



National Disaster Response Plan (NDRP)

March 2010



National Disaster Management Authority
Government of Pakistan
Prime Minister's Secretariat
Islamabad, Pakistan
www.ndma.gov.pk

NATIONAL DISASTER RESPONSE PLAN
(NDRP)

MARCH 2010

**National Disaster Management
Authority**

MESSAGE BY THE PRIME MINISTER

Disasters have been the bane of humanity during different ages. Though dissimilar in nature, locale, intensity, duration and effects, they share an attribute: negative fallouts. The aftermaths invariably sport indelible marks in form of human fatalities, property losses, environmental degradation and, above all, painful memories.

Inarguably, calamities have posed formidable challenges to mankind since earliest days. The quest to neutralize the threat led to evolution of practices, varying in content but common in outlook wherein total reliance was placed on 'response'. The structural imbalance of such a posture became amply evident during 2005 NWFP/AJ&K Earthquake. To redress the weaknesses, National Disaster Management Authority (NDMA) was created through National Disaster Management Ordinance 2006.

I am glad that in its capacity as apex body charged with up-gradation of the complete national disaster management profile, the NDMA has developed elaborate plans covering the myriad potential natural/induced disasters. In this context, the National Disaster Response Plan (NDRP) has addressed relevant aspects of potential hazards, vulnerability analysis, available/projected resource inventories, stakeholder's roles and responsibilities, identification of shortcomings, and most importantly, expounded cost effective counter measures.

The document I am sure will undoubtedly contribute towards clearing concepts, building networks, harmonizing initiatives and energizing stakeholders. I hope that the guidelines set forth by the NDRP will be observed by all concerned. The NDMA, on its part, must seek to bring about any changes warranted by experience so as to make the NDRP a truly living document.

I am confident that with materialization of such ventures, the coming times will witness attainment of goals for better management of crises emerging out of disaster.

Syed Yousaf Raza Gillani
Prime Minister of Pakistan

MESSAGE BY THE CHAIRMAN NDMA

The world has been witnessing a surge in the incidence of disasters over the years. The sweep covers natural events such as earthquakes, floods and cyclones as well as induced ones like oil spills, aviation/rail/marine transport mishaps, infrastructure failures, conflict-driven human displacements, industrial/technical accidents and conflagrations. Since inception, Pakistan has also suffered devastation on different occasions including loss of 73,000 precious lives and economic assets worth US \$ 5.2 Billion in the destructive October, 2005 NWFP/AJ&K Earthquake.

The creation of National Disaster Management Commission under stewardship of the Prime Minister, and its executive organ National Disaster Management Authority, ushered in an across the board transformation of the national perspective about the subject. A planned re-orientation of all stakeholders heralded the much-needed evolution of legal frameworks, administrative arrangements, organizational structures and financial outlays to achieve desired Disaster Risk Management goals.

The National Disaster Management Authority has formulated a National Disaster Response Plan (NDRP) after extensive cross-sectoral consultations. NDRP seeks to upgrade the country's ability to cope with all conceivable disasters. To achieve this purpose, complete range of disaster management activities from preparedness to response has been addressed. The formulation outlines a framework for emergency response at different levels of the government structure; identifies roles and responsibilities of various stakeholders, and lays down coordination mechanism for activities involving the United Nations, INGOs / NGOs, civil society organizations, public & private sectors and media to harness the full national potential for efficient disaster management.

The efficacy of any response being dependent on its currency, the NDRP needs to be kept relevant through regular updation. Towards this end, NDMA will welcome suggestions for improvement.

I wish success to all engaged in disaster response initiatives.

Lt General Farooq Ahmad Khan (Retd)
Chairman, National Disaster Management Authority

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Acronyms

ADB	Asian Development Bank
AEOC	Agency Emergency Operations Centre
BRSP	Balochistan Rural Development Programme
CBDM	Community Based Disaster Management
CBO	Community Based Organization
CD	Civil Defence
CDA	Capital Development Authority
CDD	Community Development Department
CCB	Citizen Community Board
DCO	District Coordination Officer
DEOC	District Emergency Operations Centre
DDMA	District Disaster Management Authority
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
DERA	Drought Emergency Rehabilitation Assistance
EOC	Emergency Operations Centre
ERRA	Earthquake Reconstruction and Rehabilitation Authority
EWS	Early Warning System
FATA	Federally Administered Tribal Areas
FDMA	FATA Disaster Management Authority
FAO	Food and Agriculture Organization
FFC	Federal Flood Commission
GB	Gilgit-Baltistan
GBDA	Gilgit-Baltistan Disaster Management Authority
GIS	Geographical Information System
GSP	Geological Survey of Pakistan
GDA	Gwadar Development Authority
ICT	Islamabad Capital Territory
ICT DMC	ICT Disaster Management Cell
HFA	Hyogo Framework for Action
HI	Handicap International
HRDN	Human Resource Development Network
IASC	Inter– Agency Standing Committee
ICRC	International Committee of the Red Cross
IFRC	International Federation of Red Cross and Red Crescent Societies

IOM	International Organization for Migration
IUCN	International Union for Conservation of Nature and Natural Resource
JRC	Journalist Resource Centre
KDA	Karachi Development Authority
LDA	Lahore Development Authority
MSA	Maritime Security Agency
M&E	Monitoring and Evaluation
NDMA	National Disaster Management Authority
NEOC	National Emergency Operations Centre
NLC	National Logistics Cell
PDMA	Provincial Disaster Management Authority
PMD	Pakistan Meteorological Department
PRCS	Pakistan Red Crescent Society
PMDC	Pakistan Medical and Dental Council
PEOC	Provincial Emergency Operations Centre
RDS	Rural Development Society
SDMA	State Disaster Management Authority
T&T	Telephone and Telegraph
UN - OCHA	UN - Office for Coordination of Humanitarian Affairs
UNDP	United Nations Development Programme
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UN -ISDR	UN - International Strategy for Disaster Reduction
VAM	Vulnerability Analysis and Mapping
WAPDA	Water and Power Development Authority
WFP	World Food Programme
WHO	World Health Organization
WRRC	Water Resources Research Centre
WWF	World Wide Fund for Nature
ZTBL	Zarai Taraqati Bank Limited

NATIONAL DISASTER RESPONSE PLAN

Introduction

1. Pakistan is susceptible to different hazards depending on its geography and climatic conditions. Catastrophic events, both natural and manmade, bring about heavy loss of human lives and livelihoods, as well as damage to property and infrastructure. Such episodes can also aggravate natural processes, such as sudden tectonic movements, leading to earthquakes and tsunamis, resulting in frequent cyclones, continuous dry conditions leading to prolonged droughts, severe storms, unexpected heavy rains, and excessive snowfalls, floods, landslides, and avalanches, etc. The country is also vulnerable to manmade disasters, e.g., armed conflict, bomb attacks, industrial hazards, urban fires, and nuclear and radiological incidents.

2. Most devastating example of natural disasters in the country is the October 2005 Earthquake of Northern Pakistan, which cost over seventy three thousand (73,000) human lives, left 3.5 million people homeless, and caused severe damage to infrastructure. Similarly, recurrent floods and flash floods have also resulted in many deaths, damaged standing crops, left many more homeless, killed hundreds of livestock, and damaged infrastructure to the tune of billions of rupees. Flood 2007 was another natural phenomenon that played havoc with the lives of large area of Balochistan and Sindh. A lesser scale October 2008 earthquake in Balochistan caused destruction in three northern districts of the province.

3. The main cause of such heavy losses and damages is lack of preparedness, planning and the country's limited institutional and organizational capacity for disaster management. To cope with such natural and manmade disasters, it is important to strengthen institutional and organizational capacity, provide for robust preparedness and response planning, clarify the roles and responsibilities of different stakeholders, and put in place coordination mechanisms for emergency preparedness, early warning, prompt response and fast track recovery activities.

Purpose

4. "National Disaster Management Ordinance (NDMO), 2006" stipulates formulation of sound strategies and practicable plans for prosecution of DM. The National Disaster Response Plan (NDRP) has been evolved in pursuance of the same.

5. The purpose of the National Disaster Response Plan (NDRP) is to enhance the country's ability to manage all disasters using a comprehensive national approach. To achieve this, the NDRP incorporates all disaster management activities from preparedness to response. The NDRP presents a framework for emergency response at different levels of government structures; identifies the roles and responsibilities of various stakeholders; and lays down coordination mechanism for activities with the UN, INGOs, civil society, the news media, public and private sector, and local philanthropists to bring together a full range of national capabilities to manage any disaster.

6. The NDRP classifies different types of hazards, levels of vulnerabilities and its causes, as well as the structure, functions, and coordination methodology of the NDMA, DMAs (and its sister

organizations in Northern Areas, AJ&K and FATA) and DDMA's, concerned ministries, departments, INGOs, UN, media, charities/foundations, and CBOs at all levels of governance. It focuses on the existing relief system in Pakistan, the procedure of declaring calamity-hit areas, early warning systems and the information flow from national to provincial, provincial to district, and district to community level in the case of different hazards. It also identifies different relief management functions, lead agencies, relief functions, and SOPs. The NDRP also focuses on the concept of EOCs at national, provincial/regional/state, and district level. It delineates SOPs for concerned ministries, departments, authorities, NGOs, UN agencies, charities/foundations, and other stakeholders for emergency preparedness and response.

Scope

7. Scope of the Plan is as under:-
 - a. The NDRP classifies small, medium, and large-scale natural and manmade disasters in the country and corresponding response mechanisms and procedures.
 - b. Illustrates structures and mechanisms for providing operational direction to disaster management authorities at federal, provincial/regional/state, and district levels.
 - c. Defines emergencies at local, provincial and national levels and clearly defines the process of declaring each level of emergency and response mechanisms and procedures accordingly.
 - d. Explain roles/responsibilities and coordination amongst federal ministries, provincial support of UN, INGOs, civil society, the news media.
 - e. Describes SOPs for each relief function in case of a disaster and further defines the role of concerned government departments as lead and support agencies.
 - f. Expresses a consistent approach for reporting disasters, providing assessments, and making recommendations to the Prime Minister and the Chief Ministers for relief operations.

Planning Assumptions

8. Following assumptions have been made:-
 - a. Incidents are managed at district, provincial, and national level according to the intensity and magnitude of the disaster.
 - b. A national catastrophe results in a large number of casualties and damage to infrastructure, severely affects population and livelihoods; gives rise to the potential threat of disease outbreak; and displaces large numbers of people, triggering the declaration of a national disaster in the country.
 - c. The nature and scope of catastrophes can include natural and manmade hazards; industrial, chemical, biological, and nuclear hazards, epidemics, locust hazards, and terrorist attacks.

- d. Earthquakes, cyclones, floods, and technical accidents can cause the destruction of physical and communication infrastructure, large-scale casualties and displacement of local communities.
- e. The response capacity and resources at provincial and district level may be insufficient. In some cases the first responders, e.g., local authorities, communities, and other response structures, may be affected by an incident and left unable to perform their duties.
- f. Disasters can occur at any time or of any scale, with little or no warning in the context of general or specific threats or hazards.
- g. Resources of government departments and agencies such as, Pakistan Red Crescent Society, Civil Defence, Edhi Foundation, UN and INGOs can be requisitioned at short notice for effective response.
- h. DDMA, Provincial/Regional/State/FATA DMA and ITC DMC are likely to request technical and financial assistance from the federal government for response and early recovery.
- j. Unless specified to the contrary, the following terms appearing in the text include additional agencies/forums as indicated:-

<u>Term</u>	<u>will include</u>
Provincial/Province	FATA, Gilgit-Baltistan, AJ&K, ICT
District	Agency
PDMA	FATA DMA, GB DMA, SDMA, ICT DMC
PEOC	FATA EOC, GB EOC, SEOC, ICT EOC
DDMA	ADMA
DCO	DC, PA
Chief Ministers	All Chief Executives

- k. The Plan will be a dynamic and living document and changes and amendments will continue, as and when required, to address the emerging needs.

PART- I
PROFILE OF PAKISTAN

1. **Geography.** Pakistan is located in South Asia, sharing borders with Iran to the southwest, Afghanistan to the west and north, China to the northeast, and India to the east. The Arabian Sea marks Pakistan's southern boundary. The country has a total area of 880,254 square km, including Kashmir and the Gilgit-Baltistan¹.
2. **Topography.** Pakistan has a diverse landscape spread over nine major ecological zones. Its territory encompasses portions of the Himalayan, Hindu Kush, and Karakoram mountain ranges, making it home to some of the world's highest mountains, including K2 (8,611 m), the world's second-highest peak. Inter-mountain valleys make up most of the North West Frontier Province (NWFP) and rugged plateaus cover much of Balochistan in the west. In the east are located irrigated plains that lie along the River Indus and cover much of Punjab and Sindh. Both provinces have desert areas as well: Cholistan and Thal in Punjab and Tharparkar in Sindh. The country's main river is the Indus (2,749 km within Pakistan) and its tributaries: the Chenab (730.6 km), Ravi (680.6 km), and Jhelum (611.3 km). The navigable proportions of these rivers are generally small and unconnected as a result of seasonal variation in water flows and the presence of a substantial irrigation infrastructure.
3. **Population.** Pakistan has an estimated population of 169,300,000 as of July 2007. Between 1981 and 1998, the average population has grown approximately at the rate of 2.7 percent annually. According to Pakistan's 1998 census report, the overall population density was 166.3 persons per square km, but the provincial population density ranges from 18.9 in Balochistan to 358.5 in Punjab. Furthermore, the country's population is concentrated in the eastern provinces of Punjab and Sindh, which contain 78.6 percent of the total population. According to the 1998 census, 67.5 percent of the population lives in rural areas².
4. **Demography.** Pakistan's fast-growing population has a substantial proportion of young people. In 2006, 40 percent are in the age group of 10-14 years, 56.9% between 15-64 years, and only 4.1 percent in the age group of 65 and above. According to government statistics, 52 percent of the population is male and 48 percent female.
5. **Languages.** Urdu is the national language. Urdu and English are most often used in business and government offices. Punjabi is the most common language, spoken by 44.2 percent of the population, followed by Pushto (15.2 percent), Sindhi (14.1 percent), Saraiki (10.5 percent), Urdu (7.8 percent), and Balochi (3.8 percent). Smaller linguistic groups include the Hindko in NWFP, Farsi-speaking Hazaras in Balochistan, and Brohi in Sindh and Balochistan. Language often articulates ethnic identity and provincial boundaries are linguistically based.
6. **Economy.** Pakistan's economy has slowed down and the fiscal year 2007-2008 has been difficult for the country in comparison to previous years. There are several reasons for this: unstable

¹ Profile of Pakistan IC Web.2.loc.gov/frd/profile/Pakistan

² Population Census Organization, Federal Statistics Division, Government of Pakistan

political conditions, unsteady law and order situation, unrestricted inflation, and turmoil in the international financial market. In spite of these reasons, the Pakistan economy posted a robust growth rate of 5.8 percent in 2007-08 as against 6.8 percent last year and this year's target of 7.2 percent. When viewed in the medium-term perspective, Pakistan growth performance is still striking, with real GDP growing at an average rate of 7.0 percent per annum over the last five years (2004-2008). Growth of this magnitude not only shows its resilience but also provides an optimistic outlook regarding regaining the growth momentum through a combination of adjustments and reform³. According to official sources, per capita income was \$1,085 in 2008 as compared to \$925 in 2007. A decline in poverty from 32.6 percent in 2003/2004 to 24 percent in 2006/2007 has been reflected *ibid*.

7. **Climate.** Most of Pakistan has a generally dry climate and receives less than 250 mm of rain per year, although the northern and southern areas have a noticeable climatic difference. The average annual temperature is around 27 Celcius. However temperatures vary with elevation from 30 degree C to -10 degree C during the coldest months in the mountains and Northern Areas to 50 degree C in the warmest months in parts of Punjab, Sindh, and Balochistan. Mid-December to March is dry and cool, April to June is hot with 25-50 percent humidity, July to September is the wet monsoon season, and October to November is the dry post-monsoon season with high temperatures nationwide.

³ Pakistan Economic Survey 2007-2008, Government of Pakistan

PART- II
DISASTER RISKS IN PAKISTAN

1. **General.** Pakistan is exposed to different types of hazards. Northern Pakistan and AJ&K are vulnerable to earthquakes, avalanches, GLOFs, landslides, floods, and drought, etc. The arid, semi-arid and plain areas are exposed to floods, flash floods, drought, pest attacks, and river erosion, etc. The coastal areas of Pakistan are exposed to cyclones, storm surges, and hydrological drought, while some parts of the coastal area in Sindh receive river floods as well. Most of the country's big cities are vulnerable to floods due to heavy rains. Fires and earthquakes are looming threats. These hazards pose serious dangers, judged by the fact that 6,073 people were killed and 8,989,631 affected in the period between 1993 and 2002 (World Disaster Report 2003, IFRC Geneva). This figure was outnumbered when a 7.6 Richter scale earthquake struck in 2005, killing more than 73,000 people and seriously affecting over 3.5 million in northern Pakistan. In addition, manmade disasters traumatize society, economy, and environment. These include industrial accidents, urban fires, oil spills, nuclear and radiological mishaps and civil and communal conflicts.

2. In the context of Pakistan, floods, cyclones, drought and transport accidents and incidents of terrorism are priority hazards in terms of frequency and their impact upon human lives, livelihoods, and infrastructure. Climate change leads to an increase in the frequency and intensity of hydro-meteorological hazards while earthquakes have a comparatively longer cycle, yet they have a huge impact on human lives, infrastructure, housing, livelihoods, etc. Therefore, earthquakes are considered one of the most lethal hazards.

3. Vulnerability describes the economic, social and environmental/physical conditions that make a community susceptible to a hazard event resulting in potential disasters. Generally, vulnerability can be related to factors such as poverty, gender, weak governance, under developed institutions, poor access to services, the absence/erosion of risk transfer mechanisms and social safety nets, environmental degradation, rapid urbanization, illiteracy and low levels of education. Vulnerability in Pakistan (as in other countries) is a complex and contextual phenomenon that has to be looked at specifically, i.e., in relation to concrete hazards and geographical/climatic conditions, for example, specific to mountains, plain areas, and coastal belts⁴. It has been covered subsequently at length.

4. **Hazards**

a. **Earthquakes.** Pakistan lies on a seismic belt and is therefore prone to earthquakes of small magnitude and larger earthquakes occasionally (Fig-2). The mountain ranges of the Hindu Kush, Karakoram, Suleman, Northern Areas, Chitral District in NWFP, AJK, and in Balochistan, Zhob, Quetta, Khuzdar, Dalbadin, and Makran Coast, including Gwadar and Pasni, are located in high-risk areas. In addition, the cities of Karachi, Islamabad and Peshawar are located on the edge of high-risk areas. Four

⁴ UN DRM Framework

major earthquakes have hit areas comprising Pakistan i.e Quetta in 1935, Makran Region in 1945, Gilgit-Baltistan in 1976 and unprecedented earthquake jolting AJ&K/ NWFP & some part of ICT in October 2005. The following districts are vulnerable to earthquakes⁵:-

<u>District</u>	<u>Province</u>
(1) Gwadar, Mastung, Quetta and Ziarat	Balochistan
(2) Abbottabad, Battagram, Chitral, Mansehra, Peshawar, Shangla and Swat	NWFP
(3) Karachi	Sindh
(4) Rawalpindi	Punjab
(5) Bagh, Neelum and Muzaffarabad	AJ & K
(6) Astore	Gilgit-Baltistan
(7) Islamabad	ICT

Disaster Risks in Pakistan

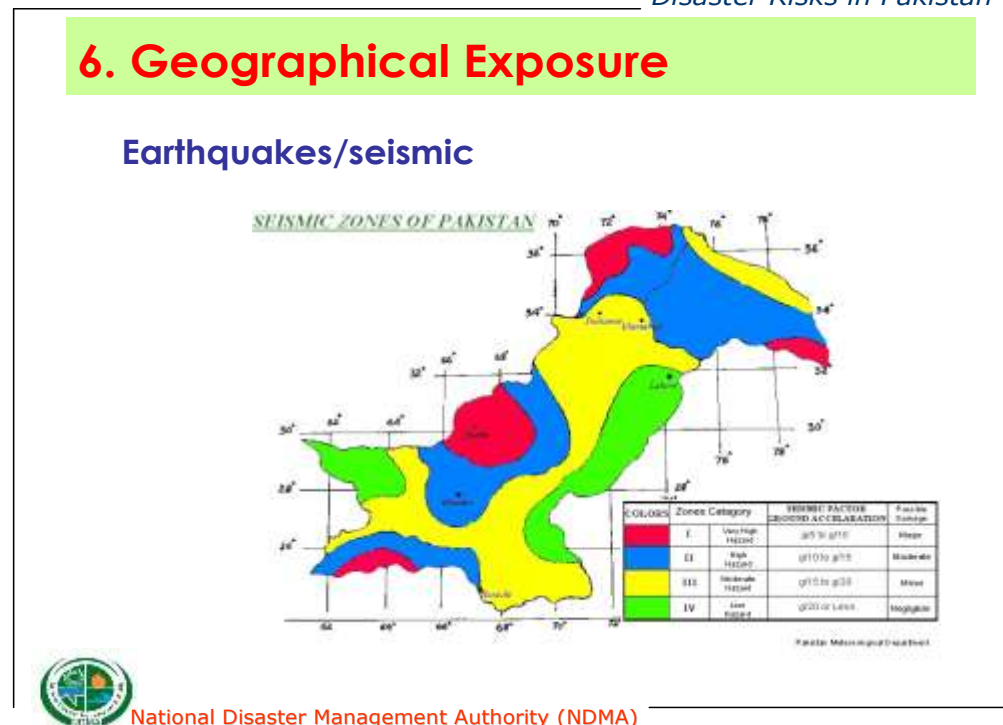


Fig-2

- b. **Floods.** Pakistan is highly exposed to floods, which occur on a regular basis in the country. The floods occur as a consequence of the summer weather system, which develops in the Bay of Bengal during the monsoon months of July–September. Depressions originate from the Bay of Bengal and passing over lower central India, enter Pakistan and then move south - north toward Kashmir. The mountains in the extreme north of Pakistan provide a perennial source of inflow to the rivers and deliver significant

⁵ Earthquake 8/10 Learning from Pakistan's Experience, NDMA (destruction statement already explained in earlier discussions)

precipitation along the lower Himalayas in the catchments area of River Jhelum, Chenab, Ravi, Beas, Sutlej, and rarely to the Indus, which flows through the Karakoram ranges into Pakistan (Fig-3). Floods normally occur in July to September when the precipitation water input is augmented by snowmelt. Floods particularly hit Punjab and Sindh but flash floods hit NWFP, Sindh and Balochistan and the northern federally administrated areas. Riverine floods impact human lives, infrastructure, crops, livestock, housing and other livelihoods of local communities. Because of the water intensity and velocity, flash floods have a much more devastating impact on human life, housing, infrastructure, crops, livestock and other related livelihoods. Flash floods occur in the NWFP, southern parts of Punjab, central and northern parts of Sindh and some parts of Balochistan. The following districts are vulnerable to floods and flash floods:-

<u>District</u>	<u>Province</u>
(1) Bolan, Jhal Magsi, Kech, Khuzdar, Lasbella and Naseerabad	Balochistan
(2) Charsada, Dera Ismail Khan, Newshehra and Peshawar	NWFP
(3) Badin, Dadu, Karachi, Kambar, Shahdadkot, Naushehro Feroz, Sanghar, Thatta and Jamshoro	Sindh
(4) Dera Ghazi Khan, Gujrat, Jhang, Bhakkar, Kasur, Lahore, Muzaffargarh, Rajanpur and Sialkot	Punjab
(5) Bagh and Bhimber	AJ & K
(6) Diامر	Gilgit-Baltistan
(7) FATA	

Disaster Risks in Pakistan

6. Geographical Exposure

Floods



National Disaster Management Authority (NDMA)

Fig-3

c. **Drought**

- (1) Commonly associated with periods of reduced precipitation of sufficient duration to cause insufficient water resources. The loss of these water resources disrupts the natural ecosystem and human activities. There no precise definition of the word “drought” that can be applied to all regions⁶.
- (2) Droughts are becoming increasingly common in Pakistan as a natural outcome of the regular absence of rain. Climate conditions in Pakistan vary significantly and some parts of the country, particularly the southern half is arid and hyper-arid. Some parts of the country are extremely dry and vulnerable to drought. If the rains fail in subsequent seasons, the drought merges and turns severe in the continuous absence of rainfall. About 60 percent of the total land area is classified as arid, and receives less than 200 mm of rainfall. A distinguishing feature of drought is that it develops slowly and gradually over the period and continues for longer duration. The impact of a drought on crops, cattle, and human lives is severe and is spread over larger geographical areas in comparison to other natural disasters.
- (3) The following districts are vulnerable to drought in Pakistan (fig-4):-

	<u>District</u>	<u>Province</u>
(1)	Chagai, Kharan, Khuzdar, Lasbella, Mastung, Quetta and Washuk	Balochistan
(2)	Badin, Dadu, Tharparkar, Thatta, Umerkot and Sanghar	Sindh
(3)	Bahawalpur, Dera Ghazi Khan, Mianwali, Bhakkar and Rajanpur	Punjab
(4)	FATA	

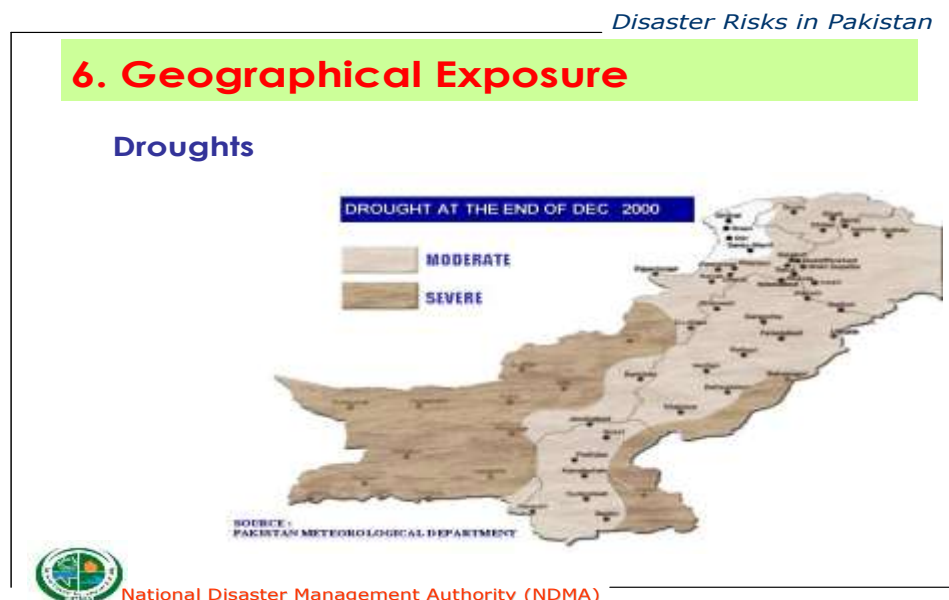


Fig-4

⁶ Meteorological Drought in Pakistan, <http://www.pakmet.com.pk>

- d. **Tropical Cyclones**. Cyclones have become frequent globally but most of them do not seriously impact Pakistan's coast. However, the cyclone of 1999 had a serious impact on districts of Badin and Thatta as 168 lives were lost, 11,000 cattles perished, 73 settlements completely wiped out, 642 boats damaged and about 0.6 million people severely affected because of this cyclone. "Yemyn" in 2007 had a much wider impact on 26 districts of Balochistan and Sindh and affected 2.5 million and caused the loss of nearly 400 lives⁷. The following districts are vulnerable to tropical cyclone:-

<u>District</u>	<u>Province</u>
(1) Gawader, Ketch, Lasbella and Washuk	Balochistan
(2) Badin, Karachi, and Thatta	Sindh

- e. **Glacial Lake Outburst Floods (GLOFs)**. There are about 5,218 glaciers in Pakistan with a total of 2,420 lakes, out of which 52 are potentially dangerous and can result in GLOFs, seriously damaging life, property and livelihoods. Although the history of GLOFs is not documented, records indicate that GLOFs occurred in Ghizer Valley in the Ishkoman region in 1960 and in the Hunza region in 1992-93. Karakoram Range generally has higher elevation and is considered as out of the impact of climate change yet it is alarming that five GLOFs event occurred in less than one year (2007-2008) in parts of Gojal Tehsil in Hunza River Basin which posed a great risk to the downstream communities⁸. Similarly, the Shingo Basin, Astor areas south of Gilgit and the Jhelum valley are also vulnerable to this disaster. Astore, Gilgit and Ghanche Districts are vulnerable to GLOFs.

- f. **Avalanches**. Gilgit-Baltistan and Kashmir region experience avalanches on seasonal basis regularly. Local communities surrounding the avalanche area are vulnerable to this disaster. Avalanches are a kind of local natural disaster and their impact is localized to the communities living nearby or in the area where avalanches happen on a regular basis. Therefore, the impact of avalanches is minimal. Following districts are vulnerable to avalanches:-

<u>District</u>	<u>Province</u>
(1) Chitral	NWFP
(2) Astore, Gilgit, Ghanche, Ghizer and Skardu	Gilgit-Baltistan

- g. **Landslides**. Landslides are basically the rapid mass movements of land. Landslides are gravity-driven and facilitated by slope of the rock mass, water content and material of the rock mass. Landslides can be triggered by an earthquake, rainstorm, wind or anthropogenic activities e.g. blasting. Although landslides are ubiquitous in any mountain range, the Himalayas being the youngest mountain chain with fastest rising

⁷ Pakistan Meteorological Department, Government of Pakistan

⁸ Community Based Assessment of Impacts of Glacial Lake Outburst Flood Hazards (GLOFs), UNDP, EU

provide tremendous prospects for initiation of landslides. Severe monsoon rains and or exceptional melting of Himalayan glaciers provide abundant water to cause many landslides. Most of the landslides in Pakistan occur within the loosely packed fluvioglacial sediments and or young soils triggered by rainstorms. Landslides are common in the Northern Areas, Kashmir, and the Murree Hills etc. The impact of landslides appears minimal and localized in nature but cumulative damage and loss of life may sometime exceed many major catastrophes. The communities hit by landslide are those who live on slopes or steep areas in the mountains or within immediate surroundings of such steep slopes. The major impact of landslides is on housing, livelihoods, and blocked roads. The following districts are vulnerable to landslides:-

<u>District</u>	<u>Province</u>
(1) Kaghan, Naran and Chitral	NWFP
(2) Bagh, Bhimber, Neelum and Muzaffarabad	A J & K
(3) Astore, Diamer, Gilgit and Ghanche	Gilgit-Baltistan

- h. **Civil Conflicts / Terrorism.** There are different ethnic, linguistic, religious, sectarian groups living in the country thus leaving room for potential threat of violence. Ethnic violence has an impact on local population and cause loss to human lives, property and creates insecurity for different social and marginal groups in the affected areas. Similarly the military operation against terrorists in various parts of the country has caused loss of property thus causing financial burden on the government.
- j. **Urban Fires.** For the last two decades, there has been a significant migration from rural to urban which has put a lot of pressure on the urban areas of Pakistan thereby creating more slum areas in the cities. In addition, there is a lot of construction activities taking place, and residents are not following building codes. Over and above, mushrooming of unplanned CNG gas filling stations in urban areas and unauthorized LPG gas stores are quite common. The sale of petroleum products in the residential areas is also widespread in the cities. These practices pose major fire risk in urban areas. While the risk of fire exists in all dwellings, the cities with more industrial units, CNG stations/petrol Pumps, godowns are comparatively fire prone. The appended list reflects urban centres with a pronounced vulnerability.
- k. **Forest Fires.** Pakistan has different types of forests, ranging from Mangroves in the south to Alpine vegetation in the north. Out of all these types, sub tropical broad leave evergreen scrub forest and sub tropical (Chir) Pine is the most fire prone forest in Pakistan. The Following districts are prone to forest fire:-

<u>District</u>	<u>Province</u>
(1) Swat, Chitral, Buner, Kohat, Hangu and Haripur	NWFP
(2) Chakwal, Attock, Jhelum, Kushab and Bhakkar	Punjab
(3) Neelum Valley, Jehlum Valley and Bagh	AJ & K
(4) Chillas	Gilgit-Baltistan
(5) Islamabad	ICT

i. **Transport Accidents.** Transport accidents, particularly road accidents, are common in Pakistan. The major reasons for this are poor road conditions, single road tracks, and unsafe driving practices. Some big accidents have also been reported on railways in Pakistan. This has been excused mainly because of dilapidated and worn out railways' infrastructure.

m. **Industrial Accidents.** Industrial cities like Karachi, Lahore, Faisalabad, Gujrat, Gujranwala and Sialkot are prone to industrial disasters. The chemical industry faces the potential threat of disasters because of possible chemical explosions. The following districts are vulnerable to industrial accidents:-

<u>District</u>	<u>Province</u>
(1) Hub	Baluchistan
(2) Peshawar and Gadoon Amazai	NWFP
(3) Karachi and Hyderabad	Sindh
(4) Faisalabad, Gujrat, Gujranwala, Lahore, Multan and Sialkot	Punjab

5. **Vulnerabilities.** The vulnerabilities in different regions of the country for various hazards are absolutely distinct. The main reasons are poor quality of housing/infrastructure and non adherence to the building codes thus making these buildings vulnerable to earthquakes. NWFP, FATA and Kashmir are mountainous areas with poor road infrastructure, the growing urbanization has resulted in the mushrooming of slum areas, and lack of implementation civic laws has contributed toward the vulnerability of these communities. In the flood plains, communities living near riverbeds are suffering due to many factors including deforestation, poor maintenance of embankments, inefficient early warning system, river erosion, sub-standard housing construction, lack of preparedness, poor communication and inferior road infrastructure.

6. In drought-prone areas vulnerability increases because of changes in land patterns, reduction of the communal grazing land, increase in livestock population, overgrazing, deforestation, skeletal infrastructure, lack of early warning system, weak institutions and lack of communication in the areas. In Balochistan, extensive installation of tubewells has depleted groundwater resources. The coastal belt of Pakistan is highly vulnerable to cyclones and storm surges, particularly the Sindh coastal belt, which is more vulnerable because it is in a low-lying region. As a result, cyclone rushes extend quite

some distance inland with resultant pounding in some areas. This causes damage to standing crops and converts agricultural land to swamp and saline land, which is not cultivable. In addition, tropical cyclones, storm surges and strong winds can destroy human settlements, damage electrical and communication installations and damage seasonal crops. Climate change has increased the frequency and intensity of cyclones and storm surges. The changes in tracks of storms have impacted the socio-economic development of the area.

7. Mountainous communities in the northern areas are characterized by remoteness, isolation, harsh climatic conditions, scattered population, and very few or no communication facilities. Their vulnerability is further compounded by deforestation, which leads to frequent soil erosion and landslides, the impact of which is increased immediately after the disaster because road links are cut off and communities become more isolated. About one third of the population lives in poverty and most poor people live in hazard-prone areas. Their capacity to fight against disasters is almost non-existent. Since disaster risk reduction is not their priority, they suffer most in disasters.

8. **Factors Leading to Vulnerability**

- a. **Population Growth.** The population of Pakistan has grown by 325 percent since 1947. The growth of population has negatively affected the socioeconomic development of the country. Resultantly most of the population has settled in the areas that are more vulnerable to different types of hazards like floods, fires, epidemics and chemical explosions etc.
- b. **Unplanned Industrialization and Migration.** Rural-to-urban migration has resulted in the uneven growth of urban centres in Pakistan. Changes in consumption patterns, lifestyles in cities and demand for better services has led to increased pressure on natural resources. Growing industrialization requires more water, timber, and other natural resources. All this has augmented stress on natural resources and degraded the environment through cutting of trees, land erosion, which is the main cause of landslides, depletion of groundwater, and industrial waste, pollution in the river and sea. Landslides and floods impact increase if deforestation and land erosion. The clearing of mangrove forests in the Arabian Sea and reduction of fresh water discharge to the sea has led to seawater intrusion in the coastal part of Sindh.
- c. **High Dependency on Agriculture and Livestock.** Agriculture and livestock are main sources of income particularly in floods and drought prone areas of Pakistan as there is no visible diversity in their livelihoods. Therefore, the impact of floods and drought is very high for these communities. When they are hit by any disaster, their recovery takes unusually longer time. Disaster-impact-assessment studies indicate that these communities suffer more from floods because of agriculture-based livelihoods.
- d. **Poverty in Hazard-Prone Areas.** Poverty is one of the main factors of vulnerability, exposing people and communities to disasters. Poverty reduces the capacities of the

communities to mitigate, respond and resist the impact of a hazard. Absence of safety nets and limited access to assets shrinks the people's flexibility to sustain the brunt of disasters. The poor living in hazard-prone areas are badly exposed to disaster affects in one way or the other.

- e. **Lack of Institutional Capacity to Deal with Disaster Risk Reduction.** Institutional capacity of different government departments/agencies is too limited to deal with disasters, particularly at district and local levels. Lack of coordination of these agencies at provincial/federal level and non effective early warning system are the main grey areas. There is a lack of focus on preparedness because of the capacity and scarcity of resources. All these factors increase the vulnerability of local population to different disasters.
- f. **Climate Change and its Impact.** Global warming causes damage to the natural environment. The impact includes losses in biodiversity, rise in the sea level, frequent cyclones, drought and abnormal shifts in the weather pattern. As a result, increased flooding changes the freshwater supply and enhances severe weather events. This can also lead to the alteration of forest and crop yields.

PART- III
DISASTER MANAGEMENT SYSTEM

1. **Institutional Framework**

- a. **The West Pakistan National Calamities (Prevention and Relief) Act 1958.** West Pakistan National Calamities (Prevention and Relief) Act 1958 provides for the maintenance and restoration of order in areas affected by calamities, and relief against such calamities. The Calamities Act 1958 was mainly focused on organizing emergency response. This act was later amended when the four provinces were created in 1971. After the abolition of one unit in 1971, the provinces adopted the 1958 Calamities Act with some changes in content as per their requirements. In province of the Punjab, a dedicated department with the name of “Relief and Crisis Management Department” was established in 1975. In other provinces, Senior Member Board of Revenue (SMBR) was designated Relief Commissioner ex-officio.
- b. **Emergency Relief Cell (ERC)**⁹. Emergency Relief Cell (ERC) was created within the Cabinet Division in 1971 and is responsible for disaster relief at national level. It provides assistance in cash and kind to supplement the resources of the Provincial Governments in event of major disaster. Additionally, it extends helping hand to the calamity stricken friendly countries as and when required. ERC coordinates activities of all the related agencies i.e; Federal divisions, Provincial Governments, semi-governmental, international and including national aid giving agencies during relief operation. It administers the Prime Minister's Flood Relief Fund and also maintains an Aviation Squadron with a fleet of helicopters to assist rescue operations and enable officials to visit the affected areas.
- c. **National Crisis Management Cell (NCMC).** NNMC was established in July 1999 under Anti-Terrorist Act in the Ministry of Interior. The main functions of the NCMC are:-
- (1) To collect information regarding various emergencies in the country.
 - (2) To coordinate with Provincial Crisis Management Cell
 - (3) To coordinate with other relevant agencies to collect relevant information.
 - (4) Responsible for coordinating plans for emergency relief services in case of emergency situation.
- d. **National Disaster Management Ordinance (NDMO).** The loss of life and property and the challenges that were faced in the aftermath of October 2005 Earthquake, affecting Azad Jammu and Kashmir and the NWFP Province exhibited the need for establishing appropriate policy and institutional arrangements to reduce losses from

⁹ Cabinet Division, Government of Pakistan

disasters in future. The earthquake tested the resilience and capacity of Pakistan and its people to overcome catastrophes. The need for strong institutional and policy arrangements was fulfilled by promulgation of the National Disaster Management Ordinance 2007.

2. **Response Agencies**

a. **National/Provincial Disaster Management Authorities**

(1) **Evolution.** After the promulgation NDMO, Government of Pakistan established National Disaster Management Authority (NDMA) to serve as the focal point and coordinating body to facilitate implementation of disaster management. Disaster Management Authorities (DMAs) directly coordinate with all stakeholders, including ministries, divisions, departments, and humanitarian organizations at respective levels for emergency response in Pakistan.

(2) **Organization**

(a) **NDMA.** NDMA is headed by a Chairman who is appointed by Federal Government. NDMA is responsible for all activities related to disaster management at national level.

(b) **Provincial/Regional/State Disaster Management Authority**¹⁰. Each Provincial/State Disaster Management Authority (P/SDMA) is headed by a Director General with the status and powers of secretary. The Director General, Provincial/Regional/State Disaster Management Authority is appointed by the Provincial Government. Provincial/Regional/State Disaster Management Authority is responsible for coordinating with ministries, departments and DDMA for disaster risk management activities in the province and also responsible for implementing policies and plans for emergency response in the province.

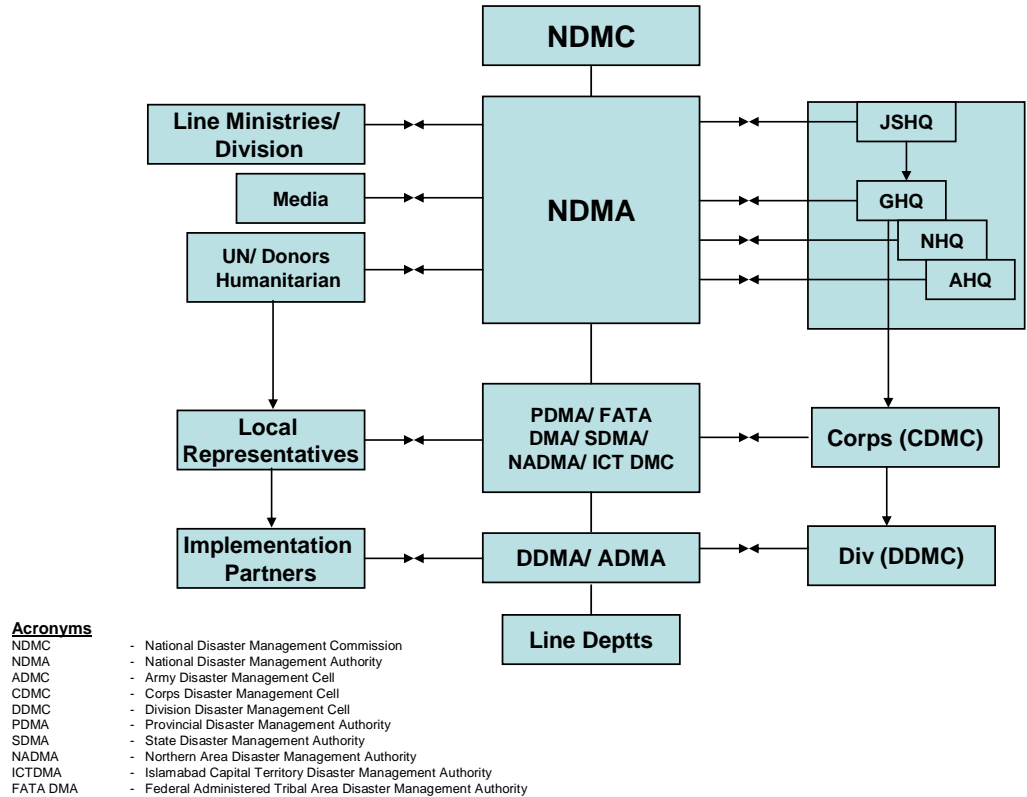
(c) **District/Agencies Disaster Management Authorities**¹¹. District Disaster Management Authorities (DDMA) have been established in all the districts/agencies but priority given to the hazard prone areas. The authority comprises Heads of District and Tehsil Administration, District Coordination Officer (DCO) and any other officer deemed necessary by the District Government. District Disaster Management Authority shall be responsible for district level planning, coordinating and implementation for disaster management and take all measures for the purpose of disaster management in the district in accordance with the

¹⁰ National Disaster Management Ordinance 2007, www.ndma.gov.pk

¹¹ NDMO 2007, www.ndma.gov.pk

guidelines laid down by the national and provincial disaster management authorities.

DM ORGANIZATIONAL STRUCTURE



(3) Functions

(a) NDMA

- i. Act as the implementing, coordinating and monitoring body for disaster management.
- ii. Prepare the National Plan to be approved by the National Commission.
- iii. Implement, coordinate and monitor the implementation of the National policy.
- iv. Lay down guidelines for preparing disaster management plans by different Ministries or Departments and the Provincial Authorities.
- v. Provide necessary technical assistance to the Provincial Governments and the Provincial Authorities for preparing their disaster management plans in accordance with the guidelines laid down by the National Commission.

- vi. Coordinate response in the event of any threatening disaster situation or disaster.
- vii. Lay down guidelines for, or give directions to the concerned Ministries or Provincial Governments and the Provincial Authorities regarding measures to be taken by them in response to any threatening disaster situation or disaster.
- viii. For any specific purpose or for general assistance requisition the services of any person and such person shall be a co-opted member and exercise such power as conferred upon him by the Authority in writing.
- ix. Promote general education and awareness in relation to disaster management; and
- x. Perform such other functions as the National Commission may require it to perform.

(b) **PDMAs**

- i. Formulate the provincial disaster management policy obtaining the approval of the Provincial Commission.
- ii. Coordinate and monitor the implementation of the National Policy, National Plan and Provincial Plan.
- iii. Examine the vulnerability of different parts of the Province to different disasters and specify prevention or mitigation measures.
- iv. Lay down guidelines to be followed for preparation of disaster management plans by the Provincial Departments and District Authorities.
- v. Evaluate preparedness at all governmental or non-governmental levels to respond to disaster and to enhance preparedness.
- vi. Coordinate response in the event of disaster.
- vii. Give directions to any Provincial department or authority regarding actions to be taken in response to disaster.
- viii. Promote general education, awareness and community training in this regard.
- ix. Provide necessary technical assistance or give advice to district authorities and local authorities for conveying out their functions effectively.
- x. Advise the Provincial Government regarding all financial matters in relation to disaster management.

- xi. Examine the construction in the area and if it is of the opinion that the standards laid down has not been followed may direct the same to secure compliance of such standards.
- xii. Ensure that communication systems are in order and disaster management drills are being carried out regularly.
- xiii. Perform such other functions as may be assigned to it by the National or Provincial Authority.

(c) **DDMAs**

- i. Prepare a disaster management plan including district response plan for the district.
- ii. Coordinate and monitor the implementation of the National Policy, Provincial Policy, National Plan, Provincial Plan and District Plan.
- iii. Ensure that the areas in the district vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of its effects are undertaken by the departments of the Government at the district level as well as by the local authorities.
- iv. Ensure that the guidelines for prevention, mitigation, preparedness and response measures as laid down by the National Authority and the Provincial Authority are followed by all departments of the Government at the district level and the local authorities in the district.
- v. Give directions to different authorities at the district level and local authorities to take such other measures for the prevention or mitigation of disasters as may be necessary.
- vi. Lay down guidelines for preparation of disaster management plans by the departments of the Government at the districts level and local authorities in the district.
- vii. Monitor the implementation of disaster management plans prepared by the Departments of the government at the district level.
- viii. Lay down guidelines to be followed by the Departments of the Government at the district level:-
 - aa. Organize and coordinate specialized training programmes for different levels of officers, employees and voluntary rescue workers in the district.

- bb. Facilitate community training and awareness programmes for prevention of disaster or mitigation with the support of local authorities, governmental and non-governmental organizations.
- ix. Set up, maintain, review and upgrade the mechanism for early warnings and dissemination of proper information to public.
- x. Prepare, review and update district level response plan and guidelines.
- xi. Coordinate with, and give guidelines to, local authorities in the district to ensure that pre-disaster and post-disaster management activities in the district are carried out promptly and effectively.
- xii. Review development plans prepared by the Departments of the Government at the district level, statutory authorities or local authorities with a view to make necessary provisions therein for prevention of disaster or mitigation.
- xiii. Identify buildings and places which could, in the event of disaster situation be used as relief centres or camps and make arrangements for water supply and sanitation in such buildings or places.
- xiv. Establish stockpiles of relief and rescue materials or ensure preparedness to make such materials available at a short notice.
- xv. Provide information to the Provincial Authority relating to different aspects of disaster management.
- xvi. Encourage the involvement of non-governmental organizations and voluntary social-welfare institutions working at the grassroots level in the district for disaster management.
- xvii. Ensure communication systems are in order, and disaster management drills are carried out periodically.
- xviii. Perform such other functions as the Provincial Government or Provincial authority may assign to it or as it deems necessary for disaster management in the District.

(d) **Local Authorities**

- i. Ensure that its officers and employees are trained for disaster management.

- ii. Ensure that resources relating to disaster management are so maintained as to be readily available for use in the event of any threatening disaster situation or disaster.
 - iii. Ensure that all construction projects under it or within its jurisdiction conform to the standards and specifications laid down for prevention of disasters and mitigation by the National Authority, Provincial Authority and the District Authority.
 - iv. Carry out relief, rehabilitation and reconstruction activities in the affected area in accordance with the Provincial Plan and the District Plan.
 - v. The local authority may take such other measures as may be necessary for the disaster management.
- b. **Armed Forces.** The Armed Forces have always contributed very effectively in emergency response operations and provided immediate relief through massive air and ground efforts. The Armed Forces, although not trained to perform / conduct rescue and post-disaster relief operations, are utilized by the civil administration because of readily available manpower and national resources with them. The main responsibility of the Armed Forces before, during and after the disaster is to:-
- (1) Work in support of the civil administration in relief, rescue and evacuation work.
 - (2) Liaison with the civil administration in search and rescue operations and provide available public/national resources like helicopters, airplanes, ships etc for evacuation relief and recovery.
 - (3) Help to prepare flood contingency and relief operation plans.
 - (4) Assist the civil administration in setting up camps and tent villages and organize medical camps in close coordination with relevant health ministry/department for affected population.
 - (5) Provide security during the disaster if required.
- c. **Provincial Relief Department.** The Relief Commissioner is responsible for coping with any disaster situation in the province adequate. Funds remain at the disposal of the Relief Commissioner which is release to the District Coordination Officers for provision of facilities to victims as per the rate of compensation for casualties, houses, and crop damages proposed by provincial technical committees headed by the Relief Commissioner. All relief items or goods, cash, and grants are distributed by the DCO through the district Damage Assessment Committee which includes officers from the line agencies, representatives of district and Tehsil Councils and members of local NGOs.

- d. **Fire Fighting Services**. The main function of the firefighting services is only to “extinguish fire”. The municipal civic authorities at Tehsil level are responsible for the provision of firefighting services in the country.
- e. **Civil Defence**. The Civil Defence Department was established through an ordinance in 1951. It is now governed through the Civil Defence Act 1952. Before 1993, it was mandated to “take measure not amounting to actual combat, for affording defence against any form of hostile attack by a foreign power or for depriving any form of hostile attack by a foreign powers of its effects, wholly or in part, whether such measures are taken before during or after the time of attack”. However, after some time, it was assigned the additional task during peace to take remedial measures against natural or manmade disasters¹². The main function of the civil defence is to:-
- (1) Assist local administration/army in rescue, evacuation and relief measures.
 - (2) Form search and rescue teams and train them in each province and in each district of the country.
 - (3) Organize training on first aid, and search and rescue for government departments and youth in colleges and universities.
 - (4) Organize training on bomb disposal/reconnaissance to the personnel of armed forces, police and all other concerned agencies.
 - (5) Organize refresher courses and simulation exercises for volunteers on search and rescue missions and first aid.
 - (6) Develop a database of volunteers at district agency headquarters, tehsil and UC levels and organize trainings on search and rescue and first aid.
 - (7) Organize trainings on fire fighting for government staff and volunteers at district and below district level.
 - (8) Create community awareness of public safety.
- f. **Pakistan Red Crescent Society (PRCS)**. PRCS has contributed widely to disaster response in Pakistan with the support of other national societies. It contributes significantly in providing relief, recovery, reconstruction and capacity building activities. Presently it is working in all four provinces and AJK, in 80 districts and has a core staff of nearly 1,000. PRCS has a huge network of 50,000 volunteers. It primarily works in disaster preparedness and response¹³.
- g. **Punjab Emergency Services (Rescue 1122)**. The Punjab Emergency Service is known as Rescue 1122. It was created in 2004 as a small pilot project under the Provincial Health Department (The Government of the Punjab) known as the Punjab Emergency and Ambulance Service. The initial success and popularity of the project

¹² Civil Defence Act

¹³ PRCS Website

resulted in its up-gradation to an emergency service. It is responsible for handling all types of emergencies, including fire emergencies¹⁴.

- h. **Local Charity Organizations eg Edhi Foundation, Chippa Ambulance Services, Alkhidmat Foundation etc.** The local charity organizations provide relief services, particularly ambulance services, evacuation, food and nonfood items for small to large-scale disasters in the country.
- j. **Non-Governmental Organizations.** NGOs both international and local play an important role in disaster management. NGOs collaborate with national, provincial and district level disaster management authorities for relief operation and provide relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims.
- k. **Community Based Organizations (CBOs).** Community based organizations (CBO) play a major role in the relief activities whenever, and wherever any disaster happens. The CBOs mainly focus on the relief activities and their capacity is very limited or nonexistent in Disaster Risk Reduction (DRR) activities. Therefore, it is important to build the capacity of CBOs at village level along with government officials. CBOs can be trained in the use of local early warning system, evacuation, first aid, search and rescue, fire fighting etc. The provision of Citizen Community Boards (CCBs) in the Local Government Ordinance (LGO 2001) provides good grounds to organize communities and mobilize resources for issues like local level disaster risk management.
- l. **United Nations (UN) Agencies.** UN Agencies play a key role in disaster management especially in assessment, planning, coordination, response, recovery and longer term disaster risk reduction programme. UN takes a lead role in establishing the Inter Agency Standing Committee (IASC). The main purpose of the IASC is to organize and coordination meetings of UN and INGOs on weekly basis to monitor response of various agencies. In addition to that, the UN plays an important role in capacity building of public sector in policy formulation in disaster management, providing technical support to provinces and districts in disaster management planning, strengthening public sector organizations in emergency response and disaster preparedness through trainings.
- m. **Media.** The media plays an important role in saving lives and property before, during and after the disaster through dissemination of information on preparedness issues in disaster management, public information on early warnings, information on response and rehabilitation. The media educates public on the disaster, particularly

¹⁴ Rescue 1122 Website

concerning early warnings, evacuation, public messages on disaster situation to save lives and property, relay health messages to prevent communicable diseases, relay information on missing people and stranded communities, relay messages on survivor needs, camps situation, relay advice from relevant departments, authorities, ministries etc and other humanitarian organizations. It gives information on the relief and recovery efforts taken by the government and other humanitarian organizations and also highlights the gaps and suffering of the survivors in relief and rehabilitation¹⁵.

¹⁵ National Disaster Risk Management Framework, Pakistan www.ndma.gov.pk

PART- IV
EARLY WARNING SYSTEM, INFORMATION FLOW
AND DECLARATION OF EMERGENCY

Early Warning

1. An early warning is only effective if it reaches the communities in time so that required action can be taken. Undoubtedly this can substantially reduce loss of life, property, and livelihoods etc. In many cases, early warning systems are either nonexistent or are ineffective / prone to break down at critical points – risking devastation, death and destitution. However, during last couple of years, the country has witnessed development at significant level in the field of communication. This progress can play crucial role in effective dissemination of warnings. NDMA and PDMA's may work and collaborate with the telecommunication, print and electronic media to ensure effective contributions to early warning at national and local levels to reduce the impact of disasters in future. Early warning system can be made more effective by ensuring that:-

- a. All warning system and technologies are maintained in working condition and checked on regular basis.
- b. Communities in the disaster prone areas are made aware of the warning systems.
- c. Alternate warning system must be kept in readiness in case of technical failure.
- d. Only the designated agencies and officer will issue the warning.
- e. The warning should be in clear and easy to understand and preferably in local language.
- f. Wherever, possible, assistance of community leader's local community organizations should be sought in explaining threat.

2. **Information Flow - Responsibility.** Pakistan is confronted with a multi-faceted nature of potential hazards, both natural and human induced. Establishment of early warning system specific to each potential hazard is not only time consuming but also requires huge financial resources. However, over a period of time, concerned ministries/departments have developed adequate systems to monitor and forecast various potential hazards. The concerned ministries are responsible to evolve and formulate necessary standing operating procedures of early warning / dissemination systems to forewarn the likely affected areas/communities, in consultation with all stakeholders at the National and Provincial levels. The existing early warning system against floods has been described in the succeeding paragraph, which may be emulated by the respective ministries for formulation of requisite standing operating procedures for early warning/dissemination systems pertaining to other natural / human induced hazards described in chapter II of the plan.

3. **Flood Early Warning System - Information Flow.** PMD is mainly responsible for sharing information through an early warning system during the monsoon period. The information on the flood situation from 15 June to 30 September is shared by PMD with all provinces. In addition PMD will also share information with NDMA, R/S/DMA's, all relevant federal/Provincial departments

including Federal Flood Commission, Army, Navy, PDMAs and Coast guards. In case of threatening situation information can be shared with DCOs through fastest means. Following are others organizations:-

- a. **Federal Flood Commission (FFC)**. Until the end of 1976, provincial irrigation department had been responsible for flood protection works. After the massive floods of 1973 and 1976, which resulted in huge losses of human lives, livelihoods, land and property, the need was felt for a federal agency which would be responsible for flood protection and prevention measures across the country. Therefore, the Federal Flood Commission FFC was formed in 1977. The Federal Flood Commission consists of Secretary Irrigation, Chairman Federal Flood Commission and DG Pakistan Meteorological Department. Pakistan Railway and WAPDA are co-opted members of the commission. The main functions of the Federal Flood Commission are as follow:-
 - (1) Measures for improvement of flood forecasting and early warning system.
 - (2) Approve flood control/protection schemes prepared by the provincial government and concerned federal agencies.
 - (3) Review damage to the flood protection works and evaluate plans for restoration and reconstruction work.
 - (4) Standardize designs and specification for flood protection works.
 - (5) Monitor and evaluate progress of implementation of flood protection plans
- b. **Flood Warning Centre (FWC) Lahore**. The Flood Warning Centre works closely with the Pakistan Meteorological Department and Federal Flood Commission. It is responsible for flood forecasts and issuing early warnings in the monsoon period June-September every year. The centre issues early warning to the Pakistan Meteorological Department, Federal Flood Commission, provincial irrigation departments and media. The centre also issues warning directly through electronic and print media.

Emergency

4. **Levels of Emergency**

- a. **Level 1**. Localized emergency events for example, small scale fire, landslides, flood, canal or sub canal breach, low level epidemics etc dealt by DDMA at district level. The DDMA is capable of handling the situation on its own. Emergency may be declared by District Nazim. Actions and responsibilities are as under:-

	Actions	Responsibility
(1)	Activate DEOC partially	Lead DDMA
(2)	Conduct rapid assessment of the situation	
(3)	Declare local level emergency	
(4)	Inform PDMA about the local level emergency declaration	Support Agency District line departments, NGOs/CBOs
(5)	Immediately initiate relief work in the affected area	
(6)	Prepare relief operation report and share it with PDMA and relevant line departments at district level	
(7)	Stand down the DEOC and inform PDMA and line departments	Lead DDMA
(8)	Close down the relief operation and inform all line departments and PDMA	

- b. **Level 2.** Emergency/disaster which overwhelms the capacity of the district disaster management authority to manage the situation, DDMA can request for assistance to the PDMC through PDMA. In this situation an emergency is declared by the Chief Executive of the Province. Actions and responsibilities are as under:-

	Actions	Responsibility
(1)	Activate PEOC	Lead PDMA
(2)	Inform DEOC, NEOC about the situation	
(3)	Alert and inform all line departments in the district	
(4)	Conduct damage and loss assessment in the affected area	
(5)	Immediately initiate relief work in the affected area	Support Agency Provincial line departments, NGOs/CBOs
(6)	Share assessment report with PDMA and request for assistance for emergency operation	
(7)	Mobilize and deploy resources e.g. evacuation, SAR team, medical team etc.	
(8)	Make request to PDMC through PDMA for financial assistance	
(9)	Coordinate and facilitate CBOs and NGOs for relief operation	
(10)	Prepare relief operation report and share it with PDMA and relevant line departments at district level	
(11)	Stand down the DEOC and inform PDMA and line departments	Lead PDMA

- c. **Level 3.** In case emergency/disaster is beyond the capacity of provincial/regional government national emergency is declared by the Prime Minister of Pakistan. Appeal may be launched internationally for the assistance. Actions and responsibilities are as under:-

	Actions	Responsibility
(1)	Activate NEOC	NDMA
(2)	Inform PDMA, about the activation of NEOC	
(3)	Alert relevant federal ministries and departments	
(4)	Support provinces/regions in conducting damage and loss assessment in the affected area	
(5)	Share assessment report with NDMC/PDMC	
(6)	Support provincial/regional and district authorities in resource mobilization for relief operation	
(7)	Provide technical support to provincial/regional and district authorities for relief operation	
(8)	Coordinate with Armed Forces at federal level for assistance	NDMA, Support Agency, Federal Ministries/departments and NGOs/CBOs
(9)	Initiate the process of emergency declaration and notification process	
(10)	Prepare situation report on daily and weekly basis and share with relevant stakeholders and Prime Minister	NDMA, Support Agency, Federal Ministries/departments and NGOs/CBOs
(11)	NDMA request to the NDMC for financial assistance.	
(12)	Coordinate I/NGOs, UN and other international humanitarian organization, philanthropists for effective response	
(13)	Inform public about the situation through media briefings	
(14)	Coordinate with UN Cluster System for effective response	
(15)	Stand down the NEOC when the relief phase is over	NDMA
(16)	Prepare relief operations report and share it with key stakeholders	

6. **Declaration of Emergency.** The declaration of emergency depends upon the nature and size of the disaster. The normal practice is that the district level emergency is declared by the District Administration. In case the emergency is beyond the capacity of district management, the Chief Minister with the approval of Cabinet declares emergency. A national level emergency is declared by the Prime Minister of Pakistan in the event of larger calamity.

7. **Criteria for Declaring an Area Disaster Affected.** There is no clear benchmark given in any policy document for declaring an area "Calamity Affected". As per the existing practice, if more than 50% loss of livelihoods of the affected population has occurred the district and provincial authority declares an area "Calamity Affected". Normally, a technical committee is formed to assess the situation after a relief phase and make recommendations to the Chief Minister for declaring the area calamity-affected. Given below is a hazard-specific set of criteria that is generally being followed by district and provincial authorities for declaring a district or a region "Calamity Affected".

	Hazard	Basic Criteria for Declaring Emergency	Supporting Factors
a.	Floods/Flash Floods	Minimum 50% losses of livelihoods e.g. standing crop damage, livestock loss, other small livelihoods sources Loss of human lives Severe damage to infrastructure	Political, civil society and media pressure
b.	Cyclone	Minimum 50% losses of livelihoods Destruction of boats, nets and other fishing accessories Destruction of standing crops Loss of livestock Loss of human lives Severe damage to infrastructure	Political, civil society and media pressure
c.	Drought	Crop failure Livestock losses Fodder crop failure Loss of human lives	Human and livestock migration, civil society and media pressure
d.	Earthquake	Loss of livelihoods Loss of human lives Infrastructure damage	Political, civil society and media pressure
e.	GLOF	Loss of livelihoods Standing crops/Fruit crops Loss of livestock Loss of storage foods Loss of Human lives	Damage to infrastructure, communication etc, Political, civil society and media pressure
f.	Avalanches	Loss of livelihoods Standing crop/Fruits crop Loss of livestock Loss of storage foods	Loss of property, loss of human lives, damage to infrastructure, housing & communication etc, Political, civil society and media pressure
g.	Heavy winds/Storms	Loss of standing crops/fruit crops	Political, civil society and media pressure

8. **Role and Functions**

a. **NDMA**

(1) **Pre-Disaster**

- (a) Prepare emergency preparedness plan at national level.
- (b) Prepare hazard specific national level contingency plans
- (c) Provide technical support to province in preparation of contingency plans
- (d) Lay down the guidelines for preparing disaster management plans for different Ministries, Department and the Provincial Disaster Management Authorities

- (e) Provide necessary technical assistance to the provincial government and the Provincial Disaster Management Authorities for preparing Disaster Management Plans in accordance with guidelines laid down by the National Commission.
 - (f) Prepare, review, maintain and upgrade the communication mechanisms for early warning and devise such information dissemination strategy that the information reaches the end user.
 - (g) Coordinate with PDMA, DDMA and ERC for emergency stocks piles of relief material to ensure that such material is available at short notice.
 - (h) Implement, coordinate and monitor the national-disaster-response strategy and policy.
 - (j) Promote general education and awareness with regards to disaster management and perform such other functions that the National Disaster Management Commission may require it to perform.
 - (k) Review and update national plan at an appropriate interval.
- (2) **During Disaster.** The National Disaster Management Authority acts as the lead implementing, coordinating and monitoring body for disaster management. Its functions are to:-
- (a) Activate National Emergency Operation Centre (NEOC).
 - (b) Manage national level incidents and support province and district in incident management.
 - (c) Inform and alert concerned federal ministries and departments about the incident.
 - (d) Inform concern ministries and departments to join the NEOC.
 - (e) Lead rapid assessment in the affected area.
 - (f) Mobilize and deploy teams e.g. search and rescue, technically skilled people (e.g. army, navy, USAR, & Rescue teams etc) heavy machinery, medical equipment, medicines, immediately to the affected areas.
 - (g) Mobilize and send food and non-food items to the PDMAs and DDMA's for distribution.
 - (h) Coordinate with relevant ministries and department e.g. Defence, National Logistics Cell, Emergency Relief Cell, Navy, Foreign Affairs, Pakistan Railways, National Highway Authority, Pakistan International Airlines, Civil Aviation Authority, Social Welfare, Health and Education etc to prepare them to activate and deploy resources.

- (j) Coordinate with Provincial Disaster Management Authorities in the affected areas and provide them with the necessary technical and financial assistance for relief operation.
- (k) Establish and maintain communications with incident command authorities to ensure a common and current operating picture regarding critical resources requirement.
- (l) Coordinate with UN agencies, humanitarian organizations, I/NGOs for mobilizing their relief assistance.

b. **PDMAs**

(1) **Pre-Disaster**

- (a) Prepare provincial preparedness plan.
- (b) Prepare Provincial disaster response plan keeping in mind Sphere Project minimum standards in emergency response.
- (c) Prepare hazard specific provincial contingency plans.
- (d) Provide technical support to districts in preparation of contingency plans.
- (e) Prepare, review, maintain and upgrade the communication mechanisms for early warning and devise information dissemination strategy that allows information to reach the end user.
- (f) Identify and prepare a list of public buildings which can be used as relief centres in the event of disaster and prepare plans for water supply and sanitation for these buildings.
- (g) Establish stock piles of relief and rescue materials and or ensure preparedness to make such material available at short notice.
- (h) Review and give feedback to disaster preparedness emergency response plans prepared by the departments of provincial government.
- (j) Identify vulnerable areas to disaster in the province and take measures for prevention of disaster and the mitigation of its effects, and coordinate with other government department to work together to prevent and mitigate the effects.
- (k) Prepare and update SOPs for each department at provincial level for disaster response.
- (l) Ensure that communication systems are in order and disaster management drills are being carried out regularly.
- (m) Monitor preparedness at all government and non government levels for effective response to disasters.

(n) Ensure that minimum standards are applied in the response.¹⁶

(2) **During Disaster**

- (a) Activate provincial emergency operation centre.
- (b) Conduct rapid assessment.
- (c) Coordinate with relevant provincial departments for response.
- (d) Responsible for incident management at provincial level.
- (e) Conduct post disaster rapid assessment and actively play role in emergency declaration notification process.
- (f) Mobilize, activate and deploy resources for disaster response at provincial/regional and federal level.
- (g) Coordinate with Armed Forces at provincial level to mobilize resources and deploy for effective response.
- (h) Closely coordinate and update National Disaster Management Authority on before, during and after disaster situation.
- (j) Coordinate and provide necessary support and guidance to the affected districts/agencies in the event of disaster.
- (k) Provide timely and essential relief goods and logistics support to the affected areas of the province.
- (l) Monitor hazards risks and vulnerable conditions within the province on regular basis and prepare plans accordingly.
- (m) Encourage participation and facilitate NGOs, voluntary organizations and communities in different aspects of disaster response.
- (n) Ensure communication systems are in order and disaster management drills are carried out periodically.
- (o) Coordinate and facilitate humanitarian organizations, UN and private sector organizations for effective response.
- (p) Inform public of the situation on a timely basis through print and electronic media

c. **DDMAs**

(1) **Pre-Disaster**

- (a) Prepare disaster management plans.
- (b) Prepare contingency plans cover all potential hazards in the district.
- (c) Identify areas vulnerable to disaster in the district and take measures for prevention of disaster and the mitigation of its effects, coordinate with

¹⁶ National Disaster Risk Management Framework, Pakistan & NDMO 2007 (www.ndma.gov.pk)

other government departments to work together to prevent and mitigate the effects.

- (d) Organize and coordinate trainings programmes for DDMA team, departments and voluntary rescue workers at district level.
- (e) Facilitate community trainings and awareness program for prevention of disaster and mitigation with support of departments and local NGOs.
- (f) Update SOPs for each department at district levels.
- (g) Prepare, maintain and upgrade the mechanism for early warning and device information dissemination strategy that information reach to the end user.
- (h) Identify and prepare list of public buildings which can be used as relief centres in the event of disaster and prepare plans for water supply and sanitation for these buildings.
- (j) Stockpile relief and rescue materials or ensure preparedness to make such material available at short notice.
- (k) Monitor hazards, risks and vulnerable conditions within the district on regular basis and device plan accordingly.
- (l) Encourage participation of NGOs and voluntary social welfare organizations and communities in different aspects of emergency response.

(2) **During Disaster**

- (a) Activate DEOC.
- (b) Inform district level departments to get ready for emergency response.
- (c) Inform PEOC and NEOC about the situation.
- (d) Conduct initial and subsequent assessment of disaster affected areas and determine the extent of loss and damage.
- (e) Responsible for incident management at district level.
- (f) Organize evacuation on priority basis.
- (g) Prepare detail plan for the resources requirement for relief operation and share it with the PDMA and NDMA.
- (h) Provide food, drinking water, medical supplies, non food items to the affected population.
- (j) Deploy medical, search and rescue and emergency response team immediately.
- (k) Set up relief camps.
- (l) Coordinate with PDMA and NDMA to deploy resources for emergency response.

- (m) Coordinate and facilitate with I/NGOs, UN bodies and philanthropist organizations for resource mobilizations for response.
- (n) Develop complaint mechanism system and set up complaint mechanism cell in the DEOC and at sub district level.
- (o) Organize regular media and public information briefings.
- (p) Organize detailed assessment for the early recovery program and prepare proposal and submit to PDMA and NDMA.
- (q) Prepare situation Report on daily and weekly basis and circulate to the PDMA, NDMA and all stakeholders etc¹⁷.

d. **Taluka & Town/Tehsil Administration.** Below district, Taluka/Tehsil and sub Taluka/Tehsil level are the lowest administrative units in the district administrative structure. Taluka/Tehsil administration has communication with local communities on regular basis. They play a vital role in disaster response during and after the event. Taluka/Tehsil administration has the following role in emergency operation:-

- (1) Prepare contingency plans cover potential hazards in the area.
- (2) Organize and conduct damage and loss assessment.
- (3) Responsible for incident management at Tehsil/Taluka level.
- (4) Organize and conduct rapid assessment for relief needs and response.
- (5) Assist in post-disaster assessment for early recovery and post-disaster rehabilitation.
- (6) Assist and organize relief operation in affected area of the Tehsil/Taluka.
- (7) Organize and manage relief camps in the affected area.
- (8) Organize water and sanitation facilities with help of PHED department for relief camps.
- (9) Identify and prepare list of vulnerable groups for relief response.
- (10) Distribute relief goods through UC councilor (Elected representative) to the affected communities and priorities given to poorest, child headed household, women headed household, disabled and elderly in the community.
- (11) Coordinate and facilitate government departments, UN, I/NGOs and philanthropists for relief activities.
- (12) Facilitate and support UCs Nazims and councilors in relief operation at district government level
- (13) Coordinate with district administration and update them on relief activities
- (14) Prepare final report on relief operation and send it to DDMA
- (15) Monitor relief operation regularly and report to DDMA.

¹⁷ National Disaster Risk Management Framework, Pakistan & NDMO 2007 (www.ndma.gov.pk)

e. **Union Councils.** Union councils are the lowest tier in the government structure, with elected representatives from villages and ward levels. Traditionally UCs play an important role in relief distribution at village level in the affected area. The following are the main functions of the UC in disaster response:-

- (1) Assist assessment team in damage and loss assessment.
- (2) Prepare a list of beneficiaries in affected area.
- (3) Provide storage facility and security for relief goods at village level.
- (4) Assist government in distribution of relief.
- (5) Assist government in verification of beneficiaries those who have a computerized National Identity Card or any other kind of identification.
- (6) Prepare a record of relief distribution.

PART- V

DISASTER RESPONSE FUNCTIONS

1. On declaration of emergency various agencies must respond as early as possible to provide relief to affected people. However during the process standards and criteria must be adhered too. The purpose of this section is to explain the response functions of various agencies, standards and criteria to be used for organization of emergency response by different stakeholders.

Activation of Emergency Operation Centre (EOC)

2. The EOC will serve as the hub for receiving early warning and issuing information to the public, media, ministries, departments and humanitarian response agencies. The EOCs will also lead the coordination and management of relief operation in affected areas. All the agencies such as civil defence, Armed Forces, Fire Services, Police, Ambulance Services, Red Crescent Societies, Edhi Foundation, and other humanitarian agencies will be coordinated by the EOCs at respective level. The EOCs will function throughout the year in disaster and non-disaster times. In disaster times, the EOCs will coordinate relief and early recovery and non-disaster time emergency centre will be working in emergency preparedness mode e.g. contingency planning.

- a. **National Emergency Operation Centre (NEOC)**. The NEOC will be part of the NDMA office with full/part time staff and facilities for representatives from different ministries, departments, media and those humanitarian organizations who will join NEOC during the disaster time. NEOC will be equipped with facilities e.g. telephones (landlines, cellular and satellite phones), fax, internet/emails, computers, printers, photocopiers, TV sets, range of status boards and map boards, generators, and other facilities to include telecommunication system (radio telephone, handsets, VHF wireless radio communication and standby power system). The NEOC will be supervised and directed by the Chief Coordinator (Member Operations)). The NEOC will be headed by the Director Operations and supported by the operations, communication, public information, finance, administration and logistics support teams. Detailed job description of various members is given at **Annex A**. The NEOC will be working round the clock during the disaster time and in the non disaster time during normal office hours.

(1) **Objectives**. The main objectives of the NEOC are to:-

- (a) Disseminate warning on time.
- (b) Issue instructions to all stakeholders.
- (c) Communicate with stakeholders
- (d) Coordinate with different stakeholders for effective response.
- (e) Organize and manage emergency operations at national.
- (f) Collect Information, undertake analysis and arrange dissemination.

(2) **Functions.** The main functions of the NEOC are:-

(a) **Pre-Disaster**

- i. Prepare emergency preparedness plan at national level.
- ii. Ensure that provincial disaster management authorities develop emergency preparedness plan.
- iii. Prepare national contingency plans.
- iv. Set up national emergency operations centre and maintain state of readiness with all equipment in working order. Orient and train personnel of EOC on its operations.
- v. Prepare communication and transportation plan for potential disaster response.
- vi. Prepare hazard specific maps showing vulnerable areas and population.
- vii. Provide technical support to PDMA's for emergency preparedness plan.
- viii. Coordinate with PDMA, DDMA for provincial contingency plans.
- ix. Assess training needs of the PDMA, DDMA and organizing trainings for them.
- x. Conduct risk analysis from the perspective of contingency planning.
- xi. Prepare inventory resources for emergency response with collaboration of provincial and district disaster management authorities.
- xii. Coordinate with humanitarian organizations such as, Pakistan Red Crescent Society (PRCS), and International humanitarian agencies based in Pakistan and related UN agencies to discuss their plans for preparedness and response for future hazards.

(b) **During Disaster**

- i. Collect, consolidate, analyze and circulate information related to emergency operations to the key stakeholders.
- ii. Screen and issue emergency warnings and information to the public concerning preparedness and safety.
- iii. Prepare damage and relief need assessment reports.
- iv. Mobilize and deploy resources e.g. search and rescue, medical teams in the affected areas.

- v. Supply food, drinking water, medical supplies, non food items to the affected population.
- vi. Coordinate and provide technical support to the Provincial and District Emergency Operations Centres for emergency response.
- vii. Coordinate with concerned ministries, departments and commissions / authorities at federal level for emergency response.
- viii. Coordinate with humanitarian organizations, bilateral and multilateral agencies for resource mobilization and deployment in the affected areas.
- ix. Coordinate relief operations.
- x. Forward urgent information to relevant agencies for immediate action. Prepare daily briefings on disaster situations for Chief Coordinator, Prime Minister and NDMC Members.
- xi. Prepare press release and other information for general public and specific group.
- xii. Organize regular media and public information briefings.
- xiii. Prepare situation report (SITREP) on daily and weekly basis and circulate to the Prime Minister, NDMC Members, PDMC Members, PDMA, Armed Forces and other stakeholders.
- xiv. Preparation and consolidation of reports, record keeping, public information and resource management at national level.

(3) **Activation and Stand Down Procedure**

- (a) **On Receipt of Alert (Standby - Stage 1)**. Director NEOC will collect information from PEOC and DEOC about the potential disaster, after reviewing it, advise chief coordinator for alert or standby position of NEOC. Chief Coordinator will update the Chairman NDMA and to seek his approval for activation of NEOC. SOPs to be followed for this stage are:-
 - i. Monitor the situation.
 - ii. Alert the NEOC staff for operationalization of NEOC at short notice.
 - iii. Put everything ready and functional in the NEOC.
 - iv. Coordinate with key ministries, departments, Armed Forces, JS HQ, NLC, humanitarian organizations and alert them.
 - v. Closely coordinate DG PDMA, PEOC to get information and review it.

- (b) **On Receipt of Warning (Stage 2)**. Chairman NDMA will issue notification for full activation of the NEOC. Chief coordinator will inform key ministries, Federal Flood Commission (only in case of floods), PDMC, PDMA, DDMA, Civil Defence, Emergency Relief Cell, Armed Forces, JS HQ, Pakistan Red Crescent Society, UN Agencies/INGOs, Media. NEOC will remain fully operational on 24/7 basis. SOPs to be followed for this stage are:-
- i. Place NEOC fully operational.
 - ii. Open all communication systems and links.
 - iii. Collect essential information including detail of resources, which might be required for relief operation
 - iv. Inform all relevant ministries and departments to send their representative to sit in the NEOC
 - v. Inform relevant ministries, departments, humanitarian agencies, etc to get ready for relief services
 - vi. Advise Chief Coordinator/Chairman NDMA to meet the NDMC to update about situation
 - vii. Share information regularly with PEOC.
- (c) **Stand Down Procedure (Stage 3)**. After reviewing situation and consultation with concerned PEOC and DG PDMA, Chief Coordinator NEOC will advise the Chairman for stand down. After getting approval of Chairman NDMA, NEOC/NDMA will notify stand down to the key ministries and departments at federal and provincial level, PDMA, DDMA etc. SOPs to be followed for this stage are:-
- i. Director NEOC will debrief Chief Coordinator (Member Operations) about stand down who will advise Chairman NDMA to approve stand down.
 - ii. Chairman NDMA will approve it for notification.
 - iii. Director NEOC will disseminate notification to the relevant ministries, departments and other stakeholders.
 - iv. Final report on the emergency operations will be circulated to key stakeholders.
 - v. Inform PDMA & DEOC for stand down and share final report with them.
 - vi. NEOC staff will work in normal mode.
 - vii. Put communication systems in store.

- b. **Provincial Emergency Operations Centre (PEOC)**. The Provincial Emergency Operations Centre will serve as the hub for receiving early warning and issuing information to response agencies, public and media etc. The PDMA will also lead the coordination and management of relief operation in affected areas. All the government departments at provincial level and concerned stakeholders such as civil defence, Armed Forces, fire services, police, ambulance service, Red Crescent Societies, I/NGOs, UN and other humanitarian organizations will be coordinated by the EOC for emergency response. The PEOC will function throughout the year in disaster and non disaster times. In disaster times the PEOC will be disseminating early warning information, relief coordination and management and focus on early recovery. In non disaster time the focus will be on preparedness and contingency planning. The PEOC will be overall supervised and directed by the Director General, PDMA. The PEOC will be headed by the Chief Coordinator PEOC and supported by the operations, communication, public information, administration and logistics support teams. PEOC will be working round the clock during the disaster time. In the non disaster time, PEOC will be working in normal office hours.

(1) **Objectives**

- (a) Issue timely warning.
- (b) Communicate with stakeholders.
- (c) Coordinate with concerned departments and other stakeholders for effective response.
- (d) Mobilization and deployment of resources.
- (e) Organize and manage emergency operation at provincial/regional/state level.
- (f) Collect Information, analysis and dissemination

(2) **Functions**

(a) **Pre-Disaster**

- i. During non disaster time, PEOC will work in the preparedness mode, working during the day time in order to take care of extended emergency preparedness activities.
- ii. Preparing emergency preparedness plan.
- iii. Prepare hazard specific maps showing vulnerable areas and population.
- iv. Prepare provincial contingency plans.
- v. Set up national emergency operation centre and maintain state of readiness with all equipment in working order. Orient and train personnel of EOC on its operations.

- vi. Coordinate with DDMA's to ensure that district preparedness and contingency plans are prepared.
- vii. Provide technical support to DDMA's for emergency preparedness and contingency planning.
- viii. Assess training needs of the DDMA's in relation to emergency preparedness and response and organizing trainings for them.
- ix. Conduct risk analysis from the perspective of contingency planning.
- x. Assist NDMA in national level response planning.
- xi. Coordinate with concerned departments for preparation of resource inventory for emergency response.

(b) **During Disaster**

- i. Activation of NEOC.
- ii. Coordination with NEOC and DEOC.
- iii. Coordinate and support DDMA on loss and damage assessment/rapid assessment of the incident and share it with NDMA.
- iv. Coordinate and closely work with DEOC during emergency time to get information from the districts and disseminate to government departments, humanitarian organizations and other relevant agencies for effective response.
- v. Provide technical, management and coordination support to the DEOC during emergency response.
- vi. Collect, assess, consolidate, and circulate information related to the emergency response operation.
- vii. Screen and issue disaster warning information to the public concerning preparedness and safety.
- viii. Forward urgent information to relevant agencies for immediate action.
- ix. Prepare daily briefings on disaster situations for DG PDMA, PDMC.
- x. Organize regular media and public information briefings.
- xi. Prepare situation Report (SITREP) on daily and weekly basis and circulate to the Chief Minister, Governor PDMC Members, concerned departments, NDMA, DDMA, Armed Forces and other stakeholders.

(3) **Activation Procedure**

(a) **On Receipt of Alert (Standby - Stage 1)**. Chief Coordinator PEOC receives information and regular update on potential disaster from DEOC Chairman/Secretary about the situation. Advises Director General PDMA to seek alert/activation approval, who advises the Chairman PDMC about the alert phase and seeks approval for it. Approval of Alert Phase is notified to the key ministries, departments and humanitarian organizations, Armed Force in the province. SOPs to be followed for this stage are:-

- i. Closely coordinate and gets information on situation from DEOC.
- ii. Monitors the situation.
- iii. Update DG PDMA and PDMC.
- iv. Alert the PEOC staff.
- v. Get ready and functional in the PEOC.
- vi. Coordinate and inform concerned, departments, and other stakeholders.
- vii. Closely coordinate and consult with DG PDMA.

(b) **On Receipt of Warning (Stage 2)**. Notification for full activation is issued and PEOC remains fully operational on 24/7 basis. The Director General PDMA will inform concerned provincial departments e.g. Irrigation, Agriculture and Livestock, Home Department, Public Health Engineering, Health, Education, Communication and Works, Revenue Department, DDMA, NDMA and NEOC humanitarian organizations, UN, I/NGOs, NGOs, Media etc. SOPs to be followed for this stage are:-

- i. Place PEOC fully operational.
- ii. Open all communication systems and links.
- iii. Collect essential information including detail of resources, which might be required for relief operation.
- iv. Inform all relevant ministries and departments to send their representative to sit in the PEOC.
- v. Inform relevant ministries, departments, humanitarian agencies, etc to get ready for relief services.
- vi. Advise DG PDMA to meet with PDMC to update about situation.
- vii. Share information regularly with NEOC and DEOC

(c) **Stand Down Procedure (Stage 3)**. After reviewing situation and consultation with concerned DEOC, Chief Coordinator PEOC will advise the DG PDMA for stand down. After getting approval of PDMC,

Chairman PDMC will approve the stand down of the PEOC. PEOC/PDMA will notify to the key ministries and departments at federal and provincial level, NDMA, DDMA etc. SOPs to be followed for this stage are:-

- i. Chief Coordinator PEOC will debrief DG PDMA about stand down.
- ii. DG PDMA will advise Chairman PDMC to approve stand down of PEOC.
- iii. Chairman PDMC will approve it. PDMA issues notification.
- iv. DG PDMA through Coordinator PEOC will disseminate notification to the relevant ministries, department and other stakeholders.
- v. Final report on the emergency operations will be circulated to key stakeholders.
- vi. Inform DEOC and NEOC for stand down

(4) **Operationalization of PEOC.** In case of full activation of PEOC, Chief Coordinator PEOC will be responsible to fully equip the PEOC and provide all facilities to the representatives of ministries and departments who will be present in PEOC during disaster time. Stock of emergency food, office supplies, satellite phone sets, generators, logs, status boards, maps, and other material and necessary equipment must be available. It is to be ensured that briefing room is equipped with all maps, screens and multimedia projectors and other necessary material. The Chief Coordinator will update NEOC on regular basis about the situation.

(5) **Organization of the PEOC.** The PEOC will be headed by DG PDMA. The DG PDMA will have a team to run the PEOC. Job description of various appointments is attached at **Annex B**. Day to day routine activities will be run under the Chief Coordinator PEOC. The PEOC will be divided in five basic functional areas:-

- i. The command centre
- ii. The operations room
- iii. The communication specialist/media centre
- iv. IT experts area
- v. The administration and support area

c. **District Emergency Operations Centre (DEOC).** DEOC will serve as the hub for receiving early warning and issuing information to public at village level, taking measures to evacuate people, updating relevant departments, response agencies, and

media etc. The DEOC will also lead coordination and management of relief operations in affected areas in the district. All concerned departments and agencies such as civil defence, Armed Forces, fire services, police, ambulance service, Red Crescent Societies, Edhi Trust, and other humanitarian agencies will be coordinated by the DEOC at district level. The DEOC will function throughout the year in disaster and non disaster times. In disaster times the DEOC will be disseminating early warning information, carry out relief coordination and focus on early recovery. In non disaster times, the emphasis will be on emergency preparedness and contingency planning in the district. The DEOC will be located at DCO Office, in the district headquarters equipped with all available communication facilities. The DEOC will be overall supervised and directed by the District Coordination Officer (DCO) of the district. The DEOC will be headed by the Coordinator and supported by the operations, communication, public information, administration and logistics support teams. DEOC will be working round the clock during the disaster time. In non disaster times, DEOC will be working during normal office hours and will focus on emergency preparedness and contingency planning.

(1) **Objective.** The main objective of the DEOC is to provide effective communication and early warnings to the public, take immediate measures for evacuation, prepare contingency plans, develop resource inventory at district level, instructions for emergency operations and carry out coordination for effective emergency response at district level.

(2) **Functions**

(a) **Pre-Disaster**

- i. Prepare emergency preparedness plan.
- ii. Prepare multi hazard contingency plans.
- iii. Anticipate resource inventory in collaboration with line departments for emergency response.
- iv. Interact with taluka/tehsil and UCs for assessing training needs and organize training for them.
- v. Conduct risk analysis from the perspective of contingency planning.
- vi. Assist relevant departments to update their SOPs.
- vii. Coordinate with humanitarian organizations for preparedness and response plans.

(b) **During Disaster**

- i. Conduct rapid assessment of the relief needs.

- ii. Coordinate with NEOC, PDMA, concerned departments and other stakeholders.
- iii. Collect information from talukas/tehsils. Analyze, consolidate and circulate to PEOC, NEOC, concerned departments and other stakeholders.
- iv. Coordinate operations management at district level.
- v. Deploy evacuation, medical, search and rescue teams in the affected area.
- vi. Provide relief assistance to the affected population in the district.
- vii. Supply temporary shelter as relief camp to the affected population.
- viii. Provide medical and sanitation facilities to the affected population.
- ix. Liaison with concerned departments and stakeholders engaged in emergency response.
- x. Screen and issue disaster warnings and information to the communities concerning preparedness and safety.
- xi. Forward urgent information to relevant agencies for immediate action.
- xii. Arrange daily briefings on disaster situations.
- xiii. Issue press releases and information for general public and specific groups.
- xiv. Record keeping and preparation of consolidated reports.

(3) **Activation Procedure**

(a) **On Receipt of Alert (Standby - Stage 1)**. Chief Coordinator DEOC receives information and regular update on potential disaster from taluka/tehsil administration about the situation. Advises Secretary/Chairperson DDMA to seek alert/activation approval, who advises the Chairman Secretary/Chairperson DDMA about the alert phase and seeks approval for it. Approval of Alert phase is notified to the key departments at district and below district level, PEOC and NEOC. SOPs to be followed for this stage are:-

- i. Closely coordinate and gets information on the situation from taluka/tehsil administration.
- ii. Monitor the situation.
- iii. Update Secretary/Chairman DDMA.
- iv. Alert the DEOC staff.

- v. Put everything ready and functional in the DEOC centre.
 - vi. Coordinate with key departments and humanitarian organizations.
 - vii. Update different stakeholders about the situation.
 - viii. Closely coordinate and consult with PEOC.
- (b) **On Receipt of Warning (Stage 2)**. Notification for full activation is issued and DEOC remains fully operational at 24/7 basis. The Secretary/Chairperson DDMA will inform concerned departments at district level e.g. Irrigation, Agriculture & Livestock, Police, Public Health Engineering, Health Education, Communication & Works, Revenue, PEOC and NEOC. SOPs to be followed for this stage are:-
- i. Notification for full activation of the PEOC.
 - ii. Place NEOC fully operational at 24/7 basis.
 - iii. The Secretary DDMA will inform concerned departments, PEOC, NEOC, humanitarian organizations, UN, I/NGOs, NGOs and Media etc
- (c) **Stand Down Procedure (Stage 3)**. After reviewing situation and consultation with taluka/tehsil administration, Coordinator DEOC will advice the Secretary/Chairperson DDMA for stand down. After getting approval of PDMC, Chairman DDMC will approve the stand down of the DEOC. DEOC/DDMA will notify to the key departments at all level, PDMA and NDMA etc. SOPs to be followed for this stage are:-
- i. Coordinator DEOC will debrief Secretary/Chairman DDMA about stand down.
 - ii. Secretary/Chairman DEOC will approve it and issues notification Secretary/Chairman disseminate notification to the relevant departments and other stakeholders.
 - iii. Final report on the emergency operations will be circulated to key stakeholders.
 - iv. Inform PEOC and NEOC for stand down.
- (4) **Operationalization of DEOC**. In case of full activation of DEOC, Coordinator DEOC will be responsible to fully equip the DEOC and provide all facilities to the representatives of departments who will be present in DEOC during disaster time. Stock of emergency food, office supplies, satellite phone sets, generators, logs, status boards, maps, and other material and necessary equipment must be available. It is to be ensured that briefing room is equipped with all maps, screens and multimedia projectors and other necessary material.

The Coordinator will update NEOC and PEOC on regular basis about the situation.

- (5) **Organization of the DEOC.** The DEOC will be headed by DCO (Secretary DDMA). The DCO will have a team to run the DEOC. Job description of various appointments is attached at **Annex C**. Day to day routine activities will be run under the Coordinator DEOC. The DEOC will be divided in five basic functional areas:-
- i. The command centre
 - ii. The operations room
 - iii. The communication specialist/media centre
 - iv. IT experts area
 - v. The administration and support area

Salient Features of Disaster Response

3. **Evacuation.** An emergency evacuation is rapid removal of people from a dangerous environment to a safer place. Ideally, all the people at risk are removed and taken to the safety, through variety of means. The term may be used refer to evacuating people from a single place or an entire area. Evacuation of affectees can be done before and after the disaster happens. In each disaster, evacuation is different, and can be done by using different transportation means including local means. There are several steps involved in the emergency evacuation. Some of the steps are given below:-

- a. **Evacuation plan.** Evacuation of people to safer place is the responsibility of district administration for which a detailed plan will be prepared. Some of the salients of the plan are:-
 - (1) Develop and clarify roles and responsibilities of the government officials or designated staff and inform them.
 - (2) Prepare a team of Government officials from different departments, Armed Forces and volunteers for evacuation.
 - (3) Prepare safer routes in advance, time planning, shelter etc.
 - (4) Develop transport plan for evacuation.
 - (5) Recognition of potential threat.
 - (6) Develop communication mechanisms to inform communities and volunteers for evacuation.
 - (7) Evacuation team should be given trainings on emergency evacuation of disabled persons.
- b. **Actual Evacuation.** All evacuations are ordered by the DCO/senior police officer. The voluntary evacuation can takes place just 1-2 days before the disaster happens

depending upon the warning available. The forced evacuation happens when the disaster strikes. Following may be ensured:-

- (1) Alert communities using siren, drum beating, radio, cable TV and other local communication means for evacuation.
- (2) Inform communities of evacuation routes.
- (3) Tell communities about transportation arrangements.
- (4) Notify communities about temporary shelter arrangements (Shelter site should be within 5 km or one hour walk of dwellings, as far as possible).
- (5) Involve local community leaders, CBOs/NGOs in the evacuation process.
- (6) Prepare list of people who are being evacuated.
- (7) Evacuate family together as a unit, minimizing chances of separation in a family.
- (8) Give priority to evacuate a seriously injured & sick people, pregnant women, handicapped or disabled persons, elderly person, children and women.
- (9) Display the list of evacuees in the relief camp.
- (10) All evacuations are reported to the DEOC or designated officer by DCO or relevant officer/camp manager.

c. In situations like floods, cyclones, conflicts government makes decisions for mandatory evacuation, and then the responsible government officials at district and below district level shall try to convince local communities for voluntary evacuation. At times, government use pressure of force such as police, rangers and army to evacuate local communities to protect them from the potential threat. In emergency evacuation, whether it is voluntary or forced, communities should be allowed to take minimum essential items/ belongings.

d. **Evacuation of Injured**. For evacuation of injured people tagging procedure should be followed. Tagging is the process of prioritizing transfer of the injured people based on first hand assessment by the medical officer on disaster site. The identification of the patient is done by attaching tag to each patient. Different colors are used for tagging different categories of patients for evacuation.

(1) **Tagging Process**

- (a) **Red Tag**. The Red Tag indicates that the patient requires top priority evacuation and needs immediate medical attention.
- (b) **Yellow Tag**. The patients fall in the second priority in the evacuation, they might have injuries or they need care, but these injuries and sickness are not life threatening.

- (c) **Green Tag.** The patients fall in the third priority in the evacuation they might have injuries or they needs care, but these injuries and sickness is not life threatening.
- (d) **Black Tag.** This is a least priority category. Black tags are placed on the dead, i.e. causality without a pulse or respirations who have remained in that condition for over 20 minutes, or whose injuries render resuscitation procedure impossible.

(2) **Guidelines for Efficient Evacuation**

- (a) Advance planning.
- (b) Prior arrangements for shelters at earmarked evacuee's lodgment sites.
- (c) Provision of basic facilities e.g. water supply, sanitation etc. at the site.
- (d) Identification of Evacuation routes/circuits under intimation to all concerned.
- (e) Enforce measures for timely evacuation of the elderly, pregnant women and disabled persons.
- (f) Fool proof security arrangements for the evacuated areas as well as camp sites.
- (g) Adequate arrangements for transportation of the affected communities and their minimum belongings, including livestock. Separate camps for the latter.

4. **Assessment.** In an emergency the assessment is needed to understand the situation and to make decision what kind of resources and capacities are required for effective response. Following paragraphs deals primarily with two types of assessment i.e rapid assessment or initial assessments to establish the nature & scale of emergency and the likely need for external assistance. Detailed sectoral assessments to plan, implement and coordinate the response have also been highlighted.

- a. **Initial Rapid Assessment**¹⁸. The initial rapid assessment is the exercise of collecting information, in order to identify the basic needs e.g. food, non food items, shelter, water, sanitation, health etc that require immediate response in the aftermath of the disaster. It would also helps to assess the internal capacities and what kind of support and capacities are needed for effective response. The rapid assessment should be completed in first 48-72 hours to get immediate picture of the disaster. This assessment provides the basis for the immediate response for the first 8-10 weeks. After the completion of 4-5 weeks, the expanded rapid assessment should be done while building upon the earlier initial rapid assessment to gather more detailed information from the field using secondary sources information and interview with key

¹⁸ WHO Assessment Guidelines, UNICEF Assessment Guidelines, MaCRAM, UNICEF

persons and organizations involved in the initial response. Expanded rapid assessment is designated to guide response for the medium term, i.e. roughly three to four months, depending on how much situation is improved and stabilized¹⁹.

- (1) **Primary Purpose of Initial Rapid Assessment**
 - (a) To understand the nature and impact of the disaster.
 - (b) Initial decision to be made on whether assistance is needed or not.
 - (c) A decision is to be made on whether local capacity is adequate or external resources are required.
 - (d) To establish priorities of intervention and intervention strategy.
 - (e) Identify necessary resources.
 - (f) Information to collect for fund raising and advocacy work.
- (2) **Initial Rapid Assessment - National Level.** In the national level emergency NDMA supports PDMA, DDMA and is responsible to conduct initial rapid assessment within 48-72 hours of aftermath of the disaster. NDMA can form a team of 6-8 members from different departments who conduct the initial rapid assessment. The members and composition of the team can be flexible and it is according to the situation and availability of the human resources. This team is supervised and guided by the NDMA. The assessment team will present report to the concerned PDMA and NDMA. NDMA will be responsible to send report to the relevant ministries/ departments and other stakeholders at federal level. PDMA will be responsible to send report to the relevant ministry and departments and relevant stakeholders at provincial levels.
 - (a) National Disaster Management Authority.
 - (b) Provincial Disaster Management Authority.
 - (c) DDMA.
 - (d) Health Department.
 - (e) Public Health Engineering Department.
 - (f) Livestock Department provincial/district level.
 - (g) Agriculture Department provincial and district level.
 - (h) Communication and works /Social Welfare Department.
 - (j) Civil society representatives.
- (3) The Federal Government may approach International Organizations (World Bank, Asian Development Bank, UN Agencies etc) to undertake assessment of specified disaster affected areas, if deemed necessary.

¹⁹ UNICEF Emergency Handbook, UNHCR Emergency Handbook, WHO Health Assessment Guidelines and Post Disaster Assessment Wikipedia

- (4) **Initial Rapid Assessment - Provincial Level.** If the disaster happens in more than one district and it is beyond the capacity of the district administration then PDMA conduct initial rapid assessment within 48-72 hours of the disaster. PDMA can form a team of 6 members from different departments who can conduct the initial rapid assessment. The members and composition of the team can be flexible and according to the situation and availability of human resources. This team is supervised and guided by the PDMA. The assessment team will present report to the concerned DCO, DDMA and PDMA. PDMA is responsible to send report to the Chief Minister, Governor and other relevant ministries and departments at provincial level and also to NDMA, which will share report with relevant stakeholders at federal level. It is recommended that the representatives from the following departments participate in the team:-
- (a) PDMA Office.
 - (b) District Coordination Officer.
 - (c) Health Department.
 - (d) Public Health Engineering Department.
 - (e) Livestock Department.
 - (f) Agriculture Department.
 - (g) Civil Society
- (5) **Initial Rapid Assessment - District Level.** If there is small scale disaster which is only confined to a couple of UCs in the district, then DCO is responsible to conduct initial rapid assessment within 48-72 hours of the disaster. DCO can form a team of 5 members from different departments who can conduct the initial rapid assessment. The members and composition of the team can be flexible according to the situation and availability of the human resources at district level. This team will be supervised and led by an experienced officer. This will present report to the DCO and DCO must forward this report to the PDMA. The PDMA will send report to the Chief Minister, Governor and/or other concerned departments at provincial level and also send report to the NDMA which may share report with relevant stakeholders at federal level. It is recommended that representatives from the following departments may be nominated:-
- (a) Revenue Department.
 - (b) Health Department.
 - (c) Public Health Engineering Department.
 - (d) Livestock Department.
 - (e) Agriculture Department.

(f) Representatives from Civil Society /Local Councils

b. **Initial Assessment Techniques.** First hand information may be gathered in the area using the following techniques:-

- (1) Field visits of the affected part.
- (2) Review of secondary information if available (e.g. socio-economic conditions, population, Maps etc).
- (3) On site visual assessment e.g. walk through affected area, observations during interviews etc.
- (4) Interview of community, religious leaders, groups and focus group interviews affected by disaster.
- (5) Discussions with officials, elected representatives and NGOs/CBOs.

c. Whichever assessment techniques are used, these should be adapted to the urgency of the situation and the degree of detail and accuracy needed to mount an appropriate response.

d. **Organizing Initial Rapid Assessment**

- (1) Clarify the purpose of the initial rapid assessment.
- (2) Prepare Terms of Reference (TOR) with assessment team and make sure that TOR is understood by the team.
- (3) Prepare assessment questions and checklist before field work.
- (4) Team composition should include women.
- (5) Brief training of the team about rapid assessment formats.
- (6) Clarify roles and responsibilities of team.
- (7) Use standardized processes and report format.
- (8) Report should be written in simple and clear language.

5. **Search and Rescue.** The first 12 hours of any disaster are regarded as the critical hours. This means that the sooner the search and rescue operations start the better are the chances for survival of entrapped people. A trained and equipped team of professionals is able to carry out timely and effective coordinated operations to locate and rescue persons in distress and deliver them to a place of safety.

a. **Definition.** Search and Rescue are two separate functions.

- (1) **Search.** To carefully look in order to find someone missing or lost during a disaster.
- (2) **Rescue.** To safely remove a trapped casualty from confinement, under rubble due to disaster.

b. **Objectives.** The objectives of search and rescue are to:-

- (1) Safeguard the life of a rescuer - as he/she is the most important person in a rescue attempt.

- (2) Rescue and save the most number of people in the shortest amount of time.

c. **Types of Search and Rescue**

(1) **Urban Search and Rescue (USAR)**

- (a) USAR focuses on locating and rescuing people trapped following a major structural collapse. Urban search and rescue is considered a “multi hazard” discipline, as it may be needed for a variety of emergencies, or disasters, including earthquakes, hurricanes, typhoons, floods, storms, technological accidents, terrorist activities and hazards material releases. The types of events for which urban search and rescue are required, ranges from site specific to those which have wider impact. Urban search and rescue has a close relationship with the disaster management process and a sequence of steps involving:-

- i. Reconnaissance and activation.
- ii. Site assessment.
- iii. Resource allocation.
- iv. Site management
- v. Search and rescue tasks
- vi. Site recovery
- vii. Post-rescue tasks.

- (b) **Available Search & Rescue Assets.** Taking a start in the urban sector, four heavy S&R teams have been trained in Pakistan to carry out USAR tasks. At present these are located at Islamabad, Karachi, Gilgit and Chitral. In addition, a team ex Pakistan Army is also being trained to undertake S&R operations in all types of terrain.

- (c) **Technical Search & Rescue Equipment.** The complete array of Search and Rescue equipment may consist of the following items/gadgets:-

- i. **Search Equipment.** Search camera, Sensitive Listening devices, CO₂ detectors, Thermal Image Cameras etc.
- ii. **Canine Search Capacity.** Trained dogs handled by experts detect /locate survivors trapped in the wreckages in wake of disasters. (Both Heavy USAR teams have canine component).
- iii. **Rescue Equipment.** Manual as well as hydraulic electrical equipment for cutting, breeching and lifting, such as jack hammers, drills, saws, disc cutters, ropes and stretchers etc.

iv. **First Aid Equipment.** All basic first aid equipment which is required to give appropriate treatment to victims to be able to reach medical facility.

- (2) **Mountain Search and Rescue.** It relates to search and rescue operations especially in the rugged terrain such as mountains e.g. Gilgit-Baltistan, AJ&K, Balochistan and NWFP. In Pakistan, a few organizations, including Pakistan Army possesses expertise and experience in this field.
- (3) **High Altitude Search and Rescue.** This involves searching for and rescuing people affected by avalanches or people trapped in snow.
- (4) **Air Search and Rescue.** Air rescue is used to search for and locate persons lost in the sea and mountainous areas. In earthquake 2005, Pakistan Army used helicopters to rescue the seriously injured persons and transport them to the main hospitals in Islamabad/Rawalpindi for the treatment. The Army and Navy have the expertise and experience in air search and rescue.
- (5) **Waterborne Search and Rescue.** Waterborne Search and Rescue operations are conducting to rescue people affected by floods, cyclone, dam/levee failure, and other disasters.

6. **Medical Services.** Health care is very important for survival in the early stages of disaster because disasters have significant impact on health and well being of the affected population. The health impact on population varies according to the context and type of the hazard. The health impact may include injury, psychological trauma, general health problems e.g., fever, flu, cough, skin diseases, eyes infection, diarrhoea, cholera, and other possible infectious diseases. The main purpose of providing health services in disaster situations is to prevent and reduce morbidity and mortality and to control and prevent from infectious diseases during and after the disaster situation. Ministry of Health is responsible for provision and coordinating health services pertaining to all natural and human induced hazards described in Chapter II of the plan. Immediately after any disaster, government health department provides health services. Specialized support is rendered by Armed Forces, Pakistan Medical Association, Humanitarian Organizations and Health Associations. In major disasters including floods, Pakistan Army provides health facilities and supports health departments in casualties' management. They set up mobile and static clinics from small to large scale to provide health services to the affected population. It is important that the mobile and static health clinics are accessible to the affected population and health services are provided to all affectees.

- a. **Health Policy for Patients Discharge.** A sound health policy needs to be in place to ensure that patient gets proper care and treatment that they need in disaster time: The policy may include the following points:-
 - (1) All hospitals maintaining complete records of all patients treated.

- (2) Data (including finger prints and digital photographs) on all patients to be collected by NADRA.
- (3) Hospitals ensure the provision of continued care to them in the centres.
- (4) Patients fully recovered being sent to shelter homes/ transit camp or back to their house.
- (5) Patients' data should be submitted to the Ministry of Health, NDMA etc.
- (6) In the case of fully recovered orphans, destitute women and the disabled, they would be handed over to Ministry of Social Welfare and Special Education.

b. **Disease Early Warning System**²⁰. Surveillance is the best way to detect and monitor outbreaks of disease, and it allows preventive measures to be put in place before full-scale epidemics occur. The WHO defines surveillance as 'ongoing systematic collection, collation, analysis and interpretation of data; and dissemination to those who need to know in order that action may be taken'. The Disease Early Warning System specifically tracks the outbreak of diseases such as cholera, typhoid and malaria. The main goal of the system is to minimize the morbidity and mortality due to communicable diseases by detecting epidemics at the earliest possible stages. Under the DEWS, one Medical Officer and one laboratory technician at each basic health facility are given training to focus on the suspected signs and symptoms rather than the probable or the confirmed cases. This information is passed on to district and then provincial level. Simultaneously, health department and humanitarian organizations conduct health assessment in the affected area to understand the situation on ground and develop plan accordingly.

c. **Checklist - Assessment of Health Services**

- (1) Get available socio economic and geographical information on the disaster affected population and health profile of the affected area.
- (2) Determine the total disaster affected population and proportion of children under 5 years.
- (3) Determine age and sex breakdown of the population.
- (4) Determine the average household size and estimates of female, elderly and child headed households.
- (5) Identify groups at increased risk, e.g. women, children, older and disabled persons, people living with HIV/AIDS, and disadvantaged groups of ethnic, religious minority and other social groups.
- (6) Recognize pre existing health problems and priorities in the disasters affected areas prior to the disaster.

²⁰ World Health Organization

- (7) Identify existing risk to health e.g. potential epidemic diseases.
- (8) Classify previous sources of health care.
- (9) Determine the functional status and capacity of local public and private health institutions/organizations.
- (10) Determine the availability of skilled health workers in the affected or nearby area.
- (11) Verify the availability of standardized protocols, essential drugs, supplies and equipment²¹.
- (12) Determine the capacity of existing logistics system, especially as they relate to the procurement, distribution and storage of essential drugs and medical supplies.

d. **Minimum Standards in Health**

(1) **Health System and Infrastructure Standards**

- (a) **Prioritizing Health Services.** All people have access to health services that are prioritized to address the main cause of excess mortality and morbidity.
- (b) **Supporting National and Local Health Systems.** Health services are designed to support existing health systems, structures and providers.
- (c) **Coordination.** People have access to health services through coordinated efforts amongst agencies and sectors to achieve maximum impact.
- (d) **Primary Health Care.** Health services are based on primary health care principles.
- (e) **Clinical Services.** People have access to clinical services that are standardized and follow accepted protocols and guidelines.
- (f) **Health Information System.** The design and development of health services are guided by the ongoing, coordinated, collection, analysis and utilization of relevant public health data.

(2) **Control of Communicable Diseases Standards**

- (a) **Prevention.** People have access to information and services are designed to prevent the communicable diseases that contribute most significantly to morbidity and mortality.
- (b) **Measles Prevention.** All children aged 6 months to 15 years have immunity against measles.

²¹ Earthquake – 8/10 Learning from Pakistan’s Experience, NDMA (www.ndma.gov.pk)

- (c) **Diagnostic and Case Management.** People have access to effective diagnostic and treatment for those infectious diseases that contribute more significantly to morbidity and mortality.
- (d) **Outbreak Preparedness.** Measures are taken to prepare for and respond to outbreak of infectious diseases.
- (e) **Outbreak detection, Investigation and Response.** Outbreaks for communicable diseases are detected, investigated and controlled in a timely and effective manner.

(3) **Control of Non-communicable Diseases**

- (a) **Injury.** People have access to appropriate service for the management of injuries.
- (b) **Reproductive Health.** People have access to Minimum Initial Service Package (MISP) to respond to their reproductive health needs.
- (c) **Mental and Social Aspects of Health.** People's access to social and mental health services to reduce mental health morbidity, disability and social problems.
- (d) **Chronic Diseases.** Populations in which chronic diseases are responsible for a large proportion of mortality, they may have access to essential therapies to prevent death.

7. **Relief Management - Food and Non Food Items (NFIs).** Relief management is the most significant part of the response to any disaster. Normally, when people are evacuated before or during disaster, they carry very small amount of items with them. Therefore, they need certain food and non food items (i.e. clothes, blankets, cooking utensils, hygiene kits, buckets, plastic sheeting, sleeping mats, water jerry cans, washing powder etc) for their survival²². The main purpose of the relief management is to provide life sustaining commodities to the affected communities in a fair and organized system, according to the specific needs, population and cultural environment of the affected region.

- a. **Food Aid.** Food is basic right of the population in disaster times. Food is essential for the survival of affected population in the disaster situation. In the first few days after floods and cyclone in particular and war/conflict affected population, government provides cooked food and then gradually shifts to the dry ration distribution to the population so that communities can cook themselves. *The following factors needs to be considered for food aid planning and management:-*

- (1) **Assessment.** Initial assessment may be carried out which helps to identify food requirements, eating habits, cultural practices, type and quantity of food, any

²² Sphere Project Minimum Standards in Disaster Management

special food requirement for the pregnant women, children etc. Initial assessment should also focus on the nutritional value of the food. The ration or food package should be decided on the basis of the nutrition criteria taking in to account the issue of acceptability and cost effectiveness. The package/ration should be enough to provide 2100 K calories/person/day. When food commodities are selected for emergency distribution the following points may be considered before deciding the food commodities:-

- (a) Nutrition value.
- (b) The local culture.
- (c) People's familiarity with cooking of food.
- (d) Eating habits.
- (e) Availability of food in local market.
- (f) Purchase food from the local market.
- (g) Fuel requirement for cooking.
- (h) Grain processing: any food item requires processing, e.g. milling.
- (j) Quality of the food should be good.
- (k) Avoid importing food from other countries in emergency situation,

(2) **Food Aid Targeting and Distribution**

- (a) The beneficiary selection for the food aid should be done with the participation of key persons, local leaders, teachers etc from the affected population and beneficiary selection should be regardless of religion, ethnicity, language, gender etc.
- (b) The proper list and the registration card/food distribution card shall be prepared and distributed to the selected beneficiaries in advance.
- (c) Beneficiaries shall be informed in advance about the distribution point, date, time and procedure.
- (d) Distribution card should be properly filled with CNIC details and signed by the distribution officer and beneficiary.
- (e) Beneficiaries should carry copy of their CNIC cards so as the food aid distributions agencies can maintain record.
- (f) Non production of CNIC by disaster affectee will neither render him or her ineligible to receive food aid nor form basis of any discrimination.
- (g) In such cases, the verification should be done through village leader, councilor or the local community to qualify for the food aid.
- (h) Special attention and priority should be given to the persons with disability, elderly person heading household, women adolescent heading household.

- (j) Women should be encouraged to participate in the whole process of planning and distribution of the food.
- (k) Coordination with other humanitarian organization working in the food distribution to avoid the duplication.
- (l) Coordinate with other aid agencies in relation to relief supplies and take lead role in distribution.
- (m) Prepare a ration card for the affectees with the help of WFP, UNHCR and other I/NGOs and develop distribution system.

(3) **The Distribution Method, Selection of Distribution Points and Information Dissemination Mechanism.** Should be decided in consultation with local communities keeping in mind appended points:-

- (a) Convenience of the recipients.
- (b) Less travelling time for recipients.
- (c) Easy transportation of food for recipients.
- (d) Quantity and type of rations distributed.
- (e) Distribution plan (day, time, location, frequency) and change in plans if any due to external circumstances.
- (f) Safety and security aspects.
- (g) Accessibility for every one particularly for women, elderly persons, person with disabilities and children-headed households.
- (h) Punctuality for distribution of food, no postponement of the distribution.
- (j) Waiting area and drinking water should be arranged for recipients.
- (k) Separate waiting area for women, elderly persons and persons with disability.
- (l) Priority should be given in distribution to the elderly persons, women and persons with disabilities.
- (m) Equal and transparent distribution of food to every one.²³
- (n) Set up complaint mechanism for the beneficiaries where beneficiary can register complaint about the quality, quantity, distribution and targeting procedures.
- (o) Any change in the food ration/ basket/ package caused by shortage of food in the market and the changes must be discussed with recipients through the distribution committees/agents and changes made with the consultation of receipts.

²³ Earthquake - 8/10, Learning from Pakistan's Experience, www.ndma.gov.pk

- (p) Monitoring gives you feedback for the future plan of the food aid and may include feedback on selection of the beneficiaries or needs improvement, usefulness and appropriateness of food items, quantity, quality, and distribution system. The methodology can include interviews with communities, individuals, monitoring of the food distribution card etc.

(4) **Standards**

- (a) The food aid programme in emergencies must fulfill the nutritional requirement of 2100 cal/person/day.
- (b) The food items to be appropriate, acceptable to the communities and according to the local culture, communities' eating habits, local practices and can be efficiently used at household level.
- (c) The food provided to the communities should be of good quality and fit for the human consumption. The food packing is properly done and instructions are written in a language which can be easily readable and understandable.
- (d) Food is stored, prepared and consumed in a safe appropriate manner at both household and community level.
- (e) The method of food distribution should be transparent, equitable and appropriate to the local conditions which may includes beneficiaries' selection and registration, distribution methodology, selection of distribution point, safety and security and monitoring of the food aid after distribution²⁴.

b. **Non-Food Items**

- (1) **Clothing and Bedding.** Affected population should have access to the clothing and bedding according to the practices to feel comfort, dignity and safety. Clothing and beds should be appropriate to the local culture, conditions, and climate and should be provided to children, women and men and all groups of the society without any discrimination. If the clothes and bedding is not appropriate, there is risk that the affected population may not use it and sell it in the market.
- (2) **Hygiene Kit.** Hygiene kit should be part of the Non Food Items distribution which helps to minimize the health risk in the camp situation. The hygiene kit items should be according to the local culture and locally available in the market. For example as part of the hygiene kit, it is important to consider the

²⁴ The Sphere Project Minimum Standards in Disaster Response

women and girls needs appropriate material for menstruation. Consultation with women needs to be done regarding such kind of material and the decision is made after the consultation of women.

- (3) **Kitchen Sets.** Kitchen sets with water jerry cans should be according to the culture and local conditions. In our culture women are responsible for cooking food. Therefore, it is essential that women are consulted and decision on kitchen items to be made on the basis of women consultations. If the plastic goods provided for kitchen items such as plates, bucket, jerry can, water storage vessel etc, these should be of the good quality and food grade plastic.
- (4) **Factors to be Considered in Distribution of the NFIs**
- (a) The design of the distribution system should be according to social and cultural context and needs of the local population.
 - (b) The target of the commodity distribution should be the family household unit rather individual.
 - (c) The affected communities should be consulted particularly women should participate in planning and distribution system. No one should have monopoly/dominance in the distribution system.
 - (d) The affected communities should be well informed before the distribution of the NFIs contents and quantity of commodities to be distributed.
 - (e) Every beneficiary must equally and fairly benefit from the distribution system and groups with special needs such as elderly people, minorities, disadvantaged groups, women, and disabled are given priority and attention in the distribution of commodities.
 - (f) The commodity distribution is very well planned and regular and the communities are informed in advance about the distribution system.
 - (g) Prepare proper record of the beneficiaries who have benefited from the distribution and develop beneficiaries' complaint mechanism about the distribution, quantity and quality of the commodities are distributed.
 - (h) Develop monitoring system to get feedback from the communities about the distribution system, quality and quantity of the NFIs.
- (5) **Distribution System.** Ideally distribution system should be safe, accessible and transparent to the intended beneficiaries. The distribution should be organized in such a way that everyone feels safe and secure. Particular attention should be given to the persons with special needs and vulnerabilities. Distribution point should be close to where people live. An information system to inform beneficiaries (list of beneficiaries circulated, or pasted on wall, notice

board etc) shall be developed so that beneficiaries can access information is continuously informed of changes in quantity, type and method of distribution. The distribution method, selection of distribution points, information dissemination mechanism should be decided with the consultation of local communities keeping in mind:-

- (a) Community participation in deciding the distribution centres.
- (b) Convenience to the recipients.
- (c) Less travelling time for recipients.
- (d) Easy transportation of NFIs for recipients.
- (e) Quantity and type of NFIs distributed.
- (f) Distribution plan (day, time location, frequency) and change in plans, if any, due to external circumstances.
- (g) Safety and security for the recipients.
- (h) Accessibility for everyone and particularly for women, elderly persons, person with disabilities and children headed households.
- (j) Time punctuality for distribution of NFIs.
- (k) Waiting area and drinking water should be arranged for recipients.
- (l) Separate waiting area for women, elderly persons, and persons with disability.
- (m) Priority should be given in distribution to the elderly persons, women and persons with disabilities.
- (n) Equal quantity of food distributed to everyone and done transparently.
- (o) Set up complaints mechanism for the beneficiaries whereby beneficiary can make complaint about the quality, quantity or distribution and targeting procedures.

(6) **Community Participation in Designing and Distribution of Commodities.**

It is highly recommended to involve communities since the beginning of making plans for distribution of commodities. Communities play an important role to identify the central location which is convenient to all the people, organizing distribution system, distribution method, verification of the local people during the distribution and preparing the record and maintain the security system during the distribution.

- (7) **Coordination.** There are different humanitarian organizations involved in the relief commodities distribution. It is important to coordinate and share plans of relief commodities distribution with DDMA, PDMA and NDMA to avoid the duplication of the efforts. DDMA, PDMA and NDMA are responsible to manage relief operation and coordinate with humanitarian organization in relief activities.

UNOCHA, set up inter agency coordination for I/NGOs, UN agencies for effective relief operation and organize regular meetings to check the progress and identify the gaps. The frequency of the meetings will depend upon the situation. In the beginning, the daily emergency meeting is important as the situation normalizes; the meeting can be organized once in month or so.

(8) **Standards**

- (a) Cloth and bedding is appropriate according to the culture and climatic conditions and according to the local customs/traditions.
- (b) Minimum set of kitchen utensils with good quality material provided to each house hold (see annexed detailed list).
- (c) The cooking stoves provided should be appropriate to the local culture, easy to use and fuel efficient²⁵.

8. **Shelter.** Shelters are places for people to live in temporarily when they cannot stay at their permanent houses (original places). The reason for this could be natural and man-made disasters. In post disaster situations, policy of one room out of rubble should be followed, however temporary shelter is often provided by the government and humanitarian organizations as part of the emergency response. Normally, government uses public buildings or tents for emergency shelter where affected communities are temporarily given this support. Sometimes, these settlements continue longer than expected (it normally happens in the conflict situation). In majority of the cases, these public buildings are schools, barracks, ware houses, play grounds, open parks, or other available public buildings. These are normally in the small towns and urban areas and are often put to use as temporary or transit accommodation. During natural disasters, government always prefers and makes arrangement to accommodate affected population in public buildings. If the disaster is on a larger scale and the public buildings are not enough to accommodate the affected population, the government and humanitarian organization decide to provide tents.

- a. **Selection of Public Building.** The following factors should be considered for the selection of public building for accommodating affected population:-
 - (1) Public buildings are identified before the disaster occurs.
 - (2) Plan should be developed clearly stating how many people will be accommodated in each building as part of emergency preparedness.
 - (3) The basic facilities such as electricity and water/sanitation must be functional. If water and sanitation facilities are unserviceable, Public Health Engineering Department be asked to set up temporary water arrangements therein.
 - (4) Separate toilet and bathing facilities for men and women.
 - (5) International standards to be adhered to as far as possible.

²⁵ The Sphere Project Minimum Standards in Disaster Response

- (6) Take preventive measures for mosquito such as spray, mosquito nets, mosquito repellent coils etc.
- (7) Elderly and the disabled persons should be accommodated preferably on the ground floors in case it is multistoried building.
- (8) Make sure that women have privacy and security in the building.
- (9) Accessibility

b. **Advantages and Disadvantages of Public Buildings**

(1) **Advantages**

- (a) Public buildings are easily available and have more space.
- (b) Services such as water and sanitation are readily available though they may be inadequate if the number of people exceeds capacity.
- (c) Easy management.
- (d) Accessible.
- (e) Play ground for children particularly when they are accommodated in some public buildings such as schools, parks/ open spaces etc

(2) **Disadvantages.** If the public building is not designed and facilitated to use as shelter for communities in case of disasters, following disadvantages could be experienced:-

- (a) Lack of privacy and increased security risk.
- (b) Inadequate Water/sanitation services for holding large number of affectees.
- (c) Unhygienic conditions because of over crowding.
- (d) High risk of spreading diseases due to unhygienic conditions.

c. **Standards for Public Buildings.** Buildings used to accommodate victims during relief should provide the following:-

- (1) Minimum floor area of 3.5 square meters per person.
- (2) Minimum air space of 10 square meters per person.
- (3) Minimum air circulation of 30 cubic meters per person per hour.
- (4) Separate washing blocks for men and women.
- (5) Washing facilities:-
 - (a) One hand basin /10 persons or
 - (b) One wash bench of 4-5 meters/100 persons.
 - (c) One shower head/50 persons in temperate climates.
 - (d) One shower head /30 persons in hot climate.
 - (e) Toilet accommodation in building housing displaced persons, should meet appended requirements:
 - i. One seat/25 women

- ii. One seat plus 1 urinal /35 men
- iii. Maximum distance from building of 50 meters or 1 minute walk
- iv. Containers are to be plastic or metallic and should have closed lids. A container of 50-100 litres capacity needs to be provided to every 25-50 persons.

9. **Camps**

a. **Classification of Camps for Internally Displaced Persons**²⁶. The Government of Pakistan, with the camp management cluster, agreed upon the definition of various settlements in case of natural or human induced disaster.

- (1) **Planned Camp**. Where IDPs find accommodation in purpose-built sites with an essential range of services provided, usually exclusively for the population of the site. These camps are established only in areas which are accessible by road so that the provision of the essential services is not interrupted.
- (2) **Spontaneous (Self-Settled Camp)**. House displaced groups who have settled independent of assistance from the local government or the aid community. These camps are usually situated on state-owned, private or communal land.
- (3) **Scattered Settlements**. Comprise groups of people living in the immediate vicinity of their homes/land or village or within the ruins of their abode. The scale of these settlements may vary from a few tents to larger groups of up to 50 tents. While these settlements do not constitute “camps”, this does not disentitle them to assistance.

b. **Tent Village**. A tent village camp is considered by the government in case of large scale disaster (s) whence the capacities of public buildings are overwhelmed. The tent village camps are set up by the district authorities and supported by army personnel and humanitarian organizations²⁷. The following factors should be considered for tent camps:-

- (1) Consultation with communities and local leaders in design and planning.
- (2) Site of the camp is accessible to segments of the affected population.
- (3) Prepare overall physical layout of the site camp and share with stakeholders for the comments.
- (4) If the camp is set up on the private land, prior permission shall be obtained from the owner.

²⁶ Earthquake 8/10 Learning from Pakistan's Experience, NDMA, www.ndma.gov.pk

²⁷ The UNHCR Guidelines on Emergency Shelter and The Sphere Project Minimum Standards in Disaster Response

- (5) Camps should be designed in a way that it provides privacy and security to the affected population.
- (6) Provision of basic services such as Water/Sanitation and medical services etc.
- (7) The tents are according to the weather conditions and quality meets the minimum standards.
- (8) Security and protection kept in mind at the time of site selection, planning and designing of the camp.
- (9) The topography, drainage and soil conditions at site are appropriate.
- (10) Open space for community activities for example, meeting, social gatherings and activities for children etc.
- (11) Select persons from the affected population for day to day camp management/ or set up a camp management committee consisting of affected population and local authorities.
- (12) Provide proper garbage disposal system in the camp.

c. **Standards for the Camps**

(1) **Specification**

- | | | |
|------|---------------|-----------------------------------|
| (a) | Land | 3.0-4.5 m ² per person |
| (b) | Shelter | 3.5 m ² per person |
| (c) | Water | 15-20 liters per person/per day |
| (d) | Food | 2100kcal/person/day |
| (e) | Latrine | One per family 6-10 persons |
| (f) | Water tapper | One community 80-100 persons |
| (g) | Health Centre | One per camp 20,000 persons |
| (h). | Hospital | One up to 200,000 persons |

(2) **Layout**

- (a) 3-4 hectares of land/1000 person
- (b) Roads of 10 meters width
- (c) Minimum distance between edge of roads and tents of 2 meters
- (d) Minimum distance between tents 8 meters
- (e) Minimum floor area/tent of 3 square meters per person

(3) **Water Distribution**

- (a) Minimum capacity of tanks 200 liters
- (b) Minimum capacity/per capita of 15 liters/day
- (c) Minimum distance of tanks from the tents of 100 meters

- (4) **Solid Waste Disposal.** Containers in tent camps or building camps should be:-

- (a) Water proof

- (b) Insect proof
 - (c) Rodent proof
 - (d) Waste should be covered tightly with plastic or metallic lid.
 - (e) Final disposal should be by incineration or by burial.
- (5) **Excreta and Liquid Waste.** Should be disposed in bore holed or deep trenches latrine in tent camps. Specifications for these are:-
- (a) 30-50 meters from tents
 - (b) One seat provided 10/persons
 - (c) Modified soakage pits should be used for waste water by replacing layers of earth and small pebbles with layers of straw, grass or small twigs. The straw needs to be removed on daily basis and burned.
 - (d) Washing should take place with an ablution bench that is:-
 - i. 150 meters in length
 - ii. Double sided
 - iii. 2/100 persons

10. **Water and Sanitation.** Water and sanitation is the key to survival in the initial stages of emergency. Communities in such situation are generally, vulnerable to many diseases due to lack of inadequate water supplies and poor hygiene conditions. Diarrhea and other infectious diseases are critical in emergencies and are transmitted quickly because of poor sanitary conditions. The main purpose of water and sanitation programme in emergencies is to reduce the transmission of diseases from faces to mouth through the promotion of good hygiene practices. The provision of safe drinking water and the reduction of the health risks related to the poor sanitation.

- a. **Water.** Water is essential for life and health. It is a basic human right. In emergencies the accessibility, quantity, quality and availability of water is a major challenge. If water is contaminated, threat of health hazards and particularly water borne diseases increases manifold. Children are most vulnerable to the water borne diseases. In emergency situation, it is very important to know the requirement of the water in relief camps. Similarly, quality and quantity of water in all sources must be accurately mapped.

- (1) **Water Source Selection.** In relief camps situation, it is important to take into account the water source, its feasibility and treatment of water.
- (2) **Quality and Quantity of Water.** In many emergency situations, water related diseases are transmitted due to low quality of water. Therefore, it is important to ensure that quantity and quality water meet the needs of affected communities. The distribution of water must be designed in a way that everyone benefits from water supply equally. It is important to consider needs of disabled and elderly people, children and women.

- (3) **Coverage.** In the initial phase of emergency, it is important to cover the immediate needs of water supply to the affected communities. Emergency increases the vulnerability of the affected population and particularly children. Therefore, it is essential that the immediate needs of water for the affected population and particularly for children are met. It is also important to consider supplying water to the host communities who have provided shelter to the emergency affected population. The water distribution system in emergencies design needs to provide multiple water points so that everyone can access water. The distance of the water point from the camp/house should not be more than 500 meters. The waiting time for water collection should be not more than 15 minutes. If the waiting time for collection of water is high, then inadequacy of water supply or insufficiency of distribution points are most likely causes. According to the Sphere Minimum Standards in Disaster Response, the numbers of people per source depend upon the yield and availability of water at each source:

250 people per tap	Based on a flow of 7.5 liters/minute
500 people per hand pump	Based on a flow of 16.6 l/m
400 people per single use open well	Based on a flow of 12.5 l/m

- (4) If excessive water available then additional measures needs to be taken to equitable distribution of water and all the affected groups have equal access to the water. In our culture, it is the responsibility of women to collect drinking water for the family in normal as well as in emergency situation. Therefore, it is essential that water systems are user friendly and women's' needs are taken into account at the time of design and planning stage so that women can benefit without any security problem.
- (5) **Water Collection and Storage.** People need vessels to collect water and store it for washing, cooking and bathing etc. These vessels should be clean, easy to use, and appropriate according to the local needs and habits in terms of size, shape and design. The disabled, elderly people and children may need smaller or appropriately designed vessels to collect and store water.
- (6) **Water Quality - Water Treatment and Disinfection.** Assessment should cover the possible sources of contamination of water at source, defecation practices, drainage and solid waste management. Community participation is very important in the assessment which can help in identifying where the public health risks are. Therefore, involving communities to finding ways to reduce the

risks is essential. In emergency situations normally, water is treated with chlorine; chlorine purification tablets are commonly used to disinfect the water. Chlorine is the most common format of disinfecting water in emergency situation it is easy and cheap to use chlorine to disinfect water. It is important to put the right quantity of chlorine in the water otherwise chlorine may change taste of water with resultant public disinclination towards consuming the same. When water is disinfected with chlorine, it is important that the community should be educated about the quantity of chlorine per liter being used to disinfect the water²⁸. The following standards in water supply in emergencies are used internationally in emergencies situation. These standards are adopted from The Sphere Project Minimum Standards in Disaster Response:

- (a) **Water Supply Standard 1 - Access and Water Quantity.** All people have safe and equitable access to sufficient quantity of water for drinking, cooking, personal and domestic hygiene, Public water points are sufficiently close to households to enable use of the minimum water requirement. Average water use for drinking, cooking and personal hygiene in any household is at least 15 liters per person per day.
 - (b) **Water Supply Standard 2 - Water Quality.** Water is palatable, and of sufficient quality to be drunk and used for personal and domestic hygiene without causing significant risk to health.
 - (c) **Water Supply Standard 3 - Water use Facilities and Goods.** People have adequate facilities and supplies to collect, store and use sufficient quantity of water for drinking, cooking and personal and domestic hygiene, and to ensure that drinking water remains safe until it is consumed.
- b. **Sanitation.** In early days of the emergency, providing sanitation facilities is one of the major challenges particularly in flood and cyclone situations. Public buildings where community is provided shelters have inadequate or poor sanitation facilities. This can put affected population on higher risk of diseases. Therefore, it is very important that public buildings which are used as temporary emergency shelter have adequate sanitation facilities. Sanitation includes excreta disposal, vector control, solid waste disposal and drainage.

²⁸ UNICE Emergency Handbook, Oxfam GB Water/Sanitation Guidelines and The Sphere Project Minimum Standards in Disaster Response

- (1) **Important Factors to be considered for Sanitation.** Rapid assessment helps understand the situation and gauge sanitation needs. This can assist designing and planning of the sanitation programme. Following points should be considered for rapid assessment at early stage.
- (a) Existing sanitation facilities.
 - (b) Personal hygiene habits.
 - (c) Space, location
 - (d) Water availability.
 - (e) Drainage.
 - (f) Soil conditions for excreta disposal.
 - (g) Type and design of latrines, cultural practices.
 - (h) Gender considerations.
 - (j) Special group needs such as disabled, elderly people and children.
 - (k) Ground water table.
 - (l) Preferably in open fields, trenches etc.
 - (m) Consult with community members and sanitation expert in planning and designing stage of toilets.
 - (n) Women must participate in the planning and designing stages and decide the location of toilets.
 - (o) Toilets are designed in such a way that that can be used by all population groups of the society including children, elderly people, women etc.
 - (p) Separate toilets for men and women.
 - (q) Separate toilets should be designed for the disabled people so that they can easily use it.
- (2) **Toilets' Design and Management Parameters**
- (a) Not more than 50 meters away from the dwellings
 - (b) Easy to clean
 - (c) Arrangements for disposal of women sanitary protection minimize flies and mosquito breeding.
 - (d) Water availability for washing after use of toilet.
 - (e) Provide material for cleaning toilets.
- (3) Hygiene education plays important role to reduce the risk of diseases in communities in the emergency situation. If there is no hygiene education and if toilets are not kept clean, it may become source for diseases transmission and people prefer not to use them. Therefore, it is important to have health and hygiene education as part of the sanitation programme.

- (4) **Community Level Sanitation Assistance**. The initial phase of emergency, particularly first 6-8 weeks, is crucial for affected population to meet the basic sanitation need to safely dispose off excreta. It is important to be done at the household and community level, which includes camps in the public buildings, tent camps or any other type of refugees/internally displaced community location. In early days of an emergency, community level actions involve finding or building suitable latrines
- (5) **Standards of Emergency Latrines**. Are as follows²⁹:-
- (a) **Excreta Disposal Standard - Access to and Number of Toilets**.
People have adequate numbers of toilets, sufficiently close to their dwellings, to allow them rapid and safe access at all times of the day and night. Some guidelines need attention:-
- i. One latrine for 20 people.
 - ii. Separate facilities for men and women.
 - iii. 50 meters or one minute walk from the from shelter.
 - iv. Proper system for disposal of excreta
- (b) **Excreta Disposal Standard - Design, Construction and use of Toilets**. Toilets are sited, designed, constructed and maintained in such a way as to be comfortable, hygienic, and safe to use. Some useful tips are as under:
- i. Useable by all people including, children, women, pregnant women, elderly people etc.
 - ii. 30 meters away from the ground water.
 - iii. Special design for people with disabilities.
 - iv. Arrangement for women's sanitary protection.
 - v. Privacy and security for women at all times day and night.
 - vi. Proper/adequate drainage system.
 - vii. Adequate and regular supply of water.
 - viii. Hygiene education
- (c) **Vector Control Standard - Individual and Family Protection**. All disaster affected people have the knowledge and means to protect themselves from disease and nuisance vectors that are likely to represent in significant risk to health or well being. Following points help towards preventions:

²⁹ The Sphere Project Minimum Standards in Disaster Response/UNICEF Emergency Handbook

- i. Population understands the modes of diseases transmission and possible methods for prevention.
- ii. People avoid mosquitoes during peak biting times.
- iii. Mosquito nets, bedding and clothing are aired and washed regularly.
- iv. Food is protected from contamination.

(d) **Vector Control Standard - Physical Environmental and Chemical Protection Measures.** The number of disease vectors that pose a risk to the people's health and nuisance vectors that pose a risk to people's well being are kept to an acceptable level. Some aides are appended:

- i. Minimize exposure to the mosquitoes to the affected population.
- ii. Vector breeding and resting sites are monitored/treated.
- iii. Population density of mosquitoes kept low enough to avoid the risk of transmission.
- iv. People infected with malaria are diagnosed early and receive treatment.

11. **Protection.** In any natural or manmade disaster, when people are evacuated and accommodated in camps (whether public building or tent camp), it is the responsibility of the government authorities to protect people from physical threat, assault, rape, arbitrary, detention, kidnapping and violence. It is the primary duty and responsibility of the state to provide protection to the affected population.

a. **Security in Camps**

- (1) The camp sites selected should be safe, accessible and far from other hazards and risks areas. The camps should be designed in a way so as to maximize the protection and security of the displaced persons, including women, children, elderly people and persons with disabilities, single headed households and members of religious and ethnic minority or indigenous people.
- (2) Persons affected by disaster should be allowed to move freely in and out of the camps. Such movements should not be prohibited unless there is any security or protection threat.
- (3) Authorities must not allow weapons in camps and appropriate measures should be taken to restrict the uncontrolled armed elements in camps. Where such elements are present, action must be taken against them and these elements must be removed from the camp. The government security guard deployed to protect the camps should be without weapons unless there is any security threat or conflicting situation.

- (4) Once the immediate emergency phase is over, the government should encourage affected population to repatriate them (subject to the conditions) to their original place of residence without compromising the dignity of the affected population and safe return. Alternatively, safety of affectees should be part of security management.
 - (5) Law enforcing agencies and local authorities to maintain law and order situation during and after the emergency and provide security to the people affected by the disaster.
 - (6) Appropriate measures should be taken as quickly as possible to prevent children's recruitment in the soldier army, protect them from sexual exploitation, child labor activities etc.
 - (7) Local authorities and law enforcement agencies should put appropriate mechanisms in place to address the instances of violence, particularly gender based violence, sexual and emotional abuse, harassment and robbery
- b. **Protection against Landmines and other Explosive Devices.** Local authorities to facilitate establishment of specialized organizations for the purpose. Appropriate measures to be taken including information, awareness campaign and fencing of marking relevant areas to protect against the danger of anti-personnel landmines and other explosive devices. This normally happens in the conflict/war zone areas.
- c. **Child Protection.** Child protection refers to protection from violence, exploitation, abuse and neglect. Natural and manmade disasters can cause displacement, break down of family and social structures, erosion of traditional value systems, violence, weak governance, absence of accountability and lack of access to basic social services, all of which lead to serious child protection failures. Some dismal possibilities, witnessed in affected countries during past are as under:
- (1) Separation of Children from parents/guardians
 - (2) Abduction/Kidnappings
 - (3) Involuntary involvement in organized crime
 - (4) Physically hurt due to conflict, stray mines, unexploded ordinance etc.
 - (5) Molestation including violence
- d. The Ministry of Social Welfare needs to develop guidelines and take steps to protect children from different forms of exploitation.
12. **Communication.** Telephones shall be the primary means of communication agency between the various level of government from disaster affected areas to the district, provincial and federal level ministries/departments involved in the response. Others means of communication can also be used which include, fax, emails, wireless etc. Maximum possible utilization should be made of

telephone because it is reliable, cheaper and served by a wider network in the country. Wireless phone and cellular phone facilities to complement the source.

- a. **Telecommunication.** During the last few years, telecommunication sector has developed significantly in the country. Land line, Public call offices, public and private companies, mobile phone network and Internet services facilitate interaction across the country as well as overseas. Telecommunication assists effective response to disaster. It ensures that the information on any disaster situation is instantly disseminated thereby enhancing reactive potential. In the long run, use of standardized equipment allows an efficient telecommunication service to be provided at a lower cost. In a large scale emergency, it is important that telecommunication companies provide full service and set up temporary offices with technical staff for technical support as well as to ensure that services remain functional. In addition, telecommunication companies develop their emergency preparedness plan for any disaster at district, provincial and federal level.
- b. **Types of Telecommunication Equipment**
 - (1) **Telephone land Lines.** Land line or traditional telephone communication suffer degradation during disaster due to the switching equipment, network disruption or loss of electrical power etc. In this situation, it is important to have alternate plan for the land line telecommunication. Telephone service providing company must accord high priority to restoration/repair of land line telecommunication system. In case of disaster, there is need to set up complimentary Public Call Offices for affected communities.
 - (2) **Satellite Communication System.** The satellite communication system can be used as an alternate to the land line telecommunication system. It is an economical and accessible proposition that can alleviate suffering in disaster hit areas. Service providers must cater for any eventuality wherein land line in any district is rendered unserviceable.
 - (3) **Mobile Phone Communication.** Mobile phone communication has become very common in the country. The use of mobile phone in the cities as well as in rural areas of Pakistan is on the increase as wide coverage is given by different telecommunication public and private companies. Service provider must cater for first, enhancement of operational disasters to provide mobile phones to rescue and relief workers and, secondly, up rating traffic volume handling capacity.
 - (4) **Fax.** In the area where internet services are not available, fax is the most effective way of transmitting information. Fax machine is easily available in the

market. A dedicated good quality telephone line is recommended. In disaster situation, fax and telephone should not share same line.

- (5) **E-mail.** Email communication is increasingly replacing telephone and fax communication in emergencies. Landline telephone service and mobile phone companies have also started the internet service on the mobile phone.
- (6) **Radio Technology.** Radio technology is also used in the emergency situation. In Pakistan, it is mainly used by the police department and Armed Forces during the emergency operation. It is also used by UN agencies, IFRC and ICRC in the emergency operations. However, in Pakistan other humanitarian actors are allowed restricted use. If any organization wants to use the radio technology, special permission is required to be obtained from the Ministry of Interior Government of Pakistan. Radio technology has two great advantages for the emergency situations: it is independent of any damage caused to fixed communication system and it has the capacity to simultaneously transmit to a number of users. This is in fact very important for rapidly transmitting security information and instructions. High frequency and very high frequency radios systems are commonly used in Pakistan.

13. **Transportation and Delivery**

- a. **National Logistics Cell.** Initiation of a prompt response and delivery of relief assistance to the affected people in the aftermath of a disaster situation is largely dependent on the efficiency of logistic system. NLC, which is operating the largest fleet of transport vehicles in the country, has been assigned the task of coordinating and executing transportation of relief goods through road, rail, air and sea and also ensure its delivery to the disaster site(s) for distribution³⁰. Federal and provincial authorities shall render all possible assistance and facilitate NLC in this regard.

(1) **Responsibilities**

- (a) NLC will prepare contingency plans and SOPs regarding its responsibilities in transportation of emergency relief supplies. Act as lead coordinator for receipt, transport and distribution of relief goods through road, rail, air and sea.
- (b) Plan and organize the movements of logistics from base(s) to forward location(s). In addition, liaise, coordinate and plan with all major transport companies/organizations involved in transportation of goods on behalf of NDMA, to meet any eventuality. Detach a small part of contingent to be embedded with NDMA as and when required.

³⁰ National Disaster Management Framework-2007

- (c) Carryout resource mapping of existing transportation capacity of Pakistan Railway, Private Transport/Goods Carriers and emergency air lift capability of Armed Forces for judicious utilization in the event of a major calamity/disaster.
- b. **Railways.** Pakistan has an elaborate railway network which connects almost all main cities in the provinces of Pakistan. However, no railway network exists in Gilgit-Baltistan, FATA and Azad Jammu and Kashmir. The existing railway system should be judiciously utilized as it can be quickly mobilized for economically transportation of relief supplies including heavy machinery, fuel, boats, building material and affected people. For this purpose, Railways Authorities should maintain a close liaison with NDMA, PDMA and NLC for smooth execution of transportation of relief goods in an emergency. NLC shall exercise over all control with regard to transportation through railways.
- c. **Air.** When air transport is to be used, NLC shall liaise and coordinate availability of resources through Civil Aviation Authority of Pakistan and the National Airline regarding airport capacity, aircraft loading/unloading arrangements. NLC shall maintain a close liaison with respective authorities in this regard. In addition, close coordination is needed with the Customs Department about the rules and regulation for clearance of foreign aid relief goods during emergencies. NDMA shall facilitate exemption of import duty/taxes on relief goods donated from abroad.
13. **Early Recovery and Rehabilitation.** Early recovery is defined as recovery that begins early in humanitarian setting. It is multidimensional process, guided by development principles. Early recovery encompasses the restoration of basic services, livelihoods; shelter, governance, security, rule of law and environment and social dimension including the reintegration of displaced population. It stabilizes human security and addresses underlying risks that contributed to the crisis. The population affected by the crisis requires life saving support. Their communities, institutions and livelihoods have often been physically destroyed and weakened. Recovery programme works to restore services, livelihoods opportunities and governance capacity. This should start as soon as possible in the humanitarian or emergency phase. While most attention initially will be given to life saving intervention, the sooner the planning and work on recovery begins, the sooner the affected areas are stabilized³¹. Early recovery occurs in parallel with humanitarian activities, but its objective, mechanism and expertise are different, early recovery aims to:-
- a. Augment on-going humanitarian assistance operations.
 - b. Support spontaneous recovery initiatives by affected communities; and
 - c. Establish the foundations of longer-term recovery.

³¹ UNOCHA and Early Recovery Guidance Notes – UNDP 2006

14. **Compensation Policy.** The compensation policy as envisaged in NDMO is as under³²:-
- “Payment of Compensation: Whenever any authority requisitions any premises, there shall be paid to its owner compensation the amount of which shall be determined by taking in to consideration the rent payable in response of premises, or if no rent is so payable, the rent payable for similar premises in the locality:*
- Provided that any owner of premises is aggrieved by the amount of compensation so determine may within thirty days make an application to the Federal Government or the Provincial Government as the case may be:*
- Provided further where there is any dispute as the title to receive the compensation or as to the apportionment of the amount of compensation, it shall be referred to the Federal Government or Provincial Government, as the case may be. (Source: NDMO 2007)”*
- a. **Compensation and Calamities Act 1958.** A far as the Calamities Act 1958, following Provisions deals with the matter³³:
- “Whenever the province or any part thereof is affected or threatened by flood, famine, locust, pest attack, storm, fire, epidemic, or any other calamity which, in the opinion of Government warrants action under this Act, Government may, by notification, declare the whole or any part of the Province as the case may be, as calamity area.”*
- b. **Compensation Rates.** After declaring a calamity-hit area, a technical committee of Relief Commissioner/DG PDMA, Director Agriculture, Director Livestock, Director Market Committee, Secretary Communication & Works is formed as per the direction of the Chief Minister by the Senior Member Board of Revenue to recommend rates for compensation of losses to life, houses, crops and livestock etc. The committee considers the prevalent market rates of different commodities and recommends compensation for each item. It is at the discretion of the competent authority (Cabinet) to decide whether 100 percent compensation should be paid to the affected persons or reduced rates/proposal as recommended by the technical committee. The recommendation of the technical committee is submitted to the cabinet for approval. Every administrative unit (province/equivalent) has its own criteria for paying compensation. The rules are not identical.
15. **Reconstruction Policy.** Reconstruction policy shall be laid down based on the parameters/guidelines laid down by the Federal Government after stabilization of situation and restoration of services in the aftermath of a major disaster. NDMA shall coordinate implementation of the approved reconstruction policy and shall supervise the process through active monitoring.

³² National Disaster Management Ordinance 2007

³³ National Calamities (Prevention and Relief) Act 1958

To National Disaster Response Plan-March 2010JOB DESCRIPTIONS - NEOC1. Director NEOC (Director Operations)

- a. **Grade.** 19
- b. **Reports to.** Member Operations, Chief Coordinator NEOC/Chairman NDMA
Member (operations), NDMA
- c. **Status.** Non Transferable at least first three years
- d. **Job Purpose.** The purpose of this position is to lead the National Emergency Operation Centre, to run and manage NEOC in more coordinated efficient way to maximize impact in keeping mind the NDMA objectives. The Director manages staff, financial and other resources of the NEOC, developing and maintaining a range of relevant internal and external relationships (government ministries, departments, Civil Defence, Armed forces, relevant UN agencies, I/NGOs, ICERC/IFRC, PRCS, Philanthropists in and outside the country, Media etc) and while managing NEOC. The Director will closely work with PDMA, P/R/SEOC and DDMA, DEOCS in disaster and non disaster times. The Director will be overall in charge of NEOC and coordinating emergency response of different types of disaster disasters in the country. Hence this is the key post within the NDMA in coordinating emergency responses. In non disaster time Director will be responsible to coordinate with provinces/region/state and districts disaster management authorities on emergency preparedness and multi hazards contingency plans. Will take measures to provide technical support and organize trainings for the P/R/S/DMA and DDMA in relation to emergency preparedness, contingency planning and effective response for the potential disaster.
- e. **Key Responsibilities.** Under the guidance of the Chief Coordinator (Chairman NDMA), responsible for managing the NEOC and its operation in disaster and non disaster time according to the agreed policy, procedures and strategies:-
 - (1) Ensure smooth functioning of the NEOC.
 - (2) Ensure information gathering and define technical information requirements in order to develop and advise possible emergency response.
 - (3) Liaise with different humanitarian organizations involved in the humanitarian response.
 - (4) Develop close links with key humanitarian organizations, to understand and influence their changing interests and priorities, mobilize resources for emergency responses.

- (5) Ensure that ministries/departments representative are informed during the alert stage of NEOC.
- (6) Serve as primary contact person between NEOC, PEOC, ministries/department representatives, I/NGOs and other humanitarian organization and Media.
- (7) Review with Telecommunication officer the mechanics of alerting and warnings.
- (8) Ensure that the NEOC is staffed with trained personnel, that communication are operational, and that appropriate pre positioned data ad aids are available in the NEOC.
- (9) Coordinate with P/R/SEOC and DEOC to check their preparations during alert and warning phase for possible response and update Chief Coordinator (Chairman NDMA) accordingly.
- (10) After authorization of the Prime Minister or his/her representative ensure that public has been fully informed by communication team of NEOC. Steps should be taken in alert, warning and response phases.
- (11) Coordinate and review the preparedness of PEOC and DEOC in the alert and warning and for responses.
- (12) Make sure that the operation team of NEOC has developed plan to possible deployment of Doctors, Search rescue team, other appropriate services are ready to deployed.
- (13) Prepare briefing for the Chief Coordinator and NDMC.
- (14) Coordinate all the relief activities in the country and provide possible technical support to the disaster affected areas through the provincial P/R/SEOC.
- (15) Lead, manage, motivate and develop the emergency team and assume overall responsibility for the successful delivery of the programme and for determining future strategies.
- (16) Develop and implement security guidelines for the NEOC staff and for the humanitarian organizations.
- (17) Manage staff, processes, policies and systems in transparent manner for the center.

f. **Person Specifications**

- (1) Substantial senior management experience, including significant experience in emergency operations, humanitarian relief in different environments.
- (2) Proven capacity to supervise build capacity of the staff.
- (3) Experience supervising of big large size of teams and coordinating with other ministries and department numbers of multi-cultural staff.
- (4) Excellent organizational skills with demonstrated ability to deal systemically with organizational operations.

- (5) Strong leadership, supervisory, team building, and culturally appropriate people skills.
- (6) Demonstrable ability at report writing and excellent communication skills.
- (7) Ability and willingness to travel.
- (8) Excellent written and oral communication skills.
- (9) Ability to work with public sector and good understanding of the public sector system.

2. **Emergency Coordinator**

- a. **Report to.** Director NEOC.
- b. **Grade.** 18
- c. **Location.** Islamabad
- d. **Status.** Non Transferable at least for initial three years
- e. **Job Summary.** The Emergency Coordinator will be responsible for the effective and smooth functioning of the emergency operations and response. The Emergency Coordinator/ reports to the Director NEOC and ensures that all aspects of emergency operations centre run smoothly as per agreed procedures and policies. The Emergency Coordinator/DDO coordinates with communication, administration, procurement and logistic team with a view to synergize the system designed to support emergency response. The Emergency Coordinator liaises with humanitarian organizations to facilitate their integration in response.
- f. **Key Responsibilities**
 - (1) Advise Director in emergency response.
 - (2) Assist Director NEOC in day to day operations of the NEOC in disaster and non disaster time.
 - (3) Ensure that rapid, well coordinated and effective responses are made to the emergency/disaster affected areas.
 - (4) Promote unison among Communication, GIS, logistics, procurement and administration team in the NEOC.
 - (5) Brief all new arrivals.
 - (6) Exercise direction over the NEOC in the absence of Director.
 - (7) Check presence of representatives from the ministries/department have arrived and coordinate with them on relief activities.
 - (8) Prepare weekly update on relief activities and share it within the team and representatives of ministries and department in NEOC.
 - (9) Oversee transportation of emergency disaster supplies from all road, air sea ports to main disaster affected areas.

- (10) Maintain regular contact and build relationship with humanitarian organization, UN and INGOs for better coordination and collaboration of emergency activities.
- (11) Maintain close coordination with other local organizations involved in emergencies.
- (12) Assist Director NEOC on capacity need assessment of P/R/SEOC and DDMA and develop training plans accordingly.
- (13) Update P/R/SEOC and DDMA on relief supplies.

g. **Person Specification**

- (1) Master degree in social science.
- (2) At least 5 years experience in relief management.
- (3) Strong communication and organizational skills.
- (4) Good writing and analytical prowess.
- (5) Ability to interact clearly and effectively with humanitarian organizations, UN and individual philanthropists.
- (6) Computer skills MS Office, Excel and Power point.

3. **Finance Officer (FO)**

- a. **Report to.** Director NEOC.
- b. **Grade.** 17
- c. **Location.** Islamabad
- d. **Job Purpose.** The Finance Officer (FO) is responsible to develop and maintain, within NEOC financial framework:-
 - (1) Appropriate financial, accounting, budgeting and computing procedures for the NEOC operations.
 - (2) For day-to-day finance activities.
- e. **Key Responsibilities**
 - (1) Maintain efficient accounting /financial systems monitor the use of approved budgets, and verify the accounts before handing over to the Director NEOC.
 - (2) Responsible for all accounts data entry on daily basis.
 - (3) Ensure availability of sufficient cash for NEOC.
 - (4) Requesting funds transfer from the Finance Director NDMA Check, calculate ensure correct posting and coding for NEOC activities.
 - (5) Responsible to carry financial correspondence whenever required and/or requested by NEOC Director and Finance Director NDMA.
 - (6) Financial reporting to NDMA director Finance, donors (if required) on specific formats.

- (7) Replying to queries of Director Finance NDMA/donor about finance related matters funds provided by them.

f. **Budgeting**

- (1) Assist the NEOC Director and Emergency Coordinator in preparation of the yearly budget.
- (2) Respond to Director Finance NDMA and the NDMA regarding financial matters in consultation with Director NEOC.
- (3) Prepare monthly monitoring reports for NEOC Director and get it approved from Director and circulate in senior team of NEOC.
- (4) Ensure the effective use of approved budgets.
- (5) Prepare budget on financial software.

g. **Audit**

- (1) Arrange and facilitate audits as per NDMA rules and regulations and donors requirements.
- (2) Follow auditor's recommendations as soon as possible.

h. **Person Specification**

- (1) Graduate or master's degree in finance.
- (2) Relevant education to degree level.
- (3) Five years relevant working experience.
- (4) Good written and spoken English and Urdu.
- (5) Excellent knowledge of computer systems, software, networking and e-mails.
- (6) Impressive interpersonal skills.
- (7) Ability to work independently without considerable day to day support.

4. **Administration Officer**

a. **Report to.** Director NEOC.

b. **Grade.** 17

c. **Location.** Islamabad

d. **Job purpose.** The Administration Officer/AD A&P will be responsible for effective and smooth functioning of the NEOC in Administration and procurement related matters, Procurement, organize and facilitate meetings, seminar and workshops. Post holder will also Plan and schedule all field travel, vehicle maintenance and repair schedules. Ensure that all drivers are licensed and trained. Maintain up-to-date vehicle inventory. Prepare monthly vehicle use reports, including: repair and maintenance and costs, fuel and oil use, costs of personal use if any, and inventory status reports.

e. **Key Responsibilities**

- (1) Responsible for Administration and procurement related activities.
- (2) Maintain office filing system.

- (3) Consult all NEOC team to plan travels and schedule drivers, program vehicles logically and rationally.
- (4) Prepare inventory of NEOC assets and update it on regular basis.
- (5) Develop leave and travel authorization formats and circulate it in NEOC.
- (6) Prepare schedule for the security guards for the office.
- (7) Availability of security guards are available all the times in the NEOC.
- (8) Ensure that Fire system in the NEOC is installed and training organized for all the staff members.
- (9) Security of the NEOC especially after office hours.
- (10) Make necessary arrangements for the workshops, trainings and organizing the press conferences and briefings disaster and non disaster times.
- (11) Maintain vehicles in good condition and repair on time. Deliver in a timely manner vehicles scheduled for regular maintenance to garage facilities, and their rapid return for duty.
- (12) Prepare documents such as request for repair, maintenance, fuelling, etc. of vehicles. Verify the existence and use of daily vehicle checks and logs. Train staff and drivers in their use.
- (13) Inform NEOC team members - verbally and in writing - of any abuse or misuse of vehicles by employees or drivers. Familiarize staff with the use of management systems and forms having to do with vehicle use, maintenance and repair (e.g., Fuel Coupons, Vehicle request forms, etc.).
- (14) Prepare monthly vehicle use reports. This includes expense reporting on fuel, oil, parts, repair and maintenance. Manage vehicle files, and ensure each vehicle has a separate file of all documents, reports, etc related to it in the file.
- (15) Any other duties in line with the overall tasks as assigned by the NEOC Director.

f. **Qualification and Skills**

- (1) Graduate degree.
- (2) 5 years experience in administration and procurement.
- (3) Good communication and organization skills.
- (4) Can work with minimum supervision.
- (5) Adequate English and local language communication skills (written and speech).
- (6) Willing to work flexible hours.
- (7) Computer skills Excel, MS office.

5. **Public Information Officer**

- a. **Report to.** Director NEOC.
- b. **Grade.** 17
- c. **Location.** Islamabad
- d. **Status.** Non transferable at least for initial three years
- e. **Job Purpose.** The Public Information Officer will devise communication strategy for the media and public. Provide support to the Director NEOC and NDMC to organize the press briefings, press conference, provide support to prepare the press releases, contact with media and organize press conference. Collect information from P/R/SEOC, DEOC and consolidate and prepare report and circulate within the NEOC and senior NDMA team.
- f. **Key Responsibilities**
 - (1) Collect figure and facts on the crisis and prepare dissemination of safety bulletin, clips to the media and public.
 - (2) Set up the public information area of the NEOC.
 - (3) Organize briefing for media representative on regular basis.
 - (4) With the consultation of Director NEOC Identify official spoke person for the news media (In most cases it should be restricted to the Chairman NDMA or PM Representative or person from information ministry or foreign ministry).
 - (5) After securing approval from the Director of NEOC and Chief Coordinator NEOCC (Chairman NDMA), issue news release announcing preliminary steps the government is taking for increasing preparedness and readiness.
 - (6) Reply to queries and questions of the public and media regarding the emergency/disaster.
 - (7) Prepare schedule and organized press conference for media and general public to keep them informed about the situation.
 - (8) Information, advice or instructions related to living in the shelter for the duration of disaster (sanitation, water, food preparation etc).
 - (9) Monitor display boards and situation maps and consult the Director of NEOC to keep informed of local situations above which the public should be provided information and advice.
 - (10) Coordinate with P/R/SEOC and DEOC public information officer to collect information and consolidate it and disseminate in the national news channels and Daily newspaper.
 - (11) Circulate media briefs to the humanitarian organizations, UN, Government etc.
- g. **Person Specification**
 - (1) Master degree in Mass communication/journalism.

- (2) At least five years experience working in the public information and media reporting.
- (3) Skills in briefing media, humanitarian organizations and UN.
- (4) Excellent communication skills in English and Urdu.
- (5) Team player.
- (6) Very dedicated, hardworking and willing to work flexible hours.
- (7) Able to take responsibility and initiative.
- (8) Computer skills Excel, MS office.

6. **Logistics & Security Officer**

- a. **Report to.** Director NEOC.
- b. **Grade.** 17
- c. **Location.** Islamabad
- d. **Job Purpose.** The post holder will have overall responsibility to develop both the security and logistics functions within the NEOC to a point where logistic and security policies and procedures are systematically applied in the NEOC disaster and non disaster times. This will include the ongoing assessment of threats and the provision of advice to manage risk; the maintenance and updating of guidelines. Develop logistics and procedures for the NEOC and circulate within NEOC and NDMA for their feedback and finalize the procedures. Ensure that that the logistics system in place and procedure followed by each member of the NEOC. The post reports to the Director NEOC and works in close collaboration with other team members in the NEOC, P/R/SEOC and DEOC.
- e. **Key Responsibilities**
 - (1) **Logistics**
 - (a) Review, assess, and analyze logistics for the NEOC, PEOCS and DEOC.
 - (b) Develop logistics system and procedure for NEOC develop procurement logistic formats.
 - (c) Formulate a logistics plan for the NEOC including requirements for the emergency time to operate within and outside the operational areas of reference.
 - (d) Assess current logistics arrangements and capacities in NEOC and PEOC and propose a way forward in terms of management, hierarchy, training, and capacity building.
 - (e) In collaboration with the PEOC and DEOC Logistics Officers, assess technical skills and capacity of PEOC and DEOC logisticians, and

propose a way forward in terms of management, hierarchy, training, and capacity building.

- (f) Ensure that communication systems are adequate and maintained and provide training to staff on the use of such equipment and communications protocols in conjunction with the Logistics Officer.
- (g) Adapt logistics activities according to security considerations in accordance with environment changes to effectively support emerging operations.
- (h) Develop Contract Format
- (j) Prepare list of suppliers for food and Non food items and coordinate with PEOC in this regards.
- (k) Develop unified logistic system and procedures (one system) for logistic for the NEOC, PDMA and DEOC.
- (l) Develop procurement and logistic management guidelines for the NEOC, PDMA and DEOC.
- (m) In coordination with administration officer Prepare inventory of assets and review it every six months.

(2) **Security Management and Systems**

- (a) Develop Security Guidelines for NEOC. Finalize security plans as part of a fully inclusive process involving as many team members as possible. Publish and implement the policy and guidelines. Translate it in Urdu language.
- (b) In collaboration of Emergency Coordinator ensure that contingency plans for Evacuation, Relocation, Hibernation, and Medical Evacuation are in place, disseminated and adopted amongst relevant staff including a detailed contextual assessment and situational update which is regularly revised at least monthly.
- (c) Ensure that NEOC vehicles, premises and equipment are compliant with basic security standards.
- (d) Maintain a security risk assessment and regularly revise as and when the context and situation on the ground changes.
- (e) Ensure that briefing documents and maps are developed to help orient all new staff and humanitarian organizations.
- (f) Conduct ongoing threat assessments and compile reports on security assessments and share reports with humanitarian organizations.

- (g) Coordinate and liaise on safety and security matters with all relevant actors such as national and international NGOs, UN, Donor organizations, and relevant government authorities.

f. **Personal Specifications**

- (1) Graduate degree.
- (2) At least five years experience in logistics and security management.
- (3) Good understanding of Government systems.
- (4) A formal security qualification or appropriate security management training.
- (5) Practical field experience in security and logistics management in a leadership role (e.g. military, police or private security agency).
- (6) Experience of procurement, warehousing, stock control and transport and distribution of goods.
- (7) Experience and knowledge of personnel and organizational security issues, threat/risk assessment, security management and security awareness in an insecure environment.
- (8) Compilation of security reports and assessments.
- (9) Technical competency and training experience in field based communications systems such as VHF, HF Codan, Motorola VHF, Thuraya, satellite systems and internet systems.
- (10) Competency in Internet and Microsoft Office systems including Word, Excel, Power Point, Access and other database/mapping systems.

7. **Telecommunication & IT Specialist**

- a. **Report to.** Director NEOC
- b. **Grade.** 17
- c. **Location.** Islamabad
- d. **Job Purpose.** To provide IT communication support to the NEOC and facilitate the NEOC team and representative of the different ministries and department who are based in NEOC during the disaster time. In addition, IT specialist will ensure the smooth functioning of the communication network and provide trouble shooting support to the NEOC in disaster and non disaster time.
- e. **Key Responsibilities**
 - (1) Supervise the operations of the communication centre.
 - (2) Establish and maintain the communication system in NEOC.
 - (3) Prepare email networking in the NEOC.
 - (4) Provide troubleshooting support in disaster and non disaster times.
 - (5) Receive and disseminate warnings to the P/R/SEOC, DEOC.
 - (6) Render technical support to the P/R/SEOC and DEOC when required.

- (7) Establish the radio communication system and arrange communication equipment when required.
- (8) Support to the logistics, administration and emergency coordinator developing different types of computerized formats.
- (9) Identify IT and communication needs prepare procurement plan with specification and submit to the Director NEOC.
- (10) Establish communication in the field if required.
- (11) Ensure communication and backup equipment are fully operational.

f. **Person Specification**

- (1) Degree in IT
- (2) At least 5 years experience in the relevant field.
- (3) Good understanding of the government system.
- (4) Workable communication skills.
- (5) Team player.
- (6) Hardworking and dedicated.
- (7) Capacity to work late hours in disaster time.

8. **Administrative Assistant**

- a. **Report to.** Administration Officer
- b. **Grade.** 14
- c. **Location.** Islamabad.
- d. **Job Purpose.** The position is based in the Islamabad office. The jobholder will provide full support to Administration Officer and NEOC team. He/She will ensure smooth support of administrative matters to the team.
- e. **Key Responsibilities**
 - (1) Assist in preparing and tracking incoming/outgoing reports.
 - (2) Drafting and typing of routine memos, reports and letters as assigned by Administration officer.
 - (3) Ensure copies are made and circulated to the appropriate place/person.
 - (4) Assisting in arranging logistics for meetings/conferences/workshops for NEOC.
 - (5) Coordinating NEOC visits.
 - (6) Maintain an efficient filing system.
 - (7) Taking minutes of the meetings.
 - (8) Responding to telephone calls, visitors and general enquires.
 - (9) Travel arrangements coordination with Admin, Unit.
 - (10) Respond to queries received by other organization.
 - (11) Respond to request by organizations for literature/material specific to NEOC.
 - (12) Performed any other task as required by the line manager.

f. **Personal Specification**

- (1) Graduate degree.
- (2) At least three years experience in administration.
- (3) Understanding of Government systems.
- (4) Computer Knowledge in MS office and Excel.
- (5) Team player.
- (6) Communication skills.

JOB DESCRIPTIONS - PEOC

1. **Chief Coordinator PEOC**

- a. **Grade.** 19
- b. **Reporting to.** DG PDMA
- c. **Location.** Provincial Headquarters
- d. **Status.** Non Transferable at least first three years.
- e. **Purpose.** The purpose of this position is to lead the Provincial Emergency Operation Centre, to run and manage P/R/SEOC in more effective coordinated way to maximize impact keeping in mind the PDMA objectives. The Coordinator manages staff, emergency response and other resources of the P/R/SEOC, developing and maintaining a range of relevant internal and external relationships (government ministries, departments, Civil Defence, Armed Forces, relevant UN agencies, I/NGOs, ICERC/IFRC, PRCS, Philanthropists in and out side the country, Media etc). While managing P/R/SEOC, the Coordinator will closely work with NEOC, DDMA's, and DEOC in disaster and non disaster times. The Chief Coordinator will be overall in charge of P/R/SEOC and coordinating emergency responses in the different disasters in the Province. In non disaster time, Chief Coordinator will be responsible to coordinate with districts / agencies for the multi hazards contingency plans and disaster specific plan prepare, consolidate all the plans and prepare one provincial contingency plan and submit it to DG PDMA. The DG PDMA will share the provincial contingency plan with NDMA and relevant key departments in the province. Provide technical support and organize trainings for the DDMA's in relation to the contingency planning and effective response for the potential disaster.
- f. **Key Responsibilities**
 - (1) Under the guidance of the DG, PDMA, manage the PEOC and its operations in disaster and non disaster time according to the agreed policy, procedures and strategies.
 - (2) Assist DG, PDMA for policy planning, representation and developing a clear strategy for the emergency response.
 - (3) Liaise with different humanitarian organizations involved in the humanitarian response.

- (4) Develop close links with key humanitarian organizations, to understand and influence their changing interests and priorities, mobilize resources for emergency responses.
- (5) Responsible for managing the P/R/SEOC operations and take decisions on day to day basis.
- (6) Responsible for activation of P/R/SEOC according to the agreed procedures.
- (7) Responsible to check the operational readiness of alert warning system and improve means of warning areas not currently covered by the system.
- (8) Ensure that the Emergency Coordinator has informed concerned departments representative during the alert stage to get ready for the emergency operation.
- (9) Ensure that the communication with relevant agencies and disaster sites is established in alert phase.
- (10) Serve as primary contact person between PEOC, NEOC, DEOCs, ministries/department representatives, I/NGOs and other humanitarian organization and Media.
- (11) Ensure that the P/R/SEOC is staffed with trained personnel and that communication is operational.
- (12) Coordinate with DEOCs to check their preparations during alert and warning phase for possible response and update DG, PDMA.
- (13) Coordinate and review the preparedness of DEOCs in the alert and warning and for responses.
- (14) Check operational readiness of alert and warning system; improve means of warning and review with emergency operation team the mechanics of alerting and warning.
- (15) Ensure that the operation team of P/R/SEOC has developed plan to possible deployment of doctors, search & rescue team and other appropriate services are ready to deployed.
- (16) Prepare briefing for the DG, PDMA and PDMC.
- (17) Coordinate all the relief activities in the province/region/state and provide possible technical support to the DEOCs.
- (18) Develop and implement security guidelines for the PEOC staff and for the humanitarian organizations.
- (19) Ensure that P/R/SEOC promote the Sphere Project Humanitarian Charter and Minimum Standards.
- (20) Support and oversee media and communications needs for emergency responses.
- (21) Ensuring the efficient and proper use of funds and assets.

g. **Personal Specifications**

- (1) Substantial senior management experience, including significant experience in emergency operations, humanitarian relief in different environments.
- (2) Proven capacity to supervise build capacity of the staff.
- (3) Experience of supervising large size of teams and coordinating with other ministries and department numbers of multi-cultural staff.
- (4) Excellent organizational skills with demonstrated ability to deal systemically with organizational operations.
- (5) Strong leadership, supervisory, team building, and culturally appropriate people skills.
- (6) Demonstrable ability at report writing and excellent communication skills.
- (7) Ability and willingness to travel.
- (8) Excellent written and oral English language communication skills essential.
- (9) Ability to work with public sector and good understanding of the public sector system.

2. **Administration, Logistics and Security Officer (ALSO)**

- a. **Report to.** Chief Coordinator PEOC.
- b. **Grade.** 17
- c. **Location.** Provincial Headquarters
- d. **Job Purpose.** The Administration Logistic and Security Officer will be responsible for effective and smooth functioning of PEOC in terms of Administration and procurement related matters. He will manage procurement and organize / facilitate meetings, seminar and workshops. Post holder will also plan and schedule all field travel, vehicle maintenance and repair schedules. He will ensure that all drivers are licensed and including repair and maintenance and costs, fuel and oil use, costs of personnel use if any and inventory status reports.
- e. **Key Responsibilities**
 - (1) Administration and procurement related activities.
 - (2) Maintain office filing system.
 - (3) Consult all PEOCs teams to plan travels and schedule drivers. Programme vehicles logically and rationally.
 - (4) Prepare inventory of P/R/SEOC assets and update it on regular basis.
 - (5) Develop leave and travel authorization formats and circulate it in PEOCs.
 - (6) Prepare schedule for the security guards for the office.
 - (7) Availability of security guards all the time in the PEOC.
 - (8) Ensure that fire system in the PEOC is installed and training is organized for all the staff members.

- (9) Security of PEOC especially after office hours.
- (10) Make necessary arrangements for workshops, trainings and organize the press conferences and briefings during disaster and non disaster times.
- (11) Maintain vehicles in good condition through frequent inspections. Deliver vehicles to garage facilities and regular maintenance. Monitor service for a rapid return to duty.
- (12) Prepare documents such as request for repair, maintenance, fuelling, etc. of vehicles. Verify the existence and use of daily vehicle checks and logs. Train staff and drivers in their use.
- (13) Inform PEOC team members - verbally and in writing - of any abuse or misuse of vehicles by employees or drivers. Familiarize staff with the use of management systems and forms having to do with vehicle use, maintenance and repair (e.g., Fuel Coupons, Vehicle request forms, etc.).
- (14) Prepare monthly vehicle use reports. This includes expense reporting on fuel, oil, parts, repair and maintenance. Manage vehicle files, and ensure each vehicle has a separate file of all documents, reports, etc related to it in the file.
- (15) Any other duties in line with the overall tasks as assigned by the Chief Coordinator PEOC.
- (16) Develop logistic system including procurement logistic formats and procedures for PEOC.
- (17) Propose a logistics plan for the PEOC including requirements for the emergency time to operate within and outside the operational areas of reference.
- (18) Adapt logistics activities according to security considerations as the operational environment changes; ensure new emergency operations are effectively supported.
- (19) Prepare list of suppliers for food and Non food items and coordinate with DEOCs in this regards.
- (20) Build up unified logistics system and procedures (one system) for logistics for the PEOC and DEOCs.
- (21) Develop procurement and logistics management guidelines for the PEOC and DEOCs.
- (22) Ensure that communication systems are adequate and maintained provide training to staff on the use of such equipment and communications protocols in conjunction with the Logistics Officer.

f. **Security Management and Systems**

- (1) Develop Security Guidelines for PEOC. Finalize security plans as part of a fully inclusive process involving as many team members as possible. Publish and implement the policy and guidelines. Translate it in Urdu language.
- (2) In collaboration with Emergency Coordinator, ensure that contingency plans for Evacuation, Relocation, Hibernation, and Medical Evacuation are disseminated and adopted amongst relevant staff including a detailed contextual assessment and situational update which is regularly revised at least monthly.
- (3) Ensure that PEOC vehicles, premises and equipment are compliant with basic security standards.
- (4) Maintain a security risk assessment and regularly revise as and when the context and situation on the ground changes.
- (5) Ensure that briefing documents and maps are developed to help orient all new staff and humanitarian organizations.
- (6) Conduct ongoing threat assessments and compile reports on security assessments and share reports with humanitarian organizations.
- (7) Coordinate and liaise on safety and security matters with all relevant actors such as national and international NGOs, UN, Donor organizations, and relevant government authorities.

g. **Qualification and Skills**

- (1) Masters degree in social sciences.
- (2) 5 years experience in administration, logistics, procurement and security management.
- (3) Experience of procurement, warehousing, stock control and transport and distribution of goods.
- (4) Experience and knowledge of personnel and organizational security issues.
- (5) Technical competency and training experience in field based communications systems such as VHF, HF Codan, Motorola VHF, Thuraya, satellite systems and internet systems.
- (6) Good communication and organization skills.
- (7) Dedicated, hardworking and willing to work flexible hours.
- (8) Able to take responsibility and initiative.
- (9) Competent in Internet and Microsoft Office systems Access and other database/mapping systems.

3. **Publication Relation Officer**

- a. **Report to.** Chief Coordinator PEOC
- b. **Grade.** 17/18.
- c. **Location.** Provincial Headquarters
- d. **Status.** Non transferable at least for initial three years.
- e. **Job Purpose.** The Public Information Officer will design communication strategy for the media and public. Provide support to the Chief Coordinator PEOC and PDMC to organize the press briefings, press conference, provide support to prepare the press releases, contact with media and organize press conference. Collect information from PEOC, DEOC and consolidate and prepare report and circulate within the PDMA and senior PDMA team. In addition to that provide briefing to the public and answer their questions in disaster and non disaster time. Prepare briefs to facilitating meetings.
- f. **Key Responsibilities**
 - (1) Collect figures and facts on the crisis and prepare safety bulletin clips for dissemination to media and public.
 - (2) Set up the public information area of the PEOC.
 - (3) Organize briefings for media representatives on regular basis.
 - (4) With the consultation of Chief Coordinator PEOC and DG PDMA, identify official spoke person for the news media (In most cases it should be restricted to the Chairman PDMC/Equivalent or CM's representative.
 - (5) After securing approval from DG PDMA or Chief Coordinator PEOC, issue news release announcing preliminary steps being taken by the government for increasing preparedness and readiness.
 - (6) Reply to queries and questions of the public and media regarding the emergency/disaster.
 - (7) Prepare schedule and organize press conferences for media and general public to keep them informed about the situation.
 - (8) Information, advice or instructions related to living in the shelter for the duration of disaster (sanitation, water, food preparation etc).
 - (9) Monitor display boards and situation maps. Consult the Chief Coordinator PEOC to stay informed of local situations about which the public should be provided information and advice.
 - (10) Coordinate with PEOC and DEOC public information officers to collect information and disseminate in the national news channels and daily newspapers.
 - (11) Circulate media briefs to the humanitarian organizations, UN, Government etc.

g. **Person Specifications**

- (1) Masters degree in mass communication/journalism.
- (2) At least five years experience working in the public information and media reporting.
- (3) Proficiency in briefing media, humanitarian organizations and UN.
- (4) Excellent communication skills in English and Urdu.
- (5) Team player.
- (6) Very dedicated, hardworking and willing to work flexible hours.
- (7) Able to take responsibility and initiative.
- (8) Computer skills Excel, MS office.

4. **Telecommunication IT Specialist**

a. **Report to.** Chief Coordinator PEOC

b. **Grade.** 17

c. **Location.** PDMA's

d. **Job Purpose.** The main purpose this is to provide the IT communication support to the PEOC and facilitate the PEOC team and representatives of the concerned departments who will join PEOC during the disaster time. In addition to that the IT communication Specialist will ensure the smooth function of the communication network and provide trouble shooting support to PEOC in disaster and non disaster time.

e. **Key Responsibilities**

- (1) Supervise the operations of the communication centre.
- (2) Establish and maintain the communication system in PEOC.
- (3) Prepare email networking in the PEOC.
- (4) Provide troubleshooting support in disaster and non disaster times.
- (5) Receive and disseminate warnings to the PEOC, DEOC.
- (6) Render technical support to the PEOC and DEOC when required.
- (7) Establish radio communication system and arrange communication equipment when required.
- (8) Support to the logistics, administration and emergency coordinator developing different types of computerized formats.
- (9) Identify IT and communication needs and prepare procurement plan (with specifications) accordingly. Submit to the Chief Coordinator PEOC.
- (10) Establish communication in the field if required.
- (11) Ensure communication and backup equipment are fully operational.

f. **Personal Specification**

- (1) Degree in IT.
- (2) At least 5 years experience in the relevant field.
- (3) Understanding of the government system.
- (4) Good communication skills.
- (5) Team player.
- (6) Hardworking and dedicated.
- (7) Capacity to work late hours in disaster time.

JOB DESCRIPTIONS - DEOC

1. **Coordinator DEOC**

- a. **Grade** 18
- b. **Reports to** District Coordination Officer.
- c. **Location.** District Headquarters.
- d. **Status.** Non Transferable at least first three years.
- e. **Job Purpose.** The purpose of this position is to lead the District Emergency Operation Centre, to run and manage DEOC in more effective coordinated efficient way to maximize impact in keeping mind the DDMA objectives. The Coordinator manages staff, and other resources of the DEOC, developing and maintaining a range of relevant internal and external relationships (government departments, Civil Defence, Armed forces, relevant NGOs, RCS, Philanthropist and media inside the district) and while managing DEOC. The Coordinator will closely work with PEOC, NEOC in disaster and non disaster times. The District Coordinator will be overall in charge of DEOC and coordinating emergency responses in the different disasters in the district. Hence this is the key post within the DDMA in coordinating emergency responses. In Non disaster time the District Coordinator will be responsible to coordinate with Taluka/Tehsil and UCs in the district for the multi hazards contingency plans. I will also consolidate all Tehsil/Taluka UC plan and prepare one district plan and send it to the PDMA through the DCO/DC.
- f. **Key Responsibilities**
 - (1) In coordination with, under the guidance of the DCO and District Nazim responsible for managing the DEOC and its operation in disaster and non disaster time according to the agreed policy, procedures and strategies.
 - (2) Ensure information gathering and define technical information requirements in order to develop and advise for possible emergency response.
 - (3) Liaise with different humanitarian organizations involved in the humanitarian response.
 - (4) Responsible of managing the DEOC and take decisions on day to day basis.
 - (5) Responsible to activate the DEOC properly according to the agreed procedures.
 - (6) Responsible to check the operational readiness of alert warning system and improve means of warning areas not currently covered by the system.

- (7) Ensure that the Emergency Coordinator DEOC has informed all relevant departments representative in the district during the alert stage to get ready for the disaster/ emergency.
- (8) Ensure that coordination among Communication, GIS, logistics, procurement and administration team in the DEOC.
- (9) Ensure that the communication with relevant agencies and disaster sites is established in alert phase.
- (10) Responsible to develop and review the communication mechanisms with department, PEOC and NEOC, armed forces, NLC, UN, Media, and I/NGOs all these stakeholders get information on time PEOC, NEOC,/ department representatives, I/NGOs and other humanitarian organization and Media.
- (11) Review with Telecommunication officer the mechanics of Alerting and warnings.
- (12) Ensure that the DEOC is staffed with trained personnel, that communication are operational, and that appropriate pre positioned data are available in the DEOC.
- (13) Disseminate Early Warning information through state and private channels, Radio transmission, TV cable operators local print media, police wireless system, indigenous methods such as drum beating, announcement thru mosques, using individual information etc.
- (14) Ensure that the early warning is disseminated at every level so that every one is informed in the district, coordinate and review the preparedness of DEOC in the alert and warning and for responses.
- (15) Check the operational readiness of the alert and warning system; improve means of warning areas not currently covered by the system. Review with emergency operation team the mechanics of the alerting and warning.
- (16) Make sure that the operation team of DEOC has developed plan for possible deployment of doctors, search & rescue team and other appropriate services are ready to be deployed.
- (17) Coordinate all the relief activities in the District and provide support to the disaster affected areas throughout the district.
- (18) Develop and implement security guidelines for the DEOC staff and for the humanitarian organizations.
- (19) Manage staff, processes, policies and systems in transparent manner in (recruitment, HR, performance management).
- (20) To comply with all Government of Pakistan policies and procedures.
- (21) To ensure that DEOC promote the Sphere Project Humanitarian Charter and Minimum Standards.

- (22) Support and oversee media and communications needs for emergency responses.
- (23) Ensuring the efficient and proper use of funds and assets.

g. **Personal Specifications**

- (1) Substantial senior management experience, including significant experience in emergency operations, humanitarian relief in different environments.
- (2) Proven capacity to supervise build capacity of the staff.
- (3) Experience supervising of big large size of teams and coordinating with other ministries and department numbers of multi-cultural staff.
- (4) Excellent organizational skills with demonstrated ability to deal systemically with organizational operations.
- (5) Strong leadership, supervisory, team building, and culturally appropriate people skills.
- (6) Demonstrable ability at report writing and excellent communication skills.
- (7) Ability and willingness to travel.
- (8) Excellent written and oral English and French language communication skills essential.
- (9) Ability to work with public sector and good understanding of the public sector system.

2. **Administrative, Logistics and Security Officer (ALSO)**

- a. **Grade** 16/17
- b. **Reports to** Coordinator DEOC
- c. **Location.** District Headquarters.
- d. **Job Purpose.** The Administrative, Logistics and Security Officer will be responsible for effective and smooth functioning of the DEOC in administration and procurement related matters. He will manage procurement and organize/facilitate meetings, seminar and workshops. Post holder will also plan and schedule all field travel, vehicle maintenance and repair schedules. He will ensure that all drivers are licensed and trained. Maintain up-to-date vehicle inventory. Prepare monthly vehicle use reports, including: repair and maintenance and costs, fuel and oil use, costs of personal use if any, and inventory status reports.
- e. **Key Responsibilities**
 - (1) Manage the Administration and Procurement activities.
 - (2) Supporting the DEOC team (e.g. Communication specialist, GIS expert, Emergency Coordinator, Public information and education officer etc).
 - (3) Maintain office filing system.

- (4) Collaborate with all DEOC team to plan travels and schedule drivers. Program vehicles logically and rationally.
- (5) Prepare inventory of DEOC assets and update it on regular basis.
- (6) Develop leave and travel authorization formats and circulate it in DEOC.
- (7) Coordinate with IT person to smooth function of the Internet services.
- (8) Prepare schedule for the security guards for the office.
- (9) Ensure that Fire system in the DEOC is installed and training organized for all the staff members.
- (10) Make all the arrangements for the workshops, trainings and organizing the press conferences and briefings disaster and non disaster times.
- (11) Maintain vehicles in good condition and repair on time. Deliver in a timely manner vehicles scheduled for regular maintenance to garage facilities, and their rapid return for duty. Prepare documents such as request for repair, maintenance, fuelling, etc. of vehicles.
- (12) Verify the use of daily vehicle checks and logs. Train staff and drivers in their use. Inform DEOC team members - verbally and in writing - of any abuse or misuse of vehicles by employees or drivers.
- (13) Familiarize staff with the use of management systems and forms relating to vehicle use, maintenance and repair (e.g. Fuel Coupons, Vehicle request forms, etc.).
- (14) Prepare monthly vehicle usage reports. This includes reporting on expense like fuel, oil, parts, repair and maintenance.
- (15) Manage vehicle files, and ensure each vehicle has a separate file of all documents, reports, etc related to it. Prepare and keep up-to-date the inventory.
- (16) Make photocopies of each vehicle's documents and place them in each vehicle's log book. Ensure that all vehicle documents are regularly and completely filled in.
- (17) Review, assess, and analyze logistics for the DEOC.
- (18) Develop logistics system and procedure for DEOC. Develop procurement/logistics formats. Propose a logistics plan for the DEOC including requirements for the emergency time to operate within and outside the operational areas of reference.
- (19) Assess current logistics arrangements and capacities in DEOC and DEOC and propose a way forward in terms of management, hierarchy, training, and capacity building.
- (20) Ensure that communication systems are adequate and maintained and provide training to staff on the use of such equipment and communications protocols.

- (21) Adapt logistics activities according to security considerations as the operational environment changes; ensure new emergency operations are effectively supported.

f. **Security Management and Systems**

- (1) Implement security guidelines for DEOC at district level. Finalize security plans as part of a fully inclusive process involving as many team members as possible. Publish and implement the security guidelines. Translate it in local and national language.
- (2) Ensure that DEOC vehicles, premises and equipment are compliant with basic security standards.
- (3) Maintain a security risk assessment and regularly revise as and when the context and situation on the ground changes.
- (4) Ensure that briefing documents and maps are developed to help orient all new staff and humanitarian organizations.
- (5) Conduct ongoing threat assessments and compile reports on security assessments and share reports with humanitarian organizations'.
- (6) Coordinate and liaise on safety and security matters with all relevant actors such as police department, NGOs, and other relevant government authorities.
- (7) Any other duties as assigned by the district Coordinator DEOC.

g. **Qualification and Skills**

- (1) Master degree in social sciences.
- (2) 3 years experience in administration, logistics, procurement and security management.
- (3) Good understanding of government system.
- (4) Experience of procurement, warehousing, stock control and transport and distribution of goods.
- (5) Experience and knowledge of personnel and organizational security issues.
- (6) Compilation of security reports and assessments.
- (7) Good communication and organization skills.
- (8) Competency in Internet and Microsoft Office systems including Word, Excel, PowerPoint, Access and other database/mapping systems.

3. **Public Relations Officer**

- a. **Report to.** District Coordinator DEOC.
- b. **Grade.** 16/17.
- c. **Location.** District Headquarters.
- d. **Status.** Non transferable at least for initial three years.

- e. **Job Purpose.** The Public Information Officer will devise communication strategy for the media and public. Provide support to Coordinator DEOC and DDMA to organize media briefings, hold conferences, assist in preparing press releases, maintain contact with media etc. Collect information from affected taluka/tehsil and UCs and prepare updates for District Nazim, DCO and DDMA/DEOC (as applicable)
- f. **Key Responsibilities**
- (1) Collect figures and facts on the crisis and prepare safety bulletin clips for dissemination to media and public.
 - (2) Set up the public information area of the DEOC.
 - (3) Organize briefings for media representatives on regular basis.
 - (4) With the consultation of Coordinator DEOC, identify official spoke person for the news media (In most cases it should be restricted to the DCO and District Nazim or representative from DDMA).
 - (5) After securing approval from the Coordinator DEOC, DCO or District Nazim, issue news release announcing preliminary steps being taken by the government for increasing preparedness and readiness.
 - (6) Reply to queries and questions of the public and media regarding the emergency/disaster.
 - (7) Prepare schedule and organize press conferences for media and general public to keep them informed about the situation.
 - (8) Information, advice or instructions related to living in the shelter for the duration of disaster (sanitation, water, food preparation etc).
 - (9) Monitor display boards and situation maps. Consult the Coordinator DEOC to stay informed of local situations about which the public should be provided information and advice.
 - (10) Coordinate with Taluka/Tehsil and UCs to collect information and disseminate in the national news channels and daily newspapers.
 - (11) Circulate media briefs to the humanitarian organizations, UN, Government etc.
- g. **Personal Specification**
- (1) Masters degree in mass communication/journalism
 - (2) Five years experience working in the public information and media reporting
 - (3) Proficient in briefing media, humanitarian organizations and UN
 - (4) Excellent communication skills in English and Urdu
 - (5) Team player
 - (6) Very dedicated, hardworking and willing to work flexible hours
 - (7) Able to take responsibility and initiative
 - (8) Computer skills Excel, MS office.

To National Disaster Response Plan-March 2010**STANDARD OPERATING PROCEDURES (SOPs) - FEDERAL LEVEL**1. **National Disaster Management Authority (NDMA)**a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Prepare multi hazards and disaster specific contingency plan.
- (3) Establish communication mechanisms for early warning system with P/R/S/DMA, DDMA and concerned ministries and departments.
- (4) Share contingency plan with NDMC, relevant federal ministries, authorities, departments, commissions, P/R/SDMAs, DDMA, I/NGOs, armed forces, media, voluntary and charity organizations.
- (5) Provide technical assistance for preparing disaster preparedness and response plans for each province including AJK, Northern Area & FATA.
- (6) Develop hazard specific maps and provide to P/R/SDMA, DDMA and also make it available to NDMA/P/R/SDMA website.
- (7) Set up national emergency operation centre and maintain state of readiness with all equipments in working order. Orient and train personnel of EOC.
- (8) Develop a national search and rescue, emergency response and early recovery operations teams.
- (9) Set up national level I/NGOs UN coordination committee for sharing of resources and coordination for preparedness and emergency response.
- (10) Prepare and update inventory of personnel, suppliers, material and equipments.
- (11) Prepare communication and transportation plan for potential disaster response.
- (12) Develop a communication strategy which clearly indicates the communication mechanisms with relevant federal ministries, departments, provincial departments, P/R/S/DMA, DDMA and district level administration and departments, I/NGOs, Civil Society organizations, media and communities.
- (13) Prepare security guidelines for humanitarian organizations working in the disaster affected areas (in case of insecure areas where conflict and kidnapping are common).

b. **Emergency Response**

- (1) Activate NEOC
- (2) Organize initial and subsequent assessment of disaster affected areas and determine the extent of loss damage and volume and relief required.

- (3) Coordinate and inform all concerned departments to get prepare for emergency response. Keep inform print and electronic media on regular basis.
- (4) Coordinate with Armed Forces through JS HQ and Service HQ.
- (5) Prepare detailed plan for the resources require for full relief operation.
- (e) Coordinate with I/NGOs, UN bodies and philanthropists organizations for resource mobilizations.
- (f) Mobilize and deploy resources e.g. search and rescue medical teams in the affected areas.
- (g) Supply of food, drinking water, medical supplies and non food items to the affected population.
- (h) Organize details assessment for the early recovery programme and prepare proposal and circulate it to the NMD, Multi and bilateral donors, UN, I/NGOs and philanthropists.
- (h) Prepare a transition plan from relief to recovery programme.
- (i) Organize regular media and public information briefings.
- (j) Prepare situation Report (SITREP) on daily and weekly basis and circulate to the Prime Minister, NDMC members, PMDC members, P/R/SDMAs, Armed Forces etc.

2. **Ministry of Health**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan on health sector and share it with Provincial health departments, NDMA, and PDMA.
- (2) Prepare protocols and guidelines to address public health issues as part of preparedness, response and recovery plans.
- (3) Develop minimum standards in health services in emergencies situation and share it with NDMA, PDMA and provincial health departments.
- (4) Develop health assessment checklist, health monitoring and evaluation formats for emergency response programme.
- (5) Develop roster of medical and paramedics to be deployed in case of major disaster in any part of the country including Northern areas and AJK.
- (6) Build effective linkages and coordination with all national, regional and international health agencies working in the emergencies.
- (7) Prepare a list of surgical, hospital equipments, and medicine suppliers and share it with NDMA and P/R/S/DMA.
- (8) Prepare mass causality management plans for different hazards.
- (9) Develop MOU with various medical and pharmaceutical associations for the provision of assistance in emergencies.

- (10) Prepare a inventory of equipments, human resources, vehicles, ambulances, medicine stocks, hospitals that come under the federal ministry of health and update this list on six monthly basis and share it with PDMAs.

b. **Emergency Response**

- (1) Designate a representative in National Emergency Operations Centre during the emergency period.
- (2) Alert and deploy medical teams and paramedic staff in the affected areas for rapid assessment and emergency response.
- (3) Exercise vigilance about possibility of any epidemic /outbreak and take effective measures against it.
- (4) Provide technical support to PDMA including Gilgit-Baltistan and AJK in carrying out smooth health services in emergency response.
- (5) Ensure that WHO protocols on quality and Sphere Minimum Standards are followed by medical professionals in the field.
- (6) Coordinate and facilitate with WHO/UNICEF and other humanitarian organizations working in health sector in affected areas.
- (7) Monitor health situation in the affected areas.
- (8) Document the lesson learnt from the response experiences and incorporate same in future planning.

3. **Ministry of Education**

a. **Emergency Preparedness**

- (a) Prepare emergency preparedness plan on education sector and share it with provincial education departments, NDMA and PDMAs.
- (2) Prepare a roster of volunteer teachers and students that can be deployed as volunteers in emergency response.
- (3) Develop education assessment checklist, monitoring and evaluation formats for emergency response programme.
- (4) Develop a model of mobile school for emergency situation and develop emergency education teaching kit which can be used in emergency situation.
- (5) Prepare a list of ICT-based government schools and colleges that may be used for relief camps and prepare a list of suppliers for stationery, school text books, school bags, uniforms and share it with NDMA.
- (6) Organize orientation programme to raise awareness of education authorities and professors, teachers about emergency response and role of education.
- (7) Coordinate with NDMA for emergency response planning.

b. **Emergency Response**

- (1) Designate a representative to the National Emergency Operations Centre.

- (2) Make arrangements to deploy teachers and students for voluntary assistance in assessment and distribution of relief goods in the affected areas.
- (3) Provide support to PDMAs in education sector assessment.
- (4) Support PDMA and provincial education authorities to run emergency mobile schools and provide teaching material to continue education during the emergency.
- (5) Determine the extent of loss in educational institutions and prepare plans for their rehabilitation.
- (6) Prepare a report on the experience and share it with provincial education departments, PDMAs and NEOC.
- (7) Document the lesson learnt from the response experiences and incorporate same in future planning.

4. **Ministry of Food, Agriculture and Livestock**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Allocate resources for preparedness and response activities.
- (3) Prepare emergency preparedness plan on agriculture and livestock sector and share it with provincial agriculture and livestock departments, NDMA, and PDMAs.
- (4) Develop agriculture and livestock assessment checklist.
- (5) Develop indicators for drought early warning system and share it with provincial agriculture departments, NDMA and PDMAs etc.
- (6) Develop IEC material on emergency response for extension, community workers and farmers.
- (7) In collaboration with WFP identify food insecure areas of disaster prone districts in Pakistan.
- (8) Establish enough livestock feed manufacturing units in disaster prone districts so that people can access livestock feed in disaster times.
- (9) Create awareness on livestock feed and promote it through agriculture extension workers and livestock field assistants in disaster prone districts.
- (10) Create awareness on livestock feed among livestock owner and promote production of livestock feed.
- (11) Ensure that all provinces maintain reserve quota for essential vaccine in the disaster prone districts to deal with any outbreak disease in animals.
- (12) Develop guidelines and minimum standards for cattle camps and share it with provincial livestock departments, NDMA, PDMAs and DDMA.

- (13) Prepare an inventory of equipment, vehicles, agriculture input and animal vaccine and medicine suppliers. Update inventory on six monthly basis and share it with NDMA.

b. **Emergency Response**

- (1) Designate a representative to the National Emergency Operations Centre.
- (2) Conduct initial rapid assessment to assess the damage to crops and livestock.
- (3) Provide agricultural machinery and necessary tools to the farmers to protect their crop during flood season.
- (4) Prepare and release messages and advices for farmer community through NEOC, PEOCs, provincial agriculture departments, print and electronic media to protect standing crops.
- (5) Vigilant about pest attack on the crop and take effective measure.
- (6) Provide technical advice to the farmer community to protect standing crop during heavy rains, wind storm, flood and cyclone situations.
- (7) Support provincial livestock department, for the provision of fodder, de-worming medicines and vaccine for the animals during the drought period.
- (8) Coordinate with Federal Flood Commission and NDMA in relation emergency response.
- (9) Develop plan for agriculture sector for early recovery phase if needed.
- (10) Prepare a detail report and disseminate it to all stakeholders. Document the lesson learnt from the response experiences and incorporate same in future planning.

5. **Ministry of Housing and Works**

a. **Emergency Preparedness**

- (1) Allocate resources for preparedness and response activities.
- (2) Prepare emergency preparedness plan and share it with NDMA and PDMA.
- (3) Develop guidelines and minimum standards on building codes for safer construction of houses, public and private buildings in hazard prone areas.
- (4) Ensure compliance with local building laws and the required prescribed standards under national and provincial building codes.
- (5) Develop guidelines and training courses for builders/contractors for safer construction.
- (6) Prepare inventory with specifications and locations of heavy construction equipment at federal level. Review it on six monthly basis and share with NDMA.

b. **Emergency Response**

- (1) Designate a representative to the National EOC.

- (2) Carry out detailed technical assessment of damaged public infrastructure.
- (3) Support provincial governments in conducting of damage and loss assessment to infrastructure and housing.
- (4) Coordinate with FWO/Armed Forces to get their help in clearing land slides, removing road blocks and restoration of infrastructure e.g. bridges.
- (5) Provision of heavy machinery to the district department and district administration for clearing roads, debris etc.

5. **Ministry of Local Government and Rural Development**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan and share it with NDMA and PDMA.
- (2) Allocate resources for preparedness and emergency response activities.
- (3) Develop guidelines on water and sanitation in emergency situation and share it with NDMA, PDMA and provincial local government and rural development departments.
- (4) Create awareness among LG&RD staff on Sphere Project Minimum Standards on water and sanitation and promote it in provincial LG&RD Department.
- (5) Develop assessment checklist on water/sanitation.
- (6) Devise community participation strategies and involve communities in water and sanitation schemes.
- (7) Prepare inventory of resources and share it with NDMA and PDMA.
- (8) Prepare list of suppliers on water technologies and sanitation material.

b. **Emergency Response**

- (1) Designate a representative to the National EOC.
- (2) Conduct damage assessment of the water/sanitation and rural infrastructure schemes damages within jurisdiction.
- (3) Support NDMA and PDMA in assessment and provide technical support for water/sanitation activities in emergency response.
- (4) Ensure that Sphere Project Minimum Standards are followed in water and sanitation schemes in emergency response.
- (5) Introduce simple and cost effective water purification technology in emergencies.
- (6) Promote indigenous water purification methods.
- (7) Coordinate with NDMA, PDMA and provincial LG&RD Department.

6. **Ministry of Social Welfare and Special Education**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan and share it with NDMA and PDMA.
- (2) Allocate resources for preparedness and emergency response activities.

- (3) Prepare internally displaced people (IDP) Camps guidelines and share it with provincial social welfare departments, NDMA, PDMA and DDMA.
- (4) Prepare guidelines on separated, orphans children and reunification process in emergencies.
- (5) Prepare guidelines on child protection, special care, special education and rehabilitation of disabled person in emergencies and share it with NDMA and other humanitarian organizations working in this area.
- (6) Develop IEC material on child protection, care of separated children and reunification process and care of disabled persons in emergencies.
- (7) Prepare guidelines and minimum standards on IDP Camps.
- (8) Prepare training modules on trauma and stress management.
- (9) Formulate contingency plans for re-apportionment of Pakistan Bait-ul-Mall resources for reinforcing national response.
- (10) Build capacity of provincial departments on child protection issues, separated, orphan children and reunification process.

b. **Emergency Response**

- (1) Designate a representative to the National EOC.
- (2) Conduct assessment of Internally Displaced Persons (IDP) camp situation and share it with humanitarian organizations working in this area.
- (3) Register all affected people living in the camp, arrange distribution of relief material and provide medical facilities in the camp.
- (4) Work out measures for protection of Internally Displaced Persons (IDPs), especially women and children.
- (5) Ensure that guidelines mentioned above are followed by government authorities and humanitarian organizations.
- (6) Provide technical support to provincial social welfare departments in managing social welfare issues e.g. orphanage centres, safe play areas for children etc.
- (7) Coordinate and facilitate humanitarian organizations working on child protection issues, disability, orphanages and separated children.

7. **Ministry of Interior**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Prepare guidelines on evacuation for different disaster situations.
- (3) Develop security management guidelines for International Humanitarian Organizations, UN Missions and Diplomats etc.

- (4) Prepare security management plan for the international humanitarian organizations, donors community, UN and embassy missions to visit the affected areas.
- (5) Organize drills for the police/security forces for search and rescue, evacuation and emergency response.

b. **Emergency Response**

- (1) Carry out search and rescue with the help of Armed Forces.
- (2) Support district administration in evacuation of affected people and transport them to the camp sites.
- (3) Protect life and property.
- (4) Maintain law and order situation in relief centres and shelter sites.
- (5) Provide security in relief centres, shelter sites and warehouses set up by the government in disaster affected areas.
- (6) Arrange security for government property and installations damaged in disaster.
- (7) Provide security to the foreign dignitaries, donors, UN agencies, and humanitarian organization visiting and engaged in relief operations.
- (8) Keep close watch for any criminal and anti state activity in the affected area.
- (9) Manage traffic during disaster situation in the affected area.

8. **Ministry of Information Technology**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Allocate resource for preparedness and emergency response.
- (3) Prepare plan to provide IT support to NDMA, PDMAs and DDMA's in disaster situation and share it with NDMA, PDMAs and DDMA's.
- (4) Coordinate with NDMA and the National Emergency Operations Centre (NEOC) to ensure the provision of IT support during disaster.
- (5) Train a team of technical people within ministry to provide IT support in disaster situation.
- (6) Ensure that private telecommunication service providers develop SOPs to engage in disaster situation and share those SOPs with NDMA and PDMAs.
- (7) Develop guidelines for private sector telecommunication for preparing of contingency plan for disaster situations.
- (8) Organize orientation training for IT staff on emergency response.
- (9) Maintain through the National Telecommunication Corporation (NTC) a pool of telecom equipment preferably satellite/wireless based for provision and establishment of emergency telecom network.

- (10) Work with NDMA to have a robust communication infrastructure for efficient use in disaster times.

b. **Emergency Response**

- (1) Designate a representative to the National EOC.
- (2) Ensure that IT and telecommunication system functions well during disaster times for effective emergency response.
- (3) Engage private sector IT firms to provide support during disaster.
- (4) Deploy technical staff to support EOCs and PDMA in disaster situation.
- (5) Monitor situation and ensure that communication and IT System function smoothly to carry out emergency response.
- (6) Document the lesson learnt from the response experiences and incorporate same in future planning.

9. **Ministry of Information and Broadcasting**

a. **Emergency Preparedness**

- (1) Formulate communication strategy and guidelines for public and private broadcasters in relation to reporting on emergency response.
- (2) Ensure that public and private broadcasters, broadcast responsible factually correct information in electronic and print media.
- (3) Take proper and adequate steps for the protection of own installations and property.
- (4) Prepare inventory of public and private radio/TV stations and local, TV cable operators and national daily news papers along with their detailed addresses.
- (5) Organize training programmes on reporting on emergency response for media journalists and relevant government departments.

b. **Emergency Response**

- (1) Ensure that the news-items relating to disaster reflect accurate picture and do not create undue panic.
- (2) Take steps for due projection of news directives relating to the situation issued by the Federal Government agencies concerned with response, including NDMA.
- (3) Disseminate information about the short/long term measures initiated by different ministries and departments for relief and rehabilitation of affected people.
- (4) Curtail normal programmes to broadcast essential information on disaster, if requested by the Chairman NMDA.
- (5) Arrange comprehensive media rebuttal in events of any distorted news projections by segment of local/foreign media, in concert with NDMA.

10. **Ministry of Railways**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Prepare duty roster for railway staff in emergency situation and organize training for them.
- (3) Prepare inventory of Railway ware houses includes size and storage capacity and railway stations at district level with basic facilities such as wat/san and share it with NDMA. Revise inventory every six months and share it with NDMA.
- (4) Develop contingency plan to deal with degradation of railway moveable/static assets due to natural/industrial disasters and take preventative measure for it.
- (5) Develop IEC material for travellers in case of disaster and install fire extinguisher in the railway bogies to deal with the fire incident.
- (6) Train railway staff in fire fighting, bomb-disposal and search and rescue skills.
- (7) Stock stores including emergency bridging equipment at selected nodal points to enable early restoration of service in case of failure of bridge due to disaster.

b. **Emergency Response**

- (1) Designate a focal person in National EOC if and when needed.
- (2) Transport relief material from ports and airports to the disaster affected areas.
- (3) Monitor the situation of railway tracks and update NDMA on regular basis particularly in earthquake, floods and cyclone situations.

11. **Ministry of Youth Affairs**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Allocate resources for preparedness and emergency response activities.
- (3) Prepare SOPs for youth volunteers and their role in emergency response.
- (4) Organize awareness programme in schools, colleges and universities on the role of youth volunteers in emergency response.
- (5) Prepare a data base of volunteers to assist in emergency response.
- (6) Develop IEC material on emergency response for the youth volunteers and share it with NDMA and PDMAAs.

b. **Emergency Response**

- (1) Designate a representative to the National EOC, if and when needed.
- (2) Deployment of volunteers with consultation of NEOC, PEOCs for emergency.
- (3) Prepare report and share it with NDMA.
- (4) Document the lessons learnt from the response experience and widely share with stakeholders through NDMA.
- (5) Incorporate same in future planning.

12. **Ministry of Water and Power**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan including worst scenarios of structural failure.
- (2) Inform NDMA, PDMAs on water flows of dams in monsoon season.
- (3) Carry out periodic monitoring and inspection of dams and take measures for repair, if needed.
- (4) Provide telemetric data from rain gauge stations and flood data from Indus River Basin to the Flood Forecasting Division of the Pakistan Meteorological Department.
- (5) Coordinate with relevant ministry/authority in India in relation to releasing water in River Chenab in the monsoon period.
- (6) Monitor the situation on water releases from India and update the Prime Minister/Minister for Water and Power. Exchange water data with Indian Government, as part of the Indus Treaty.

b. **Emergency Response**

- (1) Designate a representative to the National EOC, if and when needed.
- (2) Keep update on river water flow situation to NDMA and provinces.

13. **Ministry of Defence**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Allocate resources for preparedness and emergency response activities.
- (3) Prepare resource inventory including human resources, helicopters, airplanes, vehicles, heavy machinery etc and share it with NDMA.
- (4) Organize drills on disaster preparedness and response.
- (5) Prepare search and rescue guidelines and share it with NDMA.
- (6) Enhance DRM capacities of Cantonment Boards specially fire fighting, casualty, evacuation, and search and rescue.
- (7) Prepare training modules on search and rescue, evacuation, logistics and facilitate trainings for civilian at federal, provincial and district level with the collaboration of NDMA, PDMAs, DDMA as a part of disaster preparedness.
- (8) Prepare plans for utilizing Armed Forces pensioners, especially those liable to recall, for disaster response, featuring reasonable financial compensation.
- (9) Support civilian authorities to maintain the traffic and law & order in disaster affected areas.

b. **Emergency Response**

- (1) Designate a representative in NEOC, PEOCs and DEOCs (as applicable).
- (2) Conduct survey in affected areas and assess requirements of relief and recovery needs.
- (3) Provide helicopters, aircrafts, ships etc for assessment, search and rescue and evacuation in complex emergencies, when required.
- (4) Support NDMA, PDMA, DDMA in emergency response e.g. search and rescue, evacuation, distribution of food, non food items, tent village, medical camps, debris clearance, transportation of injured and dead bodies etc.
- (5) Deploy professional teams e.g. medical doctors (for health services) engineers (to restore the communication and infrastructure network, breach filling) and manpower (to clear roads, lift debris, control traffic on main roads, maintain law and order, help in the camp site management, provision of drinking water supply etc).
- (6) Close coordination with NDMA, PDMA during emergency response.

14. **Ministry of Foreign Affairs**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Develop guidelines and procedures to receive relief goods from foreign countries in case of major disaster and share it with NDMA.
- (3) Develop procedures to facilitate arrival of foreign relief humanitarian workers to support disaster response initiatives and to expedite visa renewals, if required.
- (4) Prepare inventory of embassies/other aid giving organizations' focal points in order to quickly organize request for assistance.
- (5) Coordinate with international technical organizations and relevant UN agencies to receive technical and financial assistance for disaster risk reduction and preparedness.
- (6) Maintain liaison with NDMA in order to ensure collaborative efforts for disaster preparedness.

b. **Emergency Response**

- (1) Designate a representative to the National EOC, if and when required.
- (2) Work as focal point for the deployment of aid workers in the region, in case of major disaster, and coordinate support given by the Government of Pakistan.
- (3) Facilitate issue of visas to foreign humanitarian relief workers so that they can promptly access the affected areas.
- (4) Coordinate with foreign countries to obtain aid in case of major disaster.

- (5) Coordinate with NDMA on issue of foreign humanitarian aid.

15. **Federal Flood Commission**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Make flood protection plans for the country.
- (3) Review flood protection work and prepare plans for restoration and reconstruction work.
- (4) Compile resource inventory e.g. machinery, manpower, vehicles, and update it on six monthly basis. Share it with NDMA and PDMA.
- (5) Draft list of stone suppliers and contractors.
- (6) Update NDMA and Armed Forces on protection bund situation particularly in flood season.
- (7) Ensure de-siltation of irrigation canals and proper maintenance to avert breaches. Upkeep of surface drainage system to cope with flood water.
- (8) Monitor provincial governments' implementation of the flood management projects.

b. **Emergency Response**

- (1) Designate a representative to the National EOC.
- (2) Update NEOC on river water flow in flood situation on daily basis.
- (3) Coordinate with provincial irrigation departments and get update.
- (4) Prepare updates on flood protection bunds, canal system and share it with NDMA, PDMA.

16. **Civil Defence**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Allocate resources for preparedness and emergency response activities.
- (3) Develop training modules and organize training on fire prevention/fighting, rescue, casualty handling, bomb reconnaissance/disposal for government departments and youth in colleges and universities.
- (4) Organize/conduct refresher courses and simulation exercises for volunteers in above mention areas.
- (5) Compile data base of volunteers at district headquarters, tehsil and UC levels and organize trainings on rescue and first aid.
- (6) Draw up a list of trained government officials in different types of trainings as mentioned above and share it with NDMA.

- (7) Organize trainings on fire fighting for government staff and volunteers at district and below district level.
- (8) Create community awareness on public safety.
- (9) Prepare inventory of equipment, Civil Defence offices, human resources and volunteers in each office and share this with NDMA and PDMA in each district.

b. **Emergency Response**

- (1) Designate a representative to the NEOC/PEOCs/DEOCs (as applicable).
- (2) Assist NDMA, PDMA, DDMA in search and rescue and evacuation in different kinds of disasters.
- (3) Divide potential affected sites in various zones. Each zone to be controlled by designated appointment in case of major disaster. Alternatives to be nominated by therein.
- (4) Provide first aid to injured persons and transport them to nearest hospital.
- (5) Assist fire brigade staff in search and rescue and first aid operations related to fire and other incidents.
- (6) Assist health department in treatment of injured victims, load dead bodies in the ambulance and disposal of dead bodies.
- (7) Organize vehicle parking arrangements with help of traffic police at district level.
- (8) Assist DEOCs and police department in setting up of information system for members of public, whose relatives, friends and family members are lost or missing.

17. **Coast Guards**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Develop contingency plan specially for the coastal areas of Pakistan.
- (3) Jointly organize training programmes with DDMA for the coastal communities on first aid, evacuation etc.
- (4) Prepare inventory of equipment and buildings and share it with NDMA, PDMA and DDMA.
- (5) Disseminate warnings to the coastal communities for potential disaster.
- (6) Coordinate with Maritime Security Agency (MSA) and Pakistan Navy about any ocean related natural and man-made hazards.

b. **Emergency Response**

- (1) Designate a representative in NEOC/PEOCs/DEOCs particularly in cyclone season and monsoon period.
- (2) Assist DDMA in relief operation.

- (3) Assist DDMA in assessment of damage and losses of the coastal public property and prepare a report and share it with DDMA, PDMA, NDMA.
- (4) Assist DDMA, PDMA and NDMA to evacuate communities from the coastal areas in case of cyclone or another sea related hazard.
- (5) Coordinate and closely work with NDMA, PDMA, DDMA in case of any coastal area disaster.

18. **Emergency Relief Cell**

a. **Emergency Preparedness**

- (1) Stock tents, medicines, blankets, clothing plastic sheets and tarpaulins. Share this information with NDMA on fortnightly basis.
- (2) Prepare inventory of emergency relief item suppliers and share it with NDMA.
- (3) Prepare a list of relief items suppliers those who can supply relief goods on short notices. Share it with NDMA.
- (4) Develop guidelines and mechanisms of release of relief goods from warehouse.
- (5) Maintain record of receiving and dispatching relief goods from/to foreign and local agencies in the event of disaster.
- (6) Prepare procurement plans of relief stores in concert with NDMA.

b. **Emergency Response**

- (1) Designate a representative to the National EOC.
- (2) Immediately release relief goods in case of disaster.
- (3) Coordinate international relief assistance in case of major catastrophe in consultation with NDMA.
- (4) Closely work and coordinate with NDMA.

19. **Fire Services**

a. **Emergency Preparedness**

- (1) Prepare contingency plan with different scenarios for residential areas in urban and slum areas in big cities.
- (2) Prepare contingency plan for industrial areas with particular focus on chemical industry.
- (3) Purchase firefighting equipment and establish fire stations according to size and population of the each city in Pakistan.
- (4) Develop IEC material in national/local languages on preventive measure from the fire.
- (5) Organize awareness programmes on fire for school teachers, students, workers in formal/informal industrial sector, gas stations, commercial markets etc.
- (6) Identify fire prone locations in the city and prepare contingency plan accordingly.

- (7) Develop fire risk monitoring system in urban localities.
- (8) Conduct fire fighting drills on regular basis.
- (9) Keep all fire brigade vehicles in order and ready to deploy any time any where.

b. **Emergency Response**

- (1) Deploy fire fighting teams.
- (2) Rescue people.
- (3) Coordinate with NDMA/PDMAs/DDMAs.

20. **National Logistics Cell (NLC)**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Prepare contingency plan for transportation of relief goods in case of major disaster.
- (3) Prepare inventory of NLC vehicles and share it with NDMA.
- (4) Identify and prepare a inventory of private transport companies which can be engaged in national major disaster.
- (5) Ensure delivery of adequate quantity of POL supplies at designated areas in event of disruption of the POL market supply chain.

b. **Emergency Response**

- (1) Designate a representative to the National EOC, if and when needed.
- (2) Provide vehicles to transport relief goods.
- (3) Act as coordinator of road transport agencies during disaster.
- (4) Ensure smooth transportation of relief goods in the affected areas.
- (5) Support government in technical appraisal of projects/programmes pertaining to roads, road transport, railways, ports and shipping.
- (6) Liaise with private transport agencies on behalf of NDMA if needed.

22. **Space and Upper Atmosphere Research Commission (SUPARCO)**

a. **Emergency Preparedness**

- (1) Prepare satellite image maps of natural disasters in the country and share it with NDMA.
- (2) Monitor drought conditions of Pakistan. Share imagery maps with NDMA, PMD and Pakistan Agriculture Research Council.
- (3) Develop procedures and mechanism to access the remote sensing images and satellite maps by humanitarian organizations for emergency preparedness and response.
- (4) Provide remote sensing and satellite maps for hazard risk zones for planning and response.

- (5) Coordinate and facilitate with NDMA, PDMAs on regular basis in provision of satellite images for emergency preparedness and planning purposes.

b. **Emergency Response**

- (1) Provide remote sensing and satellite maps.
- (2) Prepare post disaster imagery maps.

23. **Pakistan Meteorological Department**

a. **Emergency Preparedness**

- (1) Develop communication strategy of disseminating early warning information so that the information reaches to the end user.
- (2) Develop people-centered early warning system.
- (3) Prepare a plan for issuing weather forecasts data on regular basis through electronic and print media.
- (4) Prepare list of rain gauge data collection stations and other ways of data collection in the country and share it with NDMA, PDMAs, DDMA.
- (5) Maintain the satellite system.
- (6) Take measures to increase the capacity of the PMD in relation to the Tsunami forecast and earthquake related information.
- (7) Coordinate with GSP, SUPARCO, FFC, FWC and other organizations collecting data which helps to forecast any hazard in the country.

b. **Emergency Response**

- (1) Inform public on the weather forecast and issuing warning in case of potential threat.
- (2) Disseminate flood information to the provinces and districts heads by phone and fax on daily basis during flood season.
- (3) Share weather forecasts and early warning information with NDMA, PDMAs on regular basis in monsoon period.
- (4) Coordinate with Federal Flood Commission, Flood Warning Centre in monsoon period.
- (5) Collect rain data on regular basis, consolidate it and share it with NDMA.

24. **Capital Development Authority**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Allocate resources for preparedness and emergency response activities.
- (3) Prepare inventory of fire fighting vehicles, cranes, dumpers, loaders, shovels, excavators, road cutters etc and share it with NDMA.
- (4) Organize trainings for the staff on disaster risk management.

(5) Coordinate with NDMA.

b. **Emergency Response**

(1) Designate a representative to the National EOC, if and when needed.

(2) Provide fire fighting vehicles, cranes, dumpers, loaders, shovels, excavators, road cutters etc.

(3) Coordinate with NDMA/PDMAs.

25. **Media**

a. **Emergency Preparedness**

(1) Prepare communication strategy on emergency response.

(2) Document and broadcast good practices on emergency response.

(3) Develop awareness strategy for public for emergency response period.

(4) Broadcast public messages on disaster related issues.

(5) Allocate air time for emergency response programmes.

(6) Organize awareness programmes for media journalists in relation to media role in emergency response.

(7) Conduct annual conference on role of media in disaster management.

b. **Emergency Response**

(1) Provide public timely and provide factual information during emergency response.

(2) Influence decision makers to take immediate and appropriate action for emergency response.

(3) Relay public awareness messages on health and other issues which help to reduce the human losses.

(4) Highlight needs and issues of survivors during the disaster time.

(5) Curtail normal programme to broadcast essential information on emergency response.

26. **Civil Aviation Authority**

a. **Emergency Preparedness**

(1) Finalize emergency preparedness plan.

(2) Allocate resources for preparedness and emergency response activities.

(3) Develop procedures for sending and receiving relief material during disaster time and share it with NDMA.

(4) Compile an inventory of airports and share it with NDMA.

(5) Devise security plan for airports in Pakistan.

(6) Ensure that the fire system on all airports installed according to the international standards.

- (7) Check and test fire system on airports regularly and make sure that it is in working order.
- (8) Organize trainings for staff on emergency management, first aid etc.
- (9) Prepare IEC material on disaster related issues on airports e.g. bomb threat, fire, attack on airport for passengers.
- (10) Formulate inventory of resources e.g. equipment, vehicles, firefighting equipment etc.

b. **Emergency Response**

- (1) Designate a representative to the National EOC and PEOCs, if and when needed.
- (2) Keep airport staff alert.
- (3) Designate focal person during disaster time.
- (4) Facilitate humanitarian organizations, embassies and other bilateral organizations for relief material during the disaster period.
- (5) Facilitate humanitarian organizations, UN air charters for landing and take off for relief activities.
- (6) Provide space for storage relief goods during disaster time.

27. **Rescue 1122 Services**

a. **Emergency Preparedness**

- (1) Prepare contingency plan scenarios for the residential and commercial areas.
- (2) Allocate sufficient resources for ambulances, firefighting equipment including running costs and trained human resources for rescue services.
- (3) Fully equip Rescue 1122 services in the existing districts.
- (4) Purchase more firefighting equipment and ambulances according to size and population of the each district in Pakistan.
- (5) Develop IEC material in national/local languages on fire prevention measures.
- (6) Promote Rescue 1122 services through media and other sources so that people get aware about services and can benefit from it.
- (7) Develop fire risk monitoring system in urban localities.
- (8) Conduct fire fighting and rescue drills on regular basis.
- (9) Keep all the ambulances and rescue vehicles and fire brigade vehicles in order to deploy them anytime and anywhere.
- (10) Organize training courses on search and rescue, first aid, traffic accidents, building collapse, explosions etc for Pakistan Red Crescent Society branches, volunteers, teachers, community workers so that they can play positive role in emergency.

b. **Emergency Response**

- (1) Deploy fire fighting teams.
- (2) Cordon the area.
- (3) Immediately send ambulances and search and rescue teams after receiving phone call.
- (4) Rescue people.
- (5) Provide first aid.
- (6) Evacuate seriously injured people to hospital for further assistance.
- (7) Transport dead bodies and transfer to the government authorities/hospitals.
- (8) Coordinate with NDMA/PDMAs/DDMAs.

28. **Edhi Foundation**

a. **Emergency Response**

- (1) Provide ambulance service for the transportation of injured and dead bodies to the hospital.
- (2) Provide first aid to the injured people.
- (3) Provide relief items e.g. food, clothes, kitchen sets etc.
- (4) Provide rescue and medical services.

29. **Pakistan Humanitarian Forum (PHF)**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Organize seminars and workshops on disaster related issues to influence the government and donors to allocate more resources to relief and recovery.
- (3) Promote Sphere Project Minimum Standards in Disasters Response.
- (4) Document good practices and share it with PHF members NDMA, PDMAs and DDMAs.
- (5) Organize disaster preparedness training programmes for community based organizations, NGOs and elected councillors at UC level.
- (6) Develop IEC material on disaster related issues for preventive measures in local languages.
- (7) Explore ways and develop strategies to work with NDMA, PDMAs and DDMAs in disaster and non disaster times.
- (8) Organize evaluations of the emergency response and rehabilitation programmes.

b. **Emergency Response**

- (1) Designate a representative in the NEOC, if and when needed.

- (2) Organize/conduct joint assessment and share report with PHF members, NDMA, PDMAs and DDMA.
- (3) Assist DDMA in emergency response. Provide relief support food and non food items to the affected population.
- (4) Ensure that PHF members follow the Sphere Project Minimum Standards in disaster response.
- (5) Design a coordinated joint response in the light of the assessment report findings.
- (6) Closely work with NDMA, PDMAs and DDMA during the disaster time.

30. **Pakistan Red Crescent Society**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Ensure that all PRCS branches have developed preparedness plan at district level with close coordination of local government.
- (3) Provide financial and technical support to the branches for preparedness activities.
- (4) Compile inventory of resources for emergency response.
- (5) Develop capacity of PRCS district level branches in disaster preparedness and response.
- (6) Conduct trainings to promote Humanitarian Charter and Sphere Minimum Standards in Disaster Response in PRCS branches.
- (7) Conduct training for volunteers in first aid, evacuation, and emergency response.
- (8) Hold community based disaster preparedness and emergency response training workshops.
- (9) Formulate development plans in concert with NDMA.
- (10) Develop a roster of blood donors volunteers at branch and HQ level and share it with DDMA, PDMAs and NDMA.

b. **Emergency Response**

- (1) Designate a representative to the NEOC, PEOCs and DEOCs (as applicable).
- (2) Assist DDMA in evacuation process in the affected area.
- (3) Provide ambulance for rescue and transporting injured people.
- (4) Provide medical services to the affected population.
- (5) Coordination with NDMA, PDMAs, DDMA, NGOs, INGOs, relief agencies for emergency response.

- (6) Coordinate operations of national and international components of Red Cross/Red Crescent Movements, operating in disaster affected areas.
- (7) Coordinate with DM authorities and UN agencies for post disaster relief work.

31. **United Nations Agencies**

a. **Emergency Preparedness**

- (1) Allocate resources for disaster preparedness activities.
- (2) Coordinate with all UN agencies under One UN, in case of disaster.
- (3) Advocate for common humanitarian principles to the parties outside the IASC.
- (4) Facilitate and resolve disputes/disagreements about/between humanitarian agencies on system wide humanitarian issues.
- (5) Provide financial and technical support to the NDMA, PDMAs and DDMA's for formulation of disaster preparedness, relief and recovery.
- (6) Build capacity of NDMA, PDMAs and DDMA's on disaster preparedness, response and recovery.
- (7) Prepare inventory of UNO technical experts in different fields which can be deployed in NDMA, PDMAs, DDMA's, in case of disaster.
- (8) Carry out all DM related initiatives in concert with NDMA.
- (9) Undertake vulnerability and food security studies in disaster prone areas and share it with NDMA, PDMAs, DDMA's and design programme in the light of research studies.

b. **Emergency Response**

- (1) Designate a representative to the National EOC.
- (2) Provide relief goods through government and partner organizations.
- (3) Form thematic clusters according to the expertise and capacity of the humanitarian agency and organize cluster weekly meeting and update NDMA, PDMAs and DDMA's accordingly.
- (4) Conduct assessment in specific areas e.g. water/sanitation health, child protection, women issues in camps management, shelter, security, water and sanitation food security and response accordingly.
- (5) Organize and facilitate weekly coordination meetings for effective response.
- (6) Coordinate with NDMA and PDMAs and update them about the progress.
- (7) Conduct assessment for early recovery programme and share it with NDMA.

STANDARD OPERATING PROCEDURES (SOPs) - PROVINCIAL LEVEL1. **Provincial Disaster Management Authorities (PDMA)**a. **Emergency Preparedness**

- (1) Prepare emergency preparedness and hazard specific contingency plan.
- (2) Lay down communication mechanisms for early warning system with DDMA and concerned departments.
- (3) Assist and provide information to the NDMA to develop hazard specific maps.
- (4) Set up provincial emergency operations centre and maintain state of readiness with all equipment in working order. Orient and train personnel of EOC and its operations.
- (5) Develop a provincial search and rescue, emergency response and early recovery operation teams.
- (6) Establish provincial/equivalent level I/NGOs, UN coordination committee for sharing of resources and coordination for preparedness and emergency response.
- (7) Identify high risk areas, population and prepare vulnerability profiles and contingency plans accordingly.
- (8) Ensure that each district has prepared multi hazard and disaster/agency specific contingency plan to deal with the potential disaster.
- (9) Provide technical, financial and human resources support to districts for disaster preparedness and emergency response activities.
- (10) Carry out survey of public buildings for using as shelter and relief centres during disaster times; make sure that these buildings have basic facilities e.g. water/sanitation etc.
- (11) Set up provincial level EOC and maintain state of readiness with all equipment in working order. Orient and train personnel of EOC and its operations.
- (12) Organize trainings for DDMA teams, volunteers, civil defence to cover first aid, dissemination of warnings, search and rescue, relief and recovery.
- (13) Conduct trainings on disaster preparedness and emergency response for the district, taluka/tehsil level government officials, elected councillors, etc.
- (14) Develop a communication strategy which clearly indicates the interaction mechanism with key provincial departments, district level administration, NDMA, concerned departments at federal level, I/NGOs, Civil Society organizations, media and communities.

- (15) Prepare security guidelines for humanitarian organizations working in affected areas (in case of insecure areas where conflict and kidnappings are common).

a. **Emergency Response**

- (1) Activate PEOC.
- (2) Disseminate early warning information to all stakeholders.
- (3) Conduct rapid assessment and launch quick response.
- (4) Prepare detail plan for the resource requirement for relief operation and send to the PDMC for approval.
- (5) Provide food, drinking water, medical supplies, non food items to the affected population.
- (6) Keep NEOC abreast of latest situation.
- (7) Warn all concerned departments to prepare for emergency response.
- (8) Coordinate with NDMA, Armed Forces and keep them informed about the situation and resource mobilization.
- (9) Keep print and electronic media updated on regular basis.
- (10) Liaise with I/NGOs, UN bodies and philanthropists organizations for resource mobilizations for emergency response.
- (11) Organize regular media and public information briefings.
- (12) Forward Situation Report (SITREP) on daily and weekly basis to Chief Minister, Governor, PDMC/Equivalent Members, NDMA, Armed Forces etc.
- (13) Organize initial and subsequent assessment of disaster affected areas and determine the extent of loss damage and volume and relief required.
- (14) Organize detailed assessment for the early recovery programme and prepare proposal and circulate it to the PMDC, NDMA, UN and I/NGOs.

2. **Health Department**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan on health sector and share it with district health department, NDMA and PDMA.
- (2) Develop plans to implement protocols and guidelines to address public health issues as part of preparedness, relief and recovery plans.
- (3) Formulate health assessment checklist, health monitoring and evaluation formats for emergency response programme and share it with district level health department.
- (4) Make a roster of medical and paramedics to be deployed in case of major disaster in province.

- (5) Compile an inventory of hospitals and surgical equipment, human resources, vehicles, ambulances, medicine stocks, Rural Health Centres, Basic Health Units and Rural Health Dispensaries. Share it with DDMA, PDMA, NDMA.
- (6) Draw up a list of medicines, surgical equipment and hospital material suppliers. Update this list on six monthly basis and share it with PDMA, NDMA.
- (7) Act as focal point in the province for managing all aspects of health care, preparedness, relief and recovery in close coordination with PDMA.
- (8) Evolve epidemic early warning indicators.
- (9) Craft strategies for community participation in health activities. Design short training courses on health and emergencies and conduct training for health staff volunteers etc.
- (10) Produce IEC material on public health issues in emergencies.

b. **Emergency Response**

- (1) Designate a representative to the Provincial EOC.
- (2) Mobilize and deploy medical teams and paramedic staff for rapid assessment and quick response in the affected areas.
- (3) Exercise vigilance about outbreak or possibility of any epidemic/outbreaks. Take effective measures against it.
- (4) Support district health teams in carrying out smooth health services in emergency response. Develop plan for health sector in recovery phase, if needed.
- (5) Coordinate and facilitate other humanitarian actors working in health sector.
- (6) Prepare a detailed report and disseminate it widely.
- (7) Document lessons learnt from the response experience and incorporate same in future planning.

3. **Public Health Engineering Department (PHED)**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Develop hazard specific contingency plan.
- (3) Allocate resources for preparedness and emergency response.
- (4) Coordinate with PDMA to get list of public buildings which can be used for temporary shelter in emergency and make sure that water and sanitation facilities are available therein.
- (5) Improve sewerage system and sanitary conditions to control flood risks.
- (6) Follow and promote Sphere Project Minimum Standards on water and sanitation activities.

- (7) Produce IEC material on health and hygiene in relation to water and sanitation and organize awareness programme for communities through local NGOs and media.

b. **Emergency Response**

- (1) Designate a representative to the provincial EOC.
- (2) Conduct rapid assessment of water and sanitation for emergency response.
- (3) Provide safe drinking water according to the Sphere Project Minimum Standards to the affected population in emergency situation.
- (4) Provide support to district level PHED for effective emergency response.
- (5) Facilitate local and INGOs working on water and sanitation activities in emergency.
- (6) Exercise vigilance about any out break/possibility of epidemic outbreak due to water and sanitary conditions. Take effective measures against it.
- (7) Ensure that water and sanitation system is operational in public buildings during emergency situation.

4. **Education Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan for education sector in the province and share it with district education department, DDMA, PDMA, NDMA.
- (2) Compile a roster of the volunteer teachers and students who can be deployed as workforce in emergency response.
- (3) Develop education assessment checklist for emergency assessment.
- (4) Prepare a list of government schools and colleges that may be used for relief camps. Draw up list of suppliers for stationery, school text books, school bags, uniforms and share it with DDMA, PDMA and NDMA.
- (5) Organize orientation programme to raise awareness of education authorities' professors and teachers about emergency response and role of education department.
- (6) Ensure water and sanitation facilities in the school buildings in disaster prone districts.
- (7) Construct new school buildings on high raised platforms to protect from floods and cyclones.
- (8) Coordinate with PDMA, DDMA for emergency response.

b. **Emergency Response**

- (1) Designate a representative to the provincial EOC.
- (2) Make arrangements to deploy teachers and student for voluntary assistance in assessment and distribution of relief goods in the affected areas.

- (3) Support PDMA, DDMA, districts level education departments to run emergency mobile schools and provide teaching material to continue education during the emergency.
- (4) Prepare a report on response experiences and share it with provincial education department, PDMA and NEOC.
- (5) Document lessons learnt from response experiences and widely disseminate it to the relevant stakeholders. Incorporate same in future planning.

5. **Agriculture Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare hazard specific contingency plan.
- (3) Allocate resources for preparedness and emergency response activities.
- (4) Develop early warning indicators for drought with the help of district agriculture department and local communities and share with DDMA, PDMA and NDMA.
- (5) Compile an inventory of equipment, human resources, vehicles, and a list of agriculture input suppliers. Update it on six monthly basis and share it with PDMA and NDMA.
- (6) Produce IEC material on different hazards and its impact on agriculture for extension, community workers and farmers and disseminate it through district agriculture department.
- (7) Encourage district agriculture department to prepare the agriculture contingency plan for the potential disaster in the area.

b. **Emergency Response**

- (1) Designate a representative to the provincial EOC.
- (2) Conduct initial rapid assessment to assess the damage to standing crops.
- (3) Provide agriculture machinery to the farmers to protect their crops during flood and cyclone.
- (4) Provide technical advice to the farmer community to protect standing crop from any insect attack during floods, cyclones, drought etc.
- (5) Release public messages through agriculture extension workers, median and TV cable network, to protect the standing crops.
- (6) Exercise vigilance about pest attack on the crop and take effective measures against it.
- (7) Coordinate with irrigation department and DDMA.
- (8) Develop plans for agriculture sector for early recovery phase if needed.
- (9) Prepare a detailed report and disseminate it widely.

- (10) Document lesson learnt from the response experiences and incorporate same in future planning.

6. **Livestock Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Finalize hazard specific contingency plan and allocate resources for preparedness and emergency response activities.
- (3) Draw up assessment checklist for emergency assessment programme. Orient and train livestock department staff on the role of livestock in emergency response.
- (4) Develop guidelines for cattle camps. Identify possible geographical areas for cattle camps in disaster prone districts.
- (5) Maintain reserve quota for essential vaccine and inform district livestock departments, DDMA, PDMA, NDMA and prepare annual vaccination plan for the prevention of animals from any outbreak in disaster prone districts.
- (6) Compile an inventory of equipment, human resources, vehicles, and a list of veterinary medicines and animal feed suppliers. Update inventory on six monthly basis and share it with the PDMA.
- (7) Develop community participation strategy. Design and conduct short training courses. Produce IEC material for veterinary assistants, community workers livestock owners on livestock management, first aid, cattle camps, vaccination in emergency response.
- (8) Provide guidance and support to district livestock department to prepare contingency plan for the potential disaster in the area.

b. **Emergency Response**

- (1) Designate a representative to the provincial EOC.
- (2) Conduct/assist PDMA in rapid assessment on livestock and provide financial and technical resources to the district livestock departments to run the animal camps.
- (3) Arrange vaccines for animals in flood, cyclone and drought situation. Support districts livestock departments, DDMA for the provision of fodder, de-worming medicines and vaccine for the animals in prolonged drought situation.
- (4) Make arrangements for delivery of animal feed on subsidized rates in emergency response particularly in drought.
- (5) Exercise vigilance about disease attack in animals. Take effective measures against. Coordinate and facilitate humanitarian organizations working in the livestock sector.

- (6) Develop plan for the livestock sector for early recovery phase if needed.
- (7) Prepare a detailed report and disseminate it widely. Document lessons learnt from response experiences and incorporate same in future planning.

7. **Irrigation Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare a flood contingency plan and review it every year. Allocate resources for preparedness and emergency response activities.
- (3) Devise a communication strategy for flood season on water flow in the river, canals and its sub distributaries.
- (4) Draw up a list of embankments. Identify weak points and get them repaired before the flood season.
- (5) Promote community participation in embankment management before, during and after disaster.
- (6) Plant trees on both sides of the canal and its distributaries.
- (7) Provide technical support to the district irrigation department to prepare contingency plan for the flood season.
- (8) Compile an inventory of equipment e.g. machinery, human resources, vehicles, and a list of suppliers of stones. Update this list on six monthly basis and share it with the PDMA and NDMA.
- (9) Organize de-siltation of irrigation canals and its distributaries every year. Maintain canal and its distributaries properly to avert breaches. Also arrange upkeep of surface drainage system to cope with flood water.

b. **Emergency Response**

- (1) Designate a representative to the PEOC.
- (2) Monitor embankment situation during floods and set up camp of irrigation officials on sensitive points of the embankment.
- (3) Monitor water flows in canal and its distributaries during the flood season and update EOC on river and canal water flow in monsoon period on daily basis.
- (4) Update communities on river and canal water flows through PDMA, DDMA's (as applicable), print and electronic media.
- (5) Issue early warning of potential floods or canal breach through media, TV cable operators, police wireless network etc.
- (6) Monitor alert and be ready to face any situation e.g. breach of canal/sub distributaries etc.
- (7) Coordinate with Armed Forces and indigenous breach filling experts for canal breach filling.

8. **Works and Services Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare hazard specific contingency plan.
- (3) Allocate resources for preparedness and emergency response activities.
- (4) Orient and train department staff for their role in emergency response.
- (5) Draw up checklist for infrastructure damage and loss assessment.
- (6) Develop guidelines for safer building construction and prescribe standards under national building codes.
- (7) Conduct training courses for builders, contractors and communities for safer construction.
- (8) Device monitoring system for the construction of public and private buildings.
- (9) Compile an inventory with specifications and location of heavy construction equipment in the province. Review it on six monthly basis and share with DDMA, PDMA and NDMA.

b. **Emergency Response**

- (1) Designate a representative to the provincial EOC.
- (2) Conduct infrastructure loss and damage assessment and share it with DDMA, PDMA and NDMA.
- (3) Provision of heavy machinery to the district department and district administration for clearing roads, debris etc.
- (4) Take steps to ensure speedy repair and restoration of transport links.
- (5) Coordinate with Armed Forces to get their help in restoration of roads and infrastructure e.g. bridges, clearing land slides and clearing road blocks etc.
- (6) Support PDMA and district administration by providing temporary structures in relief camps.
- (7) Organize repairs to the damaged public buildings and infrastructure for early recovery and rehabilitation.
- (8) Prepare a detailed report and disseminate it widely. Document lessons learnt from response experiences and incorporate same in future planning.

9. **Local Government Rural Development and Katchie Abadies**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare hazard specific contingency.
- (3) Allocate resources for preparedness and emergency response activities.
- (4) Orient and train department staff on their role in emergency response.
- (5) Draw up assessment checklist for water/sanitation in emergency situation.

- (6) Develop guidelines for community based water supply schemes and its purification processes.
- (7) Evolve community participation strategy for water/sanitation activities.
- (8) Conduct training courses for community workers, CBOs and NGOs on water purification.
- (9) Device monitoring system for water/sanitation in emergency response.
- (10) Design training courses for the department and community workers on water purification, health and hygiene.

b. **Emergency Response**

- (1) Designate a representative to the provincial EOC.
- (2) Conduct assessment of the water/sanitation and rural infrastructure schemes.
- (3) Deploy teams to restore water supply schemes and establish sanitation system for affected communities.
- (4) Conduct health and hygiene programme for affected communities.
- (5) Promote indigenous water purification methods.
- (6) Support districts LG&RD Department to conduct awareness activities on water purification in the affected areas.
- (7) Assess the water situation particularly hand pumps and sanitation in disaster prone areas.
- (8) Coordinate and facilitate I/NGOs, UNICEF and other agencies working on water/sanitation activities.
- (9) Prepare a detailed report and disseminate it widely. Document lessons learnt from response experiences and incorporate same in future planning.

10. **Culture, Social Welfare and Tourism Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan and share it with NDMA and PDMA.
- (2) Allocate resources for preparedness and emergency response activities.
- (3) Prepare list of CBOs/NGOs, INGOs in the disaster districts and clearly mention the area of operations.
- (4) Develop plan for Special Education and Rehabilitation of persons with disabilities.
- (5) Formulate action plan on separated and orphan children and reunification process in emergencies, keeping in view guidelines prepared by Federal Ministry of SW&SE.
- (6) Draw up action plan on the basis of guidelines on child protection, special care, special education and rehabilitation of disabled persons in emergencies.

- (7) Disseminate IEC material on child protection, care of separated children, reunification process and care of disabled persons in emergencies.
- (8) Organize training on trauma and stress management.
- (9) Build capacity of district departments on core issues (child protection, separated children, orphans and reunification process).

b. **Emergency Response**

- (1) Designate a representative to the provincial EOC.
- (2) Conduct assessment of Internally Displaced People (IDP) camp situation and share it with humanitarian organization working in this area.
- (3) Register all affected people live in the camp, arrange distribution of relief material and provide medical facilities in the camp.
- (4) Make arrangement for protection of Internally Displaced People (IDPs), especially women and children.
- (5) Provide technical support to district social welfare departments in managing of social welfare issues including orphanage centres, safe play areas for children.
- (6) Coordinate and facilitate humanitarian organizations working on child protection, orphanages, separated children and disability. Manage social welfare centre and orphanages.
- (7) Coordinate with PDMA and DDMA to ensure that needs of most vulnerable social groups are addressed in emergency response.

11. **Home Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Allocate resources for preparedness and response activities.
- (3) Prepare hazard specific evacuation plan.
- (4) Develop security management plan for the international humanitarian organizations, donors, UN and Embassy missions to visit affected areas.
- (5) Organize training for the police force on evacuation, first aid, search and rescue with collaboration of civil defence assistance.
- (6) Conduct drill for the police department for search and rescue, evacuation and emergency response in collaboration with Armed Forces.

b. **Emergency Response**

- (1) Designate a representative to the provincial EOC.
- (2) Support district administration in evacuation of affected people and transport to camp sites.
- (3) Assist Armed Forces and USAR teams in search and rescue operation.

- (4) Maintain law and order situation in relief centres, distribution point and shelter sites.
- (5) Ensure security measures for relief material warehouses set up by the government.
- (6) Provide security to the foreign dignitaries, donors, UN agencies, and humanitarian organizations, engaged in emergency response as well as visitors to the areas.
- (7) Keep close watch for any criminal and anti state activity in the area activities.
- (8) Manage traffic during the disaster situation and develop alternative traffic management plan to avoid inconvenience.
- (9) Arrange security for government property and installations damaged in disaster.
- (10) Maintain public order and internal security. Protect life and property.
- (11) Assist local administration to stop theft and misuse of relief material.
- (12) Facilitate access for emergency/rescue operation vehicles to the disaster sites.

12. **Forest, Wild life and Fisheries Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare contingency plan for forest fires.
- (3) Allocate resources for preparedness and emergency response.
- (4) Make afforestation plan for the drought prone areas.
- (5) In coordination with irrigation department, promote forest plantation on the protective embankments, irrigation canal and distributaries. Mountainous areas and mangrove forestry sites to be similarly developed.
- (6) Control grazing of animals in such areas which has endangered tree species.
- (7) Support and encourage community organizations and NGOs for the establishment of nurseries and tree plantation.
- (8) Develop IEC material highlighting the importance of trees in the disaster management.

b. **Emergency Response**

- (1) Conduct assessment on flood/cyclone impact on fisheries and wild life.
- (2) Gauge impact of flood/cyclone on mangrove plantation.
- (3) Coordinate with fire fighters in case of forest fire.
- (4) Nurseries to support NGOs and community to promote tree plantation in the area.

13. **Information Technology Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.

- (2) Prepare contingency plan.
- (3) Allocate resources for preparedness and emergency response activities.
- (4) Make plan to provide IT support to PDMA and DDMA's in disaster situation and share it with PDMA and DDMA's.
- (5) Coordinate with PDMA and the Provincial Emergency Operations Centre (PEOC) to ensure the provision of IT support during emergency response.
- (6) Ensure safety of telecommunication infrastructure in hazard-prone areas.
- (7) Train a team of technical people within department to provide support in disaster situation.
- (8) Maintain a pool of telecom equipment preferably satellite/wireless based, through the National Telecommunication Corporation (NTC), for provision and establishment of emergency telecom network in affected area.
- (9) Work with PDMA to develop a robust communication infrastructure for efficient use during emergency response.

b. **Emergency Response**

- (1) Deploy technical staff to support PDMA and DEOCs in disaster situation.
- (2) Monitor the situation and make sure that communication and IT System function smoothly to carry out the relief and rehabilitation work.

14. **Industries Commerce, Transport and Labour Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare a contingency plan for industries and transport units and allocate resources for emergency preparedness and response activities.
- (3) Develop guidelines for industrial sector to ensure safety of industry and its production processes in hazard-prone areas.
- (4) Formulate benchmarks for incentive and disincentives for industrial sector to promote application of safe practices and follow the rules to protect from any potential disaster.
- (5) Implement awareness raising programmes for industrial sector including Chambers of Commerce and Industry (CCI) on integrating disaster risk assessment and vulnerability reduction in project planning and implementation stages.
- (6) Compile location-wise list of industry. Draw up inventory of industries based upon the type of chemicals and raw materials used highlighting the dangers posed by various types of industries. Ensure that each industry has preparedness and contingency plan.

- (7) Organize training on disaster preparedness and emergency response for factory workers and owners .
- (8) Monitor and promote implementation of safety codes in industry including adherence to minimum standards of safety measure for workers.
- (9) Lay down safety codes for all industries to reduce risks of industrial and chemical hazards and prepare SOPs for emergency response to industrial disasters.
- (10) **Transport**
 - (a) Make an inventory list of all vehicles including their location and conditions.
 - (b) Device mechanism for speedy deployment of transport resources in affected areas.
 - (c) Work out a plan for fuel replenishment and allocate funds accordingly.

b. **Emergency Response**

- (1) Designate a representative to the provincial EOC.
- (2) Immediately deploy fire fighters in case of fire in an industrial unit.
- (3) Evacuate people immediately and provide first aid.
- (4) Arrange transportation of personnel and material to affected areas as well as evacuation of affectees.
- (5) Take steps for rehabilitation of industries adversely affected by disasters.

15. **Information and Archives Department**

a. **Emergency Preparedness**

- (1) Ensure that public/private news-media give correct information.
- (2) Take proper and adequate steps for the protection of own installations and property.
- (3) Prepare inventory of public and private radio/TV stations, local TV cable operators and provincial local daily news papers along with their detailed addresses.
- (4) Organize training programmes for media, and journalists and relevant government departments on reporting on emergency response.

b. **Emergency Response**

- (1) Designate a representative to the PEOC.
- (2) Ensure that the news-items relating to disaster present accurate picture of the actual position and do not create undue panic.
- (3) Disseminate information about the short/long term measures initiated by different ministries and departments for relief and rehabilitation of affected people.

- (4) Curtail normal programmes to broadcast essential information on disaster if requested by the Chairman NDMA/DG PDMA.
- (5) Take steps for projection of news and directives relating to the situation issued by relevant Federal Government agencies including NDMA.
- (6) Organize visits by local/foreign journalists to affected areas to prevent misrepresentation/misreporting.

16. **Mines and Minerals Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare contingency plan.
- (3) Allocate resources for preparedness and emergency response.
- (4) Develop guidelines on safety for mine workers.
- (5) Ensure that all workers follow the safety guidelines e.g. wearing mask and necessary equipment used for safety during work.
- (6) Formulate early warning indicators for mines and provide training to workers to make them aware of preventive measures.
- (7) Arrange workers' participation in the development of training modules and safety guidelines.
- (8) Train search and rescue teams.
- (9) Evolve guidelines for compensation packages in mine related disasters.
- (10) Check that all workers are insured through reputable insurance company.

b. **Emergency Response**

- (1) Assess the situation.
- (2) Deploy search and rescue team.
- (3) Initiate search and rescue operation.
- (4) Provide first aid to the rescued workers and shift them to hospital.
- (5) Coordinate with PDMA and DDMA for further assistance.

STANDARD OPERATING PROCEDURES (SOPs) - DISTRICT LEVEL1. **District Disaster Management Authority (DDMA)**a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare hazard specific contingency plan.
- (3) Develop search and rescue, evacuation and emergency response teams at district level.
- (4) Identify high risk geographical areas, communities and prepare vulnerability resource profile.
- (5) Conduct survey of public buildings for using as shelter and relief centres during disaster times. Ensure that these buildings have basic facilities e.g. water/sanitation etc.
- (6) Maintain updated inventory of personnel, volunteers, material and equipment at UC, tehsil/taluka and district levels.
- (7) Organize and facilitate community level trainings and awareness programme on disaster preparedness and emergency response.
- (8) Develop communication system for disseminating early warning information to the end user.
- (9) Stock pile rescue and relief material or ensure preparedness to make such material available at short notice.
- (10) Encourage participation of non governmental organizations and voluntary social welfare organizations and communities in different aspects of preparedness and emergency response.
- (11) Promote indigenous system and practices on disaster preparedness and emergency response.
- (12) Conduct drills and trainings on disaster preparedness and emergency response for the government officials, elected councillors, communities, volunteers, CBOs/NGOs etc.

b. **Emergency Response**

- (1) Activate DEOC.
- (2) Warn all district level departments to get ready for emergency response.
- (3) Inform PEOC and NEOC about the situation.
- (4) Organize evacuation on priority basis.

- (5) Conduct initial and subsequent assessment of disaster affected areas and determine the extent of loss and damage.
- (6) Prepare detailed plan for the resources requirement for relief operation and share it with the PMDA and NDMA.
- (7) Provide food, drinking water, medical supplies, non food items to the affected population.
- (8) Deploy medical, search and rescue and emergency response team immediately.
- (9) Set up relief camps and provide relief in the camps.
- (10) Coordinate with PDMA and NDMA to deploy resources for emergency response.
- (11) Liaise with I/NGOs, UN bodies and philanthropist organizations for resource mobilizations for response.
- (12) Develop complaint mechanism system and set up complaint mechanism cell in the DEOC and sub district level.
- (13) Hold regular media and public information briefings.
- (14) Arrange detailed assessment for the early recovery programme and prepare proposal and submit to PDMA and NDMA.
- (15) Forward Situation Report (SITREP) on daily and weekly basis to the PDMA, NDMA and Armed Forces etc.

2. **Tehsil Municipal Administration (TMA)**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare hazard specific contingency plan and allocate resources for emergency preparedness and response.
- (3) Draw up a roster of skilled and unskilled volunteers with detailed addresses and organize training for them to be ready to work in emergency within the district.
- (4) Compile inventory of equipment, machinery, ware houses, public and private, vehicles, hospitals, rural health centres, basic health units, private clinics/hospitals, mother & child health centres, blood banks, Edhi ambulance centres and NGOs ambulances, at taluka/tehsil level. Update inventory every six months and share it with DDMA.
- (5) Identify and prepare list of public buildings with basic facilities water/sanitation, electricity) which could be used for the emergency shelter.
- (6) Orientation and training of staff in tehsil / taluka and below level on emergency preparedness and response.

- (7) Keep sirens and vehicles including water tankers in working conditions. Check fire fighting machinery and equipment for readiness by regular inspections.
- (8) Standby arrangements to meet any unexpected situations during and after a major incident.

b. **Emergency Response**

- (1) Keep sirens operational for early warning. Issue warning through mosques, community centre, TV cable network, local newspapers and other available means of communication.
- (2) Arrange evacuation of affected population through proper transportation and house affectees in relief camps. Maintain and supervise the management of relief camps. Make separate arrangements for women in the camps according to cultural norms.
- (3) Deliver food and non food items to the affected population (in camps, host locations and in the affected villages where population is still living).
- (4) Provide all basic facilities in the camps e.g. electricity, health services, water and sanitation etc.
- (5) Ensure security to the affected population in the villages and relief camps. Assist health department in transportation of injured and disposal of dead bodies.
- (6) Brief media about the situation.

3. **Health Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare hazard specific contingency plan at district level and allocate resources for preparedness and emergency response activities.
- (3) Develop a team of doctors for mobile health services (clinics) in advance and inform all doctors about their duties of the potential disaster in the district. Stockpile medicines and vaccinations e.g. snake venom serum, cholera vaccination etc. Check serviceability of all ambulances thorough regular inspections.
- (4) Compile inventory of health department assets at district level which may include laboratories, x ray machines, surgery facilities, oxygen cylinders, ambulances etc. The capacity of private health services such as private clinics, NGOs health service centres, Edhi Trust, PRCS, chemist shops etc. in the district to be also documented.

- (5) Organize training on first aid for health and community workers, boys scouts, girls guide and local CBOs and NGOs in the district. Produce IEC material in local languages on health and hygiene.
- (6) Coordinate with community female health workers (Prime Minister's programme) and assign health related task in emergency response.
- (7) Draw up list of CBOs/NGOs and other social welfare organizations working in health sector in the district and ensure their participation in preparing contingency planning and emergency response.

b. **Emergency Response**

- (1) Designate a representative to the DEOC.
- (2) Conduct a rapid health assessment and assessment of damage to health infrastructure facilities. Mobilize all available health resources for emergency response.
- (3) Provide first aid to the injured people and arrange evacuation to the hospital for further assistance. Setup medical camps. Deploy medical teams in mobile and static clinics and monitor it.
- (4) Facilitate CBOs/NGOs, INGOs and philanthropist organizations involved in health services. Exercise vigilance for epidemic outbreak and remain prepared to deal with any disease.
- (5) Coordinate with PHED for safe drinking water and sanitation facilities in relief camps. Draw up plan for early recovery of health infrastructure and submit to the provincial health department for funding.
- (6) Document lessons learnt from response experiences. Disseminate to all stakeholders including provincial, health department and DDMA. Incorporate same in future planning.

4. **Public Health Engineering Department (PHED)**

a. **Emergency Preparedness**

- (1) Prepare emergency preparedness plan.
- (2) Finalize hazard specific contingency plan and allocate resources for preparedness and emergency response activities.
- (3) Stockpile generators, tents, fabricated pump houses, pumping machinery, pipes and fitting material, storage tanks and water filtration material.
- (4) Draw up list of all water supply and drainage schemes and ensure that all water supply and drainage projects are operational.
- (5) Coordinate with DDMA to get list of public buildings in the district and at sub district levels which can be used for emergency shelter. Ensure that these public buildings are equipped with water/sanitation facilities.

- (6) Enforce adherence to Sphere Project Minimum Standards on water and sanitation. Develop plans to protect water from contamination by continuous water treatment and health education awareness in the disaster affected areas.
- (7) Produce IEC material on health and hygiene in relation to water and sanitation.
- (8) Organize awareness programmes for communities, relief workers and local CBOs/NGOs.

b. **Emergency Response**

- (1) Designate a representative to the DEOC.
- (2) Arrange assessment of water and sanitation schemes damaged by the disaster and prepare plan for fast track rehabilitation.
- (3) Set up community water supply system in relief camps with water treatment system.
- (4) Provide safe drinking water according to the Sphere Project Minimum Standards to the affected population.
- (5) Deploy teams to set up temporary new water supply system for affected population.
- (6) Conduct water quality testing on regular basis to ensure the minimum standards of the quality of water.
- (7) Ensure that sanitation system is functioning in relief camps and make proper arrangements for drainage in the camps/temporary emergency shelters.
- (8) Facilitate local and INGOs working on the water and sanitation in emergency.
- (9) Exercise vigilance about any disease outbreak disease because of water and sanitary conditions and remain prepared to deal with any epidemic.
- (10) Prepare a detailed report and disseminate it widely. Document lesson learnt from the response experiences and incorporate same in future planning.

5. **Education Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare hazard specific contingency plan and allocate resources for preparedness and emergency response activities.
- (3) Compile inventory of schools with number of rooms and water and sanitation facilities and share it with DDMA.
- (4) Organize and conduct trainings for teachers and students on emergency response in collaboration with DDMA, Social Welfare Department and Pakistan Red Crescent Society.
- (5) Coordinate with PHE Department for the provision of water and sanitation facilities in school buildings in disaster prone districts.

- (6) Coordinate with DDMA for contingency planning.
- (7) Draw up list of local supplier of stationery, school text books and material at district level and share it with DDMA.

b. **Emergency Response**

- (1) Designate a representative to the DEOC.
- (2) Conduct assessment of the school conditions. Prepare plans for fast track rehabilitation.
- (3) Deploy volunteer teachers and students to assist DDMA in emergency response.
- (4) Organize volunteer teachers and students to assist in distribution of relief goods in the local areas.
- (5) Continue education of children using mobile/tent schools.

6. **Agriculture Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare hazard specific contingency plan and allocate resources for emergency preparedness and response activities.
- (3) Hold meetings with farmer community in the field with a view to highlight benefits of crops insurance in relation to disasters.
- (4) Device early warning indicators on drought with local farmers, based on indigenous knowledge and practices.
- (5) Develop early warning information dissemination mechanism on drought situation well in advance for farmer community.
- (6) Organize training for different sections of agriculture department's staff on emergency preparedness and response.
- (7) Compile an inventory of equipment, human resources, vehicles, and a list of agriculture inputs suppliers. Update it on six monthly basis and share this with the DDMA.
- (8) Conduct training on pest and locust attack.
- (9) Promote new variety of flood and drought resistant seeds and fodder crops.
- (10) Disseminate IEC material on disaster risk management for extension, community workers and farmers community.

b. **Emergency Response**

- (1) Designate a representative to the DEOC.
- (2) Conduct initial rapid assessment to assess damage to the agriculture crops.
- (3) Render agriculture machinery to farmers for protection of crops.

- (4) Render technical advice to farmers' community for the protection of crops in flood, drought and cyclone situation.
- (5) Release messages through agriculture extension workers, print and electronic media, TV cable network for the protection of standing crops. Exercise vigilance about pest/disease attack and remain prepared to deal with the disease/problems.
- (6) Coordinate with irrigation department during flood/rainy season. Develop plan for agriculture sector for early recovery phase, if needed.
- (7) Prepare a detailed report and disseminate it widely. Document lessons learnt from the response experiences and incorporate same in future planning.

7. **Livestock Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare hazard specific contingency plan and allocate resources for preparedness and emergency response activities.
- (3) Maintain reserve quota of essential vaccine in the district headquarters.
- (4) Identify possible geographical areas for cattle camps in disaster prone areas. Formulate plan and share it with DDMA.
- (5) Compile an inventory of equipment, human resources, vehicles, and a list of suppliers of veterinary medicines and animal feed at district level. Update inventory every six months and share it with DDMA.
- (6) Conduct training on first aid and livestock management for women and community workers.
- (7) Organize livestock vaccination (preventative measures) programme in flood, drought and cyclone prone areas.
- (8) Develop annual vaccination plan for livestock owners.
- (9) Disseminate IEC material for veterinary assistants, women, community workers and livestock owners.

b. **Emergency Response**

- (1) Designate a representative to the DEOC.
- (2) Arrange assessment on livestock.
- (3) Set up mobile veterinary camps e.g. vaccination, de-worming etc in floods, cyclone and drought situation.
- (4) Provide animal feed on subsidized rates in emergency situation, particularly in drought.
- (5) Monitor situation during emergency period.

- (6) In prolonged drought, deliver fodder, de-worming medicines and vaccine for the animals. Exercise vigilance about disease outbreak in the animals and be prepared to deal with the problem.
- (7) Develop plan for livestock sector for early recovery phase if needed.
- (8) Prepare a detailed report and disseminate it widely .Document lessons learnt from the response experiences and incorporate same in future planning.

8. **Irrigation Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare hazard specific contingency plan and allocate resources for preparedness and emergency response activities.
- (3) Compile an inventory of heavy machinery and vehicles that can be used in disasters and a list of suppliers/transporters of clay/sandbags, bamboos, stones, and construction material. Update and share it with DDMA on six monthly basis.
- (4) Take steps to prevent cutting trees from both sides of canals and its distributaries.
- (5) Coordinate with forest department for canal and distributaries site plantation to promote soil conservation.
- (6) Install water flow gauge meters, repair modules and monitor water flow on regular basis. Share information with farmer organizations and DDMA.
- (7) Draw up detailed information of indigenous canal breach filler.
- (8) Develop joint monitoring system of water flow and embankment repairs with farmer organizations.

b. **Emergency Response**

- (1) Designate a representative to the DEOC.
- (2) Conduct damage assessment of irrigation channels, embankments etc and develop rehabilitation plans.
- (3) Monitor canal water flows. Inform DDMA and farmers through irrigation department's network and local media channels etc.
- (4) Assist in evacuation process of marooned people by providing boats.
- (5) Deploy irrigation staff teams on embankments in flood season.
- (6) Take measure to fill canal/distributaries breach.
- (7) Coordinate with farmers organization on management and maintenance of the water courses, distributaries and embankments.
- (8) Document lessons learnt from response experiences and share it with DDMA and provincial irrigation department.

- (9) Incorporate lessons learnt in future planning.

9. **Works and Services Department**

a. **Emergency Preparedness**

- (1) Prepare a contingency plan for the department at district level.
- (2) Compile an inventory of assets e.g. equipment, machinery etc available with department at district level. Similar list pertaining to private sources to be made.
- (3) Identify potential disaster areas in the district. Formulate plan to deploy machinery.
- (4) Provide machinery and equipment to clear debris.

b. **Emergency Response**

- (1) Designate a representative to the DEOC.
- (2) Arrange damage assessment of roads, bridges and other infrastructure.
- (3) Deploy team to remove debris.
- (4) Facilitate Armed Forces to clear roads, remove debris and undertake restoration of infrastructure.

10. **Culture, Social Welfare and Tourism Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare hazard specific contingency plan and allocate resources for emergency preparedness and response activities.
- (3) Form a database of CBOs/NGOs, INGOs, UN, RSPs which may include, areas of operation, working thematic areas and human resources. Facilitate CBOs/NGOs, INGOs RSPs to draw up community-based disaster preparedness plans.
- (4) Develop training plans and programmes for local communities on preparedness and emergency response in partnership with INGOs, RSPs and local NGOs working in the district.
- (5) Organize training programmes on core issues (child protection, separated children care, rehabilitation of disabled persons, trauma and stress management).
- (6) Implementation of guidelines on child protection, special care, special education and rehabilitation of disabled persons in emergencies, prepared by the Ministry of Social Welfare and Special Education, Government of Pakistan.
- (7) Translate IEC material on child protection, care of separated children, reunification process and care of disabled person in emergencies in local language and disseminate widely in the district.
- (8) Compile inventory of government disability centre and schools in the district.

b. **Emergency Response**

- (1) Designate a representative to the DEOC.
- (2) Arrange assessment of Internally Displaced Persons (IDP) Camp situation and share it with humanitarian organization working in this area.
- (3) Register all affected people living in the camp. Distribute relief material and arrange medical facilities. Set up safe play areas for children.
- (4) Monitor protection issues in IDP Camps with particular focus on children and women.
- (5) Facilitate the humanitarian organizations working on core issues (child protection, disability, orphanages and separated children).
- (6) Coordinate with DDMA to ensure that needs of most vulnerable groups (e.g. minorities, disabled persons, elderly, widows etc) are addressed in emergency response.
- (7) Assist DDMA to manage relief camps, undertake relief distribution and carry out early recovery assessment.
- (8) Document lessons learnt from the response experiences and share it with all stakeholders including DDMA and provincial, culture, social welfare and tourism departments. Incorporate the same in future planning.

11. **Police Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare hazard specific contingency plan for department at district level.
- (3) Allocate resources for preparedness and emergency response activities.
- (4) Draw up security plan for evacuation serials, ware houses, relief camps, relief centres, distribution points and public/private property for any potential disaster in the district and share it with DDMA.
- (5) Provide assistance in emergency warning, relief and evacuation operations.
- (6) Organize periodical training courses on role of police in emergency response.
- (7) Repair and replace damaged / defective equipment to ensure complete preparedness.

b. **Emergency Response**

- (1) Designate a representative to the District OEC.
- (2) Assist district administration in evacuation.
- (3) Maintain law and order in emergency response.
- (4) Monitor and maintain normalcy in the relief camps.
- (5) Arrange adequate police cover for the humanitarian organizations, embassy representatives, UN officials, dignitaries etc.

- (6) Protect life and property.
- (7) Assist fast track deployment of emergency vehicles by efficient traffic management.
- (8) Provide reflective lights / reflectors around the scene of incident at night, to facilitate the working of rescue workers, fire fighters etc.
- (9) Document lessons learnt from the experience. Share it with DDMA and provincial Police Department. Incorporate same in the future planning.

12. **Forest and Wild life Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare contingency plan for forest fire.
- (3) Allocate resources for preparedness and emergency response.
- (4) Draw up afforestation plan for the drought prone areas.
- (5) Identify geographical areas and forests which are more vulnerable to fire.
- (6) Coordination with irrigation department to promote plantation on protective embankments, irrigation canals, distributaries etc.
- (7) Encourage mangrove forestry. Support tree plantation initiatives in mountain areas.
- (8) Control grazing of animal in rangeland to prevent tree depletion. Implement programmes for conservation and rehabilitation of natural resources in order to reduce risks of natural hazards.
- (9) Facilitate the establishment of nurseries and tree plantations by community organizations and NGOs.

b. **Emergency Response**

- (1) Designate representative to the District EOC, if and when needed.
- (2) Conduct impact assessment of flood/cyclone on fisheries, wild life and mangroves forest.
- (3) Coordinate with fire fighting teams, in case of forest fire.
- (4) Control deforestation, Plant new saplings in disaster prone areas.
- (5) Build capacity of staff at district level on disaster preparedness in wildlife sector.
- (6) Control grazing of animals in range land areas to prevent tree depletion.
- (7) Supply drought resistant seeds/plants of trees to farmers and communities.

13. **Food Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare contingency plan and allocate resources for preparedness and emergency response.

- (3) Draw up list of warehouses/godowns in the district.
- (4) Compile inventory of wheat stock available in the government godowns/warehouses in the district and share it with DDMA.
- (5) Ensure protection of storage godowns from floods.
- (6) Secure stocks from pilferage.
- (7) Share food stocks' information through provincial food department with PDMA.

b. **Emergency Response**

- (1) Arrange security for wheat stores warehouses/gowdowns.
- (2) Regularly update DDMA about stocks position.
- (3) Release wheat to DDMA on the orders of the Secretary Food Department.
- (4) Assist DDMA in distribution of subsidized/free edible commodities to the affected population in the district.

14. **Mines and Minerals Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare contingency plan and allocate resources for preparedness and emergency response.
- (3) Enforcement of safety guidelines e.g. wearing mask and use of necessary safety equipment during work. Develop indicators for early warning in the mines and inform workers accordingly.
- (4) Ensure workers participation in the development of training modules and safety guidelines. Provide training to workers to reduce vulnerability to potential disasters. Form search and rescue teams.
- (5) Check that all workers are insured through registered insurance company. Enforce adherence to relevant statutory provisions by employers.
- (6) Perform periodical inspection of every mine as per mandate.

b. **Emergency Response**

- (1) Assess situation.
- (2) Deploy search and rescue team. Coordinate with fire fighters in case of fire in the mine.
- (3) Initiate search and rescue operation and provide first aid to the injured workers. Shift them to hospital.
- (4) Recommend case for worker compensation in case of loss of life/limb.

15. **Pakistan Telecommunication Company Limited/Pakistan Telecommunication Authority**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.

- (2) Prepare contingency plan and allocate resources for preparedness and emergency response.
- (3) Keep all telephone, mobile and internet facilities and other communications in order well before monsoon/flood season.

b. **Emergency Response**

- (1) Provide uninterrupted telephone and telegraph facilities during emergency response.
- (2) Provide communication services to DEOC round the clock. Make arrangements for alternate communication system. Coordinate with private telecommunication services in the district to get their services if needed.
- (3) Issue order to keep telephone exchange open round the clock during emergency operations.

16. **Industries Department**

a. **Emergency Preparedness**

- (1) Finalize emergency preparedness plan.
- (2) Prepare contingency plan and allocate resources for preparedness and emergency response.
- (3) Draw up a list of industries which are prone to different types of disasters.
- (4) Registration and inspection of boilers and adjudication of cases.
- (5) Support industry owners/managements in the development of SOPs for emergency response.
- (6) Ensure that all industries are constructed / functioning as per codes and guidelines laid down by government and regular fire safety drills are conducted in every concern.
- (7) Check that each industrial unit has disaster control cell, preparedness and contingency plan and that staff trained in first aid, fire fighting and evacuation is borne on their establishment.
- (8) Share transportation plans of hazardous and toxic materials with PDMA, DDMA in advance.
- (9) Confirm functionality of devices installed for leakages' detection in all pipelines carrying hazardous and toxic materials.
- (10) Device common format for chemical data sheets for use by police to collect information from all industries in the district. The information should be available with fire brigade, police, civil defence and DDMA.

b. **Emergency Response**

- (1) Designate a representative for the DEOC, if and when needed.

- (2) Immediately deploy fire fighters in case of fire in industrial unit. Evacuate people immediately and provide first aid.
- (3) Arrange transportation of personnel and material to affected areas as well as evacuation of the affectees.
- (4) Take steps for rehabilitation of the industries adversely affected by disasters.

To National Disaster Response Plan-March 2010**IMPORTANT TELEPHONE NUMBERS****1. NDMA**

	Designation	Phone no	Fax no
a.	Chairman, NDMA	051-9201046,9008553 & 9222373	051-9204197
b.	Senior Member (Planning)	051-9209338	051-9201065
c.	Member Operations	051-9214295	051-9214268
d.	Director (Relief & Rehabilitation)	051-9215391	0519202407
e.	Director Operations	051-9205035	051-9213082
f.	Public Relation Officer	051-9205086	051-9206544

2. Punjab Province

	Designation	Phone no	Fax no
a.	Chief Minister's House	042-9203131/33	042- 9203224, 9203229
b.	Governor's House (Flood Cell)	042-9203110, 9200011/14	042- 9200025, 9203044
c.	Chief Secretary, Punjab	042- 9212121,9200886	042-7324489
d.	DG PDMA	042-9204403-4	042- 9204405,9204439
e.	DG Pakistan Rangers (Punjab)	042-6630614	042-99220051
f.	Director General PDMA	042-9204406	042- 9204405
g.	Home Secretary	042-9211734-35	042-9211732, 9203779
h.	Provincial Crisis Management Cell	042-9210302	042-7325428
j.	D.C.O. Lahore	042-9211003/04 & 9210921	042-9210606
k.	District Nazim, Lahore	042- 9210604 / 06	042- 9211006
l.	Pakistan Commissioner for Indus Water	042- 9212789 / 90	042- 9212783-85
m.	Civil Defence Officer	042- 7210351 / 55	042- 7210356
n.	Chief Engineer, Railways	042- 9201699, 9201660	042- 9201760
o.	Chief Engineer, Irrigation Deptt.	042- 9212085-86	042- 9212084, 9210675
p.	Flood Warning Centre	042- 7572091	042- 7572091-93
q.	Flood Emergency Cell	042- 9212132	042- 9212132-134
r.	Red Crescent Society	042- 6304702 – 03	042- 6314701
s.	EDHI	042-440159-4	042-5414211
t.	Rescue 1122	042-9231701-2	042-99231707
u.	Bomb Disposal	042-9212111	042-99212105
v.	Fire Fighters	16 and 042 - 200376	-
w.	CCPO	042-99202976	042-99202978
x.	Secretary Health	042-9210749,9213195	042-9211710

y.	Divisional Superintendent Pakistan Railways	042-9201941	042-9201961
z.	Chief Executive LESCO	042-9204820	042-9204801

3. Sindh Province

	Designation	Phone no	Fax no
a.	Principal Secretary to C.M.	021- 9202051-54	021- 9202000
b.	Private Secretary to Governor	021- 9201201, 9201212	021- 9201226
c.	M.S. to Governor	021- 9201211	021- 9201218
d.	Chief Secretary	021-9212949, 9212950	021-9212941, 9202095
e.	SMBR	021-9202630, 9203407	021-9202630
f.	DG PDMA	021- 920 7042	021-9207044
g.	DG Pakistan Rangers (Sindh)	021-99243847	021-99205284
h.	DG Coast Guards	021-99215251	021-99215250
j.	Home Secretary	021-9211259,9211355	021-9211549
k.	Secretary Irrigation	021-9213824	021-9213823
l.	Civil Defence Officer	021- 9243765	021-9243767
m.	Pakistan Red Crescent Society	021-5833973	021-5830376
n.	Bomb Disposal	021- 9212680, 77226455	-
o.	Edhi	021-241 3232	021- 2413232
p.	Chhipa Ambulance Services	021-111-111-134	021-111-111-136
q.	PIA Karachi	021-904000	111-786-786
r.	CAA Karachi Airport	021 9248690, 4671657	021-9248695
s.	Fire Fighters	021-7773252	-
t.	IG Police	021-9212616-7	021-9212051
u.	CCPO	021-9212652-9212653	021-9212059
v.	Secretary Health	021-9211012	021-9212937
w.	Divisional Superintendent Pakistan Railways	021-9213500	021-9213501
x.	Chief Executive KESC	021-99232400-01	021-99232406

4. NWFP Province

	Designation	Phone no	Fax no
a.	Chief Minister's Secretariat	091- 921 0712-13, 921 0716-17	091- 9210707
b.	Principal Secretary to C.M.	091- 921 1705, 9210714	091-9212122
c.	Private Secretary to Governor (NWFP)	091- 9211716	091- 9210751
d.	M.S. to Governor	091 9210324	091-9210899
e.	Governor's Secretariat (FATA)	091- 9211716, 9212148	091-9212144
f.	Chief Secretary	091- 9210666	091-92100970, 9210325
g.	SMBR	091-9210328	091-9210453
h.	DG PDMA	091-9210054	091-9210201, 9212167
j.	Home Secretary	091-9211121	091-9210201
k.	Provincial Crisis Management Cell	091-9210300	091-9210201
l.	Secretary Irrigation	091 - 921 0845	091-9210874
m.	Civil Defence Officer	091 - 9217110	091-9217111

n.	Pakistan Red Crescent Society Peshawar	091-210836	091-210836
o.	Bomb Disposal	091- 278092	-
p.	Edhi	091-2214575	091-2563641
q.	PIA Peshawar Airport	111-786-786	091-9212392
r.	CAA Peshawar Airport	091-9212370-9,9211525-9	091-9211507
s.	Fire Fighters	16, and 091- 279074	-
t.	IG Police NWFP	091-9210331,9210347	091-9210927
u.	IG FC NWFP	091-9211777	091-9211767
v.	CCPO	091-9210563	091-9210989
w.	Secretary Health	091-9210572	091-9210419
x.	Divisional Superintendent Pakistan Railways	091-9210687	091-9210691
y.	Chief Executive PESCO	091-9212041	091-9211990
z.	Chief Executive TESCO	091-9212006	091-9212950

5. **Balochistan Province**

	Designation	Phone no	Fax no
a.	Chief Minister's Secretariat	081- 920 2061 -69	081-9202280
b.	Principal Secretary to CM	081-9201173	081-9202240
c.	Principal Secretary to Governor	081-9202176	081-9202178
d.	Governor's House	081-9202170-3	081-9202992
e.	Governor's Secretariat	081-9202061 / 69	081-9203178
f.	Chief Secretary	081-9203241	081-9202132
g.	Home Secretary	081-9203241	081-9202400
h.	DG PDMA	081 – 9201045	081-9201720
j.	Provincial Crisis Management Cell	081-9201045	081-9203514
k.	Civil Defence Officer	081 – 920 1853	081-9203514
l.	Pakistan Red Crescent Society Quetta	081-2826032	081-5830376
m.	Bomb Disposal	081 – 283 1289, 283 5706	081-2831280
n.	Edhi	081-830861-8	081-830832
o.	PIA Quetta	081 – 288 0213 -6, 920 3873	081-9203872
p.	CAA Quetta Airport	081 2880212-13,2880166	081-2880211
q.	Fire fighters	16, and 081-9202645	-
r.	IG Police	081-9201366,9201534	081-9201267
s.	IG FC Balochistan	081-9201122	081-9201521
t.	CCPO	081-9202287	081-9202289
u.	Secretary Health	081-9201954	081-9201955
v.	Divisional Superintendent Pakistan Railway	081-9201976	081-9201620
w.	Chief Executive QESCO	081-9203324	081-9203327

6. **FATA Administration**

	Designation	Phone no	Fax no
a.	Governor's Secretariat	091-9210651-6	091-9210751
b.	Additional Chief Secretary	091-9212148	091-9212144
c.	Secretary Law & Order	091-9212150	091-9212137
d.	DG FDMA	091-9212150	091-9212137
e.	Deputy Secretary FDMA	091-9214012	091-9210578

7. **ICT**

	Designation	Phone no	Fax no
a.	IG Police	051-9100066-72	051-9200065
b.	DIG Operation's	051-9100058	051-2611650
c.	ALG Special Branch	051-9252006	051-9252486
d.	SSP Operation's	051-9261414	051-9261080

8. **AJ&K**

	Designation	Phone no	Fax no
a.	Chief Secretary	058810- 39139	058810 – 32438
b.	SMBR	058810-39164	058810-32747
c.	DG SDMA	058810- 32809	058810- 32810
d.	Civil Defence Officer	05822-920765	05822-920665
e.	Pakistan Red Crescent Society	058810-33567-8	058810-34813
f.	Bomb Disposal	05822-920590	05822-920665
g.	Edhi	05822-444736	-
h.	PIA Gilgit	05822-921935	05822-921937
j.	CAA Gilgit Airport	05822-921424	05822-921421
k.	Fire Brigade	05822-920671	-
l.	IG Police	05822-930810	05822-930811
m.	Secretary Health	05822-920102	05822-920106
n.	Chief Engineer Power and Electricity	05822-920634	05822-920749-443048

9. **Gilgit-Baltistan**

	Designation	Phone no	Fax no
a.	Chief Secretary	05811- 50200, 50144	05811 – 50201
b.	DG GBDMA / Home Secretary	05811- 50219	05811- 50422
c.	Civil Defence Officer	05811-50208,50219	05811-50422
d.	Pakistan Red Crescent Society	05811- 59586	05811-59732
e.	Bomb Disposal	-	-
f.	Edhi	05811-55156	-
g.	PIA Gilgit	05811-920348	05811-920349
h.	CAA Gilgit Airport	05811-920346,	05811-920347
j.	IG Police	05811-930230	05811-930231
k.	Secretary Health	05811-920280	05811-920127
l.	Chief Engineer Power and Electricity	05811-920991	05811-920992

10. **DCOs - Punjab Province**

	District	Phone no	Fax no
b.	Attock	057-9316010	057-9316011
c.	Bahawalnagar	063-9240201-02	063-9240206
d.	Bahawalpur	062-9250061-62	062-9250064-65-73
e.	Bhakkar	0453-9200188-288	0453-9200160-61
f.	Chakwal	0543-550800, 551198	0543-553763-69
g.	Chiniot	047-6337182	047-6337185
h.	D.G. Khan	0641--9260340	0641-9260349
j.	Faisalabad	041-9200205-06	041-9200206-12-16
k.	Gujranwala	055-9200051-52	055-9200043
l.	Gujrat	053-9260010	053-9260016-14
m.	Hafizabad	0547-521784	0547-521075
n.	Jhang	0477-9200081	0477-614574

o.	Jhehlum	0544-9270061	0544-9270086-83
p.	Kasur	049-9250143	049-9205016
q.	Khanewal	065-9200032-33	065-9200033
r.	Khushab	0454-920202, 720626	0454-920204
s.	Layyah	0606-413703-4	0606-413702-06
t.	Lahore	042-9211003-04	042-9211006 & 9200233
u.	Lodhran	0608-9200100	0808-9200066, 9200088
v.	Mandi Baha Ud Din	0546-504220	0546-504100, 500987
w.	Mianwali	0459-234300	0459-234895
x.	Multan	061-9200042-43	061-9200043-46
y.	Muzaffargarh	066-242399, 2422160	066-2423959, 2422160
z.	Nankana Sahib	056-2877118	056-2877122
aa.	Norowal	0542-412500	0542-412075
bb.	Okara	044-920025	044-9200026
cc.	Pakpattan	0457-374198	0457-371035
dd.	Rajanpur	0604-689131	0604-688492-95
ee.	Rawalpindi	051-9270676-77	051-9270686-67
ff.	Rahim Yar Khan	0731-9230266-33	0731-9230267
gg.	Sahiwal	040-9200060-61	040-9200062, 9200066
hh.	Sargodha	048-9230025-26	048-9230024-47
jj.	Sheikhupura	056-9200150-51	056-9200150-64
kk.	Sialkot	052-9250451-52	052-9250453
ll.	Toba Tek Singh	0462-511522	0462-516040
m.	Vehari	067-3362122, 3363488	067-3363688

11. DCOs - Sindh Province

	District	Phone no	Fax no
a.	Badin	0297-862362, 862360	0297-861471
b.	Dadu	025-9200256, 9200257	025-9200252
c.	Ghotki	0723-652016	0723-651424
d.	Hyderabad	022-9200112	022-9200114-15
e.	Jacobabad	0722-952020	0722-653799
f.	Jamshoro	022-3871942	022-3871944, 3871199
g.	Karachi	021-9205607, 9231161-75	021-9205652, 9231152, 9205610
h.	Kamber S'Kot	074-4210544	074-9413556, 4211770
j.	Kashmore	0722-570903	0722-570902
k.	Khairpur	0243-9280200, 9280201	0243-9280202
l.	Larkana	074-9410336	074-9410334, 9410392
m.	Matiari	022-2760033	022-2760032, 2760095
n.	Mirpurkhas	0233-9290052, 9290053	0233-9290055-62
o.	Nawabshah	0244-9370334, 9370337	0244-9370338
p.	Nowshero Feroze	0242-448256, 448348	0242-448881

q.	Sanghar	0235-541844, 541781	0235-541601, 541715
r.	Shikarpur	0726-920200	0726-920202
s.	Sukkur	071-9310835, 9310841	071-9310619
t.	Tando Allahyar	022-3892911	022-3892909, 3892910
u.	Tando M.Khan	022-3341560, 3342160	022-3340292, 344284
v.	Thatta	0298-920060, 920061	0298-920062-58
w.	Tharparkar	0232-261667, 261899	0232-261818
x.	Umerkot	0238-570700, 571987	0238-571474-84

12. **DCOs - North West Frontier Province**

	District	Phone no	Fax no
a.	Abbottabad	0992-9310200	0992-9310201
b.	Bannu	0928-9270032, 9270081	0928-9270079
c.	Battagram	0997-310030, 310136	0997-311789
d.	Bunair	0939-510450	0939-510427
e.	Charsadda	091-6510270	091-6514580
f.	Chitral	0943-412055	0943-412421
g.	D.I.Khan	0966-9280116	0966-9280110
h.	Dir (Lower)	0945-9250003	0945-9250001
j.	Dir (Upper)	0944-880394	0944-881130
k.	Hangu	0925-621175	0925-620050
l.	Haripur	0995-613391	0995-615412
m.	Karak	0927-210825	0927-210925
n.	Kohat	0922-9260032	0922-9260023
o.	Kohistan	0998-407002	0998-407001
p.	Lakki Marwat	0969-538330-31	0969-538331
q.	Malakand	0932-411482	0932-412254
r.	Mansehra	0997-304148, 920170	0997-305513
s.	Mardan	0937-9230048	0937-9230303
t.	Nowshera	0923-9220098-99	0923-9220159
u.	Peshawar	091-9212302	091-9212303
v.	Shangla	0996-850005	0996-850006
w.	Swabi	0938-221300	0938-221917
x.	Swat	0946-9240340	0946-9240329
y.	Tank	0963-510200	0963-510300

13. **DCOs - Balochistan Province**

	District	Phone no	Fax no
a.	Awaran	0856-511060	0856-511062
b.	Barkhan	0829-668400	0829-668350
c.	Bolan	0832-415428	0832-415477
d.	Chagai	0825-211109, 211114	0825-211589
e.	Dera Bugti	0835-410234	0835-410378, 420002
f.	Gwadar	0864-210027	0864-211362
g.	Harnai	0833-520500	0833-520201
h.	Jaffarabad	0838-510700	0838-510701
j.	Jhal Magsi	0837-430141	0837-430147
k.	Kalat	0844-210407	0844-210579
l.	Kech/Turbat	0852-413244	0852-413359

m.	Kharan	0847-510675, 510273	0847-510345
n.	Khuzdar	0848-412654	0848-413253
o.	Killa Abdullah at Chaman	0826-612021	0826-612022
p.	Killa Saifullah	0823-610552, 610501	0823-610370
q.	Kohlu	0829-667302	0829-667306, 667300
r.	Lasbela	0853-610251	0853-610252
s.	Loralai	0824-410971	0824-410971
t.	Mastung	0843-895400	0843-895408
u.	Musa Khail	0828-611103, 611235	0828-611127
v.	Nasirabad	0838-710500, 710417	0838-710730
w.	Nushki	0825-872304, 872100	0825-872453
x.	Panjgur	0855-642242	0855-642301
y.	Pishin	0826-420200	0826-420806
z.	Quetta	081-9201406, 9201679	081-9202193
aa.	Sibi	0833-9230123, 9230200	0833-9230124
bb.	Sherani	0822-412207	0822-414372
cc.	Washuk	0847-520003, 520030	0847-520028
dd.	Zhob	0822-412400, 412399	0822-413388
ee.	Ziarat	0833-560303	0833-560383

14. **Political Agents - FATA**

	Agency	Phone no	Fax no
a.	Khyber Agency	091-9211903-9211904	091-9211900
b.	Momand Agency	0924-290001-290002	0924-290075
c.	Bajaur Agency	0942-220558-220559	0942-220388
d.	Aurakzai Agency	0925-621543-621542	0925-620060
e.	North Waziristan	0928-300600	0928-300903
f.	South Waziristan	0963-510364-510709	0963-510442
g.	Kurram Agency	0926-310777	0926-310520

15. **DCs - AJ&K**

	District	Phone no	Fax no
a.	Bagh	058750-49118	058720-43307
b.	Bhimber	058650-49100	058650-49106
c.	Kotli	058660-43305	058660-43796
d.	Mirpur	058610-49121	058610-49132
e.	Muzaffarabad	058810-39262	058810-33702
f.	Neelum	058814-56146, 56096	058750-56096
g.	Plandri Sudhnuti	058750-49102	058750-49102
h.	Poonch (District HQ Rawalakot)	058710-49102	058710-49113

16. **DCs – Gilgit-Baltistan**

	District	Phone no	Fax no
a.	Astore	05817-50100	05817-50103
b.	Diامر	05812-50055, 50057	05812-550037
c.	Ghanche	05832-50100	05832-50103
d.	Ghizer	05814-50100	05814-50105
e.	Gilgit	05811-50100	05811-50102
f.	Skardu	05831-50100	05831-50127

17. **DPOs - Punjab Province**

	District	Phone no	Fax no
a.	Attock	057-9316026	057-9316027
b.	Bahawalnagar	063-9240055	063-9240077
c.	Bahawalpur	062-9250360	062-9250369
d.	Bhakkar	0453-9200350-1	0453-9200360
e.	Chakwal	0543-543500	0543-552090
f.	Chiniot	0476-330016	0476-330017
g.	D.G. Khan	0641-9260100	0641-9260101
h.	Faisalabad	041-9200233	041-9200235
j.	Gujranwala	055-9200606	055-9200605
k.	Gujrat	053-9260026-7	053-9260029-31
l.	Hafizabad	0547-523337	0547-523232
m.	Jhang	047-9200444	047-9200446
n.	Jhehlum	0544-9270042	0544-9270051
o.	Kasur	049-9250137	049-9250172
p.	Khanewal	065-9200173-5	065-9200170
q.	Khushab	0454-720726	0454-920029
r.	Layyah	0606-412648	0606-412895
s.	Lahore	042-99202976	042-99202978
t.	Lodhran	0608-9200043	0608-9200062
u.	Mandi Baha Ud Din	0546-502324	0546-503068
v.	Mianwali	0459-232704	0459-232573
w.	Multan	061-9200425	061-9200963
x.	Muzaffargarh	066-9200311-2	066-9200313
y.	Nankana Sahib	056-2877101-2	056-2870103
z.	Norowal	0542-412800	0542-412300
aa.	Okara	044-9200351	044-9200355
bb.	Pakpattan	0457-374106	0457-374206
cc.	Rajanpur	0604-689055	0604-689076
dd.	Rawalpindi	051-9273376-7	051-9270640
ee.	Rahim Yar Khan	068-9230301	068-9230305
ff.	Sahiwal	040-9200051-2	040-9200054
gg.	Sargodha	048-9230333,222	048-9230334
hh.	Sheikhupura	056-9200104	058-922111
jj.	Sialkot	052-9250321-2	052-9250328
kk.	Toba Tek Singh	0462-515905	0462-9250328
ll.	Vehari	067-3363244	067-3363121

18. **DPOs - Sindh Province**

	District	Phone no	Fax no
a.	Badin	0297-861667	0297-861663
b.	Dadu	025-9200350	025-9200352
c.	Ghotki	0723-651670	0723-651307
d.	Hyderabad	022-9200640-9200539	022-9200642
e.	Jacobabad	0722-654790	0722-653666
f.	Jamshoro	022-3875430-3874976	022-3875530
g.	Karachi	021-9212652-9212653	021-9212059
h.	Kamber S'Kot	074-211875	074-4211791
j.	Kashmore	0722-570905	0722-570912
k.	Khairpur	0243-9280100-1	0243-9280102-3
l.	Larkana	074-9410412	074-9410415

m.	Matiari	022-2760020-1	022-2760016
n.	Mirpurkhas	0233-9290304-5	0233-9290306
o.	Nawabshah	0244-9370091-2	0244-9370094
p.	Nowshero Feroze	0242-448779	0242-448771
q.	Sanghar	0235-541615	0235-541715
r.	Shikarpur	0726-920100	0726-920104
s.	Sukkur	071-9310560-1	071-9310563
t.	Tando Allahyar	022-3892904-75	022-3892930
u.	Tando M.Khan	02233-40205	02233-40637
v.	Thatta	0298-920133	0298-920134
w.	Tharparkar	02322-261519	02322-61534
x.	Umerkot	0238-570741	0238-500300

19. **DPOs - NWFP Province**

	District	Phone no	Fax no
a.	Abbottabad	0992-9310026	0992-9310025
b.	Bannu	0928-9270038	0928-9270039
c.	Battagram	0997-310036	0997-310037
d.	Bunair	0939-510470	0939-510472
e.	Charsadda	091-9220061	091-9220063
f.	Chitral	0943-412077	0943-412079
g.	D.I.Khan	0966-9280292	0966-9280293
h.	Dir (Lower)	0945-821777	0945-821778
j.	Dir (Upper)	0944-880531	0944-880532
k.	Hangu	0925-611291	0925-611293
l.	Haripur	0995-611291	0995-611292
m.	Karak	0927-210724	0927-210726
n.	Kohat	0922-9260116	0922-9260117
o.	Kohistan	0998-407004	0998-407005
p.	Lakki Marwat	0969-511123	0969-511125
q.	Malakand	0932-411485	0932-412257
r.	Mansehra	0997-920102	0997-920105
s.	Mardan	0937-9230109	0937-9230111
t.	Nowshera	0923-9220102	0923-9220103
u.	Peshawar	091-9212310	091-9212311
v.	Shangla	0996-850015	0996-850016
w.	Swabi	0938-221399	0938-221400
x.	Swat	0946-9240393	0946-9240394
y.	Tank	0963-510257	0963-510258

20. **DPOs - Balochistan Province**

	District	Phone no	Fax no
a.	Awaran	0865-511202	0856-511531
b.	Barkhan	0829-668251	0829-668253
c.	Bolan	0832-415767	0832-415762
d.	Chagai	0825-211280	0825-210515
e.	Dera Bugti	0835-420512	0835-420032
f.	Gwadar	0864-210040	0864-210041
g.	Harnai	0833-520052	0833-520112
h.	Jaffarabad	0838-510089	0838-510187
j.	Jhal Magsi	0837-430186	0837-430051
k.	Kalat	0844-210519	0844-210449
l.	Kech/Turbat	0852-413333	0852-412638

m.	Kharan	0847-510568	0847-510689
n.	Khuzdar	0848-412372	0848-413813
o.	Killa Abdullah at Chaman	0826-613666	0826-615257
p.	Killa Saifullah	0823-610337	0823-610761
q.	Kohlu	0829-667302	0829-667306
r.	Lasbela	0853-610264	0853-610475
s.	Loralai	0824-410981	0824-410983
t.	Mastung	0843-895888	0843-895599
u.	Musa Khail	0828-611200	0828-611199
v.	Nasirabad	0838-710598	0838-710215
w.	Nushki	0825-873845	0825-873847
x.	Panjgur	0855-642242	0855-642010
y.	Pishin	0826-420303	0826-420565
z.	Quetta	081-9201939	081-9202142
aa.	Sibi	0833-9230132	0833-9230186
bb.	Sherani	0822-414121	0822-414121
cc.	Washuk	0847-520033	0847-520033
dd.	Zhob	0822-412375	0822-412444
ee.	Ziarat	0833-560350	0833-560392

21. **SSPs - AJ&K**

	District	Phone no	Fax no
a.	Bagh	05823-930000	05823-930001
b.	Bhimber	05828-930006	05828-930003
c.	Kotli	05826-930209	05826-930202
d.	Mirpur	05827-930000	05827-931011
e.	Muzaffarabad	05822-930006	05822-930001
f.	Neelum	05821-930001	05821-930001
g.	Plandri Sudhnuti	05825-930000	05825-930009
h.	Poonch (District HQ Rawalakot)	05824-930001	05824-930009

22. **SPs - Gilgit-Baltistan**

	District	Phone no	Fax no
	Astore	05817-931315	05817-931316
	Diamer	058212-930029-930154	058212-930037
	Ghanche	05816-930111	05816-930108
	Ghizer	05814-930104	05814-930109
	Gilgit	05811-930234	05811-930691
	Skardu	05815-930106	05815-930101
	Hunza Nagar	05813-930714	5813-930715

To National Disaster Response Plan-March 2010**DAMAGE AND LOSS ASSESSMENT REPORT FORMAT**1. **Situation Report: District Government: District Disaster Management Authority (Weekly)**

Nature of Disaster: ----- District ----- Report----- Date-----			
Reported By: ----- Telephone ----- Time -----			
Affected Area: # of families ----- # of Villages ----- # UCs ----- # of Tehsils/Taluka -----			
1. Overall Emergencies Condition N/A ----- Minor ----- Significant ----- Major -----			
2. Casualties (Provide latest Cumulative figures) Fatalities ----- Injuries ----- Missing -----			
3. EOC Activation Closed ----- Alert Stage ----- Fully Activated-----			
4. Emergency Orders (Emergency Declared, Evacuation Ordered, Relief Camp set up etc)			
5. Any support received from:			
Police -----CD ----- Health ----- PHE-----PWD ----- Others -----			
(Describe): -----			
6. Relief Camp Status:	Name/location	# of Families	Managed by DDMA/PRCS
			Open/Closed

7. Roads/Bridges Status: Blocked ----- Washed out ----- Flooded ----- Closed -----
Give location: -----

8. Damage Report	Minor*	#	Significant*	#	Major*	#
Houses						
Public Buildings						
Private Buildings						
Water supply						
Drainage/Sewerage						
Electricity Outages						
Telephone Outages						
Food Storage						
Irrigation Infrastructure						
Agriculture Crop Damaged: Type of Crop Damaged ----- # of Acres -----						
Type of Crop Damaged ----- # of Acres -----						
Livestock: # Animals Injured ----- # of Animal Died -----						
9. Any Other Vital Information:						
10. Specify Immediate Needs: (In Quantity)						
Food: ----- Medical Supplies: ----- Tents -----						

Other support:
Technical: ----- Financial: ----- HR: -----

2. **Instructions for District Government Situation Report Form**

Minor	<ul style="list-style-type: none"> • Only partial EOC activation, if at all. Local emergency response forces are involved in emergency operations but the situation is clearly manageable at district level. No assistance necessary from province. No declaration of emergency. • Damage generally minor. Only small scale shelter operations, if any; • Power/telephone outages expected to be of short duration.
Significant	<ul style="list-style-type: none"> • A significant event which fully involves local emergency response force at district and provincial levels which may include DDMA, PDMA, police, fire department, public works, health, livestock etc). • Full scale EOC activation is generally associated with this event level. • The support from departments at district level and PDMA needed. A state of emergency is usually declared but can be managed at provincial level. • Some moderate physical damage, internal displacements, health problems, shelter and food operations, water sanitation issues, livestock vaccination requirements, power/telephone outages etc are usually associated with this event level.
Major	<ul style="list-style-type: none"> • Usually in this type of event, major support is needed from the federal government because it is beyond the capacity of provinces to manage this level of emergency. • This support may include; possibly some search and rescue operations, resource mobilization, relief assistance and transport support (air and land) etc. In this type of disaster, the chance of significant level of casualties, injuries, disappearance of people, damage to many houses, degradation of infrastructure, major loss of livestock, agricultural crop devastation on large scale, business impairment etc. • There is significant level of internal displacement, irrigation structure collapse etc. • State of emergency declared. EOC fully activated. • Wide spread power and telephone outages. Some areas inaccessible by vehicle.
Casualties	<ul style="list-style-type: none"> • Provide the accurate estimates of the disaster related casualties. • Provide latest cumulative figure, not an update from the previous situation report.
EOC Activation	<ul style="list-style-type: none"> • Indicate if the local EOC is closed, partially activated or fully activated. Partially activated means that only a few key important agencies are represented in the EOC. • Fully activated means all the agencies are represented in the EOC on 24 hours basis.
Emergency Orders	<ul style="list-style-type: none"> • Indicate any emergency orders issued by competent authority (state of emergency declared), evacuation orders.
Shelter Status	<ul style="list-style-type: none"> • Indicate all public shelters that are currently open or give time when shelters will open/close, name and location of shelter, the number of families in shelter and particulars of agency managing the shelter (Red Crescent, district administration etc).
Water/Sanitation	<ul style="list-style-type: none"> • Indicate the water/sanitation situation in the camps/villages/towns

	where people are residing during and after disaster.
Health	<ul style="list-style-type: none"> Check the health situation particularly any threat of epidemics in the affected area
Status of Roads and Bridges	<ul style="list-style-type: none"> Which roads and bridges have been made impassable by trees downed/washed away, wires, or other debris etc.

3. Damage Report

Damage	Minor	Significant	Major
Houses	No significant structural damage. Light cracks in the wall	Few, if any, units severely damaged. Structural damage generally limited to non living space area	Severe structural damage or destruction of many homes
Public/Private Building	No significant structural damage. Light cracks in the wall	Damage to one key or several non critical public buildings. Building used restricted or closed	Severe structural damage or destruction rendering building uninhabitable for an extended period of time
Water Supply	Very light damage to the water supply scheme. Can be managed locally	Significant level damage to public water supply schemes and distribution system of public water supply	Extensive damage to public water system rendering it unusable for several days or longer period
Sewerage Plant/ Drainage	Minor damage to the plant due to electricity fluctuation	Significant level damage to the plant due to power outages/damage to system	Extensive damage to sewer/ drainage plant or distribution system or total loss of system
Electricity Outages	Some homes and individual streets are without electricity	Up to 60% of the houses in village/town are without electricity	Nearly all the towns/ villages are without electricity and electric poles uprooted.
Telephone Outages	Some homes and offices are without telephone system	Telephone system in most of the offices and homes disrupted. Most of the offices and homes and telecommunication system failed	Nearly whole town/city/area without telecommunication. System is completely ruined.
Food Storage	Some houses and government godowns have lost stored stock.	Stocks in most houses and government godowns affected	Majority of the houses and government godowns without any holding.
Fodder Storage	Fodder washed away or afflicted on small scale	Fodder crops in field and the stocks stored in houses affected to a significant extent	Fodder in fields and houses completely written off.
Irrigation Infrastructure	Small scale damage	Significant damage	Major damage

To National Disaster Response Plan-March- 2010**INITIAL RAPID ASSESSMENT REPORT FORMAT**

Initial assessment of damages and need assessment after the disaster is important for effective planning and implementation of relief and recovery measures. The Objectives of the Damage and Need Assessment is to determine: 1) Nature and Extent of the Disaster 2) Damage and Secondary Threats 3) Needs of the Population.

Initial Rapid Assessment - National Disaster Response Plan Pakistan

Nature of Disaster:					
Date of Occurrence:			Time:		
Name (who filled this form)	Designation	Department	Contact #	Signature	
Name of the Assessment Team Leader	Designation	Department	Contact #	Verified by Team Leader	Signature
General Information :					
Name of the Village	Name of the UC	Name of Tehsil/Taluka	Name of District		
What is the total population of the affected area?					
Male	Female	Children			
Population affected by the disaster					
Male	Female	Children			
# of people died					
Male	Female	Children			
# of people injured					
Male	Female	Children			
# of people missing					
Male	Female	Children			
# of people traumatized					
Male	Female	Children			

Shelter

How many houses damaged?

Minor Damage #	Significant Damage #	Major Damage #	Not damaged at all #

Where the disaster is affected populations living currently?

Total # of families	# of families living in own houses	# of families living in tent camp	# of families living in government building /shelter	# of families living with host families/relatives	# of families without shelter

What is the potential risk to the life of the people who are without /lack shelter or inadequate shelter and how many families are at risk?

What are the potential risks and impacts on any host population due to the presence of displaced households?

What are the risks to the vulnerable groups in the shelter? e.g. women children, elderly and disabled persons, ethnic and religious minorities?

What is the quality of the material of shelter provided to the affected population?

What other basic facilities provided e.g. water, sanitation to those living in the shelter?

What are the immediate needs of the affected population living in the shelter?

Observations:

Recommendations

Action taken by whom:

Food

What types of food people used to eat before the disaster? Please list below

Type of food	Please tick appropriate
Chapati/Roti/Nan of Wheat Flour	
Rice	
Sorghum	
Millet	
Maize/ Flour	
Lentils (Dall)	
Cooking Oil	
Milk	
Tea	
Any other	

What is the damage to the food storage at household level?

Minor	Significant	Major	Fully Destroyed/Washed away

Which group or population is most affected?

How has the disaster affected different sources of food and income of the affected population?

What is the availability of food in near by markets and what is the price of essential food items e.g. wheat, rice, cooking oil, sugar etc?

What is the percentage of households having no access/purchasing capacity to buy food from the market or other sources?

What are the coping strategies and what is the percentage of households engaged in them?

How many households need food relief support and for how long?

# of Households	Duration for food support		
	1 month	2 months	3 months or more

Observations:

Recommendations

Action to be taken by Whom:

Non Food Items (NFIs)

Clothing, Bedding, Cooking Stoves, Kitchen Utensils, Hygiene Kit, Tools and Equipment etc.

Clothing, bedding:

What is the impact of disaster on the clothing and bedding requirements of the affected population?

How many women, men of all ages, children and infants have inadequate or insufficient clothing, blankets or bedding to provide the protection from the adverse effects of the climate and for maintaining health, dignity and well being? (Deficient #)

Age (years)	# of Clothes	# of Bedding	# of Blankets	Remarks
0-1				
1-5				
6-10				
11-15				
16-20				
21-25				
26-30				
31-35				
36-40				
40-50				
51-60				
61-70				
70 and above				

What is the immediate risk to life of the lack of adequate clothing, bedding, blankets etc and how many people are at risk?

Which social groups are most at risk, and why? How can these groups be best supported?

Personal Hygiene

What are the general personal hygiene related needs? e.g. soap, detergent, antiseptic, handkerchiefs etc

What are the particular needs of women, girls, children and infants in relation to personal hygiene

What additional items are considered socially or culturally important to maintain the personal hygiene, health and dignity of the affected people?

Cooking and Eating Utensils, Stoves and Fuel

What type of cooking stove was in use before the disaster?

Type of Cooking Stove	(% of households using)
Traditional Chula	
Fuel Efficient Stove (Smokeless Chulla)	
Kerosene Pressure Pump Chulla	
Natural Gas Stove/Chulla	
Bio gas Stove/Chulla	

What type of fuel was in use before the disaster?

Type of fuel	(% of households)
Wood fuel	
Cow/Buffalo Dung Fuel	
Kerosene	

Gas	
Bio gas	
Crop Residue	
Mix Wood and Dung Fuel	

How many households do not have access to stoves/chulla, heating, and why?

% of households not have access to Stove/chulla	% of households not have access to fuel
---	---

How many households need cooking and eating utensils and stove and fuel?

# of Households needs	Cooking & Eating Utensils	Stove and Fuel
-----------------------	---------------------------	----------------

Tools and Equipment

What basic tools people need to construct, maintain or repair shelter?

Name of Tools	Quantity

What livelihood support activities can also utilize the basic tools for shelter construction, maintenance and repair?

Observations

Recommendations:

Action to be taken by Whom:

Water and Sanitation

What was the main source of drinking water prior to disaster?

Source of Drinking water	Please tick
Government Pipeline	
Hand Pump	
Dug Well	
Tube Well	
Shallow Well	
Irrigation Channel	
River	
Stream	
Spring	
Tanker	
Other Specify	

What is the current source of drinking water for affected population?

Source of Water	Please tick
Government Pipeline	
Hand Pump	
Dug Well	
Tube Well	

Shallow Well	
Irrigation Channel	
River	
Stream	
Spring	
Tanker	
Other Specify	

Currently, any water treatment facility available?

Yes	No

What is the damage to drinking water supply?

Damage to Water supply	Partially Damaged	Fully Damaged	Destroyed	Require repair to function	Any water source currently functioning
Government Pipeline					
Hand Pump					
Dug Well					
Tube Well					
Shallow Well					
Irrigation Channel					
River					
Stream					
Spring					
Tanker					
Other Specify					

Can the current drinking water source provide enough supply to meet needs of the affected population?

Yes	No

If No, what is the alternate source to provide drinking water to the affected population? (Please describe below:

What is the quantity of drinking water needed for the affected population to meet the basic requirement of water? Please describe in Gallons?

What are the obstacles to the alternate source of water? How these obstacles can be removed?

Is the water treatment necessary?

Yes	No

Is treatment possible?

Yes	No

What treatment is possible and necessary? Please describe below

Observations:

Recommendations:

Action to be taken by whom:

Sanitation

What percentage of the people was using open defecation prior to the disaster?

Percentage Male	Percentage Female	Percentage Children

What percentage of the people was using latrine prior to the disaster?

Percentage Male	Percentage Female	Percentage Children

Are there any existing toilet facilities?

Yes	No

Are these facilities enough to meet the needs of the affected population?

Yes	No

If No, how many/additional latrines are needed for the affected population

Total # of latrines need	# of latrines for Men	# of Latrines for Women and Children

Is there enough space available on the site for latrine construction?

Yes	No

If Not. What is the alternate?

What local materials are available to construct the latrine?

Are hand-washing facilities available within the latrine compound?

Yes	No

If No, what are the alternate means to clean the hands after use of latrine?

Observations:

Recommendations:

Action to be taken by whom:

Health

What are the major health problems reported by the affected population? Please list down and give the scale of the problem with numbers against each disease?

Diseases	# of Male	# of Female	# of Children
Gastro/Diahereoa			
Measles			
Fever Rash			
Cholera			
Cough			
Acute Respiratory Infection (ARI)			
Scabies			
Allergy			
Trauma			
Injury			

Burn			
Snake Bite			
Any other			

What are the existing risks to the health e.g. epidemic diseases? Please describe below

What are the health facilities presently available to the affected population?

Health Facility	Distance from Affected Area	Remarks
Mobile Clinic		
Government Hospital		
Basic Health Unit		
Health centre		
Dispensary		
Private Clinic		
Other Specify		

Which health facility (mentioned above) is easily accessible to the affected population and particularly to women?

Are available health facilities and medical supplies enough to meet the needs of the affected population?

What additional measures need to be taken to improve the health facilities for affected population?

Observations:

Recommendations

Action to be taken by whom:

Education

Was there any educational facilities existing in the affected area prior to disaster?

Name of the Education facility	No of Schools/Colleges	Yes	No
Katcha Primary Schools			
Pakka Primary Schools			
Literacy Centres			
Madrassah Schools			
Mosque Schools			
Middle schools			
Secondary Schools			
Higher Secondary School			
Technical & Vocational Institutions			

Technical Colleges			
Colleges			
Any other			

What is the damage to educational facilities?

Name of the Education Facility	Partially Damaged	Fully Damaged	Destroyed	Require repair to function	Facilities currently functioning
Katcha Primary Schools					
Pakka Primary Schools					
Literacy Centres					
Madrasah Schools					
Mosque Schools					
Middle schools					
Secondary Schools					
Higher Secondary Schools					
Technical & Vocational Institutions					
Technical Colleges					
Colleges					
Any other					

How many educational facilities are being used for relief shelter purpose/relief activities?

Name of the Education facility	# of Schools	Shelter	Relief activities
Katcha Primary Schools			
Pakka Primary Schools			
Literacy Centres			
Madrasah Schools			
Mosque Schools			
Middle schools			
Secondary Schools			
Higher Secondary Schools			
Technical & Vocational Institutions			
Technical Colleges			
Colleges			

Any other

If the educational facility has been destroyed or is being used for shelter/relief activities, what kind of alternate methods can be used to continue children's schooling in affected areas?

Alternate methods:	Please tick here which ever is suitable alternative
Community Infrastructure	
Tent School	
Pre fab Material School	
Any other	

How many teachers are available to teach children?

# of total teachers	# of Male Teachers	# of Female Teacher

What type of teaching material is required?

Type of Material	Quantity
Tents/Tarpaulin	
Floor Mats	
Plastic Ground Sheets	
Stationery	
Black/White boards	
Set of Text Books	
Recreational Kits	
Maps/charts	
Note Books	
Stationery Boxes for Children	
Children School Bags	
Teaching Material	
Any other	

Observations:

Recommendations:

Action to be taken by whom:

Agriculture

What are the main livelihoods groups in the area?

Livelihood Groups	Percentage
Landowner	
Share Croppers	
Fisher Folk	
Livestock Owner	
Shopkeeper/Trader	
Wage Labour	
Skilled Worker	
Local Remittances	
Foreign Remittance	
Others (specify)	

What are the main standing crops in the area?

Main Standing Crop	Please tick here
Wheat	
Rice	
Sugarcane	
Cotton	
Sorghum	
Millet	
Maize	
Vegetables	
Fruit	
Fodder	
Any other	

What has been the extent of damage to crops?

Main Standing	Affected by Disaster

Crop				
	Minor (up to 25%)	Major 26%-50%	Significant 51%-90%	Destroyed 100%
Wheat				
Rice				
Sugarcane				
Cotton				
Sorghum				
Millet				
Vegetables				
Fruit				
Fodder				
Any other				

What are the existing risks to the standing crops e.g. crops insect diseases, possibility of pest attack

Please describe below etc

Are there any measures taken to protect the crop from disease?

Yes	No

What measures need to be taken to protect the crop from disease/any pest attack?

What is the effect of disaster on the fodder crop?

What is the effect of disaster on the seed and fodder storage?

What impact has been on the fishing resources? E.g. fishing ponds, sea fish etc

Observations:

Recommendations:

Action Taken by Whom:

Livestock

How much has the disaster affected livestock?

What are the major existing risks to animal health e.g. epidemic diseases? Please describe below

What are the current veterinary facilities available to the affected population?

Veterinary Facilities	Please tick	Remarks
Vet Mobile Clinics		
Government Vet Hospitals		
Vet Dispensaries		
Vet Health centres		
Vet Private Clinics		
Others (specify)		

Which are the nearest veterinary facilities accessible to the affected area

Veterinary Facility	Distance from Affected area	Remarks
Vet Mobile Clinics		
Government Vet Hospitals		
Vet Dispensaries		
Vet Health centres		
Vet Private Clinics		
Others (specify)		

What measures need to be taken to improve the veterinary services

What type of fodder and feed is given to livestock?

Type of Fodder/ Feed	Please tick
Traditional feed	
Dry Fodder	
Green Fodder	
Supplementary Feed	
Molasses Blocks	
Wild Plants	
Any other	

What are the main sources of fodder for livestock post disaster?

What is the source of green fodder for livestock post disaster?

What is the nearest available source of green or dry fodder?

What is the nearest available source of supplementary feed for livestock?

Infrastructure Damage					
Infrastructure Damage	Minor Damage	Significant Damage	Major Damage	Fully Destroyed /Washed Away	No Damaged at all
Houses					
Drinking Water Sources					
Sewer/Drainage Systems					
School Buildings					
Health Facilities					
Roads					
Bridges					
Public Buildings					
Private Buildings					
Irrigation Structures					
Animal Shelters					
Community Centre					
Mosques					
Food Storage					
Electricity					
Telecommunication					
Are there any road blocks because of the land slides or any other reasons?					
Yes			No		
If Yes, what measures are taken to open the roads for the relief activities?					

What measures have been taken to restore telecommunication or electricity?					

Observations					

Recommendations					

Action to be taken by whom:					

Needs Format

What are the immediate relief needs of the affected population? Please fill the following table:		
Immediate Needs	# of Households	Quantity
Shelter		
Food Packs		
Clothing		
Foot Wear		

Bedding/Blanket			
Hygiene Kits/Material			
Cooking & Eating Utensils			
Cooking Stoves + Fuel			
Water			
Sanitation/Latrines			
Education (School material, tent for school, space etc)			
Protection			
Separate Camp Arrangement for Separated Children			
Special Care for Disabled Persons			
Special Care and needs of Elderly People			
Other specify			

What type of assistance does this community prefer?

Assistance Type	Please tick
Cash	
In Kind	
Mixed (Cash and In kind)	
Others (specify)	

Sources of Information:

What are the main sources of information?

Visits and Meetings:

Name of the villages visited	UC and Tehsil/Taluka	# of meeting in each village

Any meeting with other people e.g. government officials, NGOs, Edhi Trust, Red Crescent Societies, etc

Report submitted by	Designation	Department	Verified by Team leader	Designation	Department

Name and Signature of team leader:

Date:

To National Disaster Response Plan-March 2010**DEFINITION OF TERMS USED IN EMERGENCY**

1. **Acceptable Risk.** The level of loss a society or community considers it can live with and for which it does not need to invest in mitigation.
2. **Biological Hazard.** Biological vectors, micro-organisms, toxins and bioactive substances, which may cause the loss of life or injury, social and economic disruption or environmental degradation.
3. **Capacity.** A combination of all strengths and resources available within a community, society or organization that can reduce the level of risk, or the effects of a disaster. Capacity may include physical, institutional, social or economic means as well as skilled persons or collective attributes such as leadership and management.
4. **Capacity Building.** Efforts aimed to develop human skills or societal infrastructure within a community or organization needed to reduce the level of risk. In extended understanding, capacity building also includes development of institutional, financial, political and other resources, at different levels of the society.
5. **Coping Capacity.** People or organizations use available resources and abilities to face a disaster. In general, this involves managing resources, both in normal times as well as during crises or adverse conditions.
6. **Climate Change.** The climate of a place or region is changed if over an extended period (typically decades or longer) there is a statistically significant change in measurements of either the mean state or variability of the climate for that region.
7. **Disaster.** A serious disruption of the functioning of a community or society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources. It results from the combination of hazards, conditions of vulnerability and insufficient capacity to reduce the potential negative consequences of risk.
8. **Disaster Risk Management (DRM).** The comprehensive approach to reduce the adverse impacts of a disaster. It encompasses all actions taken before, during, and after the disasters. It includes activities on mitigation, preparedness, emergency response, recovery, rehabilitation, and reconstruction.
9. **Disaster Risk Reduction (disaster reduction).**
The measures aimed to minimize vulnerabilities and disaster risks throughout a society, to avoid (prevention) or to limit (mitigation and preparedness) the adverse impacts of hazards, within the broad context of sustainable development.

10. **Early Warning.** The provision of timely and effective information, through identified institutions to communities and individuals so that they can take action to reduce their risk and prepare for effective response.
11. **Emergency Management.** The management and deployment of resources for dealing with all aspects of emergencies, in particularly preparedness, response and rehabilitation.
12. **Forecast.** Estimate of the occurrence of a future event (UNESCO, WMO). This term is used with different meanings in different disciplines.
13. **Geological Hazard.** Natural earth processes that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. For example earthquakes, tsunamis, volcanic activity and emissions, landslides, rockslides, rock falls or avalanches, surface collapses, expansive soils and debris or mud flows.
14. **Hazard.** A potentially damaging physical event or phenomenon that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Hazards can include natural (geological, hydro meteorological and biological) or induced by human processes (environmental degradation and technological hazards). Hazards can be single, sequential or combined in their origin and effects. Each hazard is characterized by its location, intensity, frequency and probability.
15. **Hazard Analysis.** Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behaviour.
16. **Land-Use Planning.** Branch of physical and socio-economic planning that determines the means and assesses the values or limitations of various options in which land is to be utilized, with the corresponding effects on different segments of the population or interests of a community taken into account in resulting decisions. Land-use planning can help to mitigate disasters and reduce risks by discouraging high-density settlements and construction of key installations in hazard-prone areas, control of population density and expansion.
17. **Mitigation.** Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.
18. **Natural Hazards.** Natural processes or phenomena occurring on the earth that may constitute a damaging event. Natural hazards can be classified by origin namely: geological, hydro meteorological or biological. Hazardous events can vary in magnitude or intensity, frequency, duration, area of extent, speed of onset, spatial dispersion and temporal spacing.
19. **Preparedness.** Activities and measures taken in advance to ensure effective response to the impact of hazards, including the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations.
20. **Prevention.** Activities to ensure complete avoidance of the adverse impact of hazards

21. **Public Awareness**. The processes of informing the general population, increasing levels of consciousness about risks and how people can reduce their exposure to hazards. This is particularly important for public officials in fulfilling their responsibilities to save lives and property in the event of a disaster.
22. **Recovery**. Decisions and actions taken after a disaster with a view to restoring or improving the pre-disaster living conditions of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk.
23. **Relief / Response**. The provision of assistance during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term, or protracted duration.
24. **Resilience / Resilient**. The capacity of a community, society or organization potentially exposed to hazards to adapt, by resisting or changing in order to maintain an acceptable level of functioning. Resilience can be increased by learning from past disasters for better future protection and to improve risk reduction measures.
25. **Retrofitting (or Upgrading)**. Reinforcement of existing buildings and structures to become more resistant and resilient to the forces of natural hazards.
26. **Risk**. The chances of losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged) resulting from interactions between hazards and vulnerable social conditions. Risk is expressed as $Risk = Hazards \times Vulnerability$. Some experts also include the concept of exposure to refer to the physical aspects of vulnerability.
27. **Risk assessment/ Analysis**. A methodology to determine the nature and extent of risk by analyzing potential hazards and evaluating existing vulnerability that could pose a potential threat to people, property, livelihoods and the environment.
28. **Structural / Non-Structural Measures**. Structural measures refer to any physical construction to reduce or avoid possible impacts of hazards, which include engineering measures and construction of hazard-resistant and protective structures and infrastructure.
29. **Non-Structural Measures**. Refer to policies, awareness, knowledge development, public commitment, and methods and operating practices, including participatory mechanisms and the provision of information, which can reduce risk and related impacts.
30. **Sustainable Development**. Development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It contains within it two key concepts: the concept of "needs", in particular the essential needs of the world's poor, to which overriding priority should be given; and the idea of limitations imposed by the state of technology and social organization on the environment's ability to meet present and the future needs. (Brundtland Commission, 1987).

31. **Technological Hazards**. Danger originating from technological or industrial accidents, infrastructure failures or certain human activities, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Some examples: industrial pollution, nuclear activities and radioactivity, toxic wastes, dam failures; transport, explosions, fires, spills.

32. **Vulnerability**. The conditions determined by physical, social, economic, and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.

Note

These terms and concepts have been adapted from the United Nations International Strategy for Disaster Reduction (UNISDR) list of terms and concepts. An effort has been made to simplify them for better understanding of the common reader in Pakistan.