaries
- ✓ Arrangement of fodder/medicines for the animals Vaccination
- ✓ Site operation camps

General

- ✓ Keeping the mobiles fully charged as power outages may happen
- ✓ Keeping in touch with villagers and villagers also informing us proactively about whatever developments are happening including if the Government officials approach them
- ✓ Evacuation should be without any discrimination and with special concern for Dalits, Pregnant women, Elderly, Persons with Disability
- ✓ The locations where people evacuate should be well organized with all facilities, especially for women, need to ensure with Govt. people

2. Checklist for Management of rescue shelters / relief camps

- a. Food
- b. Water
- c. Shelter
- d. Sanitation
- e. Electricity
- f. Medical aid
- g. Safety, security
- h. Keeping people engaged / free from anxiety
- i. Managing task forces / volunteers
- j. Information management
- k. Ensuring inclusion of marginalized (Dalits, Elderly, minority, pregnant women, persons with disability, children)
