

# **District Disaster Risk Management Plan**

## **District Gujrat**

**Government of Punjab**



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### Purpose and Scope of the Plan

Every plan is designed keeping in view some specific purpose and it owns certain parameters that facilitate in practical implementation being clear in roles and responsibilities of stakeholders outlined in plan. It not only provides conceptual clarity to concerned officials/workers/community groups but also avoids duplications, delays and disorders.



Keeping in view the above mentioned context, the principal purpose of the plan is:

- To present a brief and concrete analysis of hazards, vulnerabilities and disasters in Gujrat district
- In the context of pre-disaster preparedness, responding the emergency situation and disaster risk management activities, to institutionalize and clarify the roles and responsibilities of different stakeholders of Gujrat District
- To build capacity of stakeholders regarding activities to be taken in various stages of disaster, preparedness, response and rehabilitation

## Terms and Concepts<sup>1</sup>

### 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

### Biological hazard

Biological vectors, micro-organisms, toxins and bioactive substances, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

### Capacity

A combination of strengths and resources available within a community, society or organization that can reduce the level of risk, or effects of a disaster. Capacity may include physical, institutional, social or economic means as well as skilled personal or collective attributes such as leadership and management. Capacity may also be described as capability.

### Capacity building

Efforts aimed at developing human skills or societal infrastructure within a community or organization to reduce the level of risk. In extended understanding, capacity building also includes development of institutional, financial, political and other resources, at various levels of the society.

### 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.

### Coping capacity

The means by which 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.

### 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.

### Disaster Risk Management

The comprehensive approach to reduce adverse impacts of a disaster. It encompasses all actions taken before, during, and after disasters. It includes activities on mitigation, preparedness, emergency response, recovery, rehabilitation, and reconstruction.

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*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.*

**Disaster risk reduction (disaster reduction)**

The measures aimed at minimizing 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.

**Early Warning**

The provision of timely and effective information, through identified institutions, to communities and individuals so that they could take action to reduce their risk and prepare for effective response.

**Emergency management**

The management and deployment of resources for dealing with all aspects of emergencies, in particularly preparedness, response and rehabilitation.

**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.

**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.

**Hazard analysis**

Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behavior.

**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.

**Mitigation**

Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.

**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.

**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.

**Prevention**

Activities to ensure complete avoidance of the adverse impact of hazards

**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.

**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.

**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.

**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.

**Retrofitting (or upgrading)**

Reinforcement of existing buildings and structures to become more resistant and resilient to the forces of natural hazards.

**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 x Vulnerability. Some experts also include the concept of exposure to refer to the physical aspects of vulnerability.

**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.



**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.

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.

**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).

**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.

**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.

**Wild land fire**

Any fire occurring in vegetation areas regardless of ignition sources, damages or benefits.

**List of Acronyms**

ADP	Annual development Plan
DA	District Administration
DCO	District Coordination Officer
DDO	Deputy District Officer
DEOC	District Emergency Operation Center
DDMA	District Disaster Management authority
DDRMP	District Disaster Risk Management Plan
DRM	Disaster Risk Management
DO	District Officer
DP	Disaster Preparedness
DRR	Disaster Risk Reduction
EDO	Executive District Officer
HR	Humanitarian Response
INGO	International Non-governmental-organization
NDMA	National Disaster Management Authority
NDMO	National Disaster Management Ordinance
NGO	Non-Governmental Organization
PDMA	Provincial Disaster Management Authority
PH	Public Health
TMA	Tehsil Municipal Administration
UNDP	United Nations Development Programme

## Acknowledgment

District Disaster Risk Management Plan is the outcome of extensive process of consultations with district administration, civil society organizations, academia, media representatives and politicians who provided their valuable input during consultative meetings and individual interviews for the development of District Disaster Risk Management Plan. Special thanks go to the following in this regard for their support and input:

- EDOs and DOs of District departments
- Provincial Disaster Management Authority
- National Disaster Management Authority
- United Nation Development Programme
- NGOs
- Media

## Foreword

It is a universal truth that “tragedy teaches lessons” only when the victims assess the causes, form proper structures and plan strategies to avoid it in future or at least suffer at the minimum level. The tragedies in shape of natural and man made disasters not only play havoc with life but also expose the extent of vulnerability and inability of the respective communities / countries and their respective institutions. And if the affected country, areas or communities don't possess appropriate legislation and efficient institutions, which lead towards comprehensive disaster preparedness, response and rehabilitation initiatives, then the disaster really leaves heinous impact.

Keeping in view the frequency, intensity and magnitude of need for establishing Disaster Risk Management and response mechanisms to mitigate effects of natural and man-made disasters on human life, infrastructure, livestock, economy and health, District Gujrat was selected from the province Punjab to have the Disaster Risk Management Plan (DRMP) as this district is prone to emergencies of different types at any time of the year.

The plan highlights the mechanism of joint efforts of different stakeholders in a collaborative and coordinated way to avoid duplication of resources and efforts and it incorporates strategies to enhance the capacity of all departments / agencies / organizations to more effectively prepare and respond to disaster risk situations. This can be achieved through the systematic processes of hazard, vulnerability and risk analysis, which facilitates in getting a more real rational base of information upon which to frame operational plans and procedures. The plan identifies the risk environment for district Gujrat and outlines the key institutional and programming components related to effective disaster risk preparedness, management, emergency response and recovery.

All the District officials and departments, civil society and community groups who extended their cooperation in this whole process are dully thanked. As to err is human and improvement is always needed therefore it is requested to all the stakeholders to communicate their suggestions and comments for the further improvements in this plan.

**Major ® Rizwan ullah Baig**

**Director General PDMA.**

**Message by DCO**

Development of District Disaster Risk Management Plan for District Gujrat with the support of United Nations Development Programme and National Disaster Management Authority is one of the significant achievements of District Administration Gujrat, which supported it from pillar to post in the development process.

The District Disaster Risk Management Plan aims at enhance the capacities of communities making them able to minimize vulnerabilities at their own ends. The plan illustrates the ongoing developments in disaster management through which the government, business community and civil society together taken joint ventures measures to reduce the impacts of disasters on the fabric of society. This will be more beneficial and replicable in establishing early warning systems, preparedness programmes and adaptation of practical measures for coping up in future risks.

I am really thankful to United Nations Development Programme (UNDP) / National Disaster Management Authority (NDMA) and there teams for development of such a substantial and valuable document. Special words of thanks for Mr. Shalim Kamran, Mr. Amjad Gulzar, Mr. Mohammad Bilal Feroz, and Mr. Zahid Hamid for their contribution to develop this plan. I am sure that the guidelines in the plan will provide utmost benefit to vulnerable communities of district Gujrat.

**Sardar Muhammad Akram Javaid**  
**District Coordination Officer**  
**District Gujrat**

## Vision, Mission, and Objectives

### Vision

To ensure that nominal damage is inflicted upon human & natural resources by natural or human induced calamities in district Gujrat.



### Mission

Formulation of criterion plan for smoothing the progress of capacity building of district government of Gujrat, line departments and communities aiming at pre-disaster preparedness, instantaneous, coordinated and effective disaster response, relief and rehabilitation.

### Objectives

- Provision of base for the formation of DDMA which would formulate policies and procedures regarding disaster management in district Gujrat ensuring efficient and effective exploitation of all resources in district Gujrat aimed at decreasing the vulnerability of its subjects to hazards and disasters.
- To strengthen early warning and early response system to disaster hazard threats and disaster situations in Gujrat.
- To enhance institutional capacities at district and community levels, including those related to technology, training, and human and material resources.
- To initiate collaboration, coordination and exchange of information among stakeholders involved in early warning, disaster risk management, disaster response, development and other relevant agencies and institutions at all levels, with the aim of fostering a holistic approach towards disaster risk reduction and sustainable development.
- To prepare communities and institutions to be equipped with knowledge and capacities in order to enable them to manage disaster situations effectively at times of disaster in order to reduce losses and damage to lives and property and to include communities in disaster risk management for the development of specific mechanisms to engage active participation and ownership of relevant stakeholders.
- To execute regular disaster preparedness exercises, including evacuation drills, with a view to ensuring rapid and effective disaster response and access to essential food and non-food relief supplies, as appropriate, to local needs.
- To initiate emergency funds, where and as appropriate, to support response, recovery and preparedness measures as part of a sustainable way to disaster risk management.

# Section 1

## Overview of the District

# Overview of the District

## 1.1. Administrative Units, Number of Tehsils / Towns, Ucs In The District.

The District of Gujrat , established in 1849 is further divided into three Tehsils, i.e. Gujrat , Kharian and Sarai Alamgir. There are a total of 117 Union Councils in District Gujrat , of which 65 lie in the Gujrat tehsil, 43 in Kharian and 9 in Sarai Alamgir. The total number of villages that fall under this district is 1084.

## 1.2. History

Gujrat is an ancient city that has existed since the time of Alexander the Great. The town of Gujrat itself is of modern origin, but occupies the site of an ancient city, the foundation of which is traditionally assigned to Raja Bachan Pal, a Rajput, who had come from the lower Gangetic Doab, but of whom nothing more is known. The original name of the city is said to have been Udanagri, the everlasting or sweet-smelling city.



It is believed that during the Mughal Era, Gujrat was used as a route for going to Kashmir. However it was not until the 20<sup>th</sup> century when Gujrat was realized as an independent state by the British Empire after two main battles (the Battle of Chillianwala and the Battle of Gujrat) were fought between the British and Sikh armies. Only after winning the battle of Gujrat on 22 February 1849, did the British declare victory in Punjab.

## 1.3. Geography and Climate

The district of Gujrat lies between 32°34'47"N latitudes and 74°4'11"E longitudes. Gujrat is located in between two famous rivers i.e., River Jehlum and River Chenab is commonly known as Chajjdoab. It is bounded on the north-east by District Mir Pur & Bhimber (AJK), on the south-east by the river Chenab separating it from the districts of Gujranwala and Sialkot, on north-west by District Jhelum through River Jhelum and from the south-west by District Mandibhauddin and on the east by river Tawi which separates it from the Sialkot District. The main body of the district apart from Pabbi, may be described as the lowest slope of the Himalayas extended as far as the town of Dinga and Westward from that point an alluvial plateau of the same character as in other district in the central Punjab.



Due to its close proximity with the rivers, Gujrat's land is fertile and suitable for cultivation of rice and sugar cane which are the two major crops of the district. The district is spread over an area of 3,192 square kilometers (8, 64,225 Acres), 71% of this area falls under cultivable land whereas 29% is non fertile or un-cultivated land. Other major crops of this area are Wheat, Oil Seed, Pulses, Maize, Bajra, etc.

This district has moderate climate, hot in summers and cold in winters. During peak summers, the temperature shoots up to 45°C, but hot spells are comparatively shorter due to proximity of Azad Kashmir Mountains. The winter months are very pleasant and the minimum temperature



may fall below 2°C. The average rain-fall on the Kashmir border is over 100 cm, in Kharian it is 75 cm and in Gujrat it is 67 cm.

#### 1.4. Agricultural Resources

Gujrat is rich in natural resources; the land of Chajjdoab is fertile for cash crops like Wheat and Rice. Besides these major cash crops, other crops include, Sugarcane, Bajra, Tobacco, Maize, Jawar, Pulses like (Masoor, Moong, Mash), Mustard and Sun Flower are also grown in minor quantities in the district.



The land is also famous for fruits like; Citrus and Guava. Mango, Jaman and Banana are also grown in minor quantities in the district. Trees grown in the area are Kau, Phalai, Kikar and Shisham.

#### 1.5. Demography

According to the Population and Housing Census of 1998, total population of Gujrat district is 2.1 million, out of which 1.1 million are males and 1.02 million are females. Total population density of the district is 642 persons per square Kilometer. Percentage break-up of the Rural and Urban population is 72.3% and 27.7% respectively. The average household size in Gujrat is estimated to be 6.6 persons.

#### 1.6. Socio-Economic setup

Gujrat, like most Punjab is also an agricultural unit with rice being one of the major crops of this area. There are around 20 rice mills and 37 rice shelters in the district. Gujrat is are famous for pottery and making ceramic goods. There are around 150 pottery work industries in the district. Fan making industry is also one of the most flourishing industries of Gujrat, in fact one of the best in Pakistan. There are about 400 fan manufacturing industries in Gujrat. The district is also home to one of the best furniture making industries of the country. Other thriving industries include textile, shoe making, electric goods industry.

#### 1.7. Industry

Gujrat is famous for its clay work and pottery making since ages. Apart from agriculture and pottery, the city is also well known for its furniture making. The locals have mastered the skills of conditioning the wood and manufacture world class furniture of immaculate finish. Over last few decades, Gujrat has also attained a name in export of electric fans.

Gujrat has a unique status throughout Punjab for its manufacturing capabilities. There are more than one thousand small/medium and large scale industrial units operating in the district. Jalalpur is a large town of Gujrat, where several small and large textile industrial units have been established. There are many other industrial units and factories engaged in manufacturing of electrical goods (Fan), electric motors, earthen utensils, shoes, rubber tire tube, sanitary ware, rice cleaning mills and furniture.



Gujrat hosts one of the pioneer and largest fan manufacturing industries of Pakistan. There are now over five hundred fan manufacturing units operating in Gujrat, Gujranwala, Lahore and a

few other cities. They provide employment to a large number of people and cater to more than 90 percent of the domestic market needs.

### **1.8. Physical Infrastructure**

The Grand Trunk Road commonly known as the GT Road passes through Gujrat. There is a major railway line that also connects it with various other cities of Pakistan. There is one Hydel power station at Shadiwal U.J.C.



### **1.9. Political Setup**

There are four seats from Gujrat in the National Assembly and eight in the Provincial Assembly which are filled by general elections.

Source: <http://www.Gujrat.police.gov.pk/page.asp?id=153>

## Section 2 Hazards in the District

# Hazards in the District

## 2.1. District Hazards and Vulnerability

Gujrat is one of the most populated districts of Punjab. Although not developed like the other major cities of Pakistan, it still meets all major needs of its inhabitants. People are generally poor and are employed in manufacturing industries or rely on farming for living. Literacy rate is much better as compared to other areas of the country.

Since District of Gujrat lies between two major rivers of Punjab, Chenab on south-east and Jehlum on south-west, it occasionally faces the onslaught of floods causing havoc and devastating the people and their normal lives. Other less occurring hazards include drought, epidemics, earthquakes, road accidents and industrial hazards.

Since almost 36 percent of the population in Gujrat is illiterate, there is very little awareness regarding natural hazards or disasters and people are generally living in vulnerable areas. Moreover the communications and transport infrastructure is also not much developed, making the area even more vulnerable in case of any disaster.

## 2.2. Potential Risks and Past Impact

### ➤ Floods

Floods in Gujrat take place due to heavy rains in the monsoon season causing serious damage to life and property. During peak flood season, the usual pattern of life is abruptly disrupted, plunging a number of people into anguish and distress. Four big nullahs Bhimber, Bhinder, Helsi and Dawara also cause destruction in district Gujrat. Gujrat witnessed serious damage due to floods of 1988, 1992, 1994 and 1997.



The flood season normally starts from 15<sup>th</sup> June and continues until the second week of October. An overall hazard assessment of District Gujrat shows that rains in the catchment area of Gujrat make it even more vulnerable to flooding in the rainy season. The average rainfall on the Kashmir border is over 100 cm, at Kharian it is 75 cm, at Gujrat 67 cm and at Dinga 50 cm.

During 1992 to 1996, eleven spurs and two bunds were constructed for protection of agricultural land and nearby villages on the right bank of River Chenab. These bunds have been able to reduce damage to a certain extent.

### ➤ Pollution

The district Gujrat is host to both agriculture and industrial sectors. Though it serves to fulfil the needs of many, but unfortunately, due to lack of awareness and ignorance both these activities are responsible for polluting the water resources of the district. The agricultural and industrial waste is thrown in to the nearby streams which fall into the river thus taking the polluted water to places elsewhere. This water is also utilized for the

people's consumption as well as for livestock. Dumping of industrial and agricultural waste into water needs to be checked to prevent any major disaster from taking place.

#### ➤ Epidemics

Since the whole of the province of Punjab is prone to various kinds of epidemics like TB, cholera, diarrhea etc, Gujrat is also occasionally affected.

#### ➤ Road accidents

The number of cars and vehicles in Punjab province is one of the largest in the country. Several road accidents are reported each day in which a number of people even lose their lives.



#### ➤ Industrial accidents

Since Gujrat is an industrial city as well, there are many manufacturing industries where a number of people are engaged for earning their living. People working in these industries are prone to accidental hazards like fire, explosive storage etc.

#### ➤ Fire

Every year, small to large-scale fire events are reported, affecting life, property and infrastructure.

#### ➤ Crises Situation / Sabotage

Crisis situations are brought about by unpredictable incidents that degenerate to uncontrollable proportions causing chaos and mayhem. Such situations may be brought by incidents such as:

- Bomb blasts
- Riots and demonstrations
- Sectarian clashes
- Terrorism / suicide bombing
- Target killing
- Gas leakage / fire
- Road and Industrial Accidents

Since such incidents may arise any time in the district, therefore, to manage such situation, Crises Management Plans by different district departments have been prepared. Police, Civil Defence and Health departments have always been in such situations and therefore are better rehearsed to respond to such crises.

#### • KEY TARGETS/ GROUPS IN THE DISTRICT

- ◆ VVIPS/ VIPS
- ◆ Civil officers/ officials

- ◆ Govt. offices/ buildings especially Zila Nazim, DCO/ DPO Offices
- ◆ Courts including Session and Civil Courts
- ◆ Foreigners and foreign establishments especially Chinese working in Pakistan
- ◆ Key points/ installation
- ◆ Religious places
- ◆ Bus stands/ railway stations
- ◆ Market/ bazaars/ crowded places
- ◆ Hotels/ restaurants especially foreign franchises
- ◆ All government training facilities
- ◆ Important buildings, installations and industries

### 2.3. Dynamic Pressure that leads to Vulnerability

There are several root causes of increasing vulnerability to various hazards that are:

- Lack of institutional capacity to deal with the disaster risk management initiatives
- Lack of structure and resources
- Lack of training, appropriate skills and awareness on disaster risk management, both for the community and public servants
- Environmental degradation, industrialization and air pollution increases hazard risks to diseases
- Poor social protection
- Inadequate early warning systems
- Lack of preparedness and contingency measures for disaster risk management
- Poor construction materials for settlements (houses, structures, buildings, schools, hospital and bridges)
- Settlements on hazard prone locations

### 2.4. Management System in District Gujrat

#### • Flood Fighting Relief Plan

The flood season normally starts from mid-June and continues till the middle of October. A relief plan has been prepared to deal with the aftermath of rains, floods and actions of hill torrents. Strenuous efforts need to be made to mobilize all human and material resources to carry out relief activities. A detailed Disaster and Relief plan has been prepared to save and protect the life and property of affected people.



#### • Disaster & Relief Control Center

To monitor the flood situation in the district and to coordinate with all agencies involved in relief and emergency operations, a Disaster Relief Control Center has been established under the supervision of District Officer Revenue, Gujrat. The Control Center remains updated with the latest information regarding the disaster situation of the district and immediately disseminates it to the relief agencies.

The District Revenue Officer will perform the following duties:

Function and duties:

- On receipt of discharge position in rivers and Nullahs, the information is communicated to Tehsil Flood Control Center

- To keep the Provincial and District Government informed about the latest flood situation. The same is to be conveyed to Zila Nazim, DCO, DPO and irrigation department
  - He will direct the Flood Control Center for dispatch of rescue and evacuation teams to affected areas
- **Disaster Response Services**

Six Disaster Service Centers are established at district and tehsil levels for making use of personnel and resource implementation agencies.

#### **1. Rescue & Evacuation Services**

The District Officer Revenue and all Deputy District Officers – Revenue of the three tehsils shall undertake all rescue and evacuation operations in affected areas with twelve teams formulated under District Revenue Officers. Each team shall comprise of 10 volunteers who will perform under the supervision of sector officers and shall be deployed in affected areas on need basis.

#### **2. Health Services**

The Executive District Officer (Health) shall organize all medical facilities. He will train medical and allied personnel and will ensure availability of necessary medicines and equipment. The EDO (Health) along with his field staff shall provide first aid, medical care, medical fluids and equipment and organize mobile medical teams in affected areas. He is also responsible for setting up emergency dispensaries.

#### **3. Transport Services**

A transport cell under the supervision of Deputy District Officer shall be set up in disaster situations. This cell shall manage all available transport facilities and ensure appropriate and efficient utilization of these services in disaster areas. All requests for transport services shall be forwarded to the Transport Service Cell. This Cell keeps information of all available vehicles i.e. earth moving machinery, sky scrapers, bulldozers, etc.

#### **4. Communication Service**

The District Police Officer in association with Sub-divisional Officer, Telephones, will be in charge of Communication Services. Communication Services shall employ all possible means of communications to provide assistance in disaster relief by acquiring means of communication from all agencies. It will remain in constant touch with the coordination section and other relief providing agencies.

#### **5. Relief and Welfare Service**

This service shall be organized by the respective Deputy District Officer (Revenue). The aim of this service cell is to provide relief to the affected people by providing food, shelter, clothing etc. It will also keep a record of the hospitalized and dead victims and other necessary figures.

## 6. Security Service

This Department will work under the District Police Officer and shall ensure maintenance of law and order situation in the district.

### 2.5. Actions Required to be Considered by District Authorities

- Establishment of the DDMA and relevant committees at District level as per the National Disaster Management Ordinance 2007
- Clarifications of roles and responsibilities of all district departments and other stakeholders of their involvement in pre, during and post disaster involvement and dissemination
- District Emergency Operations Center fully staffed and resourced
- District Disaster Risk Management Plan available, updated regularly and disseminated to all concerned
- District Nazim, DCO, Civil Defense and relevant staff of DDMA must be trained on Disaster / Emergency Management
- Roles and functions of lower level government administrative structure at district level (tehsil, union council and village) during emergencies clarified
- Ensuring proper command, coordination and organization structures are in place along with efficient trained personnel
- Effective notification and communication facilities
- Proper training of concerned personnel
- Regular mock drills / rehearsals
- Regular review and updating of plan
- Report all significant developments to the DDMA, PDMA, NDMA and other relevant stakeholders





## Section 3

# District Disaster Risk Management Systems

# District Disaster Risk Management Systems

## 3.1. Hazard and Vulnerability Assessment

The Hazard and Vulnerability Analysis shows that the district is vulnerable to flood disasters in different degrees. In view of this, plans for mitigation and preparedness will have to be evolved while the implementation is to be monitored locally at the Union Council level to reduce the impact of disasters. A community based monitoring scheme will be more effective but this has to be established in relation to the development of capacities of the Union Council and village.



The above mentioned steps require formulation of proper mechanism under which establishment of District Disaster Management Authority (DDMA) comprising representatives from all government's respective departments, civil society groups and community groups, corporate sector / individuals is necessary. The DDMA is a framework which aims to provide policy & procedural guidelines and defines roles and responsibilities of the key stakeholders. Broadly speaking, all stakeholders are expected to execute the functions mentioned below:

- Incorporate risk assessment in the planning and design phases of all new infrastructures
- Assess sectoral susceptibility of people, infrastructure, assets and services
- Develop disaster risk management plans at union council levels
- Incorporate vulnerability reduction measures for future safety
- Develop technical capacities of the departments/sectors to implement disaster risk management strategies
- Conduct post disaster damage and recovery needs assessment
- Organize emergency response as per the mandate of the department
- Organize recovery and rehabilitation as per the mandate

Hazard Vulnerability Capacity Assessment (HVCA) needs to be undertaken at Village, Union Council, Tehsil and District levels. To facilitate this, there is a need to develop a mechanism and system for collecting available information and continuous monitoring of hazard risks and vulnerabilities. Various departments regularly collect data on departmental concerns (i.e. Agriculture department on agricultural statistics; Revenue department on land and taxes; etc.). These existing systems need to be reviewed to incorporate hazard and disaster risk analysis. Instruments to be developed would enable decision makers at all levels to take effective decisions to develop risk reduction policies, strategies and programmes.

Village, union council and tehsil level maps should include analysis on vulnerability of settlements, housing stock, important infrastructure and environmental resources. They will indicate location of key settlements in hazard-prone areas. The analysis will describe the types of existing housing stock in hazard-prone areas, and the potential of damage to various housing categories. The vulnerability analysis will identify key infrastructure and environmental resources in each local area that are prone to damage and loss from prevalent hazards. Vulnerabilities of various social groups in hazard prone areas will also be analyzed.

The HVCA will inform development of Damage, Needs Capacity Assessment (DNCA) during actual disasters. There will be separate DNCA formats and procedures at various tiers of the government.

A central database should be developed and located at the District Emergency Operations Center (DEOC). The database will be made available to all stakeholders for access for some of the following purposes:

- Review of existing data gathering methods and tools of various departments to include disaster risk analysis
- Develop HVCA tools and assessment methodologies
- Identify HVCA facilitators from the district personnel and from priority tehsil, UCs and villages as well as from NGOs/CBOs
- Conduct 1<sup>st</sup> Facilitator's Training of HVCA facilitators
- Collation of HVCAs
- Develop Damage Needs Capacity Assessment forms / formats/questionnaires
- Set-up, review, up grade /update database of district

### 3.2. Strategies for Disaster Risk Management

The priority areas provide broad descriptions of key strategies to achieve the overall goal of reducing disaster risk and vulnerability. DDRMP refers to the National Disaster Management Framework and has adopted a set of these component objectives to support the District Government and to enhance its capacity at all levels.



- **Institutional Management Arrangements**
  - Consultation on NDMA and the DDMA set-up
  - Formation of DDMA in District Gujrat
  - DDMA orientation sessions for each district line department
  - Orientation workshops for District Assembly about the DDMA
  - Workshops on DDMA structure, roles and responsibilities at district, towns, UCs and village levels
  - Establishment and arrangements of resources at functionalized District Emergency Operations Center (DEOC)
  - Training and facilitation to the town, union council and village administration in formulation of their own Disaster Risk Management Plans in line with DDMA mandate
- **Hazard and Vulnerability Assessment**
  - Access and review of existing data collection practices of district departments to be included in Disaster Risk Analysis
  - Facilitators' Training of HVCA facilitators
  - Initiate and develop accurate and authentic database of district regarding disaster risk management and disaster risk reduction
  - Mechanism to update district database on regular basis
- **Training, Education and Awareness**
  - Develop Training Needs Assessment tools for DDMA and its supplementary tiers.

- Identify and enlist relevant trainers from the district preferably but in case of non-availability, flexibility to hire from other areas
- ToT
- In the context of HVA of the district, development of training materials and modules preferably in local languages
- Design and implementation of Mass Awareness-Raising Campaigns regarding DRM and DRR
- Systematic and timely review of training curricula and materials and impact assessment of trainings and awareness campaigns
- Monitoring and evaluation of activities and follow-up for having feedback for future alterations

- **Community and Local Risk Reduction Programming**

- Identification, training and delegation of roles and responsibilities of focal persons at town, union council and village levels
- In collaboration and consultation / facilitation of DDMA, development of Local Planning Framework
- Identification, utilization and sustainability of local resources (time, talent, treasure) such as fiscal and human resources etc.
- Development of school-based disaster awareness and preparedness training modules and materials
- Organization of schools, colleges and other educational institutes based disaster awareness and preparedness seminars and activities
- Mechanism defining roles and responsibilities of all stakeholders at grassroots level to ensure maximum active participation promoting decentralization



- **Multi-Hazard Early Warning System**

Identifying and appointment of focal persons at town, union council and village levels for early warning

- Devise Early Warning System for village, union council, town and district level
- Develop Standard Operating Procedures (SOPs) on the use and maintenance of communication equipment
- Call media meetings to develop coordination mechanisms regarding EW
- Media training on EWS developed and conducted
- Establish Community EW teams priority hazard and disaster prone areas
- Resource inventory of available communications equipment



- **Mainstreaming Disaster Risk Reduction into Development**

- Workshops to develop mechanism to integrate DRR in ADP planning
- Training on DRR Integration Planning
- Integration Planning Workshops
- Approval of recommended mechanism
- Monitoring regarding practical implementation of recommendations in development planning of different departments

### 3.3. Mid – Term Action Plan for Disaster Risk Management in District

The District Disaster Risk Management Plan (DDRMP) is a basic document, which identifies priority areas and proposes a broad spectrum of structural and non-structural activities to be implemented over a longer period of time for disaster risk management and sustainable development.



However, it is equally important to have a medium-term plan in place enabling the district government to carry forward the long-term agenda of making the district resilient against disasters in an effective manner by undertaking some specific activities for the first two years after the activation of DDRMP district Gujarat.

The estimated budget has been given against each activity, however, the district government, in consultation with concerned departments will go into the budgetary details for determining realistic costs. Apart from allocating funds in the annual budget, the district government may seek financial and technical assistance from national and international NGOs and donor agencies for the successful and timely execution of proposed activities. The 2-year Medium-Term Action Plan includes following activities:

#### Year – 1

#### **1. Formation, Establishment and Orientation of District Disaster Management Authority (DDMA):**

Being the first step to provide a solid foundation to disaster risk management at the district level, it is essential to have a properly established and functional DDMA as per the requirement set out in the National Disaster Management Ordinance (NDMO), 2006. Following the formation and establishment of DDMA, the orientation of concerned members / staff will be of immense importance to lead the Authority with professional competence. Specific activities include:

- An official notification to be issued by the DCO about the establishment of DDMA
- In the light of NDMO and the National Disaster Risk Management Framework, the terms of reference (ToRs) will be developed in respect of roles, responsibilities, mandate and other functions of DDMA
- An official ceremony will be organized to launch the establishment of DDMA
- A 2-day orientation session on disaster risk management will be organized for the members / staff of DDMA
- Purchase of essential IT equipment and furniture

#### **2. Orientation Sessions with District Departments, Elected Members and other Stakeholders:**

Three separate orientation sessions by NDMA / PDMA representatives about the structure, roles and mandate of DDMA will be organized to inform, sensitize and take on board the following stakeholders. Each session may span over 3 hours:

- The Executive District Officers (EDOs) of all district departments and the heads of offices which have not been devolved under the Devolution of Power Plan but functioning at the district level

- Elected representatives of the district, tehsil and union councils
- Citizen Community Boards (CCBs) and district-based CBOs, NGOs, and media

### **3. Establish District Emergency Operations Centre (DEOC) and Early Warning System:**

As mentioned in the DDRMP, the DDMA will establish a District Emergency Operations Centre (DEOC) to coordinate preparedness and response activities. The DEOC will also have necessary equipment installed to establish Early Warning System for receiving, processing and disseminating information about any impending disaster.

#### **Year – 2**

#### **4. Specialized Training Workshops:**

After the establishment of DDMA and the DEOC; and the orientation of district departments, elected representatives and other stakeholders during the first year of the Action Plan, there will be a need to impart specialized trainings on following topics:

- 3-day training for the staff of DEOC on early warning processing and dissemination, emergency response coordination skills and techniques, and overall management of the DEOC
- 3-day training of district departments and other stakeholders on Flood, Cyclone, Earthquake and Drought Mitigation
- 2-day training of key district departments (Civil Defence, Revenue, Social Welfare & Community Development etc.) on developing district, tehsil, union and village-level disaster risk management plans
- 3-day training of key district departments and relevant local NGOs on conducting Risk, Vulnerability & Capacity Assessment (RVCA)

#### **5. Establish District Disaster Response Teams (DDRTs):**

For an effective disaster response, DDRTs comprising First Aid and Search & Rescue will be established and trained:

- Identification of members for both the teams
- 5-day training on First Aid
- 5-day training on Search & Rescue

#### **6. Undertake District Disaster Risk Assessment:**

Though the DDRMP speaks about the RVCA, but the DDMA will have to undertake a thorough assessment of existing hazards and associated risks, identification of risk-prone areas and types of vulnerabilities, and document the capacities / resources available with the district government, civil society organizations and local communities with regard to disaster risk management.

## Section 4

# DDMA organizational Structure and key stakeholders

# DDMA organizational Structure and key stakeholders

## 4.1. Organizational Structure and Members

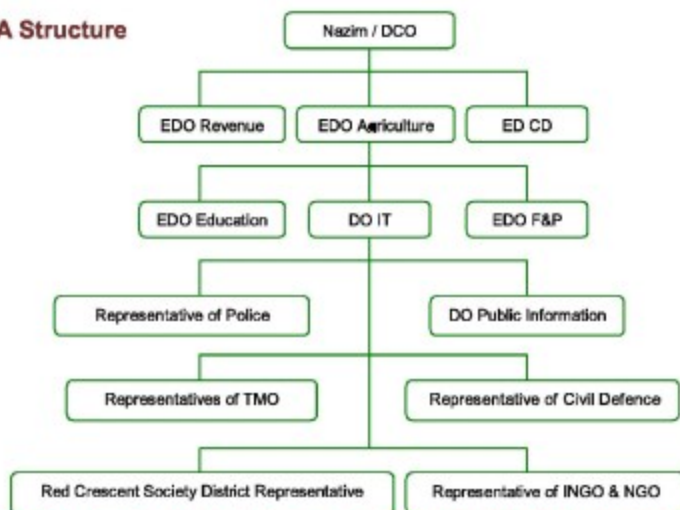


The DDMA is the focal organization and authority in the conduct and implementation of activities and actions on disaster management in Gujrat District. In pre, during and post disaster stages, the DDMA holds primary importance. Basically along with its town / tehsil and UC tiers, the DDMA is responsible for three main objectives. They are:

- Pre-disaster preparedness
- During the disaster immediate response
- Post disaster rehabilitation activities

The District Disaster Management Authority will comprise the Nazim, District Coordination Officer (DCO), District Police Officer and the EDO Health. Where appropriate, the District Nazim / DCO can appoint other officers as members of the DDMA. They may include EDOs from the education, social welfare, community development, meteorology department, revenue department, environment and agriculture departments, Army, Red Crescent, NGOs, media, private sector, civil defence services, or any other district stakeholders. After consultations and meetings conducted by the district with various stakeholders, the proposed structure of the DDMA in the District Gujrat is mentioned below:

## 4.2. DDMA Structure



*Any other member/s can be added as per ground realities and need by the District Authorities*



#### 4.2.1. The DDMA Secretariat

- A Secretariat shall be established to support the DDMA in its day-to-day activities. In district Gujrat, the Revenue Office under the DCO will be delegated to perform the tasks of secretariat for the DDMA
- The Secretariat shall be composed of the District Coordination Officer, who shall serve as the chairperson, a District Disaster Officer as Executive Officer and a minimum of three staff who will be in-charge of three tasks / functions namely: Technical Support (training and education), Operations Group and Finance and Administrative Support
- The number of staff, procedures and terms of reference of the secretariat will be further developed and approved by the DDMA
- Development of Warning System for the communities in identified hazard prone areas in the District Gujrat
- Organization of communities and training in emergency response for hazards
- Conduct district mapping, identifying actual and potential hazard prone areas in coordination with the town administration and revenue department, appropriate line departments and NGOs
- Design Action Plan for emergency response that will include population, details of threatened areas, evacuation routes, campsites for temporary use, and selected areas for permanent shifting of families, livelihood assistance, and the like
- With the police and transport offices, document and monitor transport situation to include vehicular accidents, number of dead and injured, location of accident, cause of accident, etc. and develop a trend analysis for use in development of a transport hazard reduction plan
- Other mitigation activities to be listed in the IMMEDIATE category of activities identified for implementation by the District Disaster Management Authority

#### 4.2.2. Function of DDMA

After the approval of the plan, the officers and members of the DDMA shall do the following without any delay:

- To prepare a disaster management plan including district response plan for the district
- To coordinate and monitor the implementation of the District Plan aligned with National Policy, Provincial Policy, National Plan, and Provincial Plan
- To 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 governments at the districts level as well as by the local authorities
- To ensure that 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
- To give directions to different authorities at the district level and local level authorities to take measures for the prevention or mitigation as may be necessary
- To lay down guidelines for preparation of disaster management plans by departments of the government at the district level and local authorities in the district
- To monitor the implementation of disaster management plans prepared by the departments of the government at the district level



- To lay down guidelines to be followed by the departments of the government at the district level
- To organize and coordinate specialized training programs for different levels of officers, employees, and voluntary rescue workers in the district
- To facilitate community training and awareness programs for prevention of disaster or mitigation with the support of local authorities, government and non-government organizations
- To set up, maintain, review and upgrade the mechanism for early warnings and dissemination of proper information to public
- To prepare, review and update district level response plan and guidelines
- To 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
- To 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
- To identify building and places which could, in the event of disaster situation be used as relief centers and camps and make arrangements for water supply and sanitation in such buildings or places
- To establish stockpiles of relief and rescue materials or ensure preparedness to make such materials available at a short notice
- To provide information to the provincial authority relating to different aspects of disaster management
- To encourage the involvement of non-governmental organizations and voluntary social-welfare institutions working at the grassroots level in the district for disaster management
- To ensure communication and disaster management systems are in order
- To perform other functions assigned to it by the provincial government or provincial authority as it deems necessary for disaster management in the district

#### 4.3. Town / Tehsil Disaster Management Committee

Institutions at this level are the frontline of disaster risk reduction and response. For many departments this is the lowest level of administration where they communicate directly with communities; agriculture, education, health, police, revenue and others. Extension workers of above departments could play a significant role in promoting disaster risk reduction. For example, agriculture extension workers could promote awareness of drought, flood or cyclone resistant crops. Health workers could raise people's awareness about potential diseases that may occur after flood or drought and how to prepare for them. Education officials could work on school disaster preparedness. Similarly, town / tehsil authorities have an important role in organizing emergency response and relief; e.g. damage and loss assessment, recovery needs assessment. Town / tehsil and Town Nazims will lead in risk reduction and response operations with the help of Town / Tehsil or Town Municipal Officers in consultations with DDMA. Other key players include; extension workers, police, fire services, community organizations (COs), traditional leaders and NGOs.



Under LGO 2001, the TMAs is to facilitate, provide, manage, operate, maintain and improve the municipal infrastructure and services including: water supply and control and development of

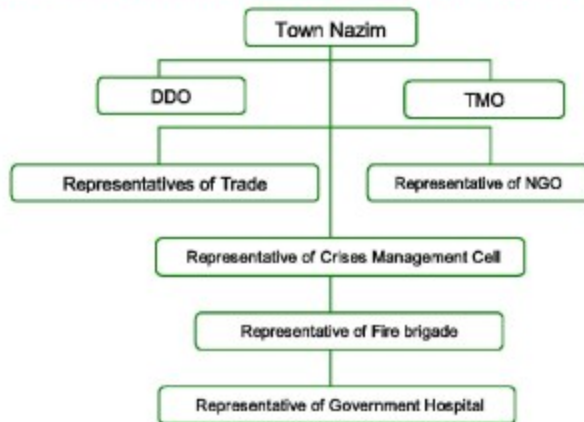
water sources other than systems maintained by union and village council, sewerage, vector control, sewage treatment and disposal, storm water drainage and fire fighting.

There shall be Town Disaster Management Committee (TDMC) to coordinate and implement disaster risk management activities at town level. The Town Nazim shall be the chairperson of the TDMC and the Town Municipal Officer shall be the secretary. Members will include all elected town members, TO Planning, DDO Revenue, president of trade association, DDOS of respective line departments, religious leaders who are to be nominated and representative of CCBs and NGOs. Specific roles and responsibilities of the TDMC and members will be further outlined by the district authority.

#### 4.3.1. TDMC

The National Disaster Management Framework (NDMF) clearly elaborates town / tehsil administrations as frontline of disaster management where disaster activities are actually implemented. As per the NDMF, the TMAs are responsible for:

- Formulation of plans and procedures for DRM and DRR keeping in view the specific needs of their respective locations
- Establishment of civic groups for disaster reduction and relief operation
- Coordinate with DDMA and lead operations regarding DRR and DRM during different stages of disasters
- Identification, mobilization and disposal of required financial, technical and logistic resources for disaster management
- Identification and mapping of all hazards in their respective location and conduct risk and vulnerability analysis and communicate with DDMA and other relevant groups / institutions



*Any other member/s can be added as per ground realities and need by the Town Administration in consultation with District.*

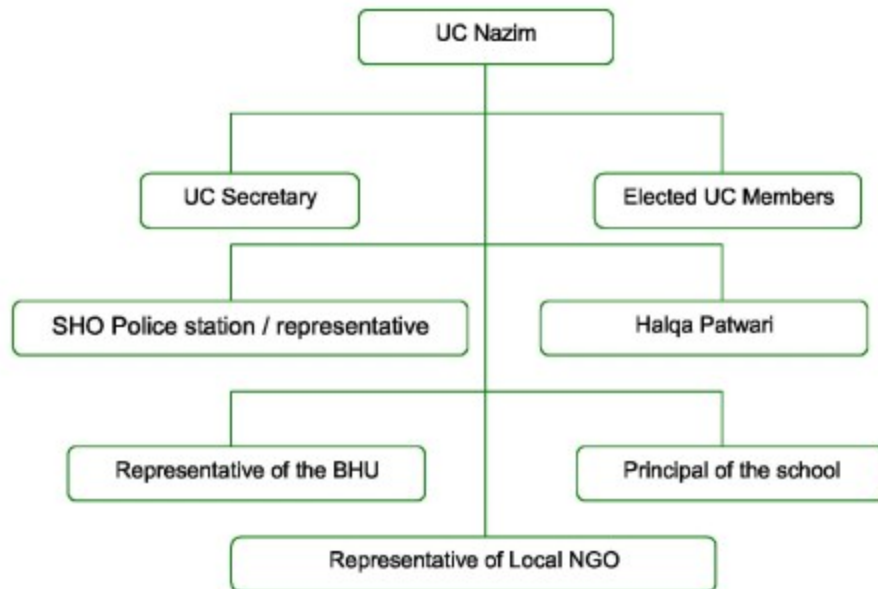
#### 4.4. Union Council Disaster Management Committee

Union councils are the lowest tier in the government structure and consist of elected representatives from villages and ward levels. These are easily accessible by the people and can communicate government plans at the grassroots level. These bodies have an important role in allocation of resources for local development projects. Union councils can play an

important role in advocating demands of communities to the district councils and DRM authorities. Community demands may include requests for allocation of resources from local budgets for hazard mitigation and vulnerability activities; e.g. spurs for flood control, rainwater harvesting structures for drought mitigation, vocational training for livelihoods to reduce vulnerability etc. Therefore, it will be important to develop orientation and knowledge of local political leadership at this level. Union council may develop local policies and guidelines for vulnerability reduction.

Under the LGO 2001, UC is to assist the relevant authorities during disasters and natural calamities and assist in relief activities. At union council level, a Union Council Disaster Management Committee (UDMC) will be established to coordinate and implement disaster risk management activities at UC level. Following are the suggested members:

#### 4.4.1. UDMC



*Any other member/s can be added as per ground realities and need by the Town Administration in consultation with Town and District.*

#### 4.5 Town and Union Council level, Activities

During disaster emergencies, the Town and Union Council Administration will be involved in the delivery of the following activities within their jurisdiction:

- Send Initial Damage and Need Assessment Report to District EOC
- Search and rescue operations in coordination with the Civil Defense and Police
- Corpse disposal

- Assistance to other agencies for mobility/transport of staff including rescue parties, relief personnel and relief materials
- Communicate to the DEOC additional resources required by various control rooms
- Establish communication links with DEOC, Union Council Disaster Management Committees (DMCs), NGO coordinating committee and private donors
- Issue passes and identity cards to relief personnel including the persons from NGOs operating in the affected area
- Coordinate NGO activities through necessary support to ensure community participation by establishing coordination mechanisms among NGOs
- Mobilizing and coordinating work of volunteers ensuring community participation

#### 4.6 Non-Governmental Organizations (NGOs) and Voluntary Agencies

The Non-Governmental Organizations and voluntary agencies play an important role in disaster management and provide a strong band of committed volunteers with experience in managing disasters. Their strength lies in the choice of their manpower, the informality in operations and flexibility in procedures. These organizations enjoy a fair degree of autonomy and hence can respond to changing needs immediately.

However, in order to maintain uniformity in operations and effective co-ordination, it is desirable that they follow standards of services (as given in the *Guidelines*), information exchange and reporting so as to enable the DEOC to have a total picture of resource availability, disbursements and requirements. NGOs therefore have been assigned specific tasks by the district administration to undertake relief work within the institutional framework. As and where possible, NGOs may also be able to improve the quality of delivery of services. In addition, CBO Committees have been operating at the community level, especially in times of emergencies like house collapses, fires, and floods. Such committees have been identified at the ward level.



Specific activities in which NGOs/private sector can be involved during disaster management operations are:

- Search and rescue operations
- Information dissemination
- First aid
- Disposal of dead
- Damage assessment
- Management of information centers at temporary shelters
- Mobilization and distribution of relief supplies including finances
- Manpower for community mobilization, crowd control, rumor control and traffic management
- Specialized services (psychiatric and mental health assistance)
- Management of transit camps
- Rehabilitation activities

The following agencies will be associated with relief and rehabilitation activities. Most of these agencies have the capacity to mobilize required resources and have assisted the administration in the past in managing relief and rehabilitation activities. These agencies include:

- UN Agencies
- WHO
- District Red Crescent Society
- Earth Development Foundation
- CCBs and CBOs at Union Councils and Village level
- Others

#### 4.7. Community Based Organizations (CBO's) and Activities

In order to promote community level disaster risk management activities, the capacity of existing community based organizations (CBOs) will be developed and enhanced by district and tehsil authorities. In the absence of community organizations, new groups would be established to work in disaster risk reduction and management. CBOs will be trained about local early warning system, evacuation, first aid, search and rescue, fire fighting etc. Linkages would be developed between CBOs and relevant local agencies; e.g. agriculture, banks, health and veterinary services to promote disaster preparedness. Skills and knowledge of CBOs leadership will also be developed in financial management, human resource management, resource mobilization, interpersonal communication and presentation and negotiations skills. The provision of Citizen Community Boards (CCBs) in Local Government Ordinance (LGO 2001) provides a good ground to organize communities and mobilize resources for issues like local level disaster risk management.



## Section 5

# Roles and Responsibilities of District Stakeholders

# Roles and Responsibilities of District Stakeholders

## 5.1. Agriculture and Livestock

### Pre

- Provide recommendation on changing/rescheduling of cropping patterns
- Create Community Seed Bank at Union Council level
- Provide live stock vaccination
- Assessment of high prone areas and estimation of possible damage and needs for recovery regarding live stock, crops, irrigation facilities in case of emergency
- Mass awareness regarding epidemics and diseases to live stock and crops
- Regular surveillance of rivers, canals, barrages and head works, other water courses which are most likely to be in flood
- Close coordination with Meteorology department & media, especially during monsoon



### During

- Immediate transfer of current situation to DDMA and media to be spread for mass awareness
- Facilitate other departments to set up relief camps, temporary offices in canal rest houses and other buildings as per need
- Vaccination of live stock

### Post

- Prepare report on damages and needs submit to DDMA
- Upgrade Community Seed Bank (CSB)
- Mass awareness regarding epidemics and diseases to live stock and crops
- Repair and rehabilitation of canals, barrages and head works, other water courses which damaged during flood
- Close coordination with Meteorology department & media, especially during monsoon
- Timely compensation to affected farmers
- Vaccination of live stock

## 5.2. Army

### Pre

- Prepare necessary equipments, labor, transportation mean and other materials for emergency intervention
- Assist in evacuation of people to safe places before the disaster
- Providing training to soldiers and determined the role of the soldiers who are stationed in flood prone areas
- Protect roads from getting flooded (i.e. sand bagging and enforcement of embankments)





**During**

- Installation of temporary bridges, Bunds etc.
- Provide rescue services
- Collate information and warn appropriate Army units
- Establish communications of disaster and supplement the civil communication set up if required
- Coordinate all military activity required by the civil administration
- Provision of medical care with the help of the medical teams, including treatment at the nearest armed forces hospital
- Transportation of Relief Material
- Provision of logistic back-up (aircrafts, helicopters, boats, etc)
- Establishment of Relief Camps
- Assist in evacuation of people to safe places during the disaster

**Post**

- Construction and Repair of Roads and Bridges
- Cooperate and coordinate with District authorities
- Facilitate other departments in capacity building in sectors such as road construction, telecommunication, medical facilities and other infrastructural development

**5.3. Common for Each Department****Pre**

- Assign representatives for DDMA
- Participate in DDMA meetings
- Capacity building of department regarding disaster
- Plan and identify potential resources
- Information sharing regarding capacities and needs of department

**During**

- Co-ordinate with District DEOC
- Mobilize the human resources for intervention during disaster

**Post**

- Cooperate with DDMA
- Facilitation to institutions / NGOs/ INGOs which focus on rehabilitation activities
- Capacity building of department regarding Disaster management
- Development of contingency plan in the light of lesson learned
- Preparation of impact assessment surveys covering strengths and weaknesses of interventions and impact on affected victims and dissemination learning to DDMA and other concerned institutions
- Prepare overall report of the department regarding intervention and disseminate to DDMA and other GOs / NGOs/INGOs

**5.4. Civil Defense****Pre**

- Information sharing regarding technical and personnel expertise with DDMA
- Conduct trainings for 'Volunteers' regarding first aid and other relevant expertise in collaboration with health and community development department

- Create awareness regarding rescue, evacuation and first aid
- Affectively establish, train and systemize volunteers initiatives in collaboration with education department / institutions

#### During

- Fire fighting
- Rescue and evacuation
- In coordination with community development and education department assign volunteers for emergency response
- Communicate to DEOC any additional resources required for performing the above tasks
- Facilitate as per demand in disaster response



#### Post

- Identify gaps, make plan for future to overcome weakness of department
- Capacity building of Civil Defense department, Volunteers regarding disaster management

### 5.5. Education and Literacy

#### Pre

- Teachers and students are informed about the disaster prone areas of the district
- Teachers and students are informed of their responsibilities to take care of materials and documents to safe places during disaster
- In facilitation and collaboration with Health and environment department preparation of health & environment related curriculum
- In collaboration with Civil defense systemize volunteers

#### During

- Mobilize the human resources for intervention during disaster
- Inform the schools situated in high risk areas on flood information (flood level)
- Arrangements for evacuees to set up relief & temporary shelter camps in educational institutes
- Facilitate health department in medical camps, blood donations and provision of medical aid
- In coordination with civil defense & community development department assign volunteers for emergency response

#### Post

- Assessment of damages occurred to educational institutes
- Provide assistance to teachers & students and other staff who are victimized by disasters (lack of food, shelter, etc.)
- Need assessment of damaged educational institutes
- Rehabilitation and reconstruction of affected educational facilities
- Facilitation to institutions / NGOs/ INGOs which focus on rehabilitation of educational facilities

## 5.6. Health Department

### Pre

- Monitor the general health situation, e.g. monitor outbreak of diseases
- Provide specific information required regarding precautions for epidemics
- Establish a health mobile team in district & town headquarter hospital
- Set-up an information center to organize sharing of information for public information purposes
- Prepare first aid kits, medicines, water test kits, chloramines and anti snake venom serum
- Conducted training for medical staff and health personnel /community groups regarding preventive health care especially in disaster prone areas
- Collaboration with relevant organizations / partner NGOs for participation and support through financial and technical resources
- Up-gradation and smooth functioning of hospitals, BHUs, equipped with required staff and equipment
- Data base and linkages with ambulance services/blood banks
- Provision of the safe drinking water
- Health Education (a never ending task)
- Early detection of cases
- Ongoing Surveillance
- Facilitate education department and institutions regarding preparation of health related curriculum
- Facilitation to water management department in treatment and disposal of industrial and urban waste
- Ensure proper disposal of hospital waste

### During

- Prepare first aid kits, medicines, water test kits, chloramines and anti snake venom serum
- Facilitation & collaboration with all NGOs / INGOs and civil society organization working during the emergency response in health
- Mobile medical teams available
- Providing emergency treatment for the seriously injured
- Ensure emergency Supplies of medicines and first-aid
- Supervision of food, water supplies, sanitation and disposal of waste
- Assess and Co-ordinate provision of ambulances and hospitals where they could be sent, (public and private)
- Provide special information required regarding precautions for epidemics
- Set-up an information centre to organize sharing of information for public info purposes
- Communicate to DEOC any additional resources required



### Post

- Conduct impact assessment on Health
- Intervene immediately when there is a disease outbreak
- Medical camps and vaccination
- Facilitation to institutions / NGOs/ INGOs which focus on rehabilitation of health facilities
- Rehabilitation of health infrastructure affected during disaster
- Facilitate education department and institutions regarding preparation of health related

curriculum

- In collaboration with water management department conduct impact assessment and monitoring to inspect treatment and disposal of industrial, urban waste and hospital waste

### 5.7. Media

#### Pre

- Publish, broadcast /telecast plans of DDMA regarding disaster management and also voice public opinion
- Close coordination with meteorology, irrigation, civil defense departments for announcing warnings and updates
- Awareness raising in collaboration with departments such as health, education, environment

#### During

- Close coordination with meteorology, irrigation, civil defense departments for announcing warnings and updates
- Awareness raising in collaboration with departments such as health, education, environment and information
- Publish, broadcast /telecast programs of safety measures during disaster

#### Post

- Awareness raising in collaboration with departments such as health, education, environment
- Publish, broadcast /telecast programs highlighting strengths, weaknesses and scams in emergency response

### 5.8. Metrology Department

#### Pre

- Update and upgrade forecast equipment
- Timely and authentic forecast of rains, windstorms etc.
- Timely transfer of information regarding abnormal weather conditions to media

#### During

- Timely and authentic forecast of rains, windstorms etc.
- Timely transfer of information regarding abnormal weather conditions to media and other concerned departments such as environment, agriculture & irrigation, civil defense, police and army

#### Post

- In coordination with environment department conduct study of factors which cause abnormal weather changes

### 5.9. NGOs / INGOs

#### Pre

- Facilitate DDMA member departments for capacity building regarding Disaster management
- Capacity building of community groups regarding disaster preparedness and management

- Linkages with concerned departments and institutions for providing technical and financial resources regarding diverse sectors related to disaster
- Resource mobilization at local and international level

#### During

- Collaborate and facilitate in relief operations
- Incorporate local and international expertise in emergency response
- Establishment of temporary shelters & camps
- Facilitation in overall disaster response in collaboration with concerned departments (e.g. for medical aid with health department and so on )
- Updates and alerts to local & international partners
- Utilization of existing resources and further mobilization at local and international level

#### Post

- Collaborate and facilitate in rehabilitation activities
- Incorporate local and international expertise in rehabilitation activities
- Facilitation in overall rehabilitation in collaboration with concerned departments (e.g. for medical aid with health department and so on )
- Conduct audit
- Linkages with partners for sustainable resources mobilization

### 5.10. Planning Department

#### Pre

- Get statistical data regarding possible damage and recovery needs from other departments such as Health, education, social welfare, agriculture
- Plan and identify potential resources
- Facilitate other departments in planning

#### During

- Prepare materials and equipment for emergency response
- Responsible team distributes fuel to the affected areas

#### Post

- Get statistical data regarding actual damage and recovery needs from other departments such as Health, education, social welfare, agriculture
- Plan and identify potential resources
- Facilitate other departments in planning and execution of rehabilitation in cost effective manner
- Coordinate with all line Departments

### 5.11. Police Department

#### Pre

- Information dissemination through 15 helpline service to local residents
- Capacity building regarding disaster
- Prepare team for emergency intervention

#### During

- Prohibits overloading goods in trucks
- Shifting the rescued/affected people to hospitals

- Providing easy access to rescue and relief personnel/vehicles
- Corpse disposal
- Maintain law and order
- Provide warning / instruction to travelers
- Divert traffic on alternate routes as and when necessary
- Ensure security to workers of NGOs and INGOS who perform duties for emergency response
- Rescue
- Provide food services

**Post**

- Ensure security to workers of NGOs and INGOS who perform duties for rehabilitation of the victims
- Development of contingency plan in the light of lesson learned
- Provide security in the safe area

**5.12. Revenue Department****Pre**

- Assessment of high prone areas and estimation of possible damage and needs for recovery in case of emergency
- Arrangements of financial resources (bloc grants)
- Facilitation in getting tax exemptions to institutions/NGOs/INGOs focus on disaster management

**During**

- Establish relief distribution centers
- Accept relief donations and relief support
- Timely release of funds
- Request assistance from the DEOC, as needed
- Submit financial reports to the DEOC of the operations for onward circulation to all stakeholders

**Post**

- Assessment of damage of industry/business, crops and live stock and settlement of applicable taxes accordingly in coordination with industry, agriculture and irrigation departments
- Facilitation to institutions / NGOs/ INGOS which focus on rehabilitation activities

## Section 6

# Standard Operating Procedures (SOPs)

# Standard Operating Procedures (SOPs)

The SOPs hold key importance in the whole process once the DDMA has been formed along with its lower tiers at Tehsil /town and UC level. They provide some of these guidelines to all district stakeholders.



- 1 Clarity of mandate
- 2 Decentralize planning and response
- 3 Commitment and close Coordination
- 4 Concrete Collaboration
- 5 Timely action and timely reporting
- 6 Total Transparency and accountability
- 7 Regular Monitoring
- 8 Objectives, activities and outcome based pre, during and post evaluation
- 9 Sharing and learning
- 10 Sustainability

The plan is primarily for use by all departments in the District Government, especially by those with roles and responsibilities outlined herein and also by government staff at the district, town, union council and village levels. This plan facilitates the provincial and national government, UN agencies, donors, non-government organizations and philanthropic individuals and companies understand how they can support in disaster preparedness, response and mitigation in District Gujrat. The coordination mechanism during the disaster event in district will be established by the head of DDMA.

## 6.1. District Disaster Management Authority (DDMA)

DDMA is responsible for coordinating all components of the Disaster Risk Management Systems for the District. The components consist of activities related to mitigation, preparedness, response, recovery and rehabilitation.

Upon activation of this plan by the Chairman of the DDMA, the command and control i.e. the management of the disaster situation will be overseen at the Coordination Centre known as the District Emergency Operation Centre (DEOC). The Coordination will be established at either the DDMA office or other nominated site as the disaster situation may dictate.

The DDMA will be responsible for:

- a) The activation of the DEOC
- b) The Operation of the DEOC
- c) Staffing the DEOC at the required level



## 6.2. Establishment of District Emergency Operations Center (DEOC)

Upon the event of any disaster / emergency the District Disaster Management Agency would function as DEOC leading the operations as mandated involving resources of member district departments, organizations and community groups. The DDMA manages the DEOC. The DEOC will be responsible for carrying out emergency preparedness and emergency management functions at a strategic level in an emergency situation, and ensuring the continuity of operations. Emergency Operation Centre (EOC) represents the physical location at which the coordination of information and resources to support disaster incident management activities normally takes place. The DEOC will be in close coordination during any emergency situation with civil defense, public health, search and rescue, first aid and medical personnel (representatives of health care facilities, pre-hospital emergency medical services, patient transportation systems, laboratories, military, NGOs and communications etc). Some of the roles and responsibilities of DEOC are given herein:-

- Notify and keep close coordination with respective stakeholders
- Functionalize Relief Centers when and where required and assign relevant staff along with resources on the disposal
- Immediate assigning of damage and needs assessment teams and timely dissemination of findings to relevant officials for preparing appropriate level of resource for response
- Synchronize and harmonize the activities of DDMA members departments keeping view the cost effective elements even in severity of disaster situation
- Monitor disaster warning or disaster occurrence and communicate the same to the Towns, Union Councils , and the Villages for better preparedness and effective response in coordination with and on the advise of the following agencies :
  - DDMA
  - Meteorology Department (Heavy Rains / wind or storms)
  - Irrigation Department (Floods)
  - Civil Defense, Police (Road Accidents, Riots, Bomb threats/blast, Fires, House Crashes)
  - Health Department (Epidemics and Food Poisoning)
- Enlist services of laboratories and expert institutions for specialized services through the Health Department as and when required
- Circulate updates and advisories on the Disaster Situation immediately and in appropriate time phases thereafter to the DDMA and the general public
- Keep effective supervision and monitoring of disaster management and relief activities
- Requisition of accommodation, structure, vehicles and equipments for relief through establishment of transit camps
- Manage external relief, and experts and coming into the district and ensure security of logistics and personnel through security agencies
- Provide favorable conditions to NGOs/ INGOs to operate for DRRM, DRR and Emergency relief and rehabilitation activities
- Operate a Public Information Display Area for immediate access to information by the public and media regarding the disaster and the current situation
- Organize and coordinate clearance of debris and necessary immediate repairs to damaged infrastructure
  - Water, Telecommunication, Public buildings
  - Electricity

- Generate and provide all information contained in the Risk and Vulnerability Assessment document to all the other control rooms and in special circumstances communicate the disaster prone sites to all control rooms
- Monitoring and evaluation of the activities
- Audit of accounts

### 6.3. Mechanism of Warnings

As per findings and recommendations of its experts regarding Early warning system DDMA would engage relevant district department which would establish and upgrade early warning system and pass on warnings of a disasters occurrence directly to media and to the head of DDMA who will direct the most needed department as lead agency (as per nature of disaster) to take immediate steps. Side by side he will call emergency meeting of all the members of DDMA. Following are some of the actions to be taken:

- 1 As per nature of disaster nomination of lead agency
- 2 Analysis of the disaster and the level of response to be taken
- 3 Accumulation and disposal of required resources

#### 6.3.1. Warning & Information Dissemination

DDMA will ensure the implementation of this plan and all public warnings will be distributed through the secretariat upon recommendation of the Head of the authority. Appropriate media channels will be used to distribute the warning to the general public and concerned authorities for appropriate standby preparedness and response measures.

#### 6.3.2. Public Information

The distribution to the public of contacts or telephone numbers for disaster information will be the responsibility of and the discretion of the DDMA. Public information is that information which is passed on to the public prior to, during, and after a disaster, such as warnings and directions for evacuations and service access to affected populations. The District Disaster Management Authority has the responsibility for the dissemination to the public of disaster risk management information. The focal person who will be designated by the authority to arrange the media briefings and interviews with key personnel and media channels for proper dissemination of the information concerning disaster situation in order to reduce the risks.

### 6.4. Reporting

All responsible departments and organizations are to submit regular updated situation reports to the DEOC situated in the DDMA. The communication officer will collate the reports received and circulate regular update and situation reports to all concerned stakeholders.

### 6.5. Requests for Assistance

DDMA will develop the contingency plan to meet any disaster situation. As of any disaster event the requests for any assistance from outside the district will be made by the District Nazim or District Coordination Officer to the Provincial Disaster Management Authority. The Town

Administration and Union Council bodies will make request to the District Authorities for the possible involvement of any concerned department to meet the disaster situation.

However, the DEOC will arrange the coordination mechanism by inviting all concerned NGOs and institution to put their efforts by working together with DDMA for reducing the impacts of the disaster.

### **6.6. Plan Dissemination through Community Education**

In addition to dissemination of literature related to the District Disaster the DDMA will disseminate the District Disaster Management Plan (DDMP) at the following levels:

- District government departments, and to the Provincial level officials
- To the Town, Union Council and Village leadership
- Through mass media to the general public in the district
- Through existing CBOs and collaborating NGOs

### **6.7. Community Involvement and Participation**

The Gujrat District EOC and NGOs at the disaster area should ensure maximum community participation in all stages of operation in order to maintain community morale and confidence maximize the use of local resources and promote a faster recovery. Disaster management situations offer a wide range of choice and demands that requires immediate decision making. The participation of communities and their representatives would reduce the pressures on the field agencies with regard to the choice and uncertainties of community's response to the decisions.

The representatives of CCBs at local level may be involved in different activities of emergency response of relief and rehabilitation activities as this local unit does exist in all Union Councils as per the LGO 2001.

### **6.8. Organizing the Drills**

In pre disaster situation DDMA will plan and carry out with other stakeholders' exercises or drills aiming at the following:

- Assess the procedures in this document
- Assess the potentials and areas of improvement
- Agencies and departments should also conduct drills based on the hazard scenarios and areas of competence
- The DDMA will ensure that disaster response drills are conducted by the other Department on a regular basis, especially in the disaster prone areas to maintain the readiness of communities and departments, as regards operational procedures, personnel and equipment and orderly response
- There should be at least two drills in a year. Lessons learnt from the drills and those from the previous and ongoing disaster related incidents should be incorporated in this DRM Plan as appropriate
- The member departments of DDMA will mobilize resources to arrange a bloc grant for some of the following activities:-
- Meet the expenses of DDMA secretariat
- Meet the expenses of drills

## Section 7 Conclusion

# Conclusion

## Conclusion

DDRMP provides operational space along with procedural guidelines for execution of emergency Responses with the participation of people and different stake holders. This is not denying the fact that if it is a major calamity, or small scale disaster, people play an important role in preparing for the management of the emergency situations, and in rebuilding the disrupted services and infrastructure. Risk management is part and parcel of the life of millions of people living in poverty in Punjab province. The involvement of people in emergency response is one of the remarkable features of this plan.



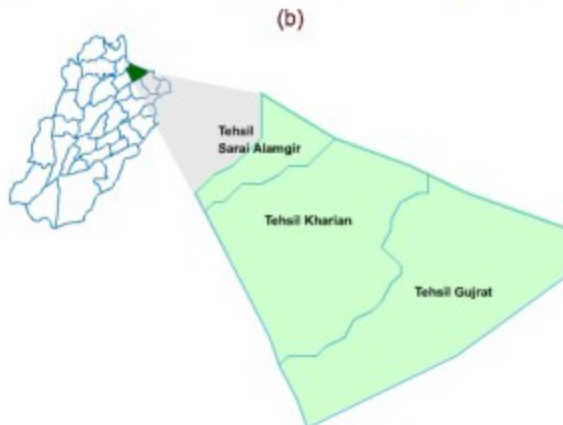
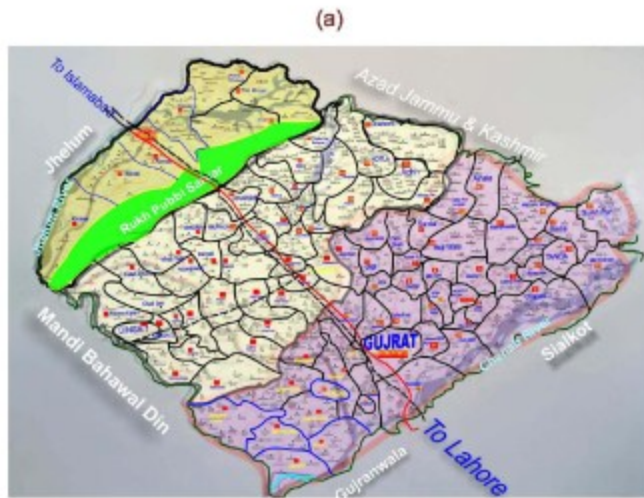
This plan is guide tool which will be reviewed every year by all stakeholders' suggestions to make it more districts specified for minimizing the risks of the natural and man made disaster situation.

## Section 8 Annexures

# Annexures

## Section 1: District Information

### Annex 1: The District Map of Gujrat



## Annex 2: Location of Relief Camps

## Tehsil Gujrat

Sr. No.	Sectors	Relief camps
1.	Marri Khokhran	Govt. Primary School Marri Khokaran Govt. Primary School Bhogwal Kalan
2.	Shahbazpur	1. Government Girls Elementary School, Mahmoodabad, 2. Government Primary School, Mahmoodabad  3. Government Girls College, Jalalpur Jattan. 4. Government Islamia High School, Jalalpur, Jattan.
3.	Chak Sada	1. Government High School, Chak Sada.  2. Government High School, Sheikhpur.  3. Government College of Commerce, Gujrat.
4.	Kathala	Government Science College, GT Road, Gujrat.
5.	Samma	Government Jamia High School, GT Road, Gujrat.
6.	Shadiwala	Government High School, Shadiwal Tehsil Gujrat.
7.	Khojianwali	Government Primary School, Khojianwali.
8.	Gujrat	Government Zamindar College, Bhimber College, Gujrat.
9.	Rehmania	Government Jamia High School GT Road, Gujrat

## Tehsil Kharian

10.	Lalamusa	Government Islamia High School, Lalamusa.  Government Elementary Training College for Boys, Lalamusa.
11.	Dinga	Government College for Women, Dinga.  Government Girls High School, Dinga.  Government High Secondary School, Dinga



**Tehsil Sarai Alamgir**

- |     |               |                                      |
|-----|---------------|--------------------------------------|
| 12. | Sarai Alamgir | Government High School Sarai Alamgir |
| 13. | Bhag Nagar    | Government High School, Bhag Nagr    |
| 14. | Puran         | Government High School, Puran        |
| 15. | Kohar         | Government High School, Kohar        |
| 16. | Khadiwala     | Government High School, Khadiwala    |

**Annex 3: Important Contact Numbers**



**Annex 4: Emergency Contact Numbers**





**Annex 5: Irrigation Department Emergency Contact Numbers**





## Section 2: District Disaster Data

Annex 6: List of Villages likely to be affected due To Floods Rains  
Tehsil Gujrat

1.	Dhool Kalan	2.	Nat Sharqi
3.	Chopala	4.	Sheikh Chogani
5.	Randheer	6.	Hattar
7.	Shikarkot	8.	Panj Dera
9.	Marri Khokharan	10.	Chobara
11.	Shampur	12.	Chak Paniar
13.	Behlolpur	14.	Kurl
15.	Rakh Marri	16.	Surkhpur
17.	Kotli Waldan	18.	Dhub
19.	Matianwala	20.	KotE Bhagwaan
21.	Kotli Pemanand	22.	Madan
23.	Chak Lashkari 6.	24.	Mojokl
25.	Kassokl	26.	Marri Wanaichan
27.	Rangra	28.	Najan
29.	Nanowal	30.	Jam
31.	Rajpur Chary	32.	Kot Ghulam
33.	Kalowala	34.	Sheikhpur
35.	ChakMiro	36.	Mandiala
37.	Singwala	38.	Bhagal
39.	Lambhorre	40.	Berianwala
41.	Kot Nikka	42.	Jalowali
43.	Naugaran	44.	Changanwali
45.	ChakMultan	46.	Adalat Garrh
47.	Potehry	48.	Chohdowal
49.	Ali Sher Mota	50.	Umerwal
51.	Dhingwal	52.	Mahiwal
53.	Khasa	54.	Mota Kalan
55.	ChakRehman	56.	Shahbazpur
57.	Nabipur	58.	Kaan
59.	Mohia	60.	Shadiwal Mamudke
61.	Shadiwal Khanke	62.	Shadiwal Choohrke
63.	Shadiwal Ichherke	64.	Goraya
65.	Taragarrh	66.	Kotli Goyan
67.	Kot Patto	68.	Kalckl
69.	Chak Sada	70.	Alipur
71.	Rawalke	72.	Kot Randhawa

73.	Baghoola	74.	Samma
75.	Kuthala	76.	Nat
77.	Pindi Ttar	78.	Chak Ghazi
79.	Qiladar	80.	Dheerkey
81.	Malkowala	82.	Taragarh Khurd
83.	Gorali	84.	Gorala
85.	Chohamal	86.	Trikha
87.	Kot Ghulam	88.	Baz Garrh
89.	Kot Qutab Din	90.	Gobindpura
91.	Jafapur Spawat	92.	Kot Nathu
93.	Kot Mojdin	94.	Sanatpura
95.	Khojjanwali	96.	Goleki
97.	Chak Gillan	98.	Langa
99.	Darwa	100.	Alamgarh
101.	Nanowal	102.	Bhaleser
103.	Khohar	104.	Keeranwala
105.	Musa Kamala	106.	Barsa
107.	Chhani Hafiz	108.	Kot Bela
109.	Udhawal Kalan	110.	Tibi Ghaus
111.	Malikpur Khurd	112.	Wains Bhoochh
113.	Rupowal	114.	Rasoolpur
115.	Kulachor	116.	Chhoranwali
117.	Noora	118.	Kot Ranjha
119.	Phlulerwan	120.	Moeen-ud-Dinpur
121.	Jamalpur Syedan	122.	Lahorian
123.	Bhallhar	124.	Lalwarri
125.	Rehmanian	126.	KalraKhasa
127.	Gillanwala	128.	Marampur
129.	Ratti	130.	Banthh
131.	Mungowal West	132.	Punjarri
133.	Majra	134.	Chak Bega
135.	Malkei	136.	Surkan
137.	Boha Bhannga	138.	Santai
139.	Shamas	140.	Mallikpur
141.	Handa	142.	Kalan
143.	Chohan	144.	Kullan
145.	Gherab	146.	Awan
147.	Gillanwala	148.	Fatehpur
149.	Kotli Kandu		

## Tehsil Kharlan

1.	Nawan Lok	2.	Chak Sakina
3.	Goteriata	4.	Dhao
5.	Chak Miana	6.	Mirda
7.	Lalamusa	8.	Baharwal
9.	Warraichanwala	10.	Khakhar
11.	Balknanwala	12.	Dhandala
13.	Dhandali	14.	Bhaleseranwala
15.	Chak Jani	16.	Khorri
17.	Dingo.	18.	Jaypur
19.	Dhulyan	20.	Aakia
21.	Khoonan Gharbi	22.	Chakotri Bheelowal
23.	Kohli	24.	Qutab Gollra
25.	Chak Kalu	26.	Marrarian
27.	Chak Bhago	28.	Chak Serwari
29.	Dhakranwali	30.	Kala Kamala
31.	Chak Lashkari	32.	Bhadder
33.	Baharwal	34.	Taplala
35.	Chak Hassan	36.	Kalu Sahi Kalan
37.	Khoonan	38.	Luqman
39.	Warraichanwala Khurd	40.	Warraichanwala Khan

## Tehsil Sarai Alamgir

1.	Sarai Alamgir	2.	Saghar
3.	Tibbi Tain	4.	Jadah
5.	Qazi Bagar	6.	Bhag Nagar
7.	Raseedpur	8.	Rahlan
9.	Hattar	10.	Dalu Chak
11.	Shakreela	12.	Gorian
13.	Khal	14.	Ranian
15.	Dha1	16.	Kakrot
17.	Notheha	18.	Harchar Kotlan
19.	Chak Ghansian	20.	Mahey Kalan
21.	Mahey Khurd	22.	Chak Natheha
23.	Jailpur	24.	Khambi
25.	Chak Mullan	26.	Dauro
27.	Ranian	28.	Khadrila
29.	Chak Sikandar	30.	Dhajorri
31.	Fatehpur	32.	Dhok

**Annex 7: Details of Gujrat Flood Sectors**

The District Gujrat has been divided into 16 Sectors & Sub Sectors for flood warning and relief activities and 25 Relief Camps have been established where the SEO, Veterinary Officer, Medical Officer, representatives of irrigation, Tehsil Municipal Administration and Education Departments will be present to assist the Sector Officer in performance of Hood emergency duties.

The Tehsil-wise detail of Sectors and Relief Camps, is as under.

S.No.	Tehsil	Sectors	Relief Camps
1.	Gujrat	9	15
2.	Kharian	2	5
3.	Sarai Alamgir	5	5

## Annex 8: Flood Peaks In River Jehlum

Year	Maximum Discharge
1980	58146
1981	-
1982	-
1983	88445
1984	49993
1985	-
1986	103085
1987	135000
1988	253000
1989	153174
1990	125247
1991	104692
1992	1050000
1993	100000
1994	103430
1995	280000
1996	145336
1997	464000
1998	79500
1999	45000
2000	31000
2001	30000
2002	40000
2003	78000
2004	42000
2005	92000
2006	86000
2007	41000
2008	37000

**Annex 9: Communication System likely to be disturbed by Floods**

The following roads and railway lines are affected by floods:

**ROADS**

- a. Old GT Road near Kathala & Gorali villages
- b. Kalowala-Alipur Road from Gorali to Kalowala
- c. Shahbazpur Road from from Ja1a1pur Jattan to Shahbazpur
- d. Tanda Road near village Behlolpur

**RAILWAY LINE**

Railway line along GT Road near Kathala village up to River Chenab.

**SAFER PLACES**

Tehsil Gujrat	Marri Khokhran, Behlolpur, Tanda, Mahmood Abad, Jalalpur Jattan, Chak Sada, Gujrat City, Goleki, Jassoki, Shadiwal, Kathala, Sheikhpur.
Tehsil Kharian	Chakorri Sher Ghazi, Saida, Dinga, Amrakalan.
Tehsil Sarai Alamgir	Sarai Alamgir, Bhag Nagar, Puran, Khohar.

## Annex 10: List Of The Participants Of Multistakeholders Consultation.

S.NO	Name	Designation/ Department
1.	Alvina Couser	D.E.O (w) EEdu Gujrat
2.	Saeed Ahmed	Director Telephone PTCL Gujrat
3.	Muhammad Iftikhar Anwar Bhatti	S.D.O (E) GEPCO Wapda Gujrat
4.	Mohammad Nawaz	D.O.F Fisheries Gujrat
5.	Abdul Mutiam	Agriculture officer Conservation
6.	Mubashar Ahmad Chema	District Officer swl conservation
7.	Dr. Kaaliq saufi	D.D Livestock
8.	Moazzam Saeed	D.O forest
9.	Syed Sajjad Haider Kazmi	D.O Soil Fertility Gujrat
10.	Knizar Hayat Bosal	E.D.O (Lit H.T)
11.	Qavor-uz-zami	Assistant Road con) Gujrat
12.	Abdul Saeed	T.O (N S) TMA Kharian
13.	Muhammad Anwar	D.O (KIM) Gujrat
14.	Rashid Ahmed	E.D.O (MEE) Gujrat
15.	Ijaz Ahmed	Fire Officer
16.	Muhammad Safer	Fireman
17.	Eilsan Akram	Redor T DDOR
18.	Dr. Nusrat Riaz	W.S ABBH
19.	Muhammad Arshad	D.O. Social Welfare
20.	Dr. Khalid Fiaz	MST HQ Kharian
21.	Raua Aqbal Hafiz	S.P Gujrat
22.	Naeem Malik	D.I.O Gujrat
23.	Zahid Hamid	D.O Civil Defence
24.	Khurm Sakiq Adv	President EDF (NGO)
25.	M. Nawaz	E.D.O (CD) Gujrat
26.	Muhammed Ilyas Gizz	T.M.O
27.	SH Abzcz Saeed	S.V.P Gujrat chamber of commerce
28.	Mohammad Azem Gill	E.D.O (W S)
29.	Mohammad Aslam	D.O Bldg Gujrat
30.	Zulfiqar Ahmed	E.D.O ( ) Gujrat
31.	Mansha-ur-Rehman	Inst GD-H Civil Defence
32.	Ghulam Farid	Inst Gd- Civil Defence
33.	Bilal Feroz Jriya	D.M.O Gujrat
34.	Mhammad Azam	B.D.T
35.	Muhammad Ashraf	B.D.T
36.	Naveed Asghar	S.C Civil Defence
37.	Mubashier Ali	Instructor Gujrat
38.	Rao Pervaiz Auther	D.D.O (R) Gujrat
39.	Akram Javed	D.C.O Gujrat
40.	Ehtisham Akram	Computer operator Health Department
41.	Kashif Arshad	Food & management
42.	M.Imran nazir	Internee

## Annex 11: District Level Damage, Needs &amp; Assessment Form Format

Date of Report \_\_\_\_\_ District \_\_\_\_\_

**Part 1 Situation**

- 1.1 Type of disaster \_\_\_\_\_
- 1.2 Date disaster started \_\_\_\_\_
- 1.3 Status of disaster \_\_\_\_\_  
( ) ongoing \_\_\_\_\_ ( ) ended: date \_\_\_\_\_
- 1.4 Total number of population affected \_\_\_\_\_
- 1.5 Percentage of population affected versus total population in the district \_\_\_\_\_  
\_\_\_\_\_ %
- 1.6 Type of area affected \_\_\_\_\_
- 1.7 Worst affected community (specify by name) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Part 2 Effects on Population Who Suffer and in Need of Assistance**

Serial No.	Name of UCs	Total affected people		No. of deaths	Cause of deaths	Number missing	Injured/Sick	Type of sickness	No. of houses damaged			
		Family	Persons						totally	with major	with minor	total #
2.1												
2.2												
2.3												
Etc.												
Total												

**Part 2 Effects on Population Who Suffer and in Need of Assistance**

Serial No.	Name of UCs	Water sources contaminated	No. of safe areas	Families inside safe areas who need					Families outside safe areas who need			
				Shelter	Food	HH Kits	Watsan	Medicine	Food	HH Kits	Watsan	Medicine
2.1												
2.2												
2.3												
Etc.												
Total												

**Part 3 Effects to Household Property, Agriculture and Livelihood**

Serial No.	Name of UCs	Areas of crops damaged			Major livestock killed			Other types of livelihood & family properties damaged, specify				
		Totally	Partially	total	Cow/buffalo	Goat	total	boats			Total	
3.1												
3.2												
3.3												
Etc.												
Total												

**Part 4 Effects to Facilities and Infrastructure**

#	Name of UCs	Hospitals/health centres damaged			Schools damaged			National Road in Km	Secondary Road in Km	No. of bridges	Culverts	Irrigation scheme
		Totally	Partially	Total	Totally	Partially	Total					
4.1												
4.2												
4.3												
Etc.												
Total												



**Part 5 Summary of Assistance Received by Provincial/Federal Government and any other Source**

Type of Assistance	Source	Status of Use and Implementation of Assistance Required	Problems Encountered
5.1			
5.2			
5.3			
5.4			
5.5			
5.6			

**Part 6 Possibility of Secondary Hazards during Disaster Situation**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Prepared and submitted by:

Submitted to:

\_\_\_\_\_  
District Authority (DDMA)  
Date

\_\_\_\_\_  
Provincial Authority (PDMA)  
Date

**Explanatory Notes:**

1. The detailed District Damage Report is based on the UC reports received within 4-5 days of the disaster occurrence, for onward submission to Province/Federal Departments.

## Annex 12: Union Council Level Damage, Needs & Capacity Assessment Form Format

Date of Report \_\_\_\_\_ UC Name \_\_\_\_\_  
 Tehsil Name \_\_\_\_\_ District \_\_\_\_\_

### Part 1 Situation

- 1.1 Type of disaster
- 1.2 Date disaster started
- 1.3 Status of disaster  
 ( ) ongoing \_\_\_\_\_ ( ) ended: date \_\_\_\_\_
- 1.4 Total number of villages affected \_\_\_\_\_
- 1.5 Percentage of population affected versus total population in the UC \_\_\_\_\_%
- 1.6 Type of area affected
- 1.7 Worst affected villages (specify by name)

### Part 2 Effects on Population Who Suffer and in Need of Assistance

Serial No.	Name of UCs	Total affected people		No. of deaths	Cause of deaths	Number missing	Injured/ Sick	Type of illness	No. of houses damaged			
		Family	Persons						totally	wh/ajor	wh/minor	total #
2.1												
2.2												
2.3												
Etc.												
Total												

#### Part 2.1 Effects on Population Who Suffer and in Need of Assistance

Serial No.	Name of UCs	Water source contaminated	No. of safe areas	Families inside safe areas who need					Families outside safe areas who need			
				Shelter	Food	HH Kits	Watsan	Medicine	Food	HH Kits	Watsan	Medicine
2.1												
2.2												
2.3												
Etc.												
Total												

#### Part 3 Effects to Household Property, Agriculture and Livelihood

Serial No.	Name of UCs	Areas of crops damaged			Major livestock killed			Other types of livelihood & family properties damaged, specify			
		Totally	Partially	total	Cow/buffalo	Goat	total	boats			Total
3.1											
3.2											
3.3											
Etc.											
Total											

#### Part 4 Effects to Facilities and Infrastructure

#	Name of UCs	Hospital/health centre damaged			Schools damaged			National Road in Km	Secondary Road in Km	No. of Bridges	Culverts	Irrigation scheme
		Totally	Partially	Total	Totally	Partially	Total					
4.1												
4.2												
4.3												
Etc.												
Total												

### Part 5 Summary of Assistance Received by Provincial/Federal Government and any other Source

Type of Assistance	Source	Status of Use and Implementation of Assistance Required	Problems Encountered
5.1			
5.2			
5.3			
5.4			
5.5			
5.6			

### Part 6 Possibility of Secondary Hazards during Disaster Situation

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Prepared by:

Received by:

\_\_\_\_\_  
UC Authority  
Date

\_\_\_\_\_  
District Authority  
Date

#### Explanatory Notes:

1. The purpose of the UC Level Damage Report is to report in detail the extent of damages for each vulnerable element: particularly population, household property, agriculture, community and public facilities, the priority needs of population, the type and quantity of assistance provided at the district level and the additional need for outside assistance.

**Annex 13: Village Level Damage, Needs & Capacity Assessment Form Format**

I. Name of Village Organization: \_\_\_\_\_

II. Description of the Disaster Event:

Disaster: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

Duration (Description): \_\_\_\_\_

III. Affected Area: \_\_\_\_\_

(Address: Village/City/District/Region/Province)

Total Population: \_\_\_\_\_

Total No. of Families in village: \_\_\_\_\_

Total No. of Families Affected: \_\_\_\_\_

IV. Damage to Structures:

No. of Families Who Own Their Houses: \_\_\_\_\_

No. of Families Who Lease: \_\_\_\_\_

No. of partially destroyed: \_\_\_\_\_

No. of completely destroyed: \_\_\_\_\_

V. Damage to Livelihood

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

VI. Present Location of the Survivors

Did the affected families evacuate or do they remain in their respective homes?

*(If the answer to the above is yes, answer section A or B below.)*

a. Evacuation Centres (Specify name, location, distance from the place of origin)

1. When did the families move to the evacuation centre?

2. How many are staying in the centre?

3. Is there enough ventilation?

4. How are waste and excreta disposed of?

5. Are there enough latrines?

6. Are there sources of potable drinking water?

a. In the absence of an evacuation centre, please specify present location of the survivors and give brief description of the physical condition of the place

\_\_\_\_\_

\_\_\_\_\_

## VII. Emergency Assistance Received from Other Organizations

Name of Organization	Assistance Extended	Date	Quantity/Estimated Amount

## IX. Identification of Needs of Target Beneficiaries

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## Other Items Needed

1. Kitchen Utensils: what, how many and why?  
\_\_\_\_\_
2. Sleeping materials: What, how many and why?  
\_\_\_\_\_
3. No. of families in need of materials for temporary shelter  
(Plastic Sheets) \_\_\_\_\_

## XI. Additional Information on the Area

Report Prepared by:

Submitted to:

\_\_\_\_\_  
 Village Committee  
 Administration  
 Date

\_\_\_\_\_  
 UC  
 Date

## Section 9 Sources and References

**Consultations and meetings:**

- District Coordination Office
- District Revenue department
- District Agriculture department
- District Finance and Planning Department
- District Social Welfare and community development
- District School and Literacy Department
- Environment Department
- Tehsil Municipal Administration secretariat
- Medical Superintendent, District Head Quarter Hospital Distt. Gujrat
- Civil Defense Office, Distt. Gujrat
- Irrigation Department Gujrat

**References and Reports:**

- National Disaster Risk Management Framework Pakistan
- District Disaster Risk Management Planning Guidelines (NDMA)
- National disaster management Ordinance NDMO
- District Health Profile by EDO Health
- District Profile by District Coordination Office

**Websites:**

Pakistan Government	<a href="http://www.pakistan.gov.pk">http://www.pakistan.gov.pk</a>
Pakistan Meteorological Department	<a href="http://www.pakmet.com.pk/">http://www.pakmet.com.pk/</a>
National Disaster Management Authority	<a href="http://www.ndma.gov.pk/">http://www.ndma.gov.pk/</a>
National Reconstruction Bureau	<a href="http://www.nrb.gov.pk/">http://www.nrb.gov.pk/</a>
Government of Punjab	<a href="http://www.punjab.gov.pk">http://www.punjab.gov.pk</a>
UNDP Pakistan	<a href="http://www.undp.org.pk">http://www.undp.org.pk</a>
ADB Pakistan	<a href="http://www.adb.org">http://www.adb.org</a>
Asian Disaster Preparedness Center	<a href="http://www.adpc.net">http://www.adpc.net</a>
Centre for Research on the Epidemiology of Disasters	<a href="http://www.cred.be/">http://www.cred.be/</a>
Population Census Organization; Federal Bureau of Statistics, Pakistan.	<a href="http://www.statpak.gov.pk">www.statpak.gov.pk</a>