

**District Disaster Management Authority  
(DDMA), Jaipur**

**Expression of Interest (EoI)**

**for**

**Preparation of Village Disaster Management Plan  
(VDMP)-2.0(2<sup>nd</sup> Phase)**

**Phase –II (2022-23)**



**OSDMA**

## **Schedule of Expression of Interest (EoI)**

<b>Sl.No</b>	<b>Subject</b>	<b>Date/Venue</b>
1	Opening Date for submission of EoI	04.05.2023
2	Last Date for submission of EoI	15.05.2023(till 12.30PM)
3	Address for submission of EoI	Addl. District Magistrate-Cum-CEO, DDMA, Jajpur, Emergency Section, Collectorate, Jajpur, Odisha, PIN- 755001
4	Date of Opening of EoI	16.05.2023(at 9.00AM)
5	Place of opening of EoI	Conference Hall, Collectorate, Jajpur

**DISTRICT DISASTER MANAGEMENT AUTHORITY (DDMA), JAJPUR.**

**Adv.No.4942**

**Date:04.05.2023**



**Expression of Interest (EoI)**

The Expression of Interests (EoI) are invited from the interested registered Non-Government Organizations (NGOs) who will be engaged for preparation of Village Disaster Management Plan (VDMP) in 2<sup>nd</sup> phase in 360 villages in the different blocks of Jajpur district for the year-2023-24 with the financial & technical support of OSDMA, Odisha, Bhubaneswar. The details of the Term of Reference (ToR) for preparation of VDMP, eligibility criteria & selection procedure of NGOs and others, are uploaded in the district NIC website(<https://jajpur.nic.in>) for information and all further information relating to this EoI will be intimated through the said web site only. The interested NGOs, fulfilling the eligibility criteria are requested to submit Expression of Interest (EoI) along with all supportive documents to **the Addl. District Magistrate-Cum-CEO, DDMA, Jajpur, Emergency Section, Collectorate, Jajpur, Odisha, PIN-755016 by 15.05.2023 (till 12.30 PM)** through Speed Post/Registered Post/Courier only and same will be opened on **16.05.2023 at 9.00 A.M** in the Conference hall, Collectorate, Jajpur, in presence of the of Selection committee & representative of NGOs. **The envelope containing the EoI must be superscribed on the top of the envelop as "Application of Expression of Interest (EoI) for preparation of Village Disaster Management Plan (VDMP)-2.0 2023-24".** The authority reserves right to cancel any or all the proposal of EoI without assigning any reason thereof.

**Sd:-**

**Collector-Cum-Chairperson, DDMA, Jajpur.**

## **Abbreviation**

ABDO: Assistant Block Development Officer

ADM: Additional District Magistrate

ANM: Auxiliary Nurse Midwife

ASHA: Accredited Social Health Activist

AWW: Aangan Wadi Worker

BDO: Block Development Officer

BNV: Bharat Nirman Volunteers

CBDRM: Community Based Disaster Risk Management

CBDRR: Community Based Disaster Risk Reduction

CBO: Community Based Organization

CD: Civil Defence

CSMMC: Cyclone Shelter Management and Maintenance Committee

DDMA: District Disaster Management Authority

DEOC: District Emergency Operation Center

DMT: Disaster Management Team

DPO: District Project Officer

DRR: Disaster Risk Reduction

DRM: Disaster Risk Management

EoI- Expression of Interest

FAS: Further Assistance Stopped

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

HRVCA: Hazard, Risk, Vulnerability and Capacity Analysis

LI: Livestock Inspector

MGNREGS: Mahatma Gandhi National Rural Employment Guarantee Scheme

MoA: Memorandum of Association  
MoU: Memorandum of Understanding  
NDMA: National Disaster Management Authority  
NGO: Non-Government Organization  
NIDM: National Institute of Disaster Management  
NSS: National Service Scheme  
NYKS : Nehru Yuva Kendra Sangathan  
OBC: Other Backward Class  
OSDMA: Odisha State Disaster Management Authority  
PAN: Permanent Account Number  
PEO: Panchayat Executive Officer  
PHC: Primary Health Center  
PHED: Public Health Engineering Department  
PRIs: Panchayati Raj Institutions  
PWDs: Persons with Disabilities  
RI: Revenue Inspector  
RWSS: Rural Water Supply and Sanitation  
SAR: Search And Rescue  
SC: Scheduled Cast  
ST: Schedule Tribe  
SOP: Standard Operating Procedure  
ToR- Terms of Reference  
UC: Utilization Certificate  
UNDP: United Nations Development Programme  
UPHC: Urban Primary Health Center  
VDMC: Village Disaster Management Committee  
VDMP: Village Disaster Management Plan  
VHF: Very High Frequency  
WSHG: Women Shelf Help Group

## 1. Introduction

Community participation and community ownership in disaster risk management is one of the key factors in reducing vulnerabilities of people and minimizing disaster 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 Plan (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 plan will be helpful for ensuring speedy approach for rescue, rehabilitation in the aftermath of a disaster. The plan will guide the community at the time of disaster preparedness as well as at the time of relief operations and recovery, providing 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), Disaster Management Team (DMTs) 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 deliberated, practiced, and synchronized that they take place simultaneously in minimizing loss of time.

The State Executive Committee, constituted under the provisions of the Disaster Management Act 2005, decided to prepare the VDMP at the community level for enhancing community level disaster preparedness. In the first phase (2019-2020) 10,000 villages of Odisha were taken up for preparation of VDMP and the programme was facilitated by the District Disaster Management Authorities (DDMAs) with support of local NGO partners. While the onset of COVID-19 Pandemic in 2020 delayed the initiative the targeted village communities managed to complete the process of preparation of VDMP by end of 2021. Considering the need and the success

of the VDMP programme in the first phase, the State Executive Committee (SEC) has decided to extend the programme to further 10,000 villages in the Second Phase. Rest of the villages of the state will be covered in a phased manner. The purpose of preparation of Village Disaster Management Plan will always be to provide an opportunity for the local communities to evaluate their own situation based on their experience and formulate a plan to manage disasters at the local level. Under the approach, the local community not only build institutions and develops plan but also takes the responsibility for its implementation and integration into the development plans of the village.

## **2. 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 knowledge and skills so that management of various hazards becomes a way of life for them. The document will help the local community to prepare for, respond to and recover from any disaster effectively. The specific objectives of the VDMP are to:

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

The hazard specific preparedness, prevention & mitigation and response activities to be carried out by the Village Disaster Management Committee and the Disaster Management Teams during different stages of the disaster management cycle must be highlighted in the plan. Collector-cum-Chairman of the District Disaster Management Authority (DDMA) to decide on any difficulties/arising out of implementation of VDMP. The detail template of the VDMP is given at Chapter-15.

## **3. Key Players Concerned with Plan Development**

The plan will be made by the members of the Village Disaster Management Committee (VDMC) involving the community irrespective of class, creed, gender and occupational status, supported and facilitated by resource persons from NGOs, multi-lateral aid agencies and government officials. These persons have the requisite knowledge and skill to mobilise & motivate the community, facilitate the meetings and participatory processes for preparation of the plan.

#### **4. Step Wise Action Points for Preparation of VDMP**

- i. Official Communication from OSDMA to the Districts on the modalities of the Programme
- ii. State level orientation of District Emergency Officers and District Project Officers of OSDMA on the modalities of the programme.
- iii. Finalization of the list of vulnerable villages by the Districts as per laid down criteria and target and communication of the same to OSDMA in the prescribed format.
- iv. Constitution of District Level Selection Committee with approval of Chairman, DDMA.
- v. Floating of advertisement in at least two Odia News dailies as well as in the district website and notice board inviting Expression of Interest (EOI) from eligible Non-Government Organization in the prescribed format (Annexure –II) for programme implementation.
- vi. 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.
- vii. Issuance of work orders to NGOs, allotment of villages and signing of MoU.
- viii. Release of the approved initial Funds (1<sup>st</sup> tranche) to NGOs by the DDMA as per prescribed schedule of payment (Refer Section 14.3).
- ix. One-day district level orientation of Partner NGOs along with concerned District and Block Level Officials
- x. One-day block level orientation for all stakeholders including the partner NGO, Sarapanch and Panchayat Executive Officer of the concerned Gram Panchayat.
- xi. Mobilization of the village community, formation of Village Disaster Management Committee (VDMC) and Task Force in the Village meeting and Preparation of VDMP as per process (Refer Section- 9).
- xii. Submission of Draft copy of the VDMP by NGO Partner to the concerned VDMC.
- xiii. Approval of the VDMPs at Palli Sabha.
- xiv. Submission of 3 final copies of VDMP in Odia, by the NGO – one copy each to the VDMC, Gram Panchayat and DDMA along with scanned PDF Copy.
- xv. Submission of Action plan in the prescribed format by the Partner NGO for organizing training for VDMC & DMTs.

- xvi. Funds (2<sup>nd</sup> tranche) to be released by the DDMA as per the guidelines (Refer Section 14.3).
- xvii. NGO partner to impart training to Village Disaster Management Committee (VDMC) and Disaster Management Team (DMT) as per module given at (Annexure-V) and (Annexure –VI).
- xviii. Submission of village wise Reports (Soft Copy & Hard Copy) (Annexure-VII) and Photographs of the training programme of VDMC & DMT by NGO.
- xix. Funds (3<sup>rd</sup> tranche) to be released by the DDMA as per the guidelines mentioned (Refer Section -14.3).
- xx. Preparation of database of VDMPs by the NGO and submitted to the DDMA, Jajpur.
- xxi. Other instructions & guidelines will be issued by the DDMA, Jajpur for effective implementation of the VDMP-2.0.

## **5. Selection of Village:**

The DDMA, Jajpur will finalize the list/name of 360 villages in different blocks. 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.
- iv. Left out village/s (if any) of a particular Gram Panchayat covered in the first phase may be taken in the second phase so as to cover the entire Gram Panchayat.

## **6. Involvement of NGO Partner**

Local NGOs will be involved to facilitate the entire process of VDMP, starting from community mobilization, constitution of VDMC and DMTs, identification of hazards, data collection and compilation, developing the plan, training & orientation etc. NGO partners will be selected at the district level following a transparent selection procedure.

### **6.1 Eligibility Criteria for selection of NGO Partner**

- i. 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.
- ii. On the date of filling application, NGO should have completed at least 5 years from the date of registration.
- iii. "Disaster Management" should be one of the objectives in the Memorandum

of Association of the NGO.

- iv. NGOs should have worked in the field of disaster management.
- v. NGO should have an operational bank account for at least three years preceding the date of filing of application.
- vi. The NGO should be located and working in the same district for at least 3 years.
- vii. 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).
- viii.** The NGO should not be black listed or put under FAS (Further Assistance Stopped) category by any Central/State Government Ministries/ Departments/ Agencies or any National/ International Funding Organization.
- ix. NGO should not have defaulted either in works or in financial progress in any of their work with the State/ District Administration.
- x. NGOs those who have failed to comply the instructions of DDMA for preparation of VDMP in the first phase may not be considered.
- xi. Local NGOs should be given preference
- xii. The turnover of the NGO for the last 3 years should be at least Rs. 3 lakh per year.
- xiii. NGO should comply with the requirement of Income- Tax / GSTIN or should have applied for the same.
- xiv. Members of the NGO Selection Committee or their family member should not be the office bearers of the NGO applying for the programme.
- xv. The NGO's Board Members should not have any history of criminal offence against them.
- xvi. **The NGO will submit one Affidavit as per the Sl. No. viii, ix & xv**

## **6.2 Documents to be submitted along with the application form:**

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

- i. Copy of the relevant registration certificate
- ii. Bye-law or MoA of the NGO.
- iii. Latest composition of the Managing Committee/ Executive Body
- iv. Annual Reports of the Organization for last 3 Years
- v. Copies of last three years' audited statements of accounts
- vi. Documents relating to PAN number and exemption order under 12 -A, if any.

- vii. Bank pass book reflecting the transactions for the last three years.
- viii. Certificate from the Bank Manager stating that the account is operative for last three years.
- ix. 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
- x. Letters on award of Assignment/ Project to the NGO
- xi. NGO should submit an undertaking wrt point no. VIII of eligibility criteria of NGO selection (6.1).
- xii. The NGO will submit an Affidavit as per the Sl. No. viii, ix & xv of 6.1
- xiii. Signed copy of detailed EoI.

### 6.3 Selection Criteria of NGOs:

The NGOs fulfilling the eligibility criteria and having completed application forms along with all relevant documents will be shortlisted for the assignment. The overall marking criteria will be as follows:

<b>Sl. No.</b>	<b>Selection Criteria</b>	<b>Indicators</b>
1	Organizational Capacity and Experience	Experience in implementing Socio-Economic Development Projects in rural areas.
2	Government Partnership	Experience in implementing rural development programmes schemes and projects of the State/ Central Government.
3	Relevant Technical Experience	Experience and successful implementation of VDMP programme in the first phase
		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.
		Experience in Implementation of CBDM or similar disaster management programmes of any other reputed National or

		International Organisations
4	Experience in working with Panchayati Raj Institutions (PRIs)	Implementation of programmes involving Panchayati Raj Institutions (PRIs)

#### 6.4 Engagement of NGOs:

- i. The district authority will engage number of NGOs from the panel as per requirement based on the target number of vulnerable villages as per the guidelines of the OSDMA/DDMA.
- ii. The NGO is to sign a MoU within 7 days from the issuance of work order.
- iii. After signing of MoU the District Administration to release 20% of the total amount finalized against the NGO (@Rs. 5000/- per village X No. of villages)
- iv. After signing of the MoU the NGO is to implement the programme in coordination with District Authority, respective Block Administration and GramPanchayats.
- v. The NGO to complete the works as defined within 10 months from the date of signing of MoU.
- vi. The remaining 80 % of the agreed amount to be released to the NGO as per the schedule (Refer Section 14.3) for completion of the VDMP process in the allotted villages and completion of training & orientation programme.
- vii. If an NGO fails to complete the task or withdraw in between, then the organization is liable to refund the amount to the DDMA. DDMA should not entertain such NGO(s) for any other disaster management activities in future. DDMA may also remove the non-performing NGO(s) and re-allot the target among other selected NGO(s).
- viii. VDMPs are prepared by VDMC and community members. The partner NGO always plays the role of facilitator only. The partner NGOs are not supposed to mention their name and put organization logo in the VDMP.

#### 7. Monitoring & Review

**7.1** The OSDMA/DDMA/DLMC will take review on progress of preparation of VDMP and the Monthly Progress reports to be submitted by the NGO and necessary arrangement & assistance will be provided by NGO for monitoring at

field level.

## **8. Village level activities for preparation of VDMP**

The following activities are to be undertaken by the partner NGOs for preparation of VDMP at the village level:

- i. Mobilization of village community by the Partner NGO prior to the date of village consultation meeting.
- ii. Organization of the meeting as per scheduled date and time.
- iii. Brief Orientation by the NGO in the meeting on the VDMP Programme and aims and objectives of formation of Village Disaster Management Committee (VDMC) and Disaster Management Teams (DMTs). (Refer Section -10)
- iv. Nomination of VDMC members by the community and constitution of VDMC.
- v. Nomination of DMT members by the community and constitution of DMTs. (Refer Section -11)
- vi. Recording of the proceedings/ minutes of the meeting in the meeting register and finalization of the Date for 1<sup>st</sup> meeting of the VDMC.
- vii. First meeting of the VDMC facilitated by the partner NGO. The members of all the Disaster Management Teams also to remain present in the meeting.
- viii. Brief orientation by the NGO in the meeting on the roles and responsibilities of VDMC and DMT Members.
- ix. Followed by discussion on the preparation of Village Disaster Management Plan, Hazard, Risk Vulnerability and Capacity Analysis (HRVCA) of the Village and preparation 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.
- x. Recording of the proceeding of the meeting in the VDMC register.
- xi. Conducting the participatory activities, collection of Primary and secondary data as per the requirement.
- xii. Discussion on the mitigation activities (Structural/Non-Structural) to be taken up to reduce the disaster risk in the village.
- xiii. Compilation of all relevant information and discussion on the same in the VDMC meeting

- xiv. Preparation of the VDMP as per prescribed format with maps and annexures, by the Partner NGO.
- xv. Submission of the VDMP by Partner NGO to VDMC
- xvi. Coordination with the Gram Panchayat to hold the Palli Sabha meeting
- xvii. Discussion on the VDMP in the Palli Sabha meeting and approval of the same.
- xviii. Recording of the proceedings of the Palli Sabha meeting.
- xix. Approved VDMP to be kept at the Village level.
- xx. Submission of approved copies of the VDMP along with Proceedings of the Palli Sabha to Gram Panchayat and District Disaster Management Authority (DDMA) by the Partner NGO. The Scanned Soft/PDF copy of the Document to be submitted to the DDMA for uploading in the database.
- xxi. Chalk out an Action plan for organizing training for VDMC & DMTs in consultation with the VDMC and submission of the same to DDMA.
- xxii. NGO partner to impart training to Village Disaster Management Committee (VDMC) and Disaster Management Team (DMT) as per given module.
- xxiii. Submission of village wise training report(Soft copy & Hard Copy) and photographs of the training programme of VDMC & DMT to the DDMA,Jajpur

## **9. Methodology for preparing VDMP**

The plan will be prepared by VDMC with active participation of community members and other stakeholders including School Teachers, PRI Members, WSHGs local Government functionaries, CBOs/ NGOs and Others. The main contents of the VDMP would be as follows:

- i. Declaration
- ii. Introduction
- iii. Village profile and situational analysis
- iv. Hazard, Risk, Vulnerability, and Capacity Assessment
- v. Mitigation and Preparedness plan
- vi. Response Plan
- vii. Contact Details
- viii. Annexures (Social Map, Vulnerability Map, Resource Map, Evacuation Route Map, Roles & Responsibility of VDMC & DMTs)

The following methodology will be adopted for preparation of Village Disaster Management plan.

- i. Situational Analysis-Topographic features and Demographic detail (House,land, field, forest, water bodies and infrastructures)
- ii. Review and analysis of past Disaster- loss of life, livelihoods & Damage to property
- iii. Hazard Exposure – Natural & Human Induced hazards. Seasonality & occurrence.
- iv. Vulnerability Analysis- Physical, Social, Economic & Environmental
- v. Resource Identification-Existing Resources: Safe shelter, natural barrier, safewater and Sanitary facility, food/grain stock/ware houses, health services, communication facilities, skilled manpower etc.
- vi. Formation of Disaster Management Teams-Warning, R & E, First Aid, Water & Sanitation, Relief& Food, Damage Assessment.
- vii. Disaster Preparedness
- viii. Linkage with various government institutions and NGOs for preparation and effective use of the plan

### **9.1 Village profile**

The village profile will be highlighted keeping different information. The village profile can be described using the following information

- Origin of the settlement (Village) and coordinates (longitude and latitude)
- Distance to the Gram Panchayat Head Quarter
- Villages/ places/ forest/ rivers/ sea/ hills/ hillocks/ elevated land/ inclines/ low lying areas/ high tide lines etc. surrounding the village in the North, South, East, and Western directions.
- Nearest water bodies and distance from sea/rivers
- Major Disaster in the past

### **9.2 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, sex ratio, geographical area, temperature, rainfall, agricultural land, cropping pattern, livelihood pattern, education, economy, occupation, rivers, road, industries, hospitals, schools, temples, drinking water sources, and other critical infrastructure. The following information would be

mentioned for the current situation of the village

- Demography Profile
- Housing Pattern:
- Natural resources in the village, for e.g. Lands and fields, Forests/ Trees, ponds etc.
- Land holding and cropping pattern
- Different livelihoods practiced in the village, for e.g. agriculture, livestock, fishing, seedcollection, weaving, wage labour work and so on
- Irrigation facilities of farmers, Drinking water facility etc.
- Industries and financial institutions

### **9.3 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 in the past. Group discussions with the elderly population, and youth will be held focusing on the hazard exposure and disasters faced by the community in the last twenty years. 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.

### **9.4 Vulnerability Analysis**

The process of vulnerability analysis aims to highlight the susceptibility of the population and infrastructure to the impact of different disasters. Data will be collected on vulnerable population, viz. pregnant women, lactating mothers, widows, woman headed household, children, old aged, Persons with disability, critically ill, people living in unsafe locations and houses, etc.

The community would also be asked to identify the vulnerable infrastructure like Kutcha houses, weak public infrastructure in low lying areas, areas near the water bodies such as the sea and river, livestock, livelihood assets such as boats and nets, looms, cottage industries, and other important infrastructure like drinking water resources, roads, electric infrastructure etc. susceptible to disaster damage.

### **9.5 Resource Analysis**

Resource analysis focuses on identifying locally available assets and resources that can be utilized for disaster response by 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, skilled human resources like doctors, pharmacists, nurses, Veterinary doctor, electrician, 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.

## **9.6 Risk Analysis**

Risk is a measure of the expected losses due to any 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 of different hazards of the village

- Identifying the hazard/s 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.

## **9.7 Preparedness and Mitigation Plan**

The Preparedness and Mitigation Plan will include the followings

1. List out the Standard Operating Procedures for DMTs in the pre disaster phase.
2. Illustrate various forms of skill training that can be imparted to the community which can prove beneficial in the wake of a disaster

3. Enumerate the short term and long term structural and non-structural mitigation measures for the community.

### **9.8 Identifying Safe shelter/location**

- The number of safe shelters are to be identified considering the number of households/population in the village.
- The safe shelter should be located in a place with minimum exposure to hazard away from the sea coast, river, water bodies etc. and preferably in an elevated area
- The shelter building should be a safe and easily accessible building with RCC roof.
- The identified shelters should be equipped with minimum facilities like, electricity, drinking water and toilets etc.

### **9.9 Identifying Safe Evacuation Routes**

The safe evacuation route(s) to be identified and mapped in the village keeping the following criteria.

- Select evacuation route with minimum exposure to hazards 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(s) should be direct and easily accessible to the more vulnerable groups like women, children, aged and person with disabilities.
- The evacuation route should be accessible and easy to be used during both day and night.
- signage 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.

### **9.10 Response Plan**

In the response mechanism, Village Disaster Management Committee (VDMC) and Disaster Management Teams (DMTs) will be constituted. The plan will highlight the need and the importance of VDMC and DMTs, and list out their roles and responsibilities in the pre, during and post disaster phases.

The Response plan of the village with respect to receiving the early warning, confirmation of the same assessing the situation, dissemination of the warning to each and every household, initiating and coordinating the evacuation process, ensuring evacuation to safe shelters through pre-identified route(s), reporting to the concerned Panchayat and Block authorities regarding the status of evacuation etc. Coordination between

The roles and responsibility of the members of Village Disaster Management Committee and Disaster Management Teams and coordination mechanism for effective disaster response is elaborated.

## **10. 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 to be named after the village using local language (e.g. *Batharla Gramya Biparjyaya Parichalana Samiti*) and shall be the village institution anchoring all disaster management interventions. On one hand, it has the responsibility to lead Community based disaster management activities at village level and on the other hand it has the 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 gender, caste, community, descent or religion 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 Disaster Management Teams and disaster mitigation plans and its convergence with the development plan and its status.

### **10.1. Constitution of the VDMC:**

The constitution of the VDMC shall be made in the village consultation meeting through nominations. VDMC shall represent men and women from across all sections of the village. The number of members 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 also be made to represent the vulnerable groups including Persons with disability.

The villages, having Multipurpose Cyclone Shelter (MCS)/ Multipurpose Flood Shelter (MFS) and Multipurpose Cyclone Shelter Management & Maintenance Committee (CSMMC)/ Multipurpose Flood Shelter Management & Maintenance Committee (FSMMC), shall not form any VDMC. The CSMMC/ FSMMC will play

the role of VDMC. In case, where CSMMC/FSMMC is not constituted, the DDMA to take necessary steps to constitute the same first following the prescribed guidelines issued by OSDMA (Annexure-X).

**10.2. Members:** The members of the VDMC may be nominated from the following categories

- i. Elected representatives - All ward members of the village.
- ii. Two Women Shelf Help Group (WSHG) members- preferably from 2 different WSHGs.
- iii. One member from local Non-Government Organisations (NGOs)/ Community Based Organizations (CBOs)
- iv. Two members from youth groups such as Nehru Yuva Kendra Sangathan (NYKS), National Service Scheme (NSS), National Cadet Corps (NCC), Bharat Nirman Volunteers (BNVs), Civil Defence, local Youth Club etc.
- v. One retired Government Employee or Ex-servicemen personnel
- vi. One Representative of Police Department (Grama Rakhi/ Home Guard or etc.)
- vii. One representative from Forest Department (Forest Guard/Beat Constable) or President or Secretary of Vana Suraskhya Samiti/Eco Development Committee, if existing
- viii. Village level government functionaries each from the following (if available)
  - a. Education (Head Master of Local School)
  - b. Health (ASHA, ANM/ Swasthya Karmi etc.)
  - c. Women and Child Development (Aanganwadi Worker)
  - d. Agriculture (VAW)
  - e. Veterinary (LI or Go Mitra etc.)
  - f. MGNREGS (Gaon Sathi/ Mate)
  - g. Any other important organization
- ix. One representative each from SC & ST population and other vulnerable groups like Persons with Disabilities (PwDs), Women Headed Households etc.

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, (preferably Angan Wadi Worker of the village) who will coordinate the functions of VDMC and will be responsible for keeping the records.

All records/ registers of the VDMC should be kept at the Anganwadi Centre or

cyclone/ flood shelter of the concerned village. The Resolution Register to be provided by the DDMA through the concerned NGOs.

### **10.3. Meetings of VDMC**

- i. The VDMC will meet at least once in every 3 months, preferably in the first week of the month.
- ii. Based on the need/urgency meetings of the VDMC maybe called at any day and time.
- iii. The Chairperson and in his/her absence the Joint Chairperson will preside all the meetings of VDMC. In the absence of both, the meeting will be presided by any member of the committee chosen among themselves.
- iv. The Secretary will convene the meeting and record the proceedings in the meeting register.
- v. The quorum of the meeting of the VDMC shall be one third of the total members of the VDMC.
- vi. With the approval of the Chairperson, the VDMC may take a decision to invite other relevant person to the VDMC, if felt necessary.

### **10.4 Role of VDMC:**

#### Key VDMC Functions

1. Village level hazard mapping.
2. Conducting risk assessment at village level.
3. Analysis of disaster risk based on the assessment and prioritize the key activities to be undertaken for disaster risk mitigation.
4. Identification and prioritization of critical community infrastructure needed for the disaster risk mitigation.
5. Preparation of and updating of VDMP at regular intervals.

#### Preparedness functions of VDMC

1. Share Village Disaster Management Plan (VDMPs) with all members of the community.
2. Conduct disaster preparedness training of members of VDMC and DMTs.
3. Raise community awareness on Do's and Don'ts before, during and after different disaster.
4. Monitor disaster threats, conduct drills and draw lessons to improve the plan.
5. Promote involvement of community members in disaster risk management activities.

#### Emergency functions of VDMC

1. Communicate warnings issued by district/block administration to the villagers in case of emergencies.
2. Coordinate and manage evacuations at the village level.
3. Organize search and rescue with the help of DMTs and community participation.
4. Conduct damage and need assessment of the village in the immediate aftermath of disaster and report to government and disaster management agencies for assistance.
5. Coordinate for emergency relief operations and rehabilitation activities with DDMA, Block and Gram Panchayat.

#### Recovery functions of VDMC

1. Ensure that risk reduction measures are integrated during reconstruction and repairing of critical community infrastructures.
2. Evaluate the performance of VDMC capacity and effectiveness to promote community safety.
3. Coordinate with DDMA, Block and Gram Panchayat for the implementation of different recovery measures.
4. Coordinate with Gram Panchayat for mainstreaming Disaster Risk Reduction in development activities.

### **10.5. Roles and responsibilities of VDMC:**

The VDMC shall perform the following roles-

1. Organize meetings of VDMC for discussion on various disaster management activities to be taken up in the village.
2. Conduct risk assessment in the village through the participation of community members.
3. Organize and participate in learning activities.
4. Plan periodically for risk reduction of the village dealing with the emerging issues from disasters and track the results.
5. Ensure that every household prepare their survival kit as per the village plan.
6. Ensure community level preparedness before each hazard season as per the guideline.
7. Manage early warning dissemination during disasters.
8. Motivate community members to participate in Gram Sabha for integrating disaster risk reduction measure in the Gram Panchayat Development plan (GPDP).
9. Coordinate with Govt. department and other stakeholders 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 undertaken in the village, so that the assets created would be disaster resilient.
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.

## **11. Disaster Management Teams (DMTs)**

The principal objective of DMT formation is to have a trained and skilled group to minimize loss of life and property of the community. Disaster Management Teams are to be formed in each village and will function under the VDMC for specialized tasks 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 are to be formed by the VDMC as per the need of the village. Each team will consist of 5-7 members (both male and female) depending on the availability of local youth within the age group of 18-45 years. Persons with disability may also be included in the DMTs for performing specific tasks. Minimum Educational Qualification for Disaster Management Team Members is preferably 8th Pass. However, the VDMC may relax the norms in exceptional cases. Members of the Disaster Management Teams will be nominated by the community members in the village meeting.

Each group will have distinct activities to carry out before, during and after any disaster. The DMT's will have certain Standard Operating Procedures (SoPs) in the three phases of disasters. The different DMT's would be as follows:

1. Early Warning and Dissemination Team
2. Evacuation, Search and Rescue Team
3. Medical and First Aid Team
4. Trauma Counselling Team
5. Shelter Management Team
6. Water & Sanitation Team
7. Relief and Coordination Team
8. Damage & Loss Assessment Team
9. Carcasses Disposal Team

In case of non-availability of adequate number of village youths for formation of all the above nine teams, the VDMC may take decision to

combine the teams and assign roles and responsibility in the following manner.

1. Early Warning Dissemination Team & Evacuation, Search and Rescue Team
2. Medical and First Aid Team & Trauma Counselling Team
3. Shelter Management Team & Water & Sanitation Team
4. Relief and Coordination Team & Damage & Loss Assessment Team
5. Carcasses Disposal 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 male and female who will be trained to understand disaster forecasting and early warnings over radio/ TV/ other reliable platforms and act fast to disseminate the warning throughout the village in an effective manner using available resources. They would perform the following functions in different phases of a disaster.

Pre- Disaster:

- Monitoring of weather forecasts and warning bulletins on radio and television and through mobile based applications of Govt. of India and Govt. of Odisha 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
- The team should have a radio and red flags to mark the most vulnerable houses

During Disaster:

- Cross checking the warnings received on radio or from any other sources with the 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 and bulletins 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 and other hazards and remedies
- Coordination with other teams like the shelter team and the evacuation teamsto help the community for rehabilitation

## **ii. Evacuation, Search and Rescue Team**

#### Pre disaster:

- Keeping information about the more vulnerable groups 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, whistles, a first aid kit, life jackets, tubes and other floatable objects.
- Keeping some tools handy such as cutting saw and blades, crowbar, hammer etc to cut the fallen trees and to rescue people stuck under fallen houses or debris.
- Identify highlands/safe spaces for evacuating cattle and livestock's which had enough fodder for about a week.
- Carry out mock drills 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 low-lying areas in case of disasters.
- Help the vulnerable people to get in to their respective safe shelters with survival kit and other minimum important belongings.
- Ensure discipline during evacuation.
- If possible, try to find out missing persons within the community.

- Securing rescue boats and rescue kit
- 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.
- Clear fallen trees and debris from the roads/ 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, Persons with disabilities and ensuring their medical needs.
- Keeping a first aid box with antiseptics, medicine, bandages, splint, scissors, blades, iodine, ointments, ORS Sachet, 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 carry injured

persons. 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.

- Attend to injuries of the rescued people.
- Helping doctors and paramedics staffs to shift the sick and the injured to hospitals.
- Help the doctors and para- medical staffs in discharging health services at the community level.
- Support the medical teams to set up the medical camps and attend the patients. Inform regarding serious cases.
- Take adequate measures not to allow spread of epidemic inside the community. If noticed, inform the health officials and block administration 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 preventive medications under the guidance of health professionals if there is a danger of epidemic outbreak like cholera, dysentery, malaria etc.

#### **iv. Shelter Management Team**

##### Pre-Disaster:

- Ensure safe Shelters and houses have been identified and checked by engineers and necessary repairs have been made.
- Food, water, utensils, fuel wood/cooking gas cylinder, medicines, milk powder, candles, match boxes, kerosene etc for usage for at least one week are stocked in sufficient quantities.
- Sanitation facilities are usable and properly placed.
- Ensure separate and private enclosure for women in each shelter.
- Stockpile of dry food for the evacuees for the period they might have to stay in the shelter.

##### During Disaster:

- Stock of food, drinking water, utensil and medicines are to be transferred to the safe shelters.
- Ensure that people come to the shelters with survival kit containing minimum dry food/drinking water/essential medicines and other day to day requirements at least for three days.
- Evacuees may be asked to use their own food stuff 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 there should be continuous monitoring. 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 disinfecting 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 Health Centre and other sources.
- Procuring water testing kits from the respective government department.
- Stocking kerosene and fuel wood to dispose of carcasses
- Ensuring the drinking water sources are protected and take appropriate steps for repairing of defunct tube wells and pipe water supply
- Stocking sufficient lime powder 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 drinking 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 teams to clean the garbage.
- Keep the sewerage system clean.
- Carry out the task of water purifying by chlorinating it.
- Carry out the task of clearing water congestion/water clogging

## **vi. Relief and Coordination Team**

The members of the team include both men and women. They will collect material such as food supply, utensils, clothes, kerosene, diesel etc. and coordinate all relief requirements of the community. The women members should be asked to enquire 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 and 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, firewood etc. for shelters in advance.
- Stocking temporary building material like bamboo, rope, tarpaulin sheets and other material.
- Stocking food and medicine for animals
- Interacting with other teams and assisting in getting their supplies.
- Deciding 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 relief supplies from the government sector and the NGOs
- Conduct a needs assessment and ask the NGOs to pitch in with their requirements of the affected community.

### Post Disaster:

- Receiving and distributing stocks of relief material.
- Replenishing the stock which is running low.
- Monitoring and distribution of relief materials 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 stocks of fuel wood, kerosene, and cloths to cover dead bodies
- Maintained stocks of bleaching powder
- 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 the concerned departments
- 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.

- Help the NGOs and other professional to run child friendly spaces in the aftermath of a disaster.

## **ix. Damage & Loss Assessment Team**

### Pre-Disaster:

- Keeping the database of houses, livestock, agriculture, plantations, fishing boats etc. at the village level
- Sensitizing the families of the village to keep their important documents like id proofs, land records etc. 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.
- Facilitating 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.

## **12. Contact details**

A list of the important personnel including nearest Police and Fire Station Personnel who need to be contacted immediately after a disaster for rendering their services to 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.

### **13. Updating mechanism of VDMP**

Once a village disaster management plan is prepared, the updating mechanism will be identified with the role and responsibility of the members for the updating of different chapters of plan. The Nodal NGO will act accordingly and submit proposed Action Plan.

The VDMC should review the plan at least once in a year for updating the VDMP as per the need.

It is advisable to consider reviewing and updating the VDMP based on the learning and experiences after the following events

- a) A major incident/disaster
- b) Mock exercises

### **14. FINANCIAL PROVISIONS**

- i. OSDMA to release the approved budget in advance to the districts.
- ii. Proceedings/Minutes of the meeting at district/block/panchayat/village level should be recorded

#### **14.1. Budget for preparation of VDMP and Training of VDMC and DMTs**

<b>Activity</b>	<b>Particulars</b>	<b>Budget</b>
Preparation of VDMP and training of VDMC/DMTs	Preparation of VDMP	3000
	Training of VDMC	1000
	Training of DMTs	1000
<b>Total</b>		<b>5000</b>
<b>Rupees five thousand per village</b>		

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

<b>Sl. No.</b>		<b>Payment Scheduled</b>	<b>Remarks</b>
1	Issuance of work order, allotment of villages and Signing of MoU with the NGO	20% of the total	Total amount = @ Rs. 5000

		amount	per village x no. of villages
2	<ul style="list-style-type: none"> <li>• Submission three final approved copies of the VDMP along with minutes of the Palli Sabha by the NGO-one each to the VDMC, GP and DDMA</li> <li>• Submission of scanned /Soft copy of the VDMP of VDMC &amp; DMT and database to DDMA</li> <li>• Submission of action plan for training of VDMC and DMTs by the partner NGO</li> </ul>	40% of the total amount	
3	<ul style="list-style-type: none"> <li>• Training of VDMC and DMTs as per the prescribed module and submission of village wise report</li> </ul>	40% of the total amount	

## 15. Template for Village Disaster Management Plan

Annexure-I

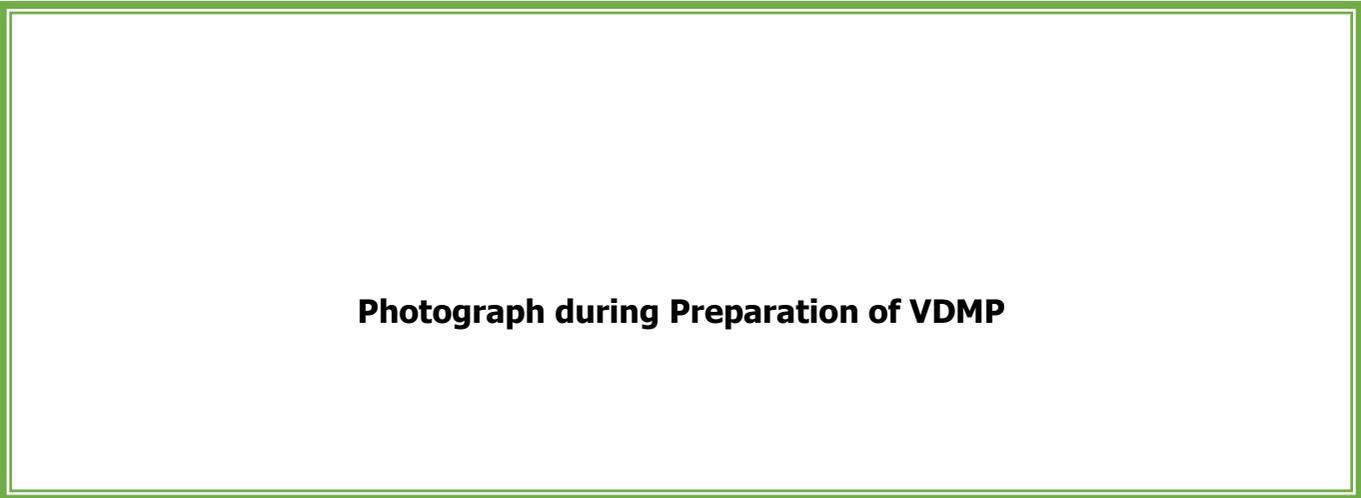
### Template for Preparation of Village Disaster Management Plan (VDMP):

- **The VDMP will be prepared in Odia Format.**



# Village Disaster Management Plan

For the Year: 2022-2023



Photograph during Preparation of VDMP

Village :  
Gram Panchayat :

Block :  
District :

District Disaster Management Authority  
District:

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### **Declaration**

We, the Members of Village Disaster Management Committee (VDMC), of \_\_\_\_\_village do hereby declare that, the Village Disaster Management Plan (VDMP) has been prepared/ updated in consultation with villagers, key govt. functionaries and other stakeholders under the guidance of District Disaster Management Authority and with facilitation support of NGO\_\_\_\_\_. The VDMP will help in saving the lives and properties of the community during disaster, ensuring community level preparedness and taking up of appropriate prevention and mitigation measures to reduce disaster risk and make the community resilient. The VDMP has been approved by the Palli Sabha on dated \_\_\_\_\_.

All members of VDMC and DMTs will carry out their roles and responsibilities as per VDMP before during and after any disaster. We will also take the responsibility to update the Plan on regular basis

**Signature of VDMC Members**

**Signature of Local Sarpanch**

**INTRODUCTION****1. Background:**

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

**2. Aim and Objectives of Preparation of VDMP**

- Involve the local community in the disaster management planning process
- Create a plan that will enable the immediate deployment of available resources in an organized manner during any emergencies.
- Create a plan that will allow for quick and immediate response in the event of a disaster at the community level
- Ensure ownership within the community
- Awareness generation among villagers on different disaster risks.
- To take up prevention and mitigation measures to reduce the disaster risk
- To develop the capacity and skills of the community to deal with various disasters.
- Link the VDMP to the long-term development plan of the village community
- Building a disaster resilient community

**3. Activities undertaken for Preparation of VDMP**

- Mobilization of the community members and constitution of Village Disaster Management Committee (VDMC) and Disaster Management Teams (DMTs).
- Discussion on the importance of preparation of VDMP and the roles and responsibilities of the VDMC members and DMTs.
- Conducting Hazards, Vulnerability, Risk and Capacity Assessment of the village in a participatory manner with the combined efforts of the village communities, Gram Panchayat and with the coordination of various line departments.
- Compilation of basic demographic, livelihood and other data from primary and secondary sources.
- Social mapping, resource mapping, identification safe shelter and finalization of the evacuation routes for the village.
- Listing out the structural and non-structural mitigation measures in consultation with the community to reduce the risk of different disasters.
- Finalization of the schedule of awareness and training and capacity building programmes to be conducted at the village level on different disasters.
- Finalization the schedule of the Mock Drills to be conducted in the village.
- Discussion on the standard operating procedure to be followed by the villagers in case of any disaster.
- Compilation of contact details of key government officials and other important stakeholders.

- Preparation of the draft Village Disaster Management Plan and placing of the same in the Palli Sabha meeting for scrutiny and approval  
Sharing of the approved VDMP with the community members

## **Chapter-2**

### **VILLAGE PROFILE**

#### **2. About the Village**

*(A brief on the historical origin of the settlement, reason behind its naming if any, its location with respect to the Gram Panchayat and nearest town, neighbouring villages and settlements, rivers, mountains, forest, deities and important festivals, cultural heritage to be given here)*

#### **2.1 Geographical Location of the Village**

*(Longitude and Latitude of the village to be mentioned)*

A very brief para mentioning the boundaries of the village community in the North, South, East and West sides and since when the village is 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

The average temperature and rainfall of the are also to be mentioned

#### **2.2 Details of the Village**

SI No.	Village and Institutions	Particular	Distance from the Village	Contact no. of key official
<b>Administrative</b>				
1.	Name of the Revenue Village		NA	
2.	Name of the Hamlets of the village			
3.	Name of the Gram Panchayat			
4.	Name of the Block			
5.	Name of the Sub-Division			
6.	Name of the District			
7.	Post-Office			
8.	Revenue Inspector Circle			
9.	Police Station			
10.	Tahasil Office			
<b>Health Institutions</b>				
11.	Anganwadi Centre (s)			
12.	Nearest Sub-Centre (SC)/ Health Wellness Centre			
13.	Nearest Primary Health Centre (PHC)			
14.	Nearest Community Health Centre (CHC)			
	Any other Govt./Pvt. Hospital			
15.	Nearest Veterinary Hospital			
16.	Nearest LI Point			
<b>Educational Institutions</b>				

17.	Nearest Primary School			
18.	Nearest Upper Primary School			
19.	Nearest High School			
20.	Nearest College			
	Any other Govt./Pvt. Educational Institutions			
<b>Other Important Institutions</b>				
21.	Gram Panchayat Office			
22.	Nearest Multi-purpose Cyclone/Flood Shelter (if located within 2 Km radius of the village)			
23.	Nearest Fire-Station			
24.	Nearest Telephone Exchange			
25.	Electric Sub-Station			
27.	Nearest Bank			
28.	Nearest Child Care Institution			
29.	Nearest Old Age Home			
30.	Common Service Centre/E-Sahajoga Kendra			
31.	Any other			

### 2.3 Accessibility of the Village to nearest locations by road

Sl No.	From	To	Types of Roads Paved (Bituminous/Concrete etc.) or Unpaved (Earth and gravel)	Condition of the Road (All Weather or Fair Weather)	Remarks
1.	Village	Gram Panchayat			
2.	Village	Block Head Quarter			
3.	Village	District Head Quarter			
4.	Village	Sub Centre			
5.	Village	Primary Health Centre			
6.	Village	Community Health Centre			
7.	Village	Nearest Multi-purpose Cyclone/Flood Shelter (if			

		located within 2 Km radius of the village)				
--	--	--	--	--	--	--

<b>Whether the village is having railway connectivity (Yes/No)</b>	
If yes, then the distance of the village from the railway station	

## 2.4 Demographic Profile of the Village

Household and its distribution

SI No.	Total H/H	Categories					
		SC	ST	GEN	OBC	NFSA	SFSS

## 2.5 Population and its Composition

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

## 2.6 Religion wise distribution of Population

SI No.	Total Population					
		Hindu	Muslim	Christian	Sikh	Others

## 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

**NB:** (Triangulate the data to avoid mismatch in the above tables. The data corresponding to house hold and population should be uniform throughout the document. The source of data/information also needs to be mentioned)

## 2.8 Housing Pattern

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

		<b>Houses</b>		

NB: *Kuchha-*  
*Semi Pucca-*  
*Pucca Houses-*

### 2.9 Total Geographical Areas (In Hectors) (to be sourced from RI & Tahsil)

<b>Agricultural Land</b>	<b>Grazing Land</b>	<b>Forest Land</b>	<b>Others</b>	<b>Total Area</b>

### 2.10 Land Holdings Pattern

<b>Land Less</b>	<b>Share Crop pers</b>	<b>Marginal (&lt; 2.47 Acres)</b>	<b>Small (2.47 to 4.94 Acre)</b>	<b>Semi Medium (4.94 to 9.88 Acre)</b>	<b>Medium (9.88 to 24.71 Acre)</b>	<b>Large (&gt; 24.71 Acre)</b>

### 2.11 Cropping Pattern (to be sourced from VAW/DDA)

<b>SI No.</b>	<b>Season</b>							
	<b>Kharif</b>				<b>Rabi</b>			
	Type of Crops	Net Shown Area	Month of Yield	Total crop area insured under crop insurance (in acre)	Type of Crops	Net Shown Area	Month of Yield	Total crop area insured under crop insurance (in acre)

### 2.12 Irrigation Facilities and Sources

<b>Large and Medium Irrigation Projects</b>	<b>Minor Irrigation Projects</b>	<b>Lift Irrigation Point (River)</b>	<b>LI Points (Well)</b>	<b>LI Points (Deep Bore well)</b>	<b>Others</b>

Name	Ayacut Area in Acre	Name	Ayacut Area in Acre	Units	Ayacut Area in Acre						

### 2.13 Livelihood Details

Type of Occupation	Numbers of Person Engaged	Number of HH engaged
Cultivation		
Agricultural Labour		
Non-Agricultural Labour		
Industrial Labour		
Fishing		
Weavers		
Carpenters		
Craftsmen		
Blacksmiths		
Business/Shops		
Skilled workforce		
Salaried		
Others (to be Specified)		

### 2.14 Migration Pattern

Hamlet/Ward	Total Number of HH	Migration Details						Destination	Work	Duration (From-To) (months)
		Migrating Population			No. of persons staying back					
		HH	Male	Female	Female	Children	Old age			

### 2.15 Livestock & Birds

Hamlet/Ward	Animals				Birds	
	Milch Animals		Draught Animals			
	Cow/ Buffalo	Sheep/ Goat	Horse/Bullock	Donkey/ Pony etc	Hens	Ducks

### 2.16 Drinking Water Sources

SI No.	Ward/ Hamlet	No. of Tube Wells	No. of Wells	Pipe water supply		Other Sources	Remarks
				No. of Stand Posts	No. of Overhead Tanks		


### 2.17 Village & Cottage Industries & MSMEs

Sl No.	Name of the Industry	Types of Industry	Manpower Engaged	Machinery/ Equipment	Investment	Output

### 2.18 Financial Institutions

Sl No.	Types of Institution	Address	Contact No.
1.	Self Help Groups		
2.	Banks		
3.	Rural Banks		
4.	Cooperative Banks		
5.	PACs/LAMPs		
6.	Non-Banking Financial Companies (NBFCs)		
7.	Others (if any)		

## Chapter-3

### **HAZARD, VULNERABILITY AND CAPACITY ASSESSMENT (HVCA)**

#### 3.1 Past History of Disaster (Last 20 Years)

Sl. No	Types of Hazards	Year of Occurrence	Types of Losses				
			Human	Livestock	Crop	Houses	Infrastructure
1.	Flood						
2.	Cyclone						
3.	Tsunami						
4.	Earthquake						
5.	Fire						
6.	Forest Fire						
7.	Land Slides						
8.	Drought						
9.	Lightning						
10.	Heat Wave						
11.	Cold Wave						
12.	Whirl Wind						

13.	Tornado											
14.	Hail Storms											
15.	Snake bite											
16.	Drowning											
17.	Heavy Rainfall											
18.	Pest Attack											
19.	Boat Capsizing											
20.	Human Animal Conflicts											
21.	Road Accident											
22.	Epidemic											
23.	Pandemic (Covid-19)											
23.	Others (Please Specify)											
NB.	The above-mentioned disasters are indicative only. Please provide the details of disaster occurred in the last 20 years											

### 3.2 Seasonality of Hazards

Sl. No.	Types of Hazards	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.	Forest Fire												
7.	Land Slides												
8.	Drought												
9.	Lightning												
10.	Heat Wave												
11.	Cold Wave												
12.	Whirl Wind												
13.	Tornado												
14.	Hail Storms												
15.	Snakebite												

16.	Drowning												
17.	Heavy Rainfall												
18.	Pest Attack												
19.	Boat Capsizing												
20.	Human Animal Conflicts												
21	Road Accident												
22	Epidemic												
23	Pandemic (Covid-19)												
	Mine fire/Mine flooding												
23	Others (Please Specify)												
NB	The above-mentioned disasters are indicative only. Please provide the seasonality of disasters occurred in the village												

### 3.3 Risk Analysis Matrix


### 3.4 Vulnerability Analysis

#### 3.4.1 Vulnerable Population

SI No.	Details	No. of HH		No. of Persons	Remarks
1.	HH in low laying areas				
2.	Households living near to sea/river				
2.	HH with poorly constructed houses (Dilapidated House)				
3.	Old aged population				
4.	Women headed house				
5.	Pregnant women/ lactating Mothers				
6	Destitute				
7.	Children (0-6 Yrs)				
	Orphans				
8.	Sick and Ailing				
10.	HH dependent on Food Security (NFSA/SFSS)				
11.	Landless HH				
12.	Those who are dependent on Special need for survival				
13.	Persons With Disabilities /(PWDs)	Physical Disability	Locomotor		
Visual impairment					
Hearing					

			impairment			
14.			Intellectual Disability			
15.			Mental Behavior			
16.		Disability Caused by	Blood Disorder			
17.			Chronic neurological			
			Multiple disability			

### 3.4.2 Vulnerable Infrastructure & Assets

Sl No.	Types of Assets/ Infrastructure	Nos.	Remarks
1.	Thatched and mud Houses		
2.	Boats		
3.	Nets		
4.	Blacksmith's Shed		
5.	Potter's Wheel		
6.	Looms		
7.	Livelihoods Assets		
	Village and Cottage Industries		
8.	LI Points		
9.	Drinking Water Sources	Tube Wells	
10.		Wells	
11.		PWS Stand Posts	
12.		Overhead Tanks	
16.		Livestock	Cattle
17.	Poultry Birds		
18.	Goats/Sheep		
19.	Any Other		
20.	Animal farms		
21.	Valuable Documents (Community)		

22.	Crops/Trees/Orchards Forest		
23.	Food Grains,Seeds		
24.	Agriculturalequipment		
25.	Electrical Infrastructure	LT Lines	
		HT Lines	
		Transformers	
26	Road Communication		
27	Embankment (Saline/River)		
28	Canal		
29	School		
30	Anganwadi		
31	Any Other		
NB: The list is indicative only, actual infrastructures vulnerable to different disasters to be mentioned in the table			

### 3.5 Distance from the Village from hazard prone areas (in kms)

Sl. No.	Danger/ Risk Points	Distance from the Village	Remarks
1.	River		
2.	Weak Embankments Dams/Reservoirs		
3.	Sea		
4.	Forest		
5.	Mountains/Hills		
6.	Hazardous Industries		
7.	Hazardous Chemicals/ Oil Storage depos		
8.	Ordinance factories/ Testing Units		
9.	Mining Areas		
10.	Highways (Accident prone areas/ Blackspots)		
11.	Other details		

### 3.6 Capacity Analysis

#### 3.6.1 Inventories of Resources in and around the village

Sl No.	Type of Infrastructure	Yes/No ( or X)	Distance	Types	Contact Details
	Multi-purpose Cyclone and Flood Shelters				
3.	Schools with RCC roof				

4.	CommunityCenters with RCC roofs					
5.	Electrical Stations					
6.	Telephone Exchange					
7.	PDS Outlets/ Grocery Shops/Shops					
	Temple/Church/Mosque/Gurudwara and other religious institutions					
8.	Rural Water Supply Center					
9.	Post Office/Banks					
10.	Police Stations/Outposts					
	Fire Stations					
11.	Health Facilities	Sub Centre				
12.		PHC/CHC				
13.		AWC				
14.	Community Radio					
15.	Any Others					

### 3.7 Godown/Storing Facilities

SI No.	Types of Godown (any community place, which can be use as storing place)	Location	Coordinates (Longitude /Latitude )	Capacity	Owner/ Authority	Addresses	Telephone No.

### 3.8 Skilled Human Resources

SI No.	Skill Category	Name	Contact Details	Remarks
	Doctor			
	Paramedics	Pharmacist		
		Lab Technician		
		Nurse/ANM		
		Psychosocial Counsellor		
		First-Aider		
	Veterinary Doctor			
	Livestock Inspector			
	Electrician			
	Plumber			
	Mason			
	Carpenter			
	Generator Operator			
	Chainsaw Operator			
	Pump Operator			
	Mechanic (Automobile/Motor)			
	Trained Fire-Fighters			
	Trained Personal on S&R			
	Others			

### 3.9 Other Resources

Resource Type	Details	Owners Name	Contact Tel No.	Remarks
<b>Early Warning Dissemination &amp; Communication</b>	Alert Siren (Hand Operated, Machine Operated)			
	Mega Phone & Mikes			
	Bells			
	Others (Specify)			
<b>Transportation</b>	Two Wheelers			
	Auto Rikshaws			
	Cars/Jeeps			
	Small & Heavy Four Wheelers for			

	transportation of man and materials			
	Tractors			
	Country Boats			
	Motor Boats			
	Radio/TV			
<b>Construction equipment</b>	Excavators			
	Bulldozers			
	Road Rollers			
	Crane			
	Dumpers			
<b>Containers</b>	Water Tankers, Overhead tanks, Jerry Cane, Large Pots/ Utensils			
<b>Other Resources</b>	Generator Set, Pump Set, Battery, Solar Lights and Inflatable tower lights			
<b>Search &amp; Rescue Equipment</b>	Lifebuoy, Life jacket, Stretchers, Search light, Nylon Ropes, Ladders, chainsaws			
<b>Temporary Shelter</b>	Tents, Tarpaulins			
	Bamboo,			
	Polythene, Rope, GI Wire and			
	Tools etc.			

### 3.10 Identified Safe Shelter of the Village

SI No .	Identified Safe Shelter(s)	Single/Multi Storied and no. of rooms	Accommodation Capacity	Contact Persons and Phone no.	Distance from the Village	Coordinates (Longitude /Latitude)

### 3.11 Safe Rout(s) to the identified shelters

Sl. No.	Identified Shelter(S) as at table no_____	Identified safe routs	Condition of the road (All Weather or Fair Weather)	Remarks
1		Main Route		
		Alternate route		
2		Main Route		
		Alternate route		

- Selection of evacuation routes that minimize exposure to hazard and other
- Evacuation route to be easily accessible even for vulnerable groups such as women, children and elderly (Paragraph to be added)
- Evacuation Map of the village (Annexure)

### 3.12 Mounds and Hills near the village

Sl. No.	Types of High land	Distance from Hamlet/Village	Coordinates (Longitude /Latitude)	Remarks

### 3.13 Village Organizations (only active or functional to be mentioned)

Sl No.	Types of Organization (Financial/SHG/CLF/ ECO-Clubs/ CBO/ VO/NGO/ Farmers' Club/Youth Club	No. of Membe rs	Specific skills of the Organizati on	Conta ct Perso n & addre ss	Conta ct numb er	Remar ks

## Chapter-4

### PREPAREDNESS PLAN

#### 4.1 Preparation/Updating of Disaster Management Plan of Village.

SI No.	Activity	Timeline (Month/Year)	Remarks
	Preparation of VDMP		
	Sharing of Plan with Community		
	Review of the Plan	March (Each year)	
	Updating of the Plan	April (Each year)	

NB : The plan once prepared should be shared with all the villagers and to be reviewed at least once in every year preferably in the month of March and the necessary changes to be incorporated for updating the plan

4.2 Preparedness at the family level (a paragraph to be added)

4.3 Preparedness at the community level (a paragraph to be added)

#### 4.4 Specific assignments for VDMC/Community members

SI No.	Specific Issues/Task related to	Responsible VDMC/Community member	Remarks
	Coordination with Panchayat, Block and District Administration for Relief and Ex-gratia etc		
	Shelter arrangements and Supervision		
	Pregnant Women & Lactating mothers & adolescent girls		Preferably ASHA/AWW/ANM
	Safety and Security of Children		Preferably AWW & female Community volunteers
	Persons with Disability, Old age and sick		Preferably ASHA and male community level volunteers

#### 4.5 Training and Capacity Building

SI No.	Training on	Topics	Timeline (Month)	To be facilitated by	Remarks
	One day training of VDMC members	Disaster Safety Survival and Role and Responsibilities of VDMC Members			
	One day training of DMT members	Disaster Safety Survival and Role and Responsibilities of DMT Members			
	Other (if any)				

#### 4.6 Awareness Generation Activities (Annexure Leaflets)

SI No.	Subject	Participants	To be Facilitated by	Month
	Heat wave	Villagers		February
1	Cyclone & Flood safety	Community members	DMTs Members	March
2	Lightning	Villagers	DMTs	April
3	Snakebite		ASHA & DMT Members	May
4	Sanitation & Hygiene		ASHA & AWW	June
5	Drowning Prevention			October
6	Tsunami (Coastal Villages)			November
7	Epidemic/Pandemic		ASHA/AWW	November
8	Others			

#### 4.7 Mock Exercises to be conducted at the village

Sl. No.	Disaster	Month	Participants	Facilitated by
1.	Flood	June		
2.	Cyclone	March		
3.	Tsunami (In Coastal Villages)	September/ November		
5.	Industrial/Chemical Accidents (Villages adjacent to industries)	November/ December		
	Heavy rain and landslides	April		
5.	Other			

## Chapter-5

### MITIGATION PLAN

#### 5.1 Community level Mitigation Programme

Include hazard specific mitigation measures and schemes running in the village

#### 5.2 Short Term Mitigation Plan

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

#### 5.3 Long Term Mitigation Plan

No.	SI	Name of the Village/GP	Required Intervention	Agency Responsible	Fund Required	Time Frame
		Flood Mitigation				
		Cyclone Mitigation				
		Tsunami Mitigation				
		Drought Mitigation				

(Brief description about structural and non-structural measures at the village level to be incorporated including possible source of fundings from the existing schemes of the Govt. of Odisha and Govt. of India)

#### 5.4 Development Schemes and Disaster Mitigation

*Identify the scheme/projects running in the village and segregate them relevant to Mitigation and Preparedness measures*

SI No.	Ongoing Disaster Mitigation/Preparedness Works	Development Programme	Executing Departments

## Chapter-6

### RESPONSE PLAN

#### 6. A paragraph to be added on Response plan

##### 6.1 Village Disaster Management Committee

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

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

Months	Activities	Remarks
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

##### 6.3 Details of Task Forces

###### 6.3.1 Early Warning & Dissemination Team

Sl No.	Name of the Members	Gender	Age	Contact No.
1.				
2.				

### 6.3.2 Evacuation and Search & Rescue (S&R) Team

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

### 6.3.3 Medical and First-Aid (FA) Team

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

### 6.3.4 Psychosocial Counselling Team

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

### 6.3.5 Shelter Management Team

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

### 6.3.6 Water & Sanitation Team

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

### 6.3.7 Relief Management and Coordination Team

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

### 6.3.8 Damage Assessment Team

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

### 6.3.9 Carcass Disposal Team

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

## 7. Conclusion:

## 8. Important Names and Phone numbers useful in disaster management

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

## 9. Attachment to VDMP

9.1	Social Map
9.2	Resource Map
9.3	Hazard & Vulnerability Map
9.4	Evacuation Map
9.5	Roles and Responsibilities of VDMC Task Forces Members

**Template Application**

To,  
The Collector-Cum-Chairperson, DDMA, Jajpur,

Sub: Submission of Application for Empanelment of NGOS for undertaking VDMP-2.0

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 (phase-II) in the district \_\_\_\_\_ on behalf of \_\_\_\_\_. I/We also solemnly declare that, the NGOs named as \_\_\_\_\_ has not been blacklisted by any government agencies.

Signature with Seal

**Declaration**

I/We declare that, our NGO would follow the guidelines of VDMP and orders of DDMA/District Administration in preparing the VDMP. I/We also declare that, our NGO would complete the process of preparation of VDMP in all the allotted villages, and for non-completion of the process, I/We will refund the entire receipt amount to district administration within a period of one month.

Your faithfully

Signature with Seal  
Name:  
Organization:

Date:  
Place:



## Annexure-V

### Training Module One day Orientation to Village Disaster Management Committee

<b>Time</b>	<b>Particular</b>	<b>Methodology</b>	<b>Stakeholder/Resource Person</b>
9.00 AM - 9.30 AM	Registration and self-introduction by participants	Group Activity	Participants and NGO representative
9.30 AM to 10.15 AM	Basic concept of disaster management	Open Discussion, Sharing of Ideas	NGO Representative
10.15 AM to 11.00 AM	Village Disaster Management Plan – A brief overview	Open Discussion, Sharing of Ideas	NGO Representative
11.00 AM to 11.15 AM	Tea Break		
11.15 AM to 12.00 Noon	Structural & non-structural mitigation activities	Open Discussion, Sharing of Ideas	NGO Representative
12.00 Noon to 12.45 PM	Integrating VDMP into GPDMP/ GPDP	Open Discussion, Sharing of Ideas	NGO Representative/ Sarapanch/ PEO
12.45 PM to 1.30 PM	Role and responsibility of VDMC	Open Discussion, Sharing of Ideas, Role Plays	NGO Representative/ Sarapanch/ PEO
1.30 PM to 2.30 PM	Lunch Break		
2.30 PM to 3.15 PM	Role and responsibility of Task Force Members and other stakeholders	Open Discussion, Sharing of Ideas	NGO Representative/ Sarapanch/ PEO
3.15 PM to 4.00 PM	Basic Survival Skills	Open Discussion, Sharing of Ideas, Demonstration	NGO Representative/ Sarapanch/ PEO

## Training Module

### One Day Training Programme for Disaster Management Teams

Time	Particular	Methodology	Stakeholder/Resource Person
9.00 AM - 9.30 AM	Registration and self-introduction by participants	Group Activity	Participants and NGO representative
9.30 AM to 10.15 AM	Basic concept of disaster management	Open Discussion, Sharing of Ideas	NGO Representative
10.15 AM to 11.00 AM	Village Disaster Management Plan – A brief overview	Open Discussion, Sharing of Ideas	NGO Representative
11.00 AM to 11.15 AM	Tea Break		
11.15 AM to 12.00 Noon	Structural & non-structural mitigation activities	Open Discussion, Sharing of Ideas	NGO Representative
12.00 Noon to 12.45 PM	Integrating VDMP into GPDMP/ GPDP	Open Discussion, Sharing of Ideas	NGO Representative/ Sarapanch/ PEO
12.45 PM to 1.30 PM	Role and responsibility of VDMC	Open Discussion, Sharing of Ideas, Role Plays	NGO Representative/ Sarapanch/ PEO
1.30 PM to 2.30 PM	Lunch Break		
2.30 PM to 3.15 PM	Role and responsibility of Task Force Members and other stakeholders	Open Discussion, Sharing of Ideas	NGO Representative/ Sarapanch/ PEO
3.15 PM to 4.00 PM	Basic Survival Skills	Open Discussion, Sharing of Ideas, Demonstration	NGO Representative/ Sarapanch/ PEO