

DISTRICT DISASTER MANAGEMENT
AUTHORITY, JAJPUR

No: 993 Date: 4-6-2019

The Expression of Interest (EOI) are invited from the interested registered Non-Government Organizations (NGOs) who will be engaged for preparation 360 nos Village Disaster Management Plan (VDMP) in different blocks of Jajpur district for the year 2018-19. The details of eligibility criteria, Term of Reference (TOR), selection procedure of NGO & others are uploaded in the District NIC website (<https://jajpur.nic.in>) for necessary information. The interested NGOs should send their application along with all supportive documents in a sealed envelope to "Additional District Magistrate-cum-Chairman, VDMP -NGO selection Committee, At- Collectorate, Jajpur, Po- Jajpur, Dist- Jajpur, PIN-755001 by speed/registered post only by 5.00 PM of 13.06.2019. The envelope containing EOI must be super-scribed "Application of Expression of interest for preparation of Village Disaster Management Plan (VDMP)-2019". The same will be opened on 18th June 2019 at 11 AM in the Office Chamber of ADM, Jajpur. Any modification, alternation and date of extension, if so required will be intimated through the above District NIC website only. The authority reserved the right to cancel any or the entire proposal of Expression of Interest without assigning any reason thereof.

Sd/-

Collector-Cum- Chairman
DDMA, Jajpur.

DISTRICT OFFICE: JAJPUR
(Emergency Section)

District Disaster Management Authority (DDMA), Jajpur

Expression of Interest (EoI)

Preparation of Village Disaster Management Plans (VDMPs): DDMA,
JAJPUR/OSDMA Programme for Enhancing Community Resilience
Year: 2018-19

Late Date : 13.06.2019 (till 5PM)

Date & Venue of
Opening of EoI : 18.06.2019 at 11.00 AM Chamber of ADM,
Jajpur

Mode of Submission : Speed Post/Registered Post only

To Whom Address : The Additional District Magistrate-cum-
Chairman, NGO Selection Committee, At-
Collectorate, Jajpur, Odisha, PIN-755001

DDMA, Jajpur : It is a statutory body formed as per the
Disaster Management Act-2005

Emergency Section, Collectorate, Jajpur

email-eoc.jajpur@nic.in, Tel-06728-222648

Abbreviation

ABDO: Assistant Block Development Officer
ADM: Additional District Magistrate
ANM: Auxiliary Nursing Midwife
APL: Above Poverty Line
ASHA: Accredited Social Health Activist
AWW: AnganWadi Worker
BDO: Block Development Officer
BPL: Below Poverty Line
BNV: Bharat Nirman Volunteers
CBDRM: Community Based Disaster Risk Management
CBDRR: Community Based Disaster Risk Reduction
CBO: Community Based Organization
CD: Civil Defence
CHC: Community Health Center
CSMMC: Cyclone Shelters Management and Maintenance Committee
DDMA: District Disaster Management Authority
DEOC: District Emergency Operation Center
DMT: Disaster Management Teams
DPO: District Project Officer
DRR: Disaster Risk Reduction
DRM: Disaster Risk Management
ÉoI- Expression of Interest
FAS: Further Assistance Stop
FA: First Aid
FSMMC: Flood Shelters Management and Maintenance Committee
GEN: General
GoI-Government of India
GP: Gram Panchayat
HH: House Hold
HQ: Head Quarter
HVCA: Hazard, Vulnerability and Capacity Analysis
LI: Livestock Inspector
LTI: Left Thumb Impression
MGNREGS: Mahatma Gandhi National Rural Employment Generation Scheme

MO: Medical Officer
MoA: Memorandum of Agreement
MoU: Memorandum of Understanding
NDMA: National Disaster Management Authority
NGO: Non-Government Organizations
NIDM: National Institute of Disaster Management
NSS: National Service Scheme
NYKS : Nehru Yuva Kendra Sangathan
OBC: Other Backward Classes
ORS: Oral Rehydration Therapy
OSDMA: Odisha State Disaster Management Authority
PAN: Permanent Account Number
PEO: Panchayat Extension Officer
PHC: Primary Health Center
PHD: Public Health Department
PRIs: Panchayati Raj Institutions
PWDs: Persons with Disability
RI: Revenue Inspector
RTI: Right Thumb Impression
RWSS: Rural Water Supply and Sanitation
SAR: Search & Rescue
SC: Schedule Cast
SC: Sub Center
ST: Schedule Tribe
SOP: Standard Operating Procedure
TF: Task Forces
ToR- Terms of Reference
UC: Utilization Certificate
UNDP: United Nations Development Programme
UPHC: Urban Primary Health Center
VAS: Veterinary Assistance Surgeon
VAW: Village Agriculture Workers
VDMC: Village Disaster Management Committee
VDMP: Village Disaster Management Plan
VHF: Very High Frequency
WSHG: Women Shelf Help Groups

INTRODUCTION

Community participation and community ownership in disaster risk reduction is one of the key factors in reducing vulnerabilities of people and minimizing loss. Communities being the first responder and having more contextual familiarity with hazards and availability of resources at the local level are in a better position to plan and execute immediate rescue and relief actions provided they are properly trained and involved in the planning process. Realizing the importance of community involvement in disaster management it has been decided to prepare village Disaster management plans (VDMP) in the state by involving the respective communities of the village. The plan will address the preparedness, response and mitigation strategies developed by the community with well-defined roles and responsibility.

The Village Disaster Management Plan is required with a view to create an effective and realistic approach, authentic and accurate data base, full proof documentation and rehearsal in the community in the shortest possible time with minimum simple orders and procedures so that the people will get maximum benefit. The purpose of the plan will be helpful for ensuring speedy approach for rescue, rehabilitation in the affected area. The plan will guide the community at the time of disaster preparedness and at the time of relief operation, provides courage to the community to face the eventuality more effectively.

Village Disaster Management Plan (VDMP) is a document prepared by the village community themselves based on their own hazard, vulnerability, risk, resource and capacity analysis, containing village profile supported by maps, emergency response and disaster risk reduction plans, listing out activities and pin pointing responsibility of the Village Disaster Management Committee (VDMC), Task Force Members and the community at normal times, before, during and after a disaster in order to save lives, livelihood and property and integrating it into the long term sustainable village developmental plan. All the activities in the emergency response plan are so well planned, practiced, rehearsed and synchronized that they take place simultaneously in minimising loss of time and order.

The State Executive Committee headed by Chief Secretary decided to prepare the VDMP at the community level for developing the capacity and skills of the community. In the first phase 10,000 villages of Odisha will be taken for preparation of VDMP. Subsequently, rest of the villages in the state will be covered in a phased manner. The purpose of preparation of Village Disaster Management plan is to provide opportunities for the local community to evaluate their own situation based on their own experiences initially. Under this approach, the local community not only becomes part of creating plans and decisions, but also becomes a major player in its implementation.

United Nations Development Programme (UNDP) sponsored Community Based Disaster Preparedness (CBDP) programme was implemented in ten blocks of seven coastal districts on pilot basis after the super cyclone 1999. With success of the programme, Odisha State Disaster management Authority (OSDMA) with the support of the Government of India (Ministry of Home Affairs) and UNDP has implemented the Disaster Risk Management (DRM) programme in 16 disaster-prone districts in order to reduce the vulnerabilities in two phases from 2002-08.

During 2009-2012, United Nations Development Assistance Framework and UNDP Country Programme Action Plan was implemented by the Government with the involvement of civil society partners with UNDP support at the National, State and local levels. Under the programme efforts were made to strengthen the State and District Disaster Management Authorities (DMAs) to reduce disaster risk proactively, and implement timely, sustainable, and locally relevant recovery activities in post-disaster situations. Some villages of Ganjam and Kendrapara districts were taken for preparation of Disaster Management Plan under the programme.

OBJECTIVES

The development of disaster management plan at the village level aims at building the capacity and resilience of the community to equip them with skills so that management of various hazards becomes a way of life for them. The document will help the local community to prepare for and to respond to disaster effectively. The specific objectives of the VDMP are to:

- involve the local community in the entire planning process.
- create a plan that will enable the immediate deployment of resources in an organized manner during an emergency.
- create a plan that will allow for quick and immediate response in the event of a disaster by the community.
- ensure that there is ownership of the plan within the community
- link the VDMP to the long term development plan of the village.

The hazard specific standard operating procedures and mitigation activities to be carried out by the Disaster Management Teams during each stage of the disaster management cycle must be highlighted in the plan. For any difficulties arising out of implementation of VDMP, collector of the districts shall be final authority. The detail template of the VDMP is given at Annexure-I

KEY PLAYERS CONCERNED WITH PLAN DEVELOPMENT

The plan will be made by members of the village community irrespective of class, creed, sex and occupational status, supported and facilitated by community specialists from NGOs, multi-lateral aid agencies and government officials. These persons have the requisite authority and skill to motivate the community, conduct the meetings and encourage as participatory approach.

STEP WISE ACTION POINTS ON PREPARATION OF VDMP

1. Formal Communication from OSDMA to the Districts on the modalities of the Programme
2. State level orientation of District Emergency Officers and DPOs of OSDMA on the modalities of the programme.
3. Formation of the Committee at the district level for the process.
4. Finalisation of the list of vulnerable villages by the Districts/ Committee as per laid down criteria and target and communication of the same to OSDMA in the prescribed format.
5. Constitution of District level Selection Committee

6. Floating of Expression of Interest (EOI) expression sharing sample EOI to districts by DDMA for selection of partner NGOs (at least in one Odia News daily apart from web hosting and notice boards)
7. Scrutinizing the applications and finalisation of the list of NGOs by the district level committee as per laid down criteria for carrying out the programme.
8. Issuance of work orders to NGOs, allotment of villages and signing of MoU
9. Release of the approved amount to NGOs by the DDMA as per prescribed schedule of payment (page 29-30)
10. District level Orientation of Partner NGOs, District level Officials and concerned Block officials (BDO, ABDO & nodal officer nominated by the Block) of the project districts and blocks.
11. Block level meeting all the stakeholders where the programme is to be implemented.
12. Formation of VDMCs and Task Forces in the Village meeting and Preparation of VDMPs as per process
13. Approval of the VDMPs in a village consultation meeting.
14. Submission of 3 final copies VDMPs each per village, by the NGO- one to the VDMC, one to the Gram Panchayat and one copy to the districts
15. Creation of the on line database of VDMPs by the DDMA

SELECTION OF VILLAGE

For selection of villages in the first phase, prioritization has been made based on the vulnerability criteria of different disasters in each district. The tentative no. of villages per districts has been finalized under 4 criteria, such as:

- i. 38-40% of the total villages of the districts which are vulnerable to cyclone, flood, tsunami, drought and other disasters
- ii. 22-25% of the total villages of the districts which are vulnerable to cyclone, flood, drought and other disasters
- iii. 13-14% of the total villages of the districts which are vulnerable to flood, drought and other disasters
- iv. less than 10% of the total villages of the districts which are vulnerable to drought and other disasters

The District Authority will finalise the list/name of villages. Selection of villages should be based on hazard, risk and vulnerability analysis and following factors may be taken into active consideration:

- i. Vulnerability of the village to different disasters like flood, cyclone / landslide, tsunami, drought, epidemics etc.
- ii. Past occurrence and impact of the disasters in the village.
- iii. Other vulnerabilities of the village like social, economic, livelihood insecurity, drinking water scarcity, etc.

After finalization of the list of vulnerable villages, the district should send the same to OSDMA in the following format (both soft and hard copy), for creation of database.

INVOLVEMENT OF NGO PARTNER

Local NGOs will be involved during the entire process of VDMP, starting from identification of hazards, community consultation, data collection, constitution of various DM teams, etc. NGOs will be selected at the district level in a transparency manner with proper advertisement. Advertisement must be displayed in the notice board of district, block and GP headquarters.

Eligibility Criteria for selection of NGO Partner

1. NGO should have been registered under the Societies Registration Act, 1860 or a State amendment thereof or the Indian Trust Act, 1882 or the Religious and Charitable Institutions Registration Act, 1920
2. NGO should have completed 5 years from the date of registration on the date of filling application. NGOs should have worked in the field of disaster management.
3. NGO should have a bank account for at least three years preceding the date of file of application
4. **"Disaster Management"** should be one of the objectives in the Memorandum of Association of the NGO.
5. The NGO should be located and working in the same district for at least 3 years.
6. The NGO should be working with beneficiaries in rural areas even if the NGO headquarters is located in an urban area./ The area of operation of the NGO must be rural, meaning thereby a village included within the jurisdiction of a Gram Panchayat.
7. The NGO should not have been black listed by any Central/State Government Ministries/ Departments/ Agencies or any National/ International Funding Organisation.
8. NGO should not have defaulted either in works or in financial progress in any of their work with the State/ District Administration.
9. The turnover of the NGO for the last 3 years should be at least Rs. 2 lakh per year.
10. NGO should comply with the requirement of Income- Tax department / GSTIN or should have at least applied for the same.
11. Members of the NGO Selection Committee or their family member should not be the office bearers of the NGO applying for the programme.
12. The NGO's Board Members should not have any history of criminal offence against them

The NGOs should be recommended by the District Administration based on their track record, experience, capacity and other aforesaid selection criteria.

Documents to be submitted along with the application form

Copies should be attested by the President/ Secretary of the Organisation

1. Copy of the relevant registration certificate
2. Bye-law or MoA of the NGO.
3. Latest composition of the Managing Committee/ Executive Body
4. Annual Reports of the Organisation for last 3 Years
5. Copies of last three years' audited statements/ Audited accounts, Viz., Receipt and Payment Account, Income and Expenditure Account and Balance Sheet along with Auditor's certificate and report for last three years
6. Documents relating to PAN number and exemption order under 12 -A if any
7. Bank pass book reflecting the transactions for the last three years.
8. Certificate from the Bank Manager stating that the account is operative for last three years.
9. The application should be submitted accompanied by a resolution of the organization duly signed by the sitting members of the Executive Body/ Managing Committee of the NGO
10. Letters on award of Assignment/ Project to the NGO

Selection Criteria of NGOs:

A Committee at the district level under the chairmanship of ADM will be formed for selection of NGOs. The NGOs fulfilling the eligibility criteria and having completed application forms and submitted all relevant documents will be shortlisted for the assignment. The overall marking criteria will be as follows:

Sl. No.	Selection Criteria	Indicators	Distribution of Scores
1	Organisational Capacity and Experience (10)	Experience in implementing Socio-Economic Development Projects in rural areas.	25
2	Government Partnership (20)	Experience in implementing rural development programmes schemes and projects of the State/ Central Government.	20
3	Relevant Technical Experience (20)	Experience in implementing OSDMA- UNDP Disaster Risk Reduction (DRR)/ Disaster Risk Management (DRM) Project or UNDP-GoI Community Resilience Programme or Community Based Disaster Management Programmes of NIDM or NDMA.	20
		Experience in Implementation of CBDM or similar disaster management programmes of any other reputed National or International Organisations	15
4	Experience in working with Panchayati Raj Institutions (PRIs)	Implementation of programmes involving Panchayati Raj Institutions (PRIs)	20

Engagement of NGOs:

1. The district authority will engage number of NGOs from the list of panel as per requirement based on the target no. of vulnerable villages.
2. The district authority may call for a meeting with selected NGOs for allotting the vulnerable villages for implementation of the programme.
3. The district authority may take into account the areas of operation/ working area of the NGO and its preference at the time of allotting villages of a particular area.
4. One NGO should preferably be allotted with appropriate no of villages for better implementation of the programme and ensuring timely completion.
5. Under no circumstances one NGO is to be allotted with more than 100 villages or less than 30 villages in a district.
6. However under no circumstances villages under one Gram Panchayat to be allotted to different NGOs.
7. The district authority will issues work orders to the NGO clearly mentioning the number and name of the Villages where the NGO is to engaged for implementation of the programme
8. The NGO is to sign a MoU within 7 days from the issues of work order.
9. After signing of MoU the District Administration to release 20% of the total amount allotted finalized against the NGO (@Rs. 3000/- per village X No. of villages)
10. After signing of the MoU the NGO is to implement the programme in coordination with district authority, respective Block Administration and Gram Panchayats.
11. The NGO to complete the works as defined within 6 months from the date of signing of MoU.
12. The remaining 80 % of the agreed amount to be released to the as per the schedule for completion of the VDMP process in the allotted villages and submission of the VDMPs duly signed by Local Sarpanch.

CONSTITUTION OF DISTRICT MONITORING COMMITTEE ON(VDMP)

The Committee shall be responsible for monitoring the implementation of VDMP. The district monitoring committee will be convened to review the progress of VDMPs. The following members should be part of the committee. The district Collector may add some other members.

- a. Collector (Chairman)
- b. ADM
- c. District Emergency Officer (Convenor)
- d. PD, DRDA
- e. All BDOs
- f. All Tahasildar
- g. District Fire Officer
- h. ODRAF Battalion (Commandant, Where Stationed)

VILLAGE CONSULTATION MEETING

1. Mobilization of people in the villages by the Partner NGO prior to the date of village consultation meeting/Pallisabha
2. Organisation of the meeting as per scheduled date and time.
3. Brief Orientation/ Presentation by the NGO in the meeting on the VDMP Programme and aims and objectives of formation of VDMC and Task Forces/ DM Teams and their roles and responsibilities towards disaster management.
4. Nomination of VDMC members by the community and constitution of VDMC
5. Nomination of TF/ DMT members by the community and constitution of Task Forces/ DMTs
6. Recording of the proceedings/ minutes of the meeting and finalization of the Date for 1st meeting of the VDMC.
7. First meeting of the VDMC facilitated by the partner NGO. The members of all the task forces to remain present in the meeting.
8. Brief orientation by the NGO in the meeting on the roles and responsibilities of VDMC and Task Force Members.
9. Followed by discussion on the preparation of Village Disaster Management Plan, HRVA of the Village and preparedness of the response plan of the villages including other aspects like safe evacuation route and safe shelter for the village and proposed works for disaster prevention and mitigation.
10. Recording of the proceeding of the meeting in the VDMC register.
11. Compilation of all relevant information discussed during the VDMC meeting and preparation of final draft of the VDMP as per prescribed format with annexure, by the Partner NGO.
12. Submission of one final draft of the VDMP by Partner NGO to VDMC
13. Approved VDMP to be kept at the Village level.
14. Recording of the proceedings of the meeting.
15. Submission of approved copy of the VDMP along with Proceedings to DDMA and Gram Panchayat by the Partner NGO.

METHODOLOGY FOR PREPARING VDMP

The plans will be prepared with active participation of community members and other stakeholders including School Teachers, PRI Members, Government Officers, CBOs/ NGOs and Others. The plan will involve the following stages:

- a. Identification of volunteers from each village
- b. Training of volunteers for preparing the Disaster Management plans
- c. Development of VDMP
- d. Formation of taskforce at the village level

The main chapters of the VDMP would be as follows:

1. Village profile
2. Situational analysis of the village
3. Hazard, Vulnerability, Capacity and Risk Assessment
4. Resource mapping
5. Seasonality of hazard/crop/festival/employment
6. Response Plan / Action Plan
7. Mitigation and Preparedness plan
8. Contact Details and Updating mechanism
9. Annexure

The following methodology will be adopted for preparation of DM plan .

- i. Review and Analysis of past disaster-Learning from past disasters i.e. before, during and after in terms of Warning, Relief, Rehabilitation
- ii. Situational Analysis-Topographic features and Demographic detail(House, land, field, forest, water bodies and infrastructures
- iii. Hazard Factors-Location and Causes of Hazards(Find out the direction of winds, water flow, landslides)
- iv. Vulnerability Assessment- High Risk Group: Elderly, Disabled, Children, Sick, Women, Property: Livestock, livelihood, assets
- v. Resource Identification-Existing Resources: Safe shelter, natural barrier, safe water and Sanitary facility, food/grain stock/ware houses, health services, communication facilities etc.
- vi. Formation of Task Force-Warning, R & E, First Aid, Water & Sanitation, Relief & Food, Damage Assessment
- vii. Linkage with various government institutions and NGOs for preparation and effective use of the plan

1. Village profile

The village profile will be highlighted keeping different information. A village map will be prepared depicting the different aspects of the village. If revenue village map available, this can be used for depicting the geographic area but, other local details will be captured on the sketch to be drawn. The following information will be used as a supplement for assessing the current situation of the village.

- Village surrounded by in the North, South, East, and Western directions.
- Distance to the nearest village
- Hills, hillocks, elevated land, inclines, low lying areas, high tide lines etc
- Nearest water bodies and distance from sea

2. Situational Analysis

The situational data will be collected from field from different sources and discussion among community. The situation profile would include information like population, geographical area, temperature, rainfall, agricultural land, cropping pattern, education, economy, occupation, literacy rate, income, rivers, road, industries, hospitals, schools, temples, sex ratio, families below poverty line, livelihood pattern, drinking water sources, critical establishments and other critical infrastructure. The following information would be mentioned for the current situation of the village

- Housing Type: Kutcha, Pucca, Semi-Kutcha houses
- Natural resources in the village, for e.g. Lands and fields, Forests/Trees, and ponds / Tube Wells / Wells etc
- Different livelihoods practiced in the village, for e.g. agriculture, fishing, seed collection, weaving, wage labour work and so on
- List of assets of the community, for e.g. Boats, fishing crafts, Nets, Irrigation facilities of farmers, implements, food grain stores and other inventories, implements of artisans etc
- Existing safe and risk prone infrastructure in the village and their location (detailed out in resource mapping)

3. Hazard Analysis

It refers to prioritizing disasters based on its frequency and analysis of the estimated losses. This will be carried out by taking the losses that had incurred during various disasters. Group discussions along with the elderly population, teachers and children will be held focusing on the disasters and hazards faced by the community for the past one year to past fifteen years, kind and nature of disasters and hazards faced, experience in the last hazard faced, warning issued, damage caused, response to the disaster, relief and rehabilitation process, traditional methods of coping of the community, gaps in management of the hazard, lessons learnt. It will be useful in understanding the nature, intensity and behavior of the past disasters and hazards. Besides, data from different sources will be used for hazard analysis.

A seasonal calendar will be developed by the community on the basis of the frequency and time of the occurrence of the hazard. Hazard Matrix tools will be developed for gathering comprehensive information about the past hazards. It will be helpful in having an insight about the future hazards on the basis of gaps and lacunae in the management of past hazards and disasters.

4. Vulnerability Analysis

The process of vulnerability analysis aims to highlight the weakness in the existing scenario of the village in terms of human beings as well as infrastructure. Data will be collected on more vulnerable population, and it will be identified the location of women (pregnant, lactating, widows, single), children, old aged, children,

physically challenged, mentally challenged, those dependent on life support systems & medicines, poor people living by the sea or Kutcha houses, livestock and cattle, etc. The community would also be asked to identify the vulnerable infrastructure like Kutcha houses, low lying areas, areas near the water bodies such as the sea and river & direction of wind, livelihood assets such as boats and nets, documents, weak structures, drinking water resources, communication lines, roads, telephone lines etc

5. Resource Analysis

Resource analysis focuses on identifying locally available assets and resources that can be utilized for building the capacities of the community during and after disasters. The local community has a lot of inbuilt strength and capacity for handling the disasters. It is important to capture the capacity and strength of the community in resource analysis. Apart from infrastructure and funds, it could be individuals with specific skills, local institutions and people's knowledge as all these have the capacity to create awareness and bring about changes in the community. Resource analysis is therefore not limited to a map depicting the available resources but also plotting of the distribution, access and its use by taking into consideration prevailing sensitiveness within the village. Thus assessment of resources would involve two components: a. Human Resource Assessment and b. Material Resource Assessment

The process would involve identifying safe houses and buildings for shelter, strong buildings, elevated uplands and structures, safe evacuation routes, health, medical and sanitation facilities, swimmers, doctors, nurses, sources of funds to carry out preparedness activities, volunteers for task force etc

After obtaining the data a Resource Matrix tool will be developed. In this tool general information about the material as well as human resources is collected and presented in the form a matrix.

6. Risk Analysis

Risk is a measure of the expected losses due to a hazard event of a particular magnitude occurring in a given area over a specific time period. The tool is based on determining the risk by analyzing the vulnerabilities and capacities of the community related to each hazard. On the basis of analysis the risk will be determined for a particular hazard in a ranking order.

- Determine the risk by ranking to the village
- The hazard which poses the highest risk.
- Explore the reasons due to which a particular hazard poses the risk.
- Consider the vulnerability as well as capacity analysis of the village to cope up with the disaster

7. Response Plan

In the response mechanism, Disaster Management Committees (DMCs) and Disaster Management Teams (DMTs) will be constituted. The plan will highlight the

need and the importance of Disaster Management Committees (DMC) and Disaster Management Teams (DMTs), and List out the Standard Operating Procedures for DMTs during and post disaster phase,

The roles and responsibility of the Disaster Management committee are as follows:

- Effective coordination with Disaster management Teams
- Details of rescue material and their periodic checking, maintenance and replacement
- Register of usage of shelters, details of persons or groups using that infrastructure
- Register of Community Based Disaster Preparedness activities, training and drills
- Account books of Village Contingency Funds.

8. Village Disaster Management Committee (VDMC):

The Village Disaster Management Committee (VDMC) is the institution for Community Based Disaster Management (CBDM) in rural areas at the Village level. VDMC can be named using local language and shall be the village institution anchoring CBDRR intervention. On one hand, it has responsibility to lead CBDRR activities at village level and on the other hand it has responsibility to coordinate, involve PRI and other frontline government workers for proper implementation of development activities ensuring vulnerability reduction. VDMC would work for the issues/ problems with respect to disaster management and risk reduction without any bias of caste, creed and gender etc.

While VDMC is an autonomous community level Institution, it must work under the respective authorities like GP, Block, Districts and State and report on annual basis matters of composition of committee, functioning of VDM teams and disaster mitigation plans and its convergence with the development plan and its status.

Constitution:

The constitution of the VDMC shall be made in the village consultation meeting through nominations. VDMC shall represent men and women from a cross section of the village. Membership in VDMC shall vary from 15-25 members depending on the size of the village.

The composition must provide adequate representation of women and Socially excluded(SC and ST)population. Adequate representation must be made to present the vulnerable groups including / specially abled persons.

The villages, having Cyclone Shelter Management & Maintenance Committee (CSMMC)/ Flood Shelter Management & Maintenance Committee (FSMMC), shall not form any VDMC. The CSMMC/ FSMMC will play the role of VDMC.

Members: The members of the VDMC may be chosen from the following categories

1. Elected representatives- All ward members of the Village.

2. Two Women Shelf Help Group (WSHG) members- preferably from 2 different WSHGs.
3. One from local Non-Government Organisations (NGOs)/ Community Based Organizations (CBOs)
4. Two from members of youth groups such as Nehru Yuva Kendra Sangathan (NYKS), National Service Scheme (NSS), Bharat Nirman Volunteers (BNVs), Civil Defence, local Youth Club or others
5. One retired Government Employee or Ex-service personnel
6. One Representative of Police Department (GramaRakhi/ Home Guard or Beat Constable etc.)
7. Village level government functionaries each from following (if available)
 - Education (Head Master of Local School)
 - Health (ASHA, ANM/ Swasthya Karmi etc.)
 - Women and Child Development (Aanganwadi Worker/s)
 - Agriculture (VAW or)
 - Veterinary (LI, Go Mitra etc.)
 - MGNREGS (Gaon Sathi/ Mate)
 - Any other important organisation
8. One representative each from or SC & ST and population and other vulnerable groups.

In the first meeting of the VDMC the members will choose from among themselves the Chairperson and Joint Chair Person of the Committee.

The senior most Ward Member of the Village should preferably be the Chair Person of the VDMC.

A Member Secretary/ Convener also to be selected by the Committee, who will execute the functions of VDMC and will be responsible for keeping the records.

All records/ registers of the VDMC should be kept in the school/ anganwadi centre/ cyclone or flood shelters of the concerned village.

Meeting

1. The VDMC will meet at least once in every 3 months, preferably in the first week of the month. Based on the need/urgency meetings of the VDMC may be called at any day/time.
2. The President/ Secretary can convene a meeting of VDMC.
3. Every meeting of the VDMC shall be chaired by the Chairperson and in his/her absence by the Joint Chairperson. In the absence of both, by a person chosen by the members present among themselves.
4. One third of the total members of the VDMC present in person shall constitute a quorum at any meeting of the VDMC
5. Proceedings of all meetings of the VDMC to be noted in the register.

Role of VDMC:

Key VDMC Functions

1. Social mapping of the village
2. Village level hazard mapping.

3. Conducting village level risk assessment.
4. Analyses of disaster risk based on the assessment and prioritize the key activities to be undertaken for disaster risk mitigation measures.
5. Identification and prioritization of critical community infrastructure that should be taken up for disaster risk mitigation measures
6. Formulation of project implementation committees.

Preparedness functions of VDMC

1. Share Village Disaster Management Plan (VDMPs) with all members of the community
2. Conduct disaster preparedness training with VDMC members
3. Raise community awareness on what to do before, during and after a disaster
4. Monitor disaster threats, conduct drills and draw lessons to improve the plan
5. Expand membership and involvement in disaster risk management activities

Emergency functions of VDMC

1. Communicate warnings in case of emergencies issued by district administrator.
2. Manage evacuations at village level
3. Organize search and rescue with community participation at village level
4. Support /conduct damage assessment at village level and report damages and needs to government and disaster management agencies for assistance as per Government designed reporting formats and criteria.
5. Coordinate, plan and implement emergency relief delivery operations with DDMA, Block and Gram Panchayat

Recovery functions of VDMC

1. Ensure that risk reduction measures are integrated during construction and repairing of critical community infrastructures.
2. Evaluate the performance of BMT/ Task Forces capacity and effectiveness to promote community safety
3. Coordinate with DDMA, Block and Gram Panchayat for the implementation of different recovery measures.

Roles, responsibilities and Standard Operating Procedures (SOP) of VDMC:

1. The VDMC shall perform the following roles-
2. Organize meetings of VDMC for the discussion of the tasks and functions of VDMC.
3. Conduct risk assessment in the village through the participation of other community members.
4. Organise and participate in learning activities.
5. Plan periodically for risk reduction of the village dealing with the issues emerging from disasters and track the results.
6. Ensure that households prepare their survival kits as per the plan.

7. Ensure community level preparedness before each hazard season as per the guideline.
8. Manage early warning dissemination during disasters
9. Coordinate with service providers for timely and appropriate implementation of development services.
10. Monitor the health and nutrition services for children and women.
11. Monitor quality of construction work being done from Gram Panchayat funds, so that the assets created should be disaster proof.
12. Collect and manage village contingency fund in transparent manner, as per need.
13. Keep records of VDMC meetings and correspondence with GP and other government departments.
14. Participate and ensure participation in government organized coordination meetings and training programmes.

Selection criteria for VDMC membership:

- People who are self-motivated and inclination towards development activities for benefit of the community.
- People who have requisite time to undertake voluntary works in the village.
- People who have good standing and acceptability in the community.
- People who have previous experience of helping community during disaster and skill to handle disaster situations.
- Thematic Task Forces members being chosen for a particular task should have some previous experience or interest on that issue

9. Mitigation and Preparedness Plan

The Mitigation and Preparedness Plan will include the followings

1. List out the Standard Operating Procedures for DMTs in the pre disaster phase,
2. Enumerate the short term and long term mitigation measures for the community, and;
3. Illustrate various forms of skill training that can be imparted to the community which can prove beneficial in the wake of a disaster

Disaster Management Teams

The principal objective of DMT formation is to have a trained and equipped disaster preparedness group to minimize loss of lives and properties of the target community. Disaster Management Teams to be formed in each village and will function under the VDMC for specialized task like Early Warning Dissemination; Evacuation and Search & Rescue; First Aid; Shelter Management; Water and Sanitation; Relief Distribution; Carcass Disposal; Trauma Counselling; and Damage Assessment, etc.

The number of DM Teams by the VDMC as per the need of the village. Each team will consist of 5-7 members depending on the availability of local youth within

the age group of 18-35 years. Minimum Educational Qualification for Disaster Management Team members is 8th Pass preferably. However, the VDMC may relax the norms in exceptional cases. Members of the Disaster Management Teams will be nominated by the VDMC in its first meeting.

Each group will have distinct activities to carry out before during and after a disaster. The DMT's will have certain standard Operating procedures in the three phases of disasters. The different DMT's would be as follows:

10. Early Warning and Dissemination Team
11. Evacuation, Search and Rescue Team
12. Medical and First Aid Team
13. Shelter Management Team
14. Water & Sanitation Team
15. Relief and Coordination Team
16. Carcasses Disposal Team
17. Trauma Counselling Team
18. Damage & Loss Assessment Team

The roles and responsibilities of different Disaster Management Teams (DMTs) can be summarized as follows:

i. Early Warning and Dissemination Team

The warning team would include youths of village, both men and women who will be trained to understand radio/ TV/ other meteorological warnings and act fast to spread the warning throughout the village in an effective manner. They would perform the following functions in different phases of a disaster.

Pre- Disaster:

- Monitoring of weather forecasts through radio bulletins and television without fail.
- Transport and communication aids are needed to pass on the warnings to the entire village. Hence, cycles, motorbikes, boats and other transport and megaphones, drums and other communication aids should be inspected regularly.
- Update the contact details of the local offices
- Every group should have a radio and red flag to mark the most vulnerable houses

During Disaster:

- Cross checking of the warnings received on the radio or from any other source with the DEOC (District Emergency Operation Centres) 1077.
- Dissemination of warning throughout the village, especially to those households that have been identified as the most vulnerable and put red flags on those houses who are required to be evacuated immediately after the warning.
- The team would inform the community regarding the velocity/ movement/direction for the immediate threat through the local means like 'dengura' or 'drum beat' or 'conch', so that, people can be evacuated as quickly as possible

- Contact with different shelters and safe houses when the disaster like cyclone/ flood is expected to strike.
- Keep listening to news continuously

Post Disaster:

- Monitoring the path of disaster on radio and confirm from the Tahsildar /BDO's office or from the DEOC that the disaster has passed.
- Dissemination of precautionary information on post disaster health hazards and remedies
- Coordination with other teams like the shelter team and the evacuation teams to help the community for rehabilitation

ii. Evacuation, Search and Rescue Team

The member of this should include physically strong men and women in the age group of 18-35 years. Gram Rakhi/ Chowkidaar should be included in this team. Inclusion of civil defence personnel would be useful if available in the village.

The Evacuation and Rescue team can coordinate with the government to avail various services.

Pre disaster:

- Keeping information about the more vulnerable group and the area in which they work and live. Update the information regularly.
- Identify safe routes to reach the vulnerable population and plan their evacuation.
- Keeping transport ready for use to evacuate people
- Informing concerned officials for road repair and get it done in liaison with officials.
- Prepare a rescue kit which contains a rope, iron hooks or tow belongings, rafts, container to bail out water, torches, transistor, a first aid kit, life jackets, tyres and other floatable objects.
- Keeping some tools handy such as cutting saw and blades, crowbar, hammer, nails etc to cut the fallen trees and to rescue people stuck under falls houses or debris.
- Identify highlands for evacuating cattle and livestock which had enough fodder for about a week.
- Carry out a mock drill for evacuation to get a fair idea of the kind of problems that need to be tackled at such times.

During Disaster:

- Picking up the vulnerable community from the sea and riverbanks in case of flood or cyclone.
- Help the vulnerable people to get in to their respective shelters with minimum important belongings.
- Ensure discipline during evacuation.
- If possible, try to find out missing persons within the community.
- Securing rescue boats and rescue kits

- 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
- Evacuating cattle and livestock.

Post Disaster:

- Village inspection and rescuing stranded and injured people.
- Maintaining a "missing persons" register and updating it after each rescue trip and assisting government in enumeration of damaged property
- Clean roads/ garbage in order to establish proper transportation / movement
- Transporting doctors, volunteers and other relief materials
- Establish contact to the outside agencies who would like to help the needy.
- Coordinate with other task force group.

iii. Medical and First Aid Team

Pre Disaster:

- Maintaining a list of pregnant women, infants, physically and mentally challenged and ensuring their medical needs.
- Keeping a first aid box with disinfectants, water purifying tablets, antiseptics, medicine, bandages, splint, scissors, blades, iodine, ointments, ORS, safe delivery kits, clean cloth etc well in advance.
- Distributing basic medicines like water purifying tablets, ORS packets etc. and demonstrating their use, to families in advance.
- Keeping stretchers ready to bring injured people.

During Disaster:

- Moving medicine stocks and first aid kits to the shelters or safe places.
- Looking after the medical needs of the evacuees.
- Take immediate steps to address sick and injured. If possible try to shift the victims to the nearest PHC before it is too late.
- Try to accompany rescue team in getting the victims/ sick and ailing safe to the shelter.
- Make special arrangements for the pregnant women.
- Instruct evacuees to take proper food and drinking water.
- Assure the community not to be panicked and maintain discipline in the shelter.
- The team must be indoors when the disaster strikes and ensure that no one leaves the shelter during the disaster.

Post Disaster:

- Try to reach the spot immediately to save life of victim and make proper arrangement to shift the patient to Hospitals.
- Attending to injuries of the rescued people.
- Helping doctors and paramedics shift the sick and the injured to hospitals.
- Help the govt. / para- medical staff
- Support government/ external (NGO) medical team to attend the patients. Inform regarding serious cases.

- Take adequate measures not to allow spread of epidemic inside the community. If noticed, inform Block/ UPHC immediately with accurate information regarding the number and symptoms of the patient.
- Isolating cases with infectious diseases and prevent them from spreading after giving due primary care.
- Providing preventing medication if there is a danger of epidemic outbreak like cholera, dysentery, malaria etc.

iv. Shelter Management Team

The members of this team can include both men and women.

Pre Disaster:

- Shelters and safe houses have been identified and checked by engineers and necessary repairs have been made.
- Food, water, utensils, medicines, milk powder, candles, matchboxes, kerosene etc for usage for at least one week are stocked in sufficient quantities.
- Health and sanitation facilities are usable and properly placed. Separate and private enclosure for women is must in each shelter.
- Stockpile of dry food for the period evacuees might have to stay in the shelter.

During Disaster:

- Stock of food, drinking water, utensil and medicines are to be transferred to the affected place.
- Ensure that people come to shelters with minimum food/water/candle/match box and other day to day requirements at least for three days.
- Evacuees may be asked to use their own foodstuff first. Emphasis to be given on the use of safe drinking water.
- Arrangement of sufficient space to house the evacuated families.
- Strict hygiene conditions should be maintained in the shelter camps.
- Special care provisions should be given to the more vulnerable group.
- Make special arrangements for pregnant women and ailing persons.
- Every evacuee's name should be registered and identification slips should be produced. If anyone found missing, inform the Search and Rescue Team immediately.
- The team should ensure that the evacuees remain indoors and also that no one leaves the shelter during the disaster.

Post Disaster:

- Arrange/collect relief items from the sources to maintain buffer stock
- Maintain cleanliness inside and outside the shelter
- Make necessary arrangement to have community kitchen
- Make necessary arrangements to clean shelters immediately after the event is over.
- Health and sanitation facilities are usable and properly placed.
- Team should help other teams in chlorinating wells, spraying bleaching powder, treating injuries and wounds of the injured people in the camp.

- Coordinate with other teams
- Submit expenditure report, if any, to VDMC

v. Water & Sanitation Team

Pre Disaster:

- Stocking bleaching powder in large quantities from the nearest Public Health Centre and other sources.
- Procuring water testing kits from the respective government department.
- Stocking kerosene and fuel wood to dispose of carcasses
- Ensuring water sources in the villages are protected from flood waters
- Stocking sufficient lime power bags for purification of bigger water bodies.
- Collecting temporary mobile lavatories and other essential sanitation requirements from the concerned departments.
- Ensuring cleaning of drains and its maintenance.

During Disaster:

- Ensure proper sanitation near shelters
- Arrange/ensure evacuees take boiled/purified water for drinking
- Inform/demonstrate how to use chlorine/halogen tablets for drinking water
- Use disinfectants in the well/tube wells
- Ensure that the water reserved by shelter management team is safe enough to use

Post Disaster:

- Spray bleaching powder and other disinfectants in the village to prevent the spread of infectious disease.
- Ensuring trenches and lavatories are cleaned and disinfected.
- Ensuring the evacuees use the sanitation facilities properly.
- Checking the quality of water with the water testing kit.
- Informing the affected community about purifying water before drinking, to prevent stomach infections.
- Take adequate measures not to allow spread of epidemic inside the community. Help clean garbage.
- Keep the sewerage system clean
- Carry out the task of purifying water by chlorinating it.

vi. Relief and Coordination Team

The members of the team include both men and women. They collect material such as food supply, utensils, clothes, kerosene, diesel etc. and coordinate all relief requirements of other teams. The women members should be asked to inquire about the specific needs of the affected women. Certain gender sensitive clothes and material should be distributed to other women only through women. The members should also keep a track of all government provisions related to gratuitous relief works to prevent starvation, deterioration, migration, health and sanitation measures for both people and livestock so that people do not lose out on their entitlements.

Pre Disaster:

- Mobilizing stocks from the government and other sources like water pouches, baby food, food grains, dry rations, medicines, torches, lamps, kerosene, solar cooker, firewood etc. for shelters in advance.
- Stocking temporary building material like bamboo, rope, tarpaulin, asbestos sheets and other material.
- Stocking food and medicine for animals
- Interacting with other teams and assisting in getting their supplies.
- Deciding on the quantity of relief material to be allocated to each shelter according to the number of families the shelter caters to.

During Disaster:

- Moving relief supplies to the respective shelters.
- Monitoring the stocks and make a list of things to be replenished.
- Coordinate between relief supplies from the government sector and the NGO's
- Conduct a needs assessment and ask the NGO sector to pitch in with the requirements of the affected community.

Post Disaster:

- Receiving and distributing stocks of relief material.
- Replenishing the stock which is running low.
- Monitoring and distribution relief from all sources.
- Ensuring that the officials start the enumeration procedure immediately, so that the building material can be arranged through revenue authorities.

vii.Carcasses Disposal Team

Pre Disaster

- Maintaining stores of fuel wood, kerosene and sackcloth to cover dead bodies
- Identifying elevated areas to serve as cremation grounds.

Post Disaster

- Collect dead bodies. Identify them. It is advised to do the cremation with the knowledge of owner of the domestic animal
- Record the number of the insured animal.
- In case of human dead bodies it is advised to keep record/ photograph before cremating, they should inform UPHC-MO/PS
- Sprinkle bleaching powder on the areas/spot where the dead bodies are found.
- Collecting dead bodies and recording their description for families to identify them.
- Cremating carcasses and bodies and disinfecting the area with bleaching powder.

viii. Trauma Counselling Team

Pre Disaster:

- Mapping the more vulnerable groups like women, children, aged, people with critical disabilities etc.
- Generate awareness on general psychosocial wellbeing of the community.

Post Disaster:

- Help the survivors in contacting their relatives so that they can get social support.
- Emphasis on engaging the disaster survivors in some kind of activities that interest them in order to give them a sense of being productive.
- Engaging the disaster survivors in relaxation/ breathing exercises help in the healing process. Encourage the survivors to undertake these exercises at least twice a day regularly. This helps to gain control over their anxiety.
- It is necessary to encourage the disaster survivors to practice their religious beliefs and rituals. Practicing religious beliefs help in the recovery process.

ix. Damage & Loss Assessment Team

The members of this team have to be evacuated preferably matriculates and above. The responsibilities of this team are as follows:

Pre Disaster:

- Help in forecasting damages including lives lost and losses to property and assets like houses, livestock, agriculture, plantations, fishing boats etc.
- Sensitizing the families of the village to keep their paperwork intact and keep it in their emergency kit.

Post Disaster:

- Check and update all the list of beneficiaries
- Prepare an authentic list of all the dead and deceased, domestic animals, houses, boats, family belongings, community infrastructures , trees, livelihood assets etc.
- Support the RI, Sarapanch, Government functionaries to assess the damage
- Inform NGOs and other Charitable Organizations to carry out rehabilitation programme.
- Help the families to get compensation without any difficulties.
- Help in assessing damages to infrastructure like roads, water supply, electricity, markets and distribution networks.
- Hastening the government enumeration process to assess the damage and loss incurred by the affected community.
- Helping families with paperwork to follow compensation proceedings especially relating to death certificates, insurance etc.
- Ensuring that the assessment and concerned papers reach the government department which is responsible for compensation to ensure timely assistance.

10. Identifying Safe Evacuation Routes

The safe evacuation routes will be identified and also be mapped while the resource mapping in the village keeping the following criteria.

- Select evacuation route that minimize the exposure to the hazard and other obstacles.
- The evacuation route should lead to a safe area for assembly of people.
- since, loss of electric power, poles, towers, fire breakout etc may affect the safe route so alternative routes should also be mapped and highlighted in the village mapping process so that the entire community is aware of it.
- Evacuation route should be direct and easily accessible to even the more vulnerable group like women, children aged and people with critical disabilities.
- A sign board highlighting the safe evacuation routes should be put so that people can easily spot such routes.

Evacuation routes plans with communities at risk will be presented even at public meetings in each community. The communities should practice evacuation regularly through drills.

11. Contact details and updation mechanism

A list of the important personnel who need to be contacted immediately after a disaster for rendering their services will be prepared. The village disaster management plan will end with the contact details of the personnel who may be skilled to save the lives of people who are hit by disasters. At the same time, the community may also need to contact people in the local administration so that they can respond to the disaster as soon as possible. It would be helpful to identify a nodal person in the neighboring village and add his contact detail as well. The list may contain the names of such people, their designation/position along with their residence, official and mobile phone number.

Once a village disaster management plan is prepared, the updated mechanism will be identified with the role and responsibility of the members for the updation of different chapters of plan.

BUDGET/ FINANCIAL PROVISIONS

1. OSDMA to release the total approved budget in advance.
2. Out of the total budget released to the district Rs. 8000/- is towards for the process related to selection and orientation of partner NGOs
3. The rest of the budget is for the VDMP process which is to be released directly to the selected NGOs after signing of MoUs, in three phases for preparation of VDMP and related activities @ Rs. 3000/- per village.
4. The districts to submit the UCs/ Utilization Certificate to OSDMA after utilization of the funds as per the OGFR norms. The funds received by districts for preparation of VDMP are subjected to audit
5. Proceedings/Minutes of the meeting at district/block/panchayat/village level should be recorded

Payment Schedule for NGOs by District Collectors(To be decided in the Committee Meeting)

Sl. No.	Activities	Payment Scheduled
1	Signing of MoU with the NGO	20% of the total amount
2	After submission one copy of the final draft to the concerned VDMCs (for all villages assigned to the NGO)	40% of the total amount
3	Approval of the VDMP in the PalliSabha and submission of copies to VDMC, GP and DDMA along with the copy of the proceeding of PalliSabha(for all villages assigned to the NGO)	40% of the total amount

TEMPLATE FOR PREPARATION OF VDMP

**Preparation of Village
Disaster Management Plans
(VDMPs): OSDMA
Program for Enhancing
Community Resilience**

Year: 2018-19

Village: _____

Gram Panchayat : _____

Block : _____

District: _____

Prepared By: _____

Prepared/Updated on : dd/mm/yy

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Declaration

We, the Members of Village Disaster Management Committee (VDMC), Task Forces and Villagers of _____ hereby declare that, the Village Disaster Management Plan (VDMP) is prepared/ updated by us and approved by Village consultation meeting/PalliSabha on dated _____ for saving the lives and properties of the community during any kind of natural disaster. We will use this VDMP as per the responsibility assigned to us. The information's provided in this document are true and correct to the best of our knowledge and belief.

VDMC Members Signature

SL. No.	Name of the Members	Designation	Signature LTI/RTI

Community Members Signature

SL. No.	Name	Signature LTI/RTI

Approval by Village meeting/PalliSabha on _____
Signature of all Present

Approved by Local Sarpanch on _____
Signature of all Present

Introduction:

1. Background:

(Background mainly the need and scope for preparation of VDMP is to be mentioned in this chapter)

2. Aim and Objective of Preparation of VDMP:

- To develop the capacity and skill of the community to make plans at the community level for mitigating the impact of hazards and preventing them from becoming disasters.
- To empower the community to deal with disasters on their own as a way of life.
- Awareness generation among villagers about community at risk.
- Building partnership with education institute, economic activities and social organizations for improve the capacity to deal with disasters.
- Focus on sustainable development.

3. Activities undertaken for preparation of VDMP:

- A village disaster management plan is being developed through Hazards, Vulnerability Assessment and Risk Analysis of community with combine efforts of the Gram Panchayat and the village communities and with the coordination of various line departments of Disaster Management.
- Village level task forces are being developed for various activities for disaster management.
- Social mapping, identification of resources or resource mapping and the formulation of the needs matrix.
- Implementation and updating of Village Disaster Management Plan (VDMP).
- Identification of gaps through mock drills.
- Process for preparing VDMP and updation.

Village Profile

2.1 Details of the Village:

SI No.	Items	Place	Distance from the Village/Hamlet	Contact No of key authorities (if any)
Administrative				
1.	Name of the Revenue Village			
2.	Name of the Hamlets			
3.	Name of the GP			
4.	Name of the Block			
5.	Name of the Sub-Division			
6.	Name of the District			
7.	Nearest Post-Office			
8.	Revenue Inspector Circle			
9.	Nearest Police Station			
Health Institutions				
10.	Nearest ANM CENTER			
11.	Nearest AnganwadiCenter			
12.	Nearest Primary Health Center (PHC)			
13.	Nearest Community Health Center (CHC)			
14.	Nearest Sub-center (SC)			
15.	Nearest Veterinary Center			
16.	Nearest LI Center			
Educational Institutions				
17.	Nearest Primary School			
18.	Nearest ME School			
19.	Nearest High School			
20.	Nearest College			
Other Important Institutions				
21.	Nearest Panchyat Office			
22.	Nearest Cyclone/Flood Shelter			
23.	Nearest Fire-Station			
24.	Nearest Telephone Exchange			
25.	Electric Sub-Station			
26.	Nearest RWSS Office			
27.	Nearest Bank			
28.	Nearest Milk Parlour			

2.2 Accessibility from the Village

2.3

SI No.	From	To	Types of Roads	Condition of the Road		Remarks
				All	Fare	

				Weather	Weather	
1.	Village/Hamlet	GP				
2.	Village/Hamlet	Block HQ				
3.	Village/Hamlet	District HQ				
4.	Village/Hamlet	CHC				
5.	Village/Hamlet	PHC				
6.	Village/Hamlet	SC				
7.	Village/Hamlet	Panchayat Off				
8.	Village/Hamlet	Block Office				

2.4 Geographical Location of the Village

A very brief para mentioning the boundaries of the village community in the North, South ,East and West sides and since when the village/villages is/are in existence, if known. Location of the hills, mountains, forests, rivers and sea in relation to the village and their distances from the village should be mentioned.

2.5 Demographic Profile of the Village

Household and its distribution

SI No.	Total H/H	Categories					
		SC	ST	GEN	OBC	BPL	APL
1.							

2.6 Population and its Composition

SI No.	Population			SC			ST			GEN			OBC			Literates		PWDs	
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	M	F
1.																			

2.7 Religion wise distribution of Population

SI No.	Total Population	Categories					
		Hindu	Muslim	Christian	Sikh	Others	
1.							

2.7 Age Group

SI No.	Total Population	0-5 Years			6-14 Years			15-59 Years			60 Years and above		
		M	F	T	M	F	T	M	F	T	M	F	T
1.													

2.8 Housing Pattern

Name of Hamlet/Ward				
	No. of Kuchha Houses	No. of Semi Pucca Houses	No. of Pucca Houses	Total

2.9 Total Geographical Area (In Hectors)(to be sourced from RI &Tahasil)

Agricultural Land	Grazing Land	Forest Land	Others	Total Area

2. 10 Cropping Pattern(to be sourced from DDA)

SI No.	Season						Total land insured under crop insurance (In acre)
	Kharif			Rabi			
	Type of Crops	Net Sown Area	Month of Yield	Type of Crop	Net Sown Area	Month of Yield	
1.							
2.							

2.11 Land Holding Pattern

Share Cropper	Land Less	Marginal (< 2.47 Acres)	Small (2.47 to 4.94 Acre)	Semi Medium (4.94 to 9.88 Acre)	Medium (9.88 to 24.71 Acre)	Large (> 24.71 Acre)

2.12 Livelihood Details(to be sourced from Livelihood Mission)

Type of Occupation	Numbers of Person Engaged	Number of HH engaged
Cultivation		
Agricultural Labour		
Non Agricultural Labour		
Fishing		
Petty Business		
Service		
Other Specified		

2.13 Migration Pattern

Hamlet/ Ward	Number of H/H	No. of Persons Migrating		No. of persons being left behind.		To where do they migrate	Purpose of Migration	Duration (From-To) (months)
		M	F	M	F			

2.14 Livestock

Hamlet Ward	Milch Animals		Draught Animals		Requirement of Fodder in Qtls.
	Cow, Buffalo	Sheep, Goat	Camel, Horse, Bullock	Donkey, Pony etc	

2.15 Drinking Water Sources

SI No.	No. of Tube Well	No. of Wel	No.of PHD Stand post	Other Sources	Remarks
1.					

2. 16 Irrigation Facilities and Sources

Large and Medium Irrigation Projects		Minor Irrigat Projects		Lift Irrigation Point(River)		LI points (Deep bore wells)		Others	
Units	Ayacu Area i Acre	Units	Ayacu Area i Acre	Units	Ayacu Area i Acre	Units	Ayacut Area in Acre	Units	Ayacut Area in Acre

2. 17 Industries

SI No.	Name of th Industry	Types of Industry	Manpower	Machinery, Equipment	Investmen	Output
1.						

2. 18 Financial Institutions

SI No.	Types of Institution	Address	Contact No.
1.	Self Help Groups		
2.	Banks		
3.	Rural Banks		
4.	Cooperative Banks		
5.	PACs		

Hazard, Vulnerability and Capacity Analysis (HVCA)
3.1 Past History of Disaster (Last 20 Years)

Sl. No.	Types of Hazard	Year of Occurrence	Types of Losses				
			Human	Livestock	Crop	Houses	Infrastructure
1.	Flood						
2.	Cyclone						
3.	Tsunami						
4.	Earthquake						
5.	Fire						
6.	Drought						
7.	Lightning						
8.	Hail Storms						
9.	Snake bites						
10.	Avalanche						
11.	Drowning (Other than during floods)						
12.	Cloud Burst						
13.	Pest Attack						
14.	Boat Capsizing (Other than during floods)						

3.2 Seasonality of Hazards

Sl. No.	Types of Hazard	Month of Occurrence											
		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1	Flood												
2	Cyclone												
3	Tsunami												
4	Earthquake												
5	Fire												
6	Drought												
7	Lightning												
8	Hail Storms												

9	Snake bites												
10	Avalanche												
11	Drowning (Other than during floods)												
12	Cloud Burst												
13	Pest Attack												
14	Boat Capsizing												

3.3 Vulnerability Analysis

3.3.1 Vulnerable Population

SI No.	Details	No. of HH	No. of Persons	Names
1.	HH in low laying areas			
2.	HH with poorly constructed houses (Dilapidated House)			
3.	Old aged population			
4.	Women headed house (Widow)			
5.	Physically challenged person			
5.	Pregnant women/ lactating Mothers			
6	Destitute			
7.	Children below (0-6 yrs)			
8.	Sick and Ailing			
9.	Households living near sea/river			
10.	BPL Population			
11.	Landless HH			
12.	Those who are dependent on speci medication for survival			
13.	Special abled persons	Types		
14.		Deaf/ Dumb		
15.		Lame		
16.		Blind		
17.		Mentally Challenged		
18.		Physically Challenged		

3.3.2 Vulnerable Infrastructures and Assets

SI No.	Types of Assets/ Infrastructure	Nos.	Remarks
1.	Thatched Houses		
2.	Boats		
3.	Nets		
4.	Blacksmith’s Shed		

5.	Potter's Wheel		
6.	Looms		
7.	Livelihoods Assets		
8.	LI Points		
9.	Drinking water Sources	Tube Wells	
10.		Wells	
11.		PHD Stand Posts	
12.		Community tanks/Ponds	
13.		Ponds	
14.		Canal/ Water Channels	
15.		River	
16.	Livestock	Cattle	
17.		Poultry Birds	
18.		Goats/Sheep	
19.		Any Other	
20.		Animal Firms	
21.	Valuable Documents (Community/ Individuals)		
22.	Crops/Trees/ Orchards Forest		
23.	Food Grains, Seeds		
24.	Agricultural implements		
25.	Any Other		

3.4 Distance of the GP/Village From danger Risk Points (In kms.)

Sl. No.	Danger/Risk Points	Distance from the Village	Remarks
1.	River		
2.	Weak Embankments		
3.			

3.5 Distance of the GP/Village from the Safe Shelters (In kms.)

Sl. No.	Safe Shelter	Contact Person with Ph Nos.	Distance from the Village
1.			

3.6 Alternative/Safe Routes (Km)

Sl. No.	Name of the main Route	Alternate route	Remarks
1.			

3.7 Capacity Analysis

3.7.1 Inventories of Resources

Sl No.	Type of Infrastructure	Yes/No (✓ or X)	Distance	Types	Contact Details
1.	Block Head Quarter				
2.	GP Head Quarter				
3.	Schools				
4.	Community Centers				
5.	Temples				
6.	Electrification				
7.	Telephone Connect				
8.	PDS Outlets				
9.	Grocery Shops				
10.	Post Office				
11.	Police Stations/ Outposts				
12.					
13.	Health Facilities	Health Sub Centre			
14.		PHC			
15.		ANM			
16.		AWW			
17.	TV/Radio VHF				
18.	Any Other				

3.7.2 Other Resources

Resource Type	Details	Nos.	Owners Name	Contact Tel No.	Remarks
Transportation and Communication	Bullock Cart				
	Tractor				
	Jeep				
	Trolley, Rickshaw				
	Four Wheelers				
	Boat				
	Any Other				
Containers	Tankers				
	Overhead tanker				
	Jerry Cane				
	Big Vessels				

Other Resources	Generator Set				
	Pump Set				
	Lantern				
	Gas Light				
	Solar Light				
Temporary Shelter	Tents				
	Tarpaulins				
	Bamboo				
	Polythene				

3.7.3 Identified Safe Shelter Places

Sl No.	Type of safe Shelters (School, Community Hall, Govt. Buildings etc. can be used as Shelter)	Single/multi Storied and no of rooms	Capacity	Contact person and phone no	Remarks
1.					
2.					

3.7.4 Availability of Mountains Mound

Sl. No.	Type of High land	Distance from Hamlet/Village	Remarks
1.			

3.7.5 Village Organizations

Sl No.	Types of Organization (Financial/SHG, CBO/NGO/Farmers Clubs/Youth Clubs)	No. of Members	Field of Specialization	Contact Person/ Address	Telephone No.	Remarks
1.						
2.						

3.7.6 Godown / Storing Facilities

Sl No.	Types of Go down (any community place, which can be used as storing place)	Location	Capacity	Owner/ Authority	Address	Telephone No.
1.						
2.						

Preparedness and Mitigation Plan

4.1 Identification of Safe Evacuation routes of the Village

- a. Selection of evacuation routes that minimize exposure to hazard and other obstacles.
- b. Evacuation route to be easily accessible even for vulnerable groups such as women, children and elderly.

(Evacuation Map of the village is at Annexure-XII)

c. Mock Exercise plans of the village level Task Force Teams

Sl. No.	Types of ME	During	Process (Utilization, maintenance, record keeping, etc.)	Responsible Person
1.	Flood			
2.	Cyclone			
3.	Tsunami			
4.	Earthquake			
5.	Industrial (Chemical)			
5.	Other			

d. Training and Capacity Building

SI No.	Training on	Time	Resources Available	Requirement
1.	Sanitation			
2.	FA			
3.	SAR			
4.	Food Conservation			
5.	Other			

4.2 Community level Mitigation Programmes

Include hazard specific mitigation measures and schemes running in the village

4.2.1 Short Term Mitigation Plan

SI No.	Mitigation Plan for	Required Intervention	Agency Responsible	Fund Required	Time Frame
1.	Flood Mitigation				
2.	Cyclone Mitigation				
3.	Tsunami Mitigation				
4.	Drought Mitigation				
5.	Other				

4.2.2 Long Term Mitigation Plan

SI No.	Name of the Village/GP	Required Intervention	Agency Responsible	Fund Require	Time Frame
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				d	
1.	Flood Mitigation				
2.	Cyclone Mitigation				
3.	Tsunami Mitigation				
4.	Drought Mitigation				

4.3 Development Schemes and Disaster Mitigation
Identify the scheme/projects running in the village and segregate them relevant to Mitigation and Preparedness measures

Chapter –5

Response Plan

5.1 Village Disaster Management Committee (VDMC)

Sl No.	Name of Members	Designation	Sex	Age	Contact Address and Tel No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

5.2 Identification of the roles and responsibilities of Village Disaster Management Committee members for disaster Preparedness, Mitigation and Response

Months	Activities	Items Required
January		
February		
March		
April		
May	DM Plan Update	
June	Mock Drills	
July		
August		
September		
October		
November		
December		

5.3. Formation of Task Forces

5.3.1 Early Warning & Dissemination Team

Sl No.	Name of the Members	Sex	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

5.3.2 Evacuation and Search & Rescue (S&R) Team

Sl No.	Name of the Members	Sex	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

5.3.3 Medical and First-Aid (FA) Team

Sl No.	Name of the Members	Sex	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

5.3.4 Shelter Management Team

Sl No.	Name of the Members	Sex	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

5.3.5 Water Sanitation Team

Sl No.	Name of the Members	Sex	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

5.3.6 Relief Management & Coordination Team

Sl No.	Name of the Members	Sex	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

5.3.7 Damage Assessment Team

SI No.	Name of the Members	Sex	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

5.3.8 Trauma Counselling Team

SI No.	Name of the Members	Sex	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

5.3.9 Carcass Disposal Team

SI No.	Name of the Members	Sex	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

Conclusion:

Annexure-I

Important Names and Phone numbers useful in disaster management

Sl. No.	Name of the Person	Designation & Department	Address	Office Phone No.	Residence Phone No	Fax No.
1.						
2.						
3.						
4.						

Annexure-II

Offices in the Village

Sl. No.	Name of the Office	Address	Contact Person	Telephone No.	Alternative Communication
1.	Gram Panchayat				
2.					
3.					
4.					
5.					

Annexure-III

Sl No.	Types of Vehicles/Items	Name of the Owner	Name of the Village	Address and Phone No.
1.	Bus			
2.	Jeep/Four Wheeler			
3.	Tractor			
4.	Other Important Items			

Annexure-IV	Social Map
Annexure-V	Evacuation Rout Maps
Annexure-VI	Vulnerability Maps
Annexure-VII	Resource Map
Annexure-VIII	Roles and Responsibilities of VDMC Task Forces Members

ist of safe shelter for evaluation

Sl. No.	Shelter	Location	Distance from the village	Contact person	Remarks

Draft MoU of launching of Village Disaster Management (VDMP)

(May be amended suitably)

This Memorandum of Understanding (MoU) is signed on this date of _____ between the District Disaster Management Authority (DDMA) of District _____ and _____ (name of the NGO). Whereas the DDMA is called the 1st party and _____ (name of the NGO) is the second party.

Whereas _____ district desires to implement VDMP preparation in its villages.

Whereas the district administration seeks the cooperation of NGO operating in the district to get involved at village level in preparation of VDMP by organizing village level meeting at each villages as per VDMP guidelines and render social service with bonafide public interest.

Whereas NGO called _____ has been selected and shown interest in carrying out VDMP in the villages assigned to it in a time bound manner or the time fixed by district administration.

Whereas the NGO has agreed to the payment schedule for payment towards its involvement in drafting and approving the VDMP in consultation with all stakeholders of village level committee and approving the VDMP by the committee.

Whereas the 1st party viz. NGO _____ has consciously aware that VDMP would promote social and community solidarity among the villagers in preparing themselves in natural and other manmade disaster.

Whereas the empanelled NGOs called _____ has solemnly declared that it is a bonafide organization and has not been para listed/black listed by any government agencies in the past.

Whereas the NGO called _____ and district administration has entered into an agreement to execute VDMP as per the VDMP guidelines on this day of _____ 2019.

Whereas any dispute, arising of this MoU shall be subjected to the exclusive jurisdiction of the district courts.

Secretary/President of NGO (with seal)

ADM/Emergency Officer (with seal)
(On behalf of District Collector)

Witness

- 1.
- 2.

Template Application
(May be amended suitably)

To,
The Collector,
_____ (District)

Sub: Application for Empanelment of NGOS for undertaking VDMPs

Madam/Sir,

On behalf of _____ an NGO under the Societies Registration Act, _____ I /We express our willingness to participate in the selection process for carrying out village level disaster management plan in the district _____ on behalf of _____. I/We also solemnly declare that, the NGOs named as _____ has not been blacklisted by any government agencies. I/We also declare that, our NGO would follow the guidelines of VDMP and orders of district administration in preparing the VDMP.

Your faithfully

Name:

Organization:

Signature with Seal:

Fortnight Progress Report :

SI No	District	Block	Finalised Villages for VDMP	Total No of NGOs assigned	Number of Villages where village meeting conducted	No of villages where VDMC & Task force formed	No of villages where VDMP completed	Remaining villages where VDMP Process is to be completed

Signature of

District Project Officer

Signature of

District Project Officer

N.B. : Emergency Officers /DPOs to submit a detailed action plan for implementation of VDMP in the district in line with the key activities delineated in the guidelines and submit it within a fortnight to OSDMA positively.