

## *As Per Revised Standing Orders on Disaster*

### **Upazila Disaster Management Committee (UzDMC)**

3.3.1 A Upazila Disaster Management Committee is comprised of the following members

(i)	Upazila Nirbahi Officer	1	Chairperson
(ii)	Mayor of Pourashava located in the Upazila (in appropriate case)	1	Member
(iii)	Chairman of Union Parishad(s)	----	Member(s)
(iv)	Government Officers at Upazila Parishad (Upazila Agriculture Officer, Upazila Fisheries Officer, Upazila Livestock Officer, Upazila Education Officer, Upazila Project officer ( <i>Upobritti</i> ), Upazila Women Affairs Officer, Upazila Food Controller, Assistant Commissioner (Land), Upazila Health and Family Planning Officer, Officer-in-Charge (Police), Upazila Engineer, Sub-Assistant Engineer (Public Health), Upazila Social Welfare officer, Upazila Youth Development Officer, Upazila Cooperative Officer, Upazila Ansar-VDP Officer, Representative Upazila FSCD, Assistant Director, CPP (in appropriate case)	16	Member
(v)	Representatives of Women (Co-opted members in Upazila Parishad)	3	Member
(vi)	President of BRDB/Central Cooperatives Samity	1	Member
(vii)	Assistant Director, CPP (in appropriate case)	1	Member
(viii)	Representative of Bangladesh Red Crescent Society (in appropriate case)	1	Member
(ix)	Representatives of NGOs (one representative each from Local, National and International NGOs nominated by the UNO)	3	Member
(x)	Socially Reputed Persons or Civil Society Representatives (President of Press Club, President of Traders Association and Principal of a College or Madrasha, nominated by the UNO)	3	Member
(xi)	Upazila Commander of Freedom Fighter Command Council	1	Member
(xii)	Upazila Project Implementation Officer (PIO)	1	Member Secretary

3.3.2 Concerned Honourable Member of the Parliament will be the advisor of this UzDMC.

3.3.3 The chairperson of the Committee can co-opt maximum 3 (three) more members and form groups and sub-groups considering the local situation and special circumstances.

#### **3.3.4 Meetings**

3.3.4.1 During normal time, the committee will meet once in a month.

3.3.4.2 During warning phase and pre-disaster period, the committee shall meet more than one time in a week.

3.3.4.3 During disaster period the committee shall meet as and when needed (once daily), at least once in a week.

3.3.4.4 In recovery phase the committee will meet once a week.

3.3.4.5 The committee can meet any time if needed or part of the committee can meet with the other development committees bi-laterally or multilaterally.

3.3.4.6 The committee can request any member(s) or specialist(s) of the locality to attend any particular meeting.

3.3.4.7 Quorum will be constituted by 1/3<sup>rd</sup> members of the committee during normal period and post-disaster period. During warning phase and disaster period, quorum will be constituted by 1/4<sup>th</sup> members of the committee.

3.3.4.8 An updated list of members of UzDMC will have to be submitted to DDMC by 25 January of each year duly signed by the chairperson of the UzDMC. The list must be submitted irrespective

of any changes in the composition of the committee. The Pourashava DMC and Union DMCs submitted to Upazila DMC submitted by the concerned will have to be sent to District DMC.

### **3.3.5. Responsibilities of Upazila Disaster Management Committee:**

#### **3.3.5.1. Risk Reduction**

- 3.3.5.1.1. Assist union and pourashava DMC to form and activate a comprehensive DMC at Union and Pourashava level, so that the DMCs can provide proper guidance, get the right and correct information and can exploit benefits from imparted training.
- 3.3.5.1.2. Assist Union and Pourashava DMCs to increase their efficiency in developing local warning system, risk reduction programming, rescue and recovery strategy and awareness raising strategy.
- 3.3.5.1.3. Ensure that disaster risk reduction approaches are well considered during planning and implementation of development programmes of union, pourashava and Upazila.
- 3.3.5.1.4. Arrange training and workshops on regular basis on disaster issues and assist union and pourashava DMCs to arrange training and workshop and keep the DDMC informed of progress and constraints.
- 3.3.5.1.5. Assist union and pourashava disaster management committees to hold a hazard, vulnerability and risk analysis at Union and pourashava level; compile hazard, vulnerability and risk assessment of unions and pourashavas and prepare a hazard, vulnerability and risk assessment report for the Upazila.
- 3.3.5.1.6. Assist union and pourashava DMCs to identify the most vulnerable area or people at high risk by sex, age, physical-ability, social status, occupation and economic status, compile the list of people at high risk at different union and pourashavas and based on the lists prepare a report and location map of people at risk in the Upazila and to send the report to the DDMC.
- 3.3.5.1.7. Assist union and pourashava DMCs to prepare a short, medium and long term vulnerability reduction and capacity building action plan for the identified high-risk people with active participation of the people at risk; compile the action plans and prepare a Upazila level action plan and send a copy to DDMC.
- 3.3.5.1.8. Facilitate coordination among the development agencies and service providers through Quarterly coordination meeting and take decision about implementation of the short, medium and long term action plan for risk reduction as well as review the progress of the implementation of the RRAPs.
- 3.3.5.1.9. Assist union and pourashava DMCs to raise fund in legal way at local level to implement the risk reduction action plan.
- 3.3.5.1.10. Update the progress of implementation of Upazila level action plan and other related activities and report to the DDMC.
- 3.3.5.1.11. Prepare a Comprehensive Disaster Management Action Plan with a view to enabling local people, Union, Pourashava and Upazila authority and local organizations to increase the capacity of the poor and vulnerable people to enhance their income and other assets for risk reduction and also 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.
- 3.3.5.1.12. Take steps for capacity building of Upazila officers, relevant persons and institutions, union and pourashava authorities, volunteers and other people so that they can forecast and publicize warnings relating to hazards (cyclones, storms, floods, droughts, tidal surge, tsunami, over-rainfall, under-rainfall, water logging, high tide, cold waves etc.) in the quickest possible way and also inform people about their responsibilities of saving their lives and properties from disaster.
- 3.3.5.1.13. Building the capacity of union and pourashava disaster management committees, local institutions, volunteers and people in a way that they can help and motivate people to adopt

disaster (Cyclone/ Tidal surge/ Tsunami/ Earthquake/ Tornado/ Flood/ Water/Logging/ Salinity/ High Tide/ Cold Wave) resistant housing features.

- 3.3.5.1.14. Building the capacity of union and pourashava DMCs, local institutions, volunteers and people in a way that they can help and motivate people to adapt with disaster resistant agriculture and other livelihood options.
- 3.3.5.1.15. 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 and securities at the centre/shelter. Assist union and pourashava DMCs to be more efficient to do the same work at union and pourashava level.
- 3.3.5.1.16. Ensure supply of safe water and if necessary other services from specific points near the shelter/centre with the help of Upazila authority. Assist union and pourashava DMCs to be more efficient to do the same work at union and pourashava level.
- 3.3.5.1.17. Assist Union and Pourashava DMCs to train the students, youths, local clubs and volunteers on community based water purification technology, so that during disaster, they can supply water-purifying technology during emergencies in their community until external support reaches the high-risk people.
- 3.3.5.1.18. Assist Union and Pourashava DMCs to plan for preparing some community Based High land, which can be used as play ground in normal time and can be used as shelter place during disaster period where livestock, poultry, emergency food, kerosene, lamp, candle, matches, fuel wood, radio and other important resources could be shifted along with the people.
- 3.3.5.1.19. Assist Union and Pourashava DMCs to stock emergency life-saving medicines at union and pourashava level for use during disaster.
- 3.3.5.1.20. Prepare relevant plans for rescue, primary relief operation, and restoration of communication with District Headquarters and Union Authorities and local arrangement for rehabilitation of severely affected families.
- 3.3.5.1.21. Monitor the activities and Progress of Implementation of Action Plans of Union and Pourashava DMC and submit a progress report of Upazila Disaster Management Action Plan to the DDMC.
- 3.3.5.1.22. Arrange for rehearsals or drills on the dissemination of warning signals/forecasts, evacuation, rescue and primary relief operations (if necessary committee can seek assistance from district Authority).

### **3.3.5.2. Emergency Response**

#### **3.3.5.2.1. Warning Period**

- 3.3.5.2.1.1. Disseminate warning and security messages, evacuate the vulnerable people as per evacuation plan, cast an eye on the last moment check of rescue team and its preparation and take effective measure to minimize gap as a high priority.
- 3.3.5.2.1.2. Engage trained institutions, volunteers and people in field for effective and rapid dissemination of early warning messages to the vulnerable community and monitor the whole security and warning message dissemination activities.
- 3.3.5.2.1.3. Visit the pre-determined emergency shelter centre and be sure that for essential services and security different organizations and volunteers are alert and ready to provide services.
- 3.3.5.2.1.4. Review the practicality of water supply sources nearby the shelter centre and if necessary, fill the gaps that people can get safe water supply during disaster from these water sources.
- 3.3.5.2.1.5. Conduct a mock or drill to be ensured that the trained students, youths, with club members and volunteers can prepare water-purification technology at their locality and can supply the victims during emergencies and to monitor that adequate materials are ready to prepare such water-purification technology.
- 3.3.5.2.1.6. Review the stock of life saving medicines at union level and evaluate its adequacy to supply victims during disaster.

- 3.3.5.2.1.7. Prepare a checklist of emergency works to-do during disaster and be sure that appropriate materials and people are available for use.

### **3.3.5.2.2. During Disaster**

- 3.3.5.2.2.1. Operate “EOC” at Upazila level to coordinate evacuation, rescue and relief activities.
- 3.3.5.2.2.2. Organize emergency rescue work by using locally available facilities in times of need and if directed assist others in rescue works.
- 3.3.5.2.2.3. Coordinate all relief activities (GO-NGO) in the Upazila in a manner that social justice (on the basis of who needs, what is needed and how much is needed) is ensured in relief distribution;
- 3.3.5.2.2.4. Protect people from upset creating rumour during hazard period by providing them correct and timely information.
- 3.3.5.2.2.5. During hazard ensure security of the local and outside relief workers.
- 3.3.5.2.2.6. Ensure the security of women, children and person with disability during hazard.
- 3.3.5.2.2.7. Take necessary actions to protect environmental degradation by quick funeral of corpses and burying the animal dead bodies.
- 3.3.5.2.2.8. Help people to transfer their essential resources (livestock, poultry, essential food, kerosene, candle, matches, fuel, radio, etc.) to safe places.
- 3.3.5.2.2.9. Enforce Union and Pourashava DMCs to prepare water purification technology (tablet) at local level with the help of trained students, youths, clubs and volunteers; and distribute those products at emergency among the people at risk before being caught by diarrhoea or other water borne diseases.

### **3.3.5.2.3. Post-Disaster Period**

- 3.3.5.2.3.1. Collect statistics of loss incurred in disaster in the light of guidelines of Upazila Engineer, and DDMC and send the same to DDMC.
- 3.3.5.2.3.2. Provide data and statement to the DDMC regarding damage, need, received resources and priority for relief and rehabilitation works.
- 3.3.5.2.3.3. Plan the rehabilitation work in a way that essential measures for future risk reduction is well considered.
- 3.3.5.2.3.4. Take steps for distribution of articles for rehabilitation received locally or from Relief and Rehabilitation Directorate and from any other source following the guidelines from Upazila Engineer, and UzDMC.
- 3.3.5.2.3.5. Supervise and keep accounts of the relief and rehabilitation materials distributed and send it to DDMC and donor agency (if the donor provided relief fund).
- 3.3.5.2.3.6. Ensure that due to hazard the people who were displaced can come back to their previous places; in this case, dispute (if there is any) regarding the land of the displaced people should not be an obstacle to come back to the peace after disaster.
- 3.3.5.2.3.7. Counsel the psycho-traumatize people due to hazard with the support of the community and experts.
- 3.3.5.2.3.8. Ensure that the injured people are getting fair and just treatment from health service providers, if necessary; committee can recommend for Upazila and District level assistance.
- 3.3.5.2.3.9. Arrange a lesson learning session with the participation of concern institutions and individuals on learning from during hazard and after hazard. Coordinate the disaster relevant activities of different departments at Upazila level.
- 3.3.5.2.3.10. In addition to the above follow SOD related issues and instant orders of appropriate authority.