

As Per Standing Orders on Disaster

Union Disaster Management Committee (UDMC)

3.5.1 A Union Disaster Management Committee is comprised of the following members

(i)	Union Parishad Chairman	1	Chairperson
(ii)	Members of the Union Parishad	12	Member
(iii)	Teacher Representative (Nominated by Chairman)	1	Member
(iv)	Government officials working at Union Level (Sub-Assistant Agriculture Officer, Union Health and Family Planning Centre in-charge, Union Tax Collector (<i>Tahshildar</i>), BRDB Field Worker, Representative of Social welfare department)	7	Member
(v)	Representative of Vulnerable Women (Nominated by Chairman)	1	Member
(vi)	Representative of the CPP (in appropriate case)	1	Member
(vii)	Representative of Bangladesh Red Crescent Society (in appropriate case)	1	Member
(viii)	Representatives of NGOs (one representative each from Local, National and International NGOs nominated by the Chairman)	3	Member
(ix)	Representative of the Peasant and Fishermen Society (If no society, person will be nominated by Chairman)	2	Member
(x)	Socially Reputed Persons or Civil Society Representatives (Nominated by the Chairman)	2	Member
(xi)	Representative of Freedom Fighter (Nominated by Upazila Freedom Fighters Command Council)	1	Member
(xii)	Imam/Priest/Other religious leader (Nominated by Chairman)	2	Member
(xiii)	Representative of Ansar and VDP (Nominated by Upazila Ansar VDP Officer)	1	Member
(xiv)	Secretary, Union Parishad	1	Member Secretary

3.5.2 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.

3.5.3 Meetings

- 3.5.3.1 During normal time, the committee will meet once in a month.
- 3.5.3.2 During warning phase and pre-disaster period, the committee shall meet more than one time in a week.
- 3.5.3.3 During disaster period the committee shall meet as and when needed (once daily), at least once in a week.
- 3.5.3.4 In recovery phase the committee will meet once a week.
- 3.5.3.5 The committee can meet any time if needed or part of the committee can meet with the other development committees bi-laterally or multilaterally.
- 3.5.3.6 The committee can request any member(s) or specialist(s) of the locality to attend any particular meeting.
- 3.5.3.7 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.
- 3.5.3.8 An updated list of members of UDMC will have to be submitted to UzDMC by 15 January of each year duly signed by the chairperson of the UDMC. The list must be submitted irrespective of any changes in the composition of the committee.

3.5.4. Responsibilities of Union Disaster Management Committee

3.5.4.1. Risk Reduction

- 3.5.4.1.1. Ensure that local people are kept informed and capable of taking practical measures for the reduction of risk at household and community level and also disseminate the success stories of reducing disaster risks at household and community level widely among the local people.
- 3.5.4.1.2. Arrange training and workshops on regular basis on disaster issues and keep the UzDMC informed.
- 3.5.4.1.3. Hold a hazard, vulnerability and risk analysis at Union level and prepare risk reduction action plan (RRAP) and contingency plan for Earthquake and other hazards.
- 3.5.4.1.4. Identify the most vulnerable or people at high risk by sex, age, physical ability, social status, occupation and economic status.
- 3.5.4.1.5. 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.
- 3.5.4.1.6. Facilitate coordination among the development agencies and service providers through quarterly coordination meeting and take decision about implementation of the action plan for risk reduction as well as review the progress of the risk reduction action plan.
- 3.5.4.1.7. Raise fund at local level to implement the risk reduction action plan.
- 3.5.4.1.8. Update the progress of implementation of action plan and other activities and report to the Upazila DMC
- 3.5.4.1.9. Prepare a Comprehensive Disaster Management Action Plan with a view to enabling local people, Union authority and local organizations to increase the capacity of 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.
- 3.5.4.1.10. Take steps for capacity building of relevant persons and institutions, union authority, volunteers and people in a way 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 wave etc.) in the quickest possible manner and also inform people about their responsibilities of saving their lives and properties from disaster.
- 3.5.4.1.11. Build the capacity of 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.
- 3.5.4.1.12. Build the capacity of 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.
- 3.5.4.1.13. 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 shelter/centre.
- 3.5.4.1.14. Ensure supply of safe water and if necessary other services from specific points near the shelter/centre with the help of Upazila authority.
- 3.5.4.1.15. Train the students, youths, local club members 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.
- 3.5.4.1.16. 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 and where livestock, poultry, emergency food, kerosene, lamp, candle, matches, fuel wood, radio and other important resources could be shifted along with the people.
- 3.5.4.1.17. Stock emergency life-saving medicines at union level (Union Health and Family Welfare Centre) for use during disaster.
- 3.5.4.1.18. Prepare relevant plans for rescue, primary relief operation, and restoration of communication with Upazila Headquarters and local arrangement for rehabilitation of severely affected families.

- 3.5.4.1.19. 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 Upazila Authority).

3.5.4.2. Emergency Response

3.5.4.2.1. Warning Period

- 3.5.4.2.1.1. 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.
- 3.5.4.2.1.2. 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.
- 3.5.4.2.1.3. 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.
- 3.5.4.2.1.4. 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.
- 3.5.4.2.1.5. On a minimum scale, conduct a mock or drill to ensure that the trained students, youths, clubs and volunteers can prepare water-purification technology at their locality and can supply to the victims during emergencies and to monitor that adequate materials are ready to prepare such water-purification technology.
- 3.5.4.2.1.6. Review the stock of life saving medicines at union level and evaluate its adequacy for supply among the victims during disaster.
- 3.5.4.2.1.7. To prepare a checklist of emergency works to-do during disaster and be sure that appropriate materials and people are available for use.

3.5.4.2.2. During Disaster

- 3.5.4.2.2.1. Organize emergency rescue work by using locally available facilities in times of need and if directed assist others in rescue work.
- 3.5.4.2.2.2. 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.
- 3.5.4.2.2.3. Coordinate all relief activities (GO-NGO) in the union 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;
- 3.5.4.2.2.4. Protect people from upset creating rumour during hazard period by providing them correct and timely information.
- 3.5.4.2.2.5. During hazard ensure security of the local and outside relief workers.
- 3.5.4.2.2.6. Ensure the security of women, children and person with disability during hazard.
- 3.5.4.2.2.7. Take necessary actions to protect environmental degradation by quick funeral of corpses and burying the animal dead bodies.
- 3.5.4.2.2.8. Help people to transfer their essential resources (livestock, poultry, essential food, kerosene, candle, matches, fuel, radio, etc.) to safe places.

3.5.4.2.3. Post-Disaster Period

- 3.5.4.2.3.1. Collect statistics of loss incurred in disaster in the light of guidelines of DMB and Upazila DMC and send the same to Upazila DMC.
- 3.5.4.2.3.2. 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 DMB and Upazila DMC.
- 3.5.4.2.3.3. Send accounts of materials received to UzDMC and donor agency (if the donor provided relief fund).

- 3.5.4.2.3.4. Ensure that due to hazard the people who were displaced can come back to their previous place; in this case, dispute (if any) regarding the land of the displaced people should not be an obstacle to come back to the place after disaster.
- 3.5.4.2.3.5. Counsel the psycho traumatic people due to hazard with the support of community and experts.
- 3.5.4.2.3.6. 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.
- 3.5.4.2.3.7. Arrange a lesson learning session with the participation of concern institutions and individuals on learning from during hazard and after hazard.
- 3.5.4.2.3.8. In addition to the above follow Standing Orders on disaster management related issues and instant orders of appropriate authority