

As Per Revised Standing Orders on Disaster

District Disaster Management Committee (DDMC)

3.2.1 A District Disaster Management Committee is comprised of the following members

(i)	Deputy Commissioner	1	Chairperson
(ii)	Chief Executive Officer of Zila Parishad	1	Member
(iii)	Heads of all concerned departments at district level [Superintendent of Police, Civil surgeon, Deputy Director (Department of Agricultural Extension), District Fisheries Officer, District Livestock Officer, District Primary Education Officer, District Education Officer, District Women Affairs Officer, District Food Controller, Executive Engineer (Public Health), Executive Engineer (LGED), Deputy Director (Social Welfare), Deputy Director (Youth Development), District Cooperative Officer, District Ansar VDP Adjutant, District Information Officer, Executive Engineer (Water Development Board), Executive Engineer (PWD), Executive Engineer (R &H), Assistant Director/Deputy Assistant Director (FSCD), District in- Charge BISIC, Senior Official of a Nationalized Bank nominated by the DC	22	Member
(iv)	Mayor of District Headquarter Pourashava	1	Member
(v)	All Upazila Nirbahi Officers (UNO)	--	Member
(vi)	Women representatives (Nominated by the DC)	2	Member
(vii)	District Representative of Red Crescent Society (in appropriate case)	1	Member
(viii)	Representative of Cyclone Preparedness Programme (in appropriate case)	1	Member
(ix)	Representatives of NGOs (one representative each from Local, National and International NGOs selected by the DC)	3	Member
(x)	Socially Reputed Persons or Civil Society Representatives (President of the Press Club, President of the Lawyers Association, President of the Chambers or Business Society, Principal of College/Madrasha- nominated by the Chair of DDMC)	4	Member
(xi)	District Commander of District Muktiyodha Sangsad	1	Member
(xii)	President of the District Scout	1	Member
(xiii)	President of the District Committee, Union Parishad Forum	1	Member
(xiv)	Representative of the Armed Forces Division (during disaster)	1	Member
(xv)	District Relief and Rehabilitation Officer (DRRO)	1	Member Secretary

3.2.2 Concerned Honourable Member(s) of the Parliament will be the advisor of this DDMC. If there is a City Corporation located in the district, one representative of the City Corporation will be a member.

3.2.3 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.

3.2.4 Meetings

3.2.4.1 During normal time, the committee will meet once in two months.

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

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

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

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

- 3.2.4.6 The committee can request any member(s) or specialist(s) of the locality to attend any particular meeting.
- 3.2.4.7 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.
- 3.2.4.8 An updated list of members of DDMC will have to be submitted to DMB by 10 February of each year duly signed by the chairperson of the DDMC. The Pourashava DMC, UzDMC and UDMCs submitted by UzDMC will have to be sent to DMB. The list must be submitted irrespective of any changes in the composition of the committee.

3.2.5. Responsibilities of the District Disaster Management Committee

3.2.5.1. Risk Reduction

- 3.2.5.1.1. Ensure the constitution of UzDMC and Pourashava DMCs (Grade 'A') with its activation, ensure receipt of directives and information and draw benefits from available training facilities.
- 3.2.5.1.2. Arrange training and workshops on disaster related issues regularly by keeping the DMB informed.
- 3.2.5.1.3. Ensure that the risk factors of disaster and the possibilities of reduction of risks have been fully considered while preparing and implementing development programmes at district level. Ensure BNBC is fully met while constructing public or private structures.
- 3.2.5.1.4. Prepare a comprehensive report on "Hazard, vulnerability and risk assessment" at district level based on the compilation of "Hazard, vulnerability and risk assessment report" prepared by Upazila and Pourashava (grade 'A') DMCs and submit the same to the DMB.
- 3.2.5.1.5. Prepare a contingency plan (emphasis on earthquake and fire) and update regularly.
- 3.2.5.1.6. Prepare a comprehensive report on the lists of vulnerable community and location map' at district level based on the compilation of 'lists of vulnerable community and location map' prepared by individual Upazila and Pourashava (grade 'A') DMCs and submit the same to the DMB.
- 3.2.5.1.7. Prepare comprehensive short, medium and long-term risk reduction action plans at district level based on the compilation of short, medium and long-term risk reduction action plans prepared by Upazilas and Pourashava (grade 'A') DMCs and submit the same to the DMB.
- 3.2.5.1.8. Regularly review the implementation status of the short, medium and long-term action plans through coordinating the programmes of development and service organizations at district level.
- 3.2.5.1.9. Provide necessary support to union, Pourashava and Upazila disaster management committees to create local level fund appropriate for the implementation of the risk reduction action plans.
- 3.2.5.1.10. Inform the DMB on the progress of action plan and other activities at district level.
- 3.2.5.1.11. Disseminate forecasts and warnings regarding disasters and make the people conscious about them.
- 3.2.5.1.12. Prepare a district disaster risk reduction action plan (RRAP) 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:
- 3.2.5.1.13. Ensure speedy and effective publicity of forecasts and warnings relating to disasters (tornado, cyclone, tidal surge, earthquake, landslide, river erosion, tsunami, heavy rainfall, no rainfall, drought, flood, water logging, high tide, cold wave, etc.) among all officials of the district, relevant individuals/organizations and take measures to send the messages to the concerned individuals at the union, Pourashava and Upazila levels; and assist the implementation of the action plans prepared by the union, Pourashava and UzDMCs with the coordination efforts of district level government and non-government organizations.

- 3.2.5.1.14. Select specific safe centre/shelters for evacuation of the people from district headquarters and to build capacity and assign responsibility to different individuals and organizations for rendering various services and securities at the shelters. Build their capacity and instruct all the departments to provide necessary support to the union, Pourashava and Upazila DMCs.
- 3.2.5.1.15. Ensure supply of safe drinking water, which can be filled in cans, ensure security and other essential services at the safe centres/shelters located in the district headquarters. And arrange similar services and facilities at union, Pourashava and Upazila levels in communication with union, Pourashava and Upazila DMCs.
- 3.2.5.1.16. Take all necessary measures to activate union, Pourashava and Upazila DMCs; at the same time, provide necessary support to the union, Pourashava and Upazila DMCs in rescue work and emergency relief work and preparation of contingency plans for essential services in the interior of the district along with district headquarters, Upazila headquarters and Pourashava (grade 'A') and disaster management information centre (DMIC).
- 3.2.5.1.17. Arrange occasional rehearsals or drills on the dissemination of warnings/forecasts, evacuation, rescue and primary relief operations with assistance from DMB and Upazila/Pourashava authority.
- 3.2.5.1.18. Monitor the progress of the activities & implementation status of the action plans of Upazila & Pourashava DMCs (grade 'A') and submit a comprehensive progress report to DMB regularly.

3.2.5.2. Emergency Response

3.2.5.2.1. During Warning Period

- 3.2.5.2.1.1. Disseminate warnings/forecasts, evacuate the vulnerable people as per evacuation plan, check the overall preparation for rescue operation and prepare the rescue team.
- 3.2.5.2.1.2. 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.
- 3.2.5.2.1.3. Visit the pre-selected emergency shelters/safe centres and ensure that different organizations and individuals are alert and ready to provide essential services and security at the centres.
- 3.2.5.2.1.4. Review and take alternative measures to ensure the supply of safe drinking water from the selected places nearby the safe centres/shelters.
- 3.2.5.2.1.5. Conduct a mock or drill, on a small scale, with the trained students, youths, club members and volunteers on the community based water-purification techniques and ensure all the relevant preparatory measures for speedy supply of water after proper purification.
- 3.2.5.2.1.6. Take emergency measures to fill up the stock of life saving drugs after carefully scrutinizing the stock of life saving drugs at Pourashava level.
- 3.2.5.2.1.7. Prepare a checklist of emergency activities including the time schedule of the assigned personnel.

3.2.5.2.2. During Disaster

Operate "Emergency Operation 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 within the district.

- 3.2.5.2.2.1 Operate emergency rescue work with the facilities locally available and coordinate mobilization of rescue teams for rescue operations in severely affected Upazilas and Pourashavas.
- 3.2.5.2.2.2 Coordinate all relief activities (GO-NGO) at union, Pourashava, Upazila and district level so that relief materials are distributed impartially.
- 3.2.5.2.2.3 Ensure dissemination of correct information for protecting the people from being upset by rumour related to disaster.

- 3.2.5.2.2.4 Take necessary measures for ensuring the security of the local and outside relief workers during disaster.
- 3.2.5.2.2.5 Ensure the overall security of women, children and persons with disability during disaster (residing in safe centres/shelters and other places).
- 3.2.5.2.2.6 Take necessary measures to protect environmental degradation by arranging quick memorial services of dead bodies and quick disposal of dead domestic animals.
- 3.2.5.2.2.7 Assist people to transfer their essential resources (livestock, poultry, essential food, kerosene, candle, matches, fuel, radio, etc.) to safe places.

3.2.5.2.3. Post Disaster Period

- 3.2.5.2.3.1. Collect and verify statistics relating to loss according to instructions issued by Disaster Management Bureau and other national authorities from Upazila officials and members of the Upazila/Pourashava DMCs regarding loss due to disaster according to directives of DMB and other national authorities; to determine priority and requirements through emergency survey by officials or any other competent persons.
- 3.2.5.2.3.2. Supply information relating to loss, needs, available resources and priority needs for relief and rehabilitation work to the EOC at the MoFDM and DMIC of DMB.
- 3.2.5.2.3.3. Prepare contingency plans for rehabilitation work carefully based on priority measures for risk reduction at district level.
- 3.2.5.2.3.4. Allocate and distribute the materials to Upazila/Pourashava, received from local source or Relief Directorate/any other sources on realistic basis according to necessity as per directives issued from DMB and district authority.
- 3.2.5.2.3.5. Supervise the distribution of materials under relief and rehabilitation activities and maintain their account and send the same to national authority and other relief donor organizations.
- 3.2.5.2.3.6. Take necessary measures so that people can come back to their previous places after the disaster is over. In such cases, if there is any dispute regarding the legality of the land that should not be an obstacle to come back to the previous place after disaster.
- 3.2.5.2.3.7. Arrange counselling for the psycho-traumatic people due to disaster with the collaborative support of experts and community elites.
- 3.2.5.2.3.8. Instruct the health related personnel of the district and Upazila level to provide appropriate and adequate care to disaster affected people and if needed, request the district health authority for assistance.
- 3.2.5.2.3.9. Arrange workshop with the participation of concern institutions and individuals on the lessons learned during and after the disaster.
- 3.2.5.2.3.10. Perform responsibility of overall coordination among various departments at district level.
- 3.2.5.2.3.11. In addition, follow the “SoD” and comply with instant orders of appropriate authority.