



सत्यमेव जयते

VILLAGE DISASTER MANAGEMENT PLAN 2017

Village/Shnong/Songni Bimung:

District:

Block:.....

Date:.....

VILLAGE DISASTER MANAGEMENT PLAN 2017

Published By :

MEGHALAYA STATE DISASTER MANAGEMENT AUTHORITY

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**MEGHALAYA STATE DISASTER MANAGEMENT AUTHORITY
GOVERNMENT OF MEGHALAYA**

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VILLAGE DISASTER MANAGEMENT PLAN 2017

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ACKNOWLEDGEMENT

The Village Disaster Management Plan (VDMP) of Village has been prepared by the Village Disaster Management Committee (VDMC) members along with the Community members of the village including men, women, senior citizens, CBOs/ NGOs etc. The aims and objectives of preparing this plan are as under:

1. To analyze hazards, risks and vulnerability elements and address to the root cause of these elements.
2. To identify resources available in our village.
3. To take necessary mitigation measures and strengthens the capacity of our village.
4. To have a systematic and proper response plan so as to enable us to speed up recovery and to reduce loss of lives, property damage, social and economic losses which may arise due to any disaster in our village.

The Village Disaster Management Committee (VDMC) has thus been constituted on the.....with the following as its members :

Sl. No.	Name	Status	Address	Contact No.
		Headman		

We promise to work to our level best according to our plan for the betterment of our village as a whole.

Member Secretary

Rangbah Shnong/Nokma

CHAPTER I

OVERVIEW OF THE VILLAGE

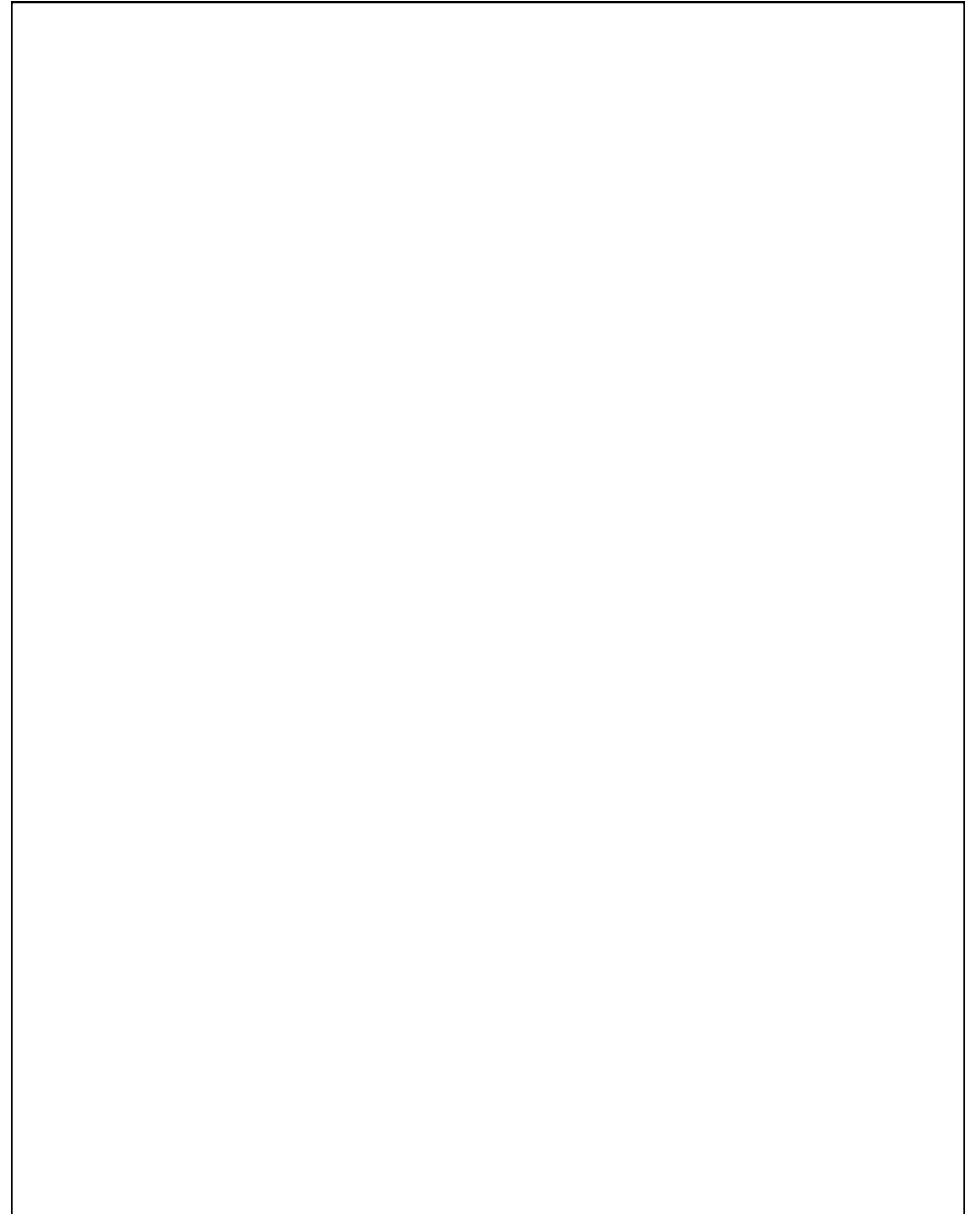
Village Profile:

1. Name of Village/Shnong/Songni Bimung:
2. Ward No. :
3. Block :
4. District:
5. Rough sketch map of the village/locality indicating Roads, Hospitals, PHC, Sub-Centre, Anganwadi Centre, Schools, Open Spaces, Water Bodies, Fire Stations, Police Stations, Places Of Worship, Community Halls, Price Shop, etc.

6. Topography and Drainage pattern:



7. Rough sketch of the roads that lead to the village (including footpaths). It should also indicate the condition of roads - whether they are in a good or bad condition or such roads are motorable enough for bigger vehicles and in which months such roads are not suitable for transportation:



8. Demographic Details:

	Male	Female	Total
Population			
	BPL	APL	Total
Total Household			

Village Composition (Communities):.....

Literacy Rate:

Sl.No.	Male	Female

9. Total Area of the Village (sqkm):.....

10. Main Occupation of the Villagers:

Sl. No.	Main Occupation of the Villagers
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

11. Infrastructure Details:

Sl. No.	Type of Infrastructure/ facility available.	Yes / No	Unit/ Number	Types of Building (Pucca/Semi-Pucca/ Kutcha/others)
Educational Institutions				
1.	Primary Schools			
2.	Upper Primary Schools			
3.	Secondary Schools			
4.	Higher Secondary Schools			

Sl. No.	Type of Infrastructure/ facility available.	Yes / No	Unit/ Number	Types of Building (Pucca/Semi-Pucca/ Kutcha/others)
5.	Colleges			
6.	University			
7.	Others			
Community Center				
8.	Government			
9.	Others			
Place of Worship				
10.	Church			
11.	Temple			
12.	Mosque			
13.	Gurudwara			
14.	Others			
Emergency Services				
15.	Police Stations			
16.	Fire and Emergency Service Stations			
17.	District Emergency Operation Centre			
18.	108 (GVK)			
19.	1098 (Childline)			
20.	Others			
Health Facilities				
21.	Government Hospitals/ Sub Centre/PHC/ CHC			
22.	Private Hospitals			
23.	Clinical laboratories			
24.	Chemist/Pharmacy			
25.	Any Other			
Mode of Communication				
26.	Concrete Bridges			
27.	Wooden Bridges			
28.	Iron Bridges			
29.	Bamboo Bridges			
30.	Others			

CHAPTER- II

HAZARD, RISK ASSESSMENT AND VULNERABILITY ANALYSIS

1. History of Disasters (last 50 years):

Sl. No.	Hazard	Year of occurrence	Type of Losses (in %)		
			Human	Houses	Infrastructure
1.	Flash Flood				
2.	Cyclone				
3.	Landslide				
4.	Earthquake				
5.	Hail Storm				
6.	Lightning and Thunder				
7.	Fire				
8.	Building Collapse				
9.	Accidents				
10.	Any Other				

2. Vulnerable Groups in the village:

Sl. No.	Risk Group	Name	Age	Sex
1.	Pregnant/Lactating Mothers			
2.	Below 5 years of children			
3.	Widow Women			
4.	Old Aged Men/Women (above 60 years of age)			
5.	Differently Abled Persons			
6.	Single Parent			

3. Vulnerable Infrastructure (Inhabitants) :

Sl. No.	Type of house	No. of House Holds (Approx.)	Remarks
1.	Thatched house		
2.	Kutchra		
3.	Pucca		
4.	Semi-Pucca		

5.	Assam Type		
6.	Asbestos		
7.	Others		

4. Distance of the Locality from Danger Risk Points:

Sl. No.	Danger/Risk Points	Distance	Remarks
1.	Landslide Prone Hill		
2.	River		
3.	Any Other		

5. Details of Vulnerable Areas:

Sl. No.	Vulnerable Areas	Distances of Locality/ Village from	No. of Areas in the Village	No. of Household resides in the surrounding (Approx.)	Remarks
1.	Landslide Prone Slope				
2.	Flood Prone				
3.	Fire				
4.	Petrol Pumps				
5.	Storage of Liquid Petroleum Gas (LPG)				
6.	Mobile Towers				
7.	High Voltage Transformer				
8.	Others				

CHAPTER- III

RESOURCE INVENTORY & CAPACITY ANALYSIS

1. Resource Inventory: (use extra sheet if required)

Resource Type	Type Details	Nos.	Owner's Name and Phone No.	Remarks
Transportation and Communication				
Crane/Bull Dozer / Excavator/JCB/ Trailer, etc.				
Cleaning/Cutting/Welding Equipments				
Auto Mobile Repairing Garages				
Repairing Shops				
Electric Shops				
Iron Gate /Grills /Fencing manufacturing unit				

Temporary Shelter (Tent house)

Tents /Tarpaulins/ Pump set/ Generator/ Water Containers				
Human Resource				
Medical Practitioners (Doctors/Para medics / Nurses/ Traditional health care)				
Ex-service man/ Retired Police/Fire service personnel/ Home Guards and Civil Defence/ Scout & Guides/ Others				
Village Disaster Management Team (Trained/Untrained)				

2. Details of livestock in the village :

Sl. No.	Types of livestock	Numbers/ Units
1.	Poultry (Broiler/Kuroiler/Emu/ Duckery)	
2.	Dairy Farming (Cattle/ Buffalo)	
3.	Fishery	
4.	Piggery	
5.	Sheep/ Goat	

CHAPTER- IV

PREVENTION, PREPAREDNESS AND MITIGATION STRATEGIES

1. Mitigation Strategies undertaken by the Community :

Sl.No.	Mitigation Measures	Who	How	When	Remarks
1.	Retrofitting of churches/ community hall, etc.				
2.	Repairing of Bridges				
3.	Repairing of Roads				
4.	Distribution of IEC Materials				
5.	Training on DM				
6.	Mock Drill				
7.	Other Preventive Measures				

2. Identified Safe Shelter Places/Stock of Relief Materials:

Sl. No.	Type of Infrastructure/ facility available	Rooms	Capacity	Ownership details (Government/ Private/Others) along with the phone numbers of the owners.
Educational Institutions				
1.	Primary Schools			
2.	Upper Primary Schools			
3.	Secondary Schools			
4.	Higher Secondary Schools			
5.	Colleges			
6.	University			
7.	Others			
Community Center				
8.	Community hall			
Place of Worship				
9.	Church			
10.	Temple			
11.	Mosque			
12.	Gurudwara			
13.	Others			

3. Open Space /Ground for setting up Relief Shelters/Helipads:

Sl. No.	Name	No./Unit	Capacity	Ownership(Government/ Public/Private)
1.				
2.				
3.				

3. Locality Organizations:

Sl. No.	Type of Organization (Non-Government Organisation/Associations/ Sports Clubs/ Women Organisation/Others)	No. of Members	Trained Persons in Disaster Management	Phone Nos. of the Leaders
1.				
2.				
3.				
4.				
5.				

CHAPTER - V

VILLAGE RESPONSE PLAN

Village Disaster Management Committee: (VDMC) :

Sl.No.	Name	Sex	Age	Phone No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

Roles & Responsibilities: (VDMC)

Normal Time: President/Secretary..... would preside over all meetings and would be responsible for overall management. All the Task Force Members would be directly managed bywould also be responsible for maintaining peace during operations. would maintain all accounts of the committee and would be responsible to keep contacts with Block/District Administration. Rest of the members would try to assist others, particularly, to address the problem faced by Task Force members and report to the VDMC. The team would sincerely try to wipe out bottlenecks/lacuna after each event found in the contingency plan. This team is also responsible for making co-ordination and linkages. Arrange Refresher training for old/new volunteers, spread awareness on Disaster Management, Do's & Don'ts, help run normal government developmental programmes and ensure that benefit is reached down to the poorest of the poor/ needy.

Roles & Responsibilities:

- Make necessary arrangement to avail compensation from the government agencies for the victims who have suffered full/partial damage includes life/livestock/livelihood.
- Create atmosphere to carry out government/non-government rehab programme.
- Support the victims to rebuilt /retrofit their houses.
- Make necessary arrangements including food and temporary shelter for the people who have still not recovered from the damage.
- Organise free kitchen centers.
- Organise / support government/non- government organisation to carry out Food For Work programme.

- Help in government run recovery programme.
- Inform village about various welfare schemes run by government.
- Help the victims to get insurance compensation.
- Twice in a year review meeting should be conducted regularly among the Quick Response Team (QRT).

Quick Response Team (QRT)

1. Early Warning Team

Name of the Team Leader:

Phone No. :

Sl.No.	Name	Sex	Age	Contact No.	Checklist
1.					Transistor Radio, Television, News Paper, Mike, Battery, Funnel, Drum, Torch Light, Siren/Megaphone, Emergency Light, Telephone No. and address of the information sources (Police Station/Block/ Magistrates/Radio/TV Station/MET office/DIPR).
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

2. Search, Rescue & Evacuation Team

Name of the Team Leader:

Phone No. :

Sl.No.	Name	Sex	Age	Contact No.	Checklist
1.					Red Flag, Rope, Anchor, Floater, Lifebuoy, Stretcher, Torch Light, Whistle, Emergency Light, Cutter, Saw, Gloves Tester, First Aid Box, Boat, List of people at risk, Note Book, Pen, Temporary Home Repair/ Arrangement Devices.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

3. Shelter Management Team

Name of the Team Leader:

Phone No. :

Sl.No.	Name	Sex	Age	Contact No.	Checklist
1.					List of Safe Shelters, List of people to be sheltered in different locations, Dry food, Portable water, filter, Medicine, Phenol, Bleaching powder, Utensils, Milk Powder, Fuel, Candle, Match Box, Lantern, Gas light, Torch, Tarpaulin , Note Book, Pen.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

4. Water & Sanitation Team

Name of the Team Leader:

Phone No. :

Sl.No.	Name	Sex	Age	Contact No.	Checklist
1.					Shovel, Spade, Cutter, Trowel, Sickle, Water Carrier, Water testing box, Water purifier, Disinfectants, Fuel, Temporary Latrine, Gloves, Max Shoe, Phenol, Rope, Saw, Note Book, Pen.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

5. FIRST AID TEAM

Name of the Team Leader:

Phone No. :

Sl.No.	Name	Sex	Age	Contact No.	Checklist
1.					First Aid Box, Delivery Box, ORS Packets, Hanger, List of Sick,
2.					

3.					First Aid Box, Delivery Box, ORS Packets, Hanger, List of Sick, Old, Children, Pregnant women, Lactic Mother, Water Purifier, Note Book, Pen, Stretcher.
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

6. Relief, Rehabilitation, Resources Mobilisation & Co-ordination Team

Name of the Team Leader:

Phone No. :

Sl.No.	Name	Sex	Age	Contact No.	Checklist
1.					List of all the people/ Households including livestock, List of people sheltered, Stock of Dry food/ration, Baby food, Fuel, List of volunteers helped in the last disaster, List of Donors with Telephone no. and Address, Family, Relief/ Ration Card, Register, Pen, Arrange vehicle to transport relief items.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

7. Carcass Disposal Team

Name of the Team Leader:

Phone No. :

Sl.No.	Name	Sex	Age	Contact No.	Checklist
1.					Spade ,Cutter, Crowbar, Shovel, Bamboo Sticks, Carrier , Disinfectants, Fuel, Gloves, Max Shoe, Phenol, Rope, Saw, List of Life/ Livestock insured, Camera, Note Book, Pen.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

8. Vigilance/Patrolling team

Name of the Team Leader:

Phone No. :

Sl.No.	Name	Sex	Age	Contact No.	Checklist
1.					Torch light, Bamboo sticks, Whistle, Ropes.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

9. Damage Assessment Team

Name of the Team Leader:

Phone No. :

Sl.No.	Name	Sex	Age	Contact No.	Checklist
1.					List of households, Livestock, Resource Inventory, List of APL/BPL/SC/ST, Camera (still & video), Note Book, and Pen.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

10. Counseling Team

Name of the Team Leader:

Phone No. :

Sl.No.	Name	Sex	Age	Contact No.	Checklist
1.					Note Book, Pen.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Approved by Representatives/Committee Members (VDMC):

We the undersigned, unanimously accept and approve of the Village Disaster Management Plan (VDMP) of as on dated.....

Sl. No.	Name of the Representatives/ Committee Members	Sex	Age	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

Details of VDMP Committee Members:

Sl. No.	Name & Address	Designation	Contact Numbers
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

(Pl note the VDMC can add or modify roles and responsibilities of various Teams (Quick Response Team) according to the felt need of the particular situation/locality/location from time to time. Further all the teams may invite other volunteers/representatives/people to help them in their work, however their names may not be in the plan).

List of Volunteers (NCC/NSS/NYK, etc.):

Sl. No.	Name	Branch	Sex	Age	Remarks (impart any training on Search and Rescue/First Aid, etc.)
1.					
2.					
3.					
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40.					

CHAPTER-VI

LIST OF IMPORTANT PHONE NUMBERS

Important Telephone/Mobile Numbers/Address:

Sl. No.	Name & Address	Designation	Contact Numbers			
			Office	Residential	Mobile	E-mail
1.		Deputy Commissioner				
2.		Chief Executive Officer (DDMA)				
3.		Superintendent of police (SP)				
4.		District Disaster Management Officer (DDMO)(DDMA)				
5.		Fire Officer				
6.		Superintendent/ Administrator (Government/ Private) Hospitals				
7.		Police In-Charge (Local Police Station)				
8.		Municipal Board/ Town Committee				
9.		Executive Engineer, MePDCL				
10.		Executive Engineer, PHE				
11.		Executive Engineer, PWD (Road)				
12.		Block Development Officer				
13.		Gram Sevak/Sevika				
14.		Divisional Forest Officer				
15.		District School Education Officer				

ANNEXURE

VILLAGE DISASTER MANAGEMENT TEAMS – VDMTs: ROLES AND RESPONSIBILITIES: PRE-DISASTER, DURING DISASTER AND POST DISASTER.

1. Early Warning Team

Roles and Responsibilities:

Pre Disaster Situation

- Listen to the news and warnings disseminated through All India Radio (AIR), Door Darshan (DD), office of DPRO, office from Block/Village Level and from Television, etc.
- Inform Village Disaster Management Committee and other Task Force members.
- Check Siren, Drum, Cycle, lists, Red Flags and other equipments/materials required to disseminate warnings in the village well in advance.
- Recheck and confirm warnings from Block Administration/Police Station through telephone contacts/VHF and information from their Block Administrations.

During Disaster Situation

- The warning team would warn the houses/persons those who have been identified as most vulnerable and put red flags on those houses that are required to be evacuated immediately after the warning.
- The team would inform the community the velocity/movement/direction of the immediate threat so that people can be evacuated as quickly as possible.
- Keep listening to news.

Post Disaster Situation

- The team, before informing the village regarding weakening of the threat, would get it checked from, if possible, Block/District Control Room/Police Station and act accordingly.
- Inform people the steps they need to take in the aftermath of a disaster.
- Inform Block/District EOC- Control Room.

2. Shelter Management Team

Roles and Responsibilities:

Pre Disaster Situation

- Check well in advance the identified shelters in the village like schools, community hall and churches.
- Emphasis should be given to see whether the doors, windows, electrification, latrine, water tank, etc are in order. Ensure that the tarpaulins are strong enough for construction of shelter places if an earthquake strikes.
- Arrange dry ration, water, medicines, candle, kerosene, utensils for at least one week, out of Community Contingency Fund.
- The team would make necessary arrangements to keep proper health and sanitation during their staying.
- Temporary latrines to be made separately for men and women.
- Special arrange should be made for pregnant women/ailing.

During Disaster Situation

- Ensure that people come to shelters with minimum food/water/candle/match box and other day to day requirements at least for three days.
- Register the name of the evacuees. If anyone found missing inform the Search and Rescue Team immediately.
- Make special arrangements for pregnant women and ailing persons.
- The team should strictly maintain health/hygiene in the shelter.
- Evacuees may be asked to use their own foodstuff first. Emphasis to be given on the use of safe drinking water.
- Emphasis should be given to maintain peace in the shelters, especially people to be motivated/persuaded not to pay heed to rumors.
- All the Task Force Team members will not be allowed to venture outside during fatal time.
- The team may arrange Worshipping and Praying only to divert the attention of the panicked people. Prayers help people to overcome their fears and worries during a disaster.
- A transistor radio should be in use in order to know the current situation of the possible threat as well as its departure and avoid confusions.

Post Disaster Situation

- Provide all kinds of support to the people till they go back to their homes.
- Arrange/collect relief items from other sources to maintain buffer stock.
- Help to distribute food, water and medicines to the sick and ailing.
- Maintain cleanliness inside and outside the shelter.
- Make necessary arrangements to have community feast.
- Make necessary arrangements to repair, if any, shelters immediately after the event is over.
- Support other teams and submit expenditure report, if any, to VDMC.

3. Search, Rescue & Evacuation Team

Roles and Responsibilities:

Pre Disaster Situation

- The things that are required are red flag, rope, torchlight, lantern, emergency light, whistle, cutter, saw, crowbar, pick-axe, gas welding, ladder, hammer (both big and small sizes), etc.
- Keep all lists ready. Specially the name of vulnerable people, sick and ailing, children and women.
- Check and keep all equipments/materials required to evacuate and rescue people ready, such as cycle, vehicles, rickshaw, boats etc. If any shortfall found it should immediately be arranged/replaced or repaired.
- For better transportation, bad roads or blocked roads should be repaired with the help of responsible governmental agencies.
- Dwellers of thatched/weak houses may be advised on how to retrofit their houses using locally available resources.
- Mound to be arranged to evacuate domestic animals with fodder in case of flood.
- Farmers/people may be advised to set their domestic animals free.

During Disaster Situation

- Warn/prevent people to venture outside during emergency and help the evacuees to get in to their respective shelters with minimum belongings.
- Rush to the spot if any casualty informed, if require take the help of First Aid team.
- Arrange shifting of acute cases to the nearest PHC/CHC/Hospital.
- Advice evacuees to maintain peace and sanitation during staying in the shelters.
- Keep vigil and do not allow anyone to go out during fatal time.
- If possible, try to find out missing persons within the community.

Post Disaster Situation

- Try to arrange vehicle/boat to shift acute cases to the nearest hospital.
- Clean roads/garbage in order to establish proper transportation/movement.
- Help the people to go back to their homes.
- Establish contact to the outside agencies who would like to help the needy.
- Help other Task Force groups.

4. First Aid Team

Roles and Responsibilities:

Pre Disaster Situation

- Recheck the list of pregnant women, lactic mothers, children, ailing, old and disabled and make necessary arrangement.
- Ensure that the First Aid Box contains medicines, bandage, plaster, sterilized blade, needle, scissor, chlorine tablets, halogen tablets, pain balm, ointment, clean cotton, ORS packets, Dettol etc.
- Explain/demonstrate people on how to use disinfectants/water purifier to get purified water and maintain good hygiene.
- Instruct Rescue Team to take special care for the pregnant/lactating mother, sick and ailing.

During Disaster Situation

- Take immediate step to address sick and injured. If possible try to shift the victims to the nearest PHC/CHC/Hospital before it is too late.
- Try to accompany rescue team in getting the victims/sick and ailing safe to the shelter places.
- Make special arrangement for the pregnant women.
- Instruct evacuees to take proper care of their food and drinking water.
- Assure them not be panicked.

Post Disaster Situation

- Try to reach the spot immediately to save life of a victim and make proper arrangement to shift the patient to PHC or CHC or Civil Hospitals and Private Hospitals, if situation arise.
- Help the government para-medical staff.
- Support government/ outside (NGO) medical team to attend the patients. Inform about serious cases.

- Take proper care not to allow epidemic spread inside the community. If noticed inform Block/District/PHC/CHC/Hospital immediately with accurate information regarding the number and symptoms of the patients.

5. Water & Sanitation Team

Roles and Responsibilities:

Pre Disaster Situation

- Collect disinfectants from nearest PHC/CHC/Urban HC/ANM.
- Collect kerosene/petrol/fire wood to destroy decomposed bodies in advance.
- Ensure regular disinfections of Tube Wells by PHE Department.
- Take measures to protect water sources from polluting due to flood.
- Arrange/ use lime to purify pond/well etc.
- Arrange temporary latrines near cyclone/flood shelters with adequate disinfectants.
- Keep the sewerage system clean and should have a continuous flow without blocking.
- Ensure that the places of staying and their surroundings are kept in a clean environment.

During Disaster Situation

- Ensure proper sanitation near shelters.
- Arrange/ensure evacuees to take boiled/purified water for drinking.
- Inform/demonstrate how to use chlorine/halogen tabs for drinking water.
- Use disinfectants in the wells/tube wells.
- Ensure that the water reserved by shelter management team is safe enough to use.
- Encourage saving rain water. Use purifier, if possible.

Post Disaster Situation

- Use disinfectants to keep the community out of spreading epidemics.
- Help Rescue Team to clean garbage.
- Help the Carcass Disposal Team to destroy dead bodies of animals. Use disinfectants in those areas for better hygiene.
- In case of human dead bodies take the permission of the concerned government department.
- Document and should keep photographs of the deceased person for identification in the future.
- Aware community regarding the use of disinfectants for drinking water and ensure people follow it. Keep the sewerage system clean.

6. Carcass Disposal Team

Roles and Responsibilities:

- Arrange fuel, firewood, bleaching powder, etc well in advance.
- Select a particular place to cremate/bury decomposed bodies.
- Collect the dead bodies. Identify them. It is advised to do the cremation with the knowledge of the owner of the domestic animal, if possible.

- Record the number of the insured animal. Communicate Veterinary Assistant Surgeon.
- In case of human dead bodies it is advised to keep record/photograph and before disposing, the team should inform PHC/CHC/Hospital- MO/Police Station.
- Sprinkle/put bleaching powder on the areas/spot where the dead bodies are found.

7. Counselling Team

Roles and Responsibilities:

- Listen patiently the statement / talks made by victims family those who have lost their nearest and dearest/domestic animal/livelihood and give them possible assurance.
- Inform about the rehabilitation programme meant for them by different organisations.
- Inform/ensure governmental aid for the victims.
- Help them to get involved in the post rehabilitation programme directly in order to revive them in to normal situation again.
- Organise a prayer session in the affected households.

8. Damage Assessment Team

Roles and Responsibilities:

- Check all the lists and make necessary updating.
- Make an authentic list of all the damaged lives, domestic animals, houses, boats, family belongings, community infrastructures, trees, livelihood assets, etc.
- Support the government functionaries to assess the damage.
- Inform NGOs and other Charitable Organisations to carry out rehabilitation programme.
- Help the families to get compensation without any hassle.

9. Relief, Rehabilitation, Resources Mobilisation & Co-Ordination Team

Roles and Responsibilities:

Pre Disaster Situation

- Arrange/make stock of dry food, water, baby food, medicine, fuel and other necessary items according to the population before hand to face any kind of eventuality.
- Support/help Extension Officers/ Gram Sevak from the District/Block to stock food stuff in the specified place.
- Arrange materials for providing temporary shelter, such as bamboo sticks, rope, polythene sheets, cutter, saw, straw, etc.
- Store fodder and medicines for the domestic animals.
- Calculate/arrange dry food requirements for the specified shelters at least for the first three (3) days.

During Disaster Situation

- Store required amount of relief materials in the specified shelters.
- Make individual family card for the evacuees to distribute dry food /rations properly.
- Distribute the food stuff and proper care should be taken to see that no individual is left out.
- The team member should inform the leader if any item is falling short or required more.

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