

As Per Standing Orders on Disaster

City Corporation Disaster Management Committee (CCDMC)

3.1.1 A City Corporation Disaster Management Committee is comprised of the following members

(i)	Mayor, City Corporation	1	Chairperson
(ii)	Chairman RAJUK/KDA/CDA/RDA/NHA	1	Member
(iii)	President, Chamber of Commerce and Industries of the city	1	Member
(iv)	Relevant Deputy Commissioner	1	Member
(v)	Relevant Police Commissioner	1	Member
(vi)	Ward Commissioners (all)	--	Member
(vii)	Chief Engineer, City Corporation	1	Member
(viii)	Chief Health Officer, City Corporation (in appropriate case)	1	Member
(ix)	General Manager (Transport), City Corporation (in appropriate case)	1	Member
(x)	Chief Town Planner (in appropriate case)	1	Member
(xi)	Chief Sanitation Officer, City Corporation (in appropriate case)	1	Member
(xii)	Representative of Chief Engineer of PWD (except DCC)	1	Member
(xiii)	Representative of Chief Engineer, R&H (except DCC)	1	Member
(xiv)	Director General, Directorate of Secondary and Higher Education	1	Member
(xv)	Representative of Director General, Ansar and VDP	1	Member
(xvi)	Representative of Director General, Geological Survey of Bangladesh	1	Member
(xvii)	Representative of Director General, Fire Service and Civil Defence	1	Member
(xviii)	Representative of Chief Engineer, Telephone and Telegraph Board	1	Member
(xix)	Representative of Director General, Disaster Management Bureau (only for DCC)	1	Member
(xx)	Representative of Director General, Directorate of Relief and Rehabilitation	1	Member
(xxi)	Representative of Director General, Health Services	1	Member
(xxii)	Representative of Armed Forces Division (in appropriate case)	1	Member
(xxiii)	Representative of Titas Gas (in appropriate case)	1	Member
(xxiv)	Representative of Chief Engineer of Power Development Board (other than Dhaka)/ DESA (for Dhaka) and DESCO	1	Member
(xxv)	Socially Reputed Persons or Civil Society Representatives (Chairperson nominated from the elite and renowned cultural personality, journalist, teacher, civil society representative and religious personality)	5	Member
(xxvi)	President, SANDHANI (for Dhaka) and his or her representative (other than Dhaka)	1	Member
(xxvii)	Women Representative (Nominated by Directorate of Women Affairs)	1	Member
(xxviii)	Representatives of the NGOs working in City Corporation (Nominated by the Chairperson from the national and international NGOs working in the City)	3	Member
(xxix)	Representative of Bangladesh Red Crescent Society	1	Member
(xxx)	Director BNCC (Dhaka), Representative of BNCC for other city corporations		Member
(xxxi)	Representative of Bangladesh Scout	1	Member
(xxxii)	Representative of Girl Guides	1	Member
	Representative WASA (in case of DCC)	1	Member
(xxxiii)	Representative of Anjuman-E-Mafidul Islam	1	Member
(xxxiv)	Chief Executive Officer, City Corporation	1	Member-Secretary

3.1.2 Concerned Honourable Member(s) of the Parliament will be the advisor of this CCDMC.

- 3.1.3 The chairperson of the committee can co-opt maximum 3 (three) more members and form groups and sub-groups or form ward committees considering the local situation and special circumstances.

3.1.4 Meetings

- 3.1.4.1 During normal time, the committee will meet once in two month.
- 3.1.4.2 During warning phase and pre-disaster period, the committee shall meet more than one time in a week.
- 3.1.4.3 During disaster period the committee shall meet as and when needed (once daily), at least once in a week.
- 3.1.4.4 In recovery phase the committee will meet once a week.
- 3.1.4.5 The committee can meet any time if needed or part of the committee can meet with the other development committees bi-laterally or multilaterally.
- 3.1.4.6 The committee can request any member(s) or specialist(s) of the locality to attend any particular meeting.
- 3.1.4.7 Quorum will be constituted by 1/3rd members of the committee during normal period and post-disaster period. During warning phase and disaster period, quorum will be constituted by 1/4th members of the committee.
- 3.1.4.8 An updated list of City Corporation Disaster Management Committee (CCDMC) members will have to be submitted to DMB by 15th January of each year duly signed by the chairperson of the CCDMC. The list must be submitted irrespective of any changes in the composition of the committee. After a new election of the City Corporation(s), the CCDMC should be reconstituted and be submitted to DMB.

3.1.5. Responsibilities of the City Corporation Disaster Management Committee :

3.1.5.1 Risk Reduction

- 3.1.5.1.1. Arrange regular training and workshops on disaster management especially on earthquake issues by keeping the DMB informed.
- 3.1.5.1.2. Hold a hazard, vulnerability and risk analysis at City Corporation level and prepare contingency plan for earthquake and other natural and human induced disasters e.g. for fire, flood etc. Ensure that all life line support agencies e.g. WASA, DESA, Gas companies, T&T have their own agency contingency plan for earth quake, fire and subsequent mass causality management.
- 3.1.5.1.3. Identify community at risk based on age, sex, physical fitness, social status, profession and economic condition.
- 3.1.5.1.4. Prepare short, medium and long-term vulnerability reduction and capacity building action plan for the high-risk people with the active participation of the community at risk
- 3.1.5.1.5. Organize regular meetings on developmental issues with organizations working at City Corporation level who have development programmes and who are providing services to take decisions for the implementation of short, medium and long term action plans and to review the progress.
- 3.1.5.1.6. Establish effective coordination with utility services for immediate restoration of lifeline services and manage local fund for the implementation of risk reduction action plans.
- 3.1.5.1.7. Inform the DMB on the progress of implementation of the action plans
- 3.1.5.1.8. Prepare a comprehensive disaster management action plan, which will enable the local community, authority of the City Corporation and local organizations to support the poor and vulnerable community for increasing their income and other abilities for risk reduction and for taking necessary security measures against any impending warnings and disaster:
- 3.1.5.1.9. Ensure that the local people are kept informed and capable of taking practical measures for the reduction of risk at household and community levels and also disseminate widely the

success stories among the local people about reducing risks at household and community levels.

- 3.1.5.1.10. Arrange speedy and effective dissemination of forecasts relating to disasters (cyclone, tidal surge, tsunami, heavy rainfall, flood, water logging, high tide, cold wave, etc.) among individuals, volunteers and target organizations and make them able to take effective roles to save their lives and property during disaster.
- 3.1.5.1.11. Build the capacity of local institution, volunteers, and the community to adopt disaster (cyclone, tidal surge, tsunami, earthquake, tornado, flood, water logging, salinity, high tide, cold wave) resistant housing features.
- 3.1.5.1.12. Build the capacity of the local institution, earthquake volunteers, and the community to adapt with disaster resistant agriculture and other livelihood options. Institutionalize the training for mason and bar binders on earthquake resilient structure constructions.
- 3.1.5.1.13. Determine specific safe centre/shelter where the people of particular area will go at the time of disaster and assign responsibilities to different individuals and organizations – for providing various services and securities at the shelters.
- 3.1.5.1.14. Ensure supply of safe drinking water and if necessary, other services from specific points near the shelter/centre.
- 3.1.5.1.15. Train the students, youth, local club members and volunteers on community based water purification techniques so that during disaster, they can supply safe drinking water in their own community during emergencies.
- 3.1.5.1.16. Identify open space at city corporations to establish field hospitals & medical operations for mass casualties management. Keep stocks of emergency life saving drugs and other support facilities at City Corporation and Ward level for use during disaster.
- 3.1.5.1.17. Prepare relevant preparedness plans for search & rescue, primary relief operation, and local arrangement for rehabilitation of severely affected families.
- 3.1.5.1.18. Arrange for rehearsals or drills on the dissemination of warnings/forecasts, evacuation, rescue and primary relief operations (if necessary, committee can seek assistance from DMB).

3.1.5.2. Emergency Response

3.1.5.2.1. Warning Period

- 3.1.5.2.1.1. Disseminate warnings/forecasts, evacuate the vulnerable people as per evacuation plan, check the overall preparation for rescue operation and prepare the rescue team.
- 3.1.5.2.1.2. Engage trained institutions, volunteers and people in the field for effective and speedy dissemination of early warnings/forecasts and to coordinate and monitor the whole warnings/forecasts dissemination system.
- 3.1.5.2.1.3. Visit the pre-selected emergency safe centres/shelter and ensure that different organizations and individuals are alert and ready to provide essential services and security at the centres.
- 3.1.5.2.1.4. Review and take alternative measures to ensure the supply of safe drinking water from the selected places nearby the shelter centre.
- 3.1.5.2.1.5. Take emergency measures to fill up the stock of life saving drugs after careful scrutiny of the stock of life saving drugs at City Corporation and Ward level.
- 3.1.5.2.1.6. Prepare a checklist of emergency activities during disaster including the time schedule of the assigned personnel.

3.1.5.2.2. During Disaster Onset

- 3.1.5.2.2.1. Operate emergency rescue work with the facilities locally available and if directed, provide support services to other rescue teams.
- 3.1.5.2.2.2. Take emergency measures to prevent diarrhoea and other water borne diseases by preparing oral-saline and water purification tablets by the trained students, youths, club members and volunteers using local resources or emergency assistance.
- 3.1.5.2.2.3. Coordinate all relief activities (GO-NGO) in the City Corporation so that relief materials are distributed impartially.

- 3.1.5.2.2.4. Ensure dissemination of correct information for protecting the people from being upset by rumour related to disaster.
- 3.1.5.2.2.5. Take necessary measures for ensuring the security of the local and outside relief workers during disaster.
- 3.1.5.2.2.6. Ensure the overall security of women, children and persons with disability during disaster residing in safe centres/shelters and other places.
- 3.1.5.2.2.7. Take necessary measures to protect environmental degradation by arranging quick funeral ceremonies of dead bodies and quick disposal of dead domestic animals.
- 3.1.5.2.2.8. Assist people to transfer their essential resources (livestock, poultry, essential food, kerosene, candle, matches, fuel, radio, etc.) to safe places.

3.1.5.2.3. Post Disaster Period

- 3.1.5.2.3.1. Collect and submit statistics regarding loss due to disaster according to directives from Disaster Management Bureau.
- 3.1.5.2.3.2. Allocate and distribute on the basis of actual needs, the materials received from local source or Directorate of Relief and Rehabilitation/ other sources for relief and rehabilitation work according to the directives of DMB or district authority.
- 3.1.5.2.3.3. Submit accounts of materials received to DMB and donor agency (if the donor provided relief fund).
- 3.1.5.2.3.4. Take necessary measures so that people can come back to their previous place after the disaster is over. In such cases, if there is any dispute regarding the legality of the land, which should not be an obstacle to come back to the previous place after the disaster.
- 3.1.5.2.3.5. Arrange counselling for the psycho-traumatic people due to disaster with the collaborative support of experts and community elites.
- 3.1.5.2.3.6. Instruct the health related personnel to provide appropriate and adequate care to disaster affected people and if needed, request the district health authority for assistance.
- 3.1.5.2.3.7. Arrange workshop with the participation of concern institutions and individuals on the lessons learned during and after the disaster.
- 3.1.5.2.3.8. In addition, follow SOD and comply with instant orders of appropriate authority.