

14-06-2023

# NDMA STOCKING POLICY

National DM Logistics Stock Reserves  
Instructions - 2023





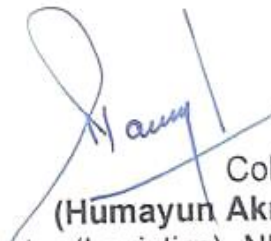
F. No. 1(1)/2022-23-NDMA (Log)  
Government of Pakistan  
NATIONAL DISASTER MANAGEMENT AUTHORITY  
(Prime Minister's Office)



Islamabad the, 12<sup>th</sup> June 2023

Subject: **National DM Logistic Stock Reserves Instructions - 2023**

1. Subject instructions have been formulated on the basis of experiences & lessons learnt through various disasters, particularly Floods 2022. As per subject instructions, stock reserves for rescue, relief and support items have been defined for PDMA's, SDMA & GBDMA. (Said instructions are available on NDMA web portal>Publications>NDMA Publications).
2. Above in view, PDMA's, SDMA & GBDMA to ensure maintenance of defined stock levels as per Annex D of subject instructions and forward confirmation to NDMA latest by 15<sup>th</sup> July 2023.

  
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(Humayun Akram)  
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To: DG PDMA Punjab, Lahore.  
DG PDMA Sindh, Karachi.  
DG PDMA KP, Peshawar.  
DG PDMA Balochistan, Quetta.  
DG SDMA, Muzaffarabad.  
DG GBDMA, Gilgit.

ID: APS to Member (Ops), NDMA.



**National Disaster Management Authority**  
**Government of Pakistan**  
**Prime Minister's Office, Islamabad**

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**National DM Logistic Stock Pile**  
**Instructions - 2023**

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## General

1. Basing on past experiences and lessons learnt during various disasters, especially Floods 2022, a need was felt to review existing logistic stock pile of NDMA and lay down guidelines / minimum required stocking levels by PDMA, SDMA & GBDMA, for whom no uniform policy / guidelines exist. NDMA is the national level disaster management authority, however, it is the 3<sup>rd</sup> tier responder with DDMA and PDMA being the 1<sup>st</sup> and 2<sup>nd</sup> tier responders, respectively. However, in the past, NDMA has been embroiled to respond to any disaster right at the onslaught without utilization / employment of 1<sup>st</sup> and 2<sup>nd</sup> tier responders; primarily due to non-availability of required type and quantities of relief items.

## Definitions

2. Various definitions given in these instructions are given below which will be interpreted as per the spirit of these instructions unless the context otherwise requires. These are:-
- a. **Relief Items.** Items distributed in emergency situation caused by any disaster providing immediate relief for basic needs of human beings to affectees. These can be food and non-food or both such as tents, blankets, rice, wheat flour etc.
  - b. **Food Items of Relief.** Edible commodity which can easily be consumed. These include cooked and non-cooked items. For immediate relief cooked food may help but for longer duration of relief assistance, non-cooked food items may be preferred like cooking oil / ghee, dall, rice, wheat flour, sugar, tea etc.
  - c. **Non Food Items of Relief.** Non Food Items (NFIs) include tents, shelters, blankets, tarpaulin, plastic mats, clothing, generators etc. These are non-perishable and can provide relief support to affectees for a limited time period, depending upon the weather, terrain and raggedness of various non-food items.
  - d. **Disasters & their Types.** The disasters, as defined in Section 2(b) of NDM Act 2010 shall be covered under these instructions, which includes all natural calamities and manmade disasters etc. Respective governments (Provincial/ Azad Jammu & Kashmir / Gilgit Baltistan) can decide upon the type of disaster to be included for the purpose of application of these instructions.
  - e. **Affected Area.** Area / region affected by disaster.

- f. **Warehouses.** Warehouse is a facility where relief / rescue items are stored for meeting needs of any disaster. Warehouses can be of two types, i.e. permanent and temporary.
- (1) **Permanent Warehouses.** These are permanent buildings of concrete or pre-fabricated materials, purposely built as storage facilities. Mostly these warehouses have all allied facilities available in them like fire hydrants, fire fighting equipment, security etc along with a permanent organization of specialized staff. Human Response Facility (HRF) can be included in the category of permanent warehouses.
  - (2) **Temporary Warehouses.** These warehouses are used for short period of time for some specific relief operation or temporary storage of stores. Some warehouses are known as temporary warehouses due to their build and material used for construction like Flosspans, Rub Halls etc. A rented space used for temporary storage of store may also be called temporary warehouse. The temporary warehouse may not have allied facilities like permanent warehouse.
- g. **Winterized Relief Items.** A generic term used for these non-food relief items which are to be used in winter regions e.g winterized tents / quilts / blankets / warm clothes etc.
- h. **Relief Camps.** It is physical location housing affected population in tents or semi-permanent structures for a limited period of relief activities at specific places to render multiple relief activities such as accommodation, distribution of food items, non-food items, first aid supervised by designated representative of Government / disaster management authorities.
- i. **Rescue Items.** Machinery / equipment that is used in rescue of the disaster affectees like boats, life jackets, specialized search and rescue apparatus of urban search and rescue teams etc.
- j. **Hygiene Kit.** A small holding of body hygiene / toiletry products for a limited period and used for meeting personal hygienic needs of a person affected by disaster.
- k. **First Aid Kit.** It is a collection of essential medicines, bandages and equipment for use in giving first aid to an individual in emergency.
- l. **Kitchen Set.** A set of kitchen utensils provided to disaster affectees to meet the basic needs of cooking and eating for a limited period.

- m. **Replenishment.** Recoupment of expanded items through a new and fresh supply to maintain desired stocking level of items.
- n. **Scale of Distribution.** A scale by which relief items are optimally distributed to disaster affectees at one time to meet minimum relief needs. Normally a set of individuals, e.g. family members are considered a house hold and number of items are provided to them to cater for their basic needs as individual as well as a group (on sharing basis). The scale can be at individual level or for a household level.

### Aim

3. To lay down policy guidelines and stock piles of NDMA and minimum required stock piles for PDMAs, SDMA & GBDMA to ensure sound planning, efficient procurement, prompt response and judicious utilization of stocks in face of any natural and man-made disaster in the Country.

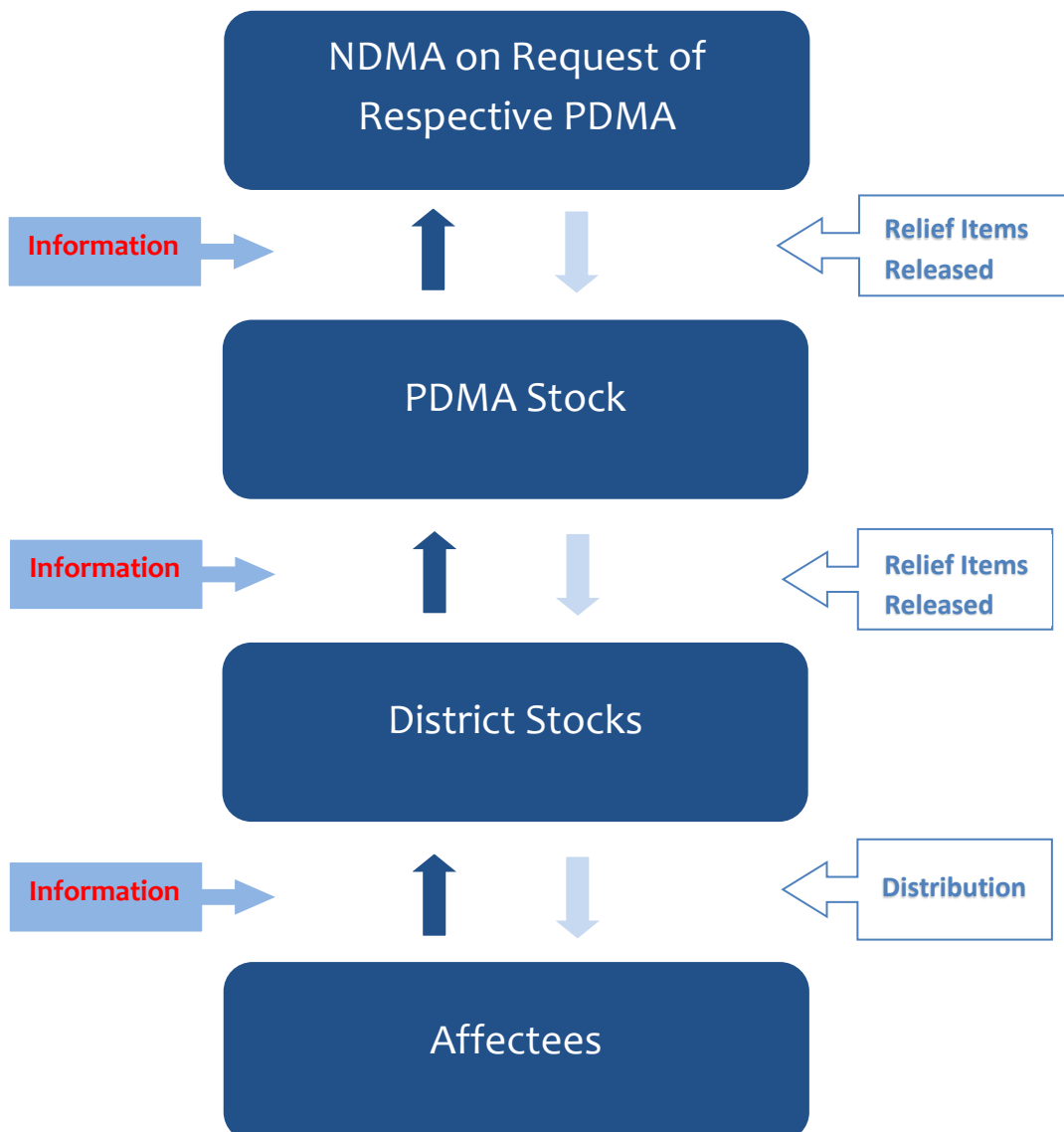
### Policy Guidelines

4. **Factors for Determination of Stock Level.** The stocks will be maintained while keeping following factors in mind:-
  - a. Vulnerability of the areas viz-a-viz degree of exposure to multiple hazards as defined in National Disaster Management Plan (NDMP) (as amended from time to time).
  - b. Historical evidence / record of hazards at district / sub district level.
  - c. Optimum case load based on worst hazards faced viz-a-viz recurring frequency of hazards.
  - d. Accessibility to the area viz-a-viz road communication infrastructure.
  - e. Weather conditions which may preclude relief operation by air / sea in case of emergency.
  - f. Reaction time in provision of relief from nearest warehouse of district / province / region.
5. **Responsibility for Maintenance of Stocks.** In order to ensure quick and timely response against any disaster, stocks will be maintained at different level:-
  - a. **Tiers of Warehouses.** The relief store Warehouses will be maintained at District, Provincial and National Level as under:-
    - (1) **District Level.** District will be the first tier for maintenance of stocks for entire district including all Tehsils. Sufficient stocks of relief and rescue items will be stocked at District level to meet any emergency situation and support its Tehsils up to Union Councils level respectively if required,

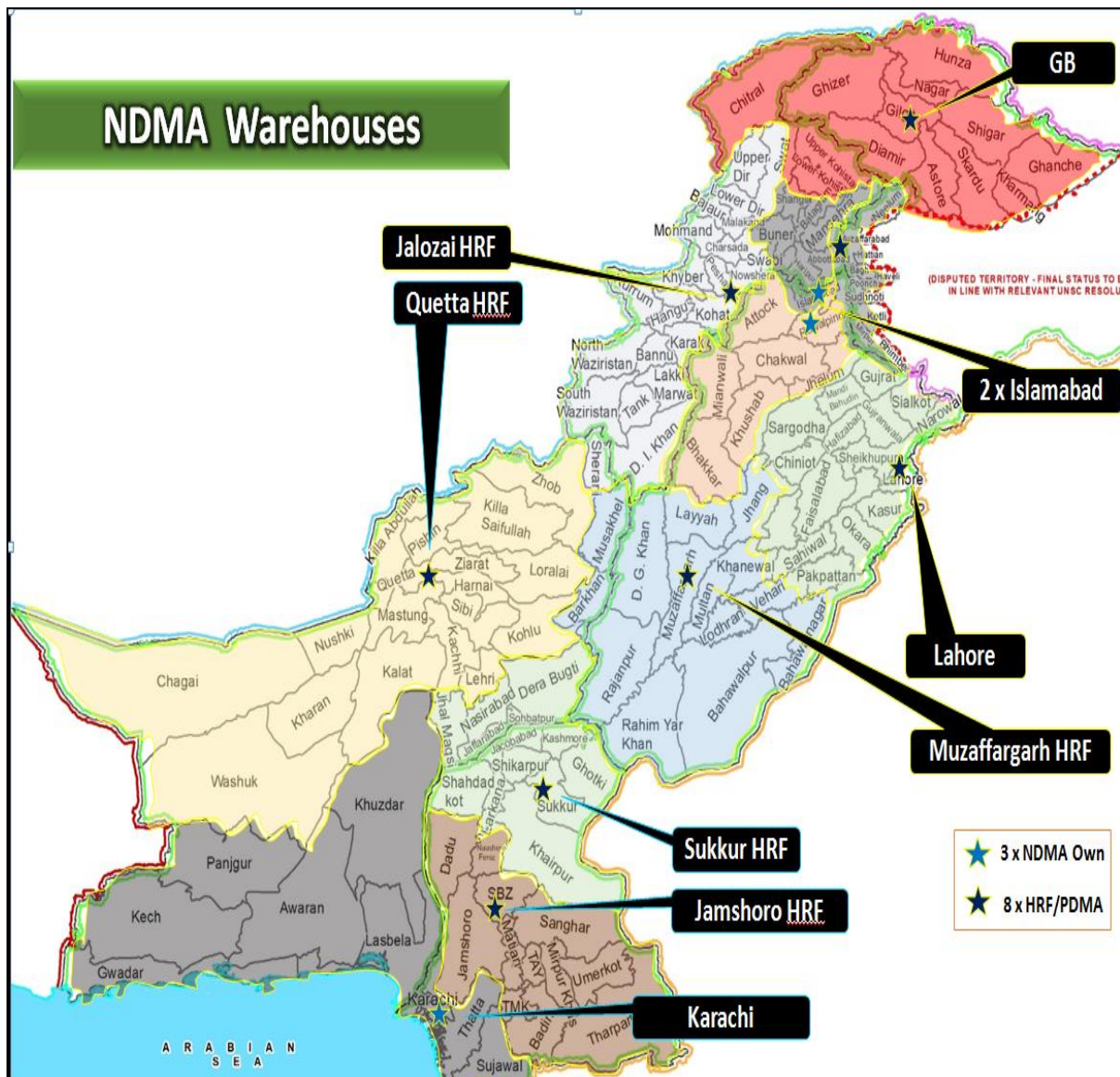
until provincial disaster management authority augments the relief operations. Even some portion of relief stocks may be kept at historical hazard prone Tehsils down to Union Councils level.

- (2) **Provincial Level.** Each provincial disaster management authority (PDMA) including Governments of Azad Jammu & Kashmir (SDMA) and Gilgit Baltistan (GBDMA) will be responsible to hold sufficient stocks at carefully selected location to support relief operations at any given time and must have enough capacity to support districts on immediate basis before exhaustion of respective stocks. Besides having stocks at central and regional basis, essential stocks may be maintained at more hazards prone districts and Tehsils to meet immediate response at short notice.

6. **Chain of Support for Relief Operation.** A flow of supply chain should be maintained for any efficient relief operation during any disaster. A continuous flow of information from lower level is necessary for prompt and required stores. The diagrammatic layout is as under:-

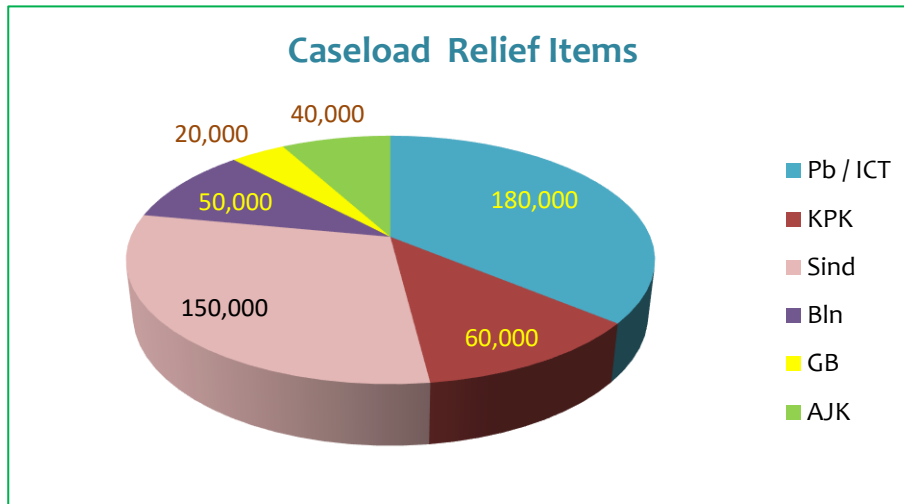


7. **National Level.** At national level NDMA will be responsible to keep sufficient stocks on central as well as regional basis as per guidelines in succeeding paras. NDMA warehouse locations alongwith areas being covered is shown in map below:-

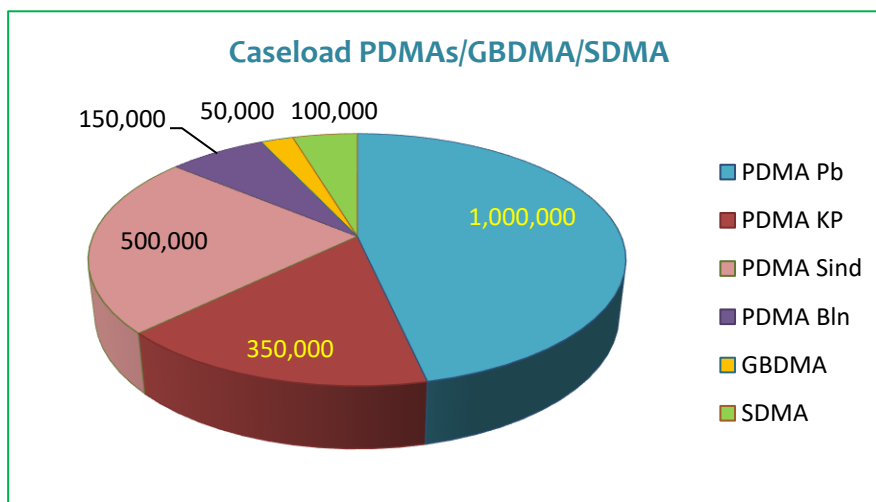




- a. Scales for each item of various category i.e. Rescue, Relief and Support items are given at **Annex-A**.
- b. NDMA stocks for rescue, relief and support equipment will be maintained in all warehouses as 3<sup>rd</sup> tier responder based on the levels outlined in this Policy as given at **Annex-B & C**. The stocks levels are being maintained as per caseload (target population) below:-



- c. PDMA, SDMA & GBDMA stocks for non-food items, rescue and support equipment will be maintained in respective warehouses as 1<sup>st</sup> & 2<sup>nd</sup> tier responders based on the levels outlined in the instructions as given at **Annex-D**. The stock levels suggested are in accordance to population of each province. Suggested items and scales are the minimum standards required to be ensured; nevertheless, PDMA, SDMA & GBDMA may adopt to stock additional items or at enhanced scales; comparison of caseload (target population) is shown below:-



- d. NDMA will ensure stocking of critical and relatively expensive rescue / relief items along with defining priority wise requirement of rescue / relief items through International Donors as given at **Annex-E**.
- e. Desirable levels of stocks are 100%; minimum 75% of stocks must be maintained at each warehouse throughout the year by all.
- f. Recoupment will be ensured as soon as stock level reaches down to 75% of prescribed levels.
- g. Stocks will be maintained for Non-Food items only to avoid wastage due to expiry date issues.

## 8. Stocking of Food Items

- a. Stocking of food items should be done very selectively keeping in view their perishable life. Preferably only dry ration in optimum Quantity may be maintained.
- b. Short listing of major suppliers like CSD, Utility Stores, Metro or other chain of stores may be done and standby agreement for supply on requirement basis be made. However, where respective government's procurement rules do not allow such an arrangement, the rates can be obtained from some established suppliers for the emergency procurement.
- c. Procurement should be done only on requirement basis to avoid perishability / wastage issues during storage for a prolonged period.
- d. Effects of weather must be kept in view for stocking even dry ration like wheat flour etc.
- e. Food items and medicine stocks will be maintained **only during an emergent situation** or **as a transitionally temporary arrangement** with the approval of Chairman NDMA and respective DGs of PDMA, SDMA & GBDMA, while ensuring that **proper storage conditions exist**. Suggested list of food items is given at **Annex-F**.

## 9. Warm & Cold Regions

- a. Country is divided into two regions as per weather criteria. The relief stocks for non-food items must be accordingly maintained to meet the need of respective region.
  - (1) **Warm Regions**
    - (a) Mir pur and lower area of AJ&K.

- (b) Jhelum onward the areas of Punjab down to Rahim Yar Khan.
  - (c) All areas of Sindh.
  - (d) Lower areas of Baluchistan.
  - (2) **Cold Regions**
    - (a) Areas from Dina & Upwards in Punjab Province.
    - (b) All areas of AJ&K less Mirpur.
    - (c) Complete KP, GB and upper parts of Baluchistan.
  - b. For cold regions, additional stock of winterized items such as Winterized Tents, Triple ply blankets & Kerosene Heater etc will be maintained.
  - c. For flood prone areas of warmer regions, additional quantities of Mosquito Nets, De-watering Pumps & Water Filtration Plants will be stocked.
  - d. Cost benefit analysis of **over storage / stocking** viz-a-viz **available capacity** will be carefully analyzed while maintaining the stocks.
  - e. **National Reserves** will be maintained at **central** and **regional** levels by NDMA.
  - f. **Overseas operations** will be **supported**, preferably from **National Reserves**.
10. The Stocking Policy will be **reviewed** after every **three years** or **under any special circumstances**, if so warranted, by National Authority of NDMA.

#### **Annexes**

Annex A - Scale of Relief Items.

Annex B - NDMA Stocking Levels for Relief Items.

Annex C - NDMA Stocking Levels of Rescue & Support Equipment.

Annex D - PDMA, SDMA & GBDMA Stocking Levels for Relief Items, Rescue and Support Equipment

Annex E - Requirement for International Donors.

Annex F - List of Food Items.

**Distribution: List attached**

**DISTRIBUTION**

**To:-**

1. Principal Secretary to Prime Minister, Islamabad.
2. DG PDMA Punjab, Lahore.
3. DG PDMA Sindh, Karachi.
4. DG PDMA KP, Peshawar.
5. DG PDMA Balochistan, Quetta.
6. DG SDMA, Muzaffarabad.
7. DG GBDMA, Gilgit.

**Info**

1. JSHQ (Crisis Management Cell), Rawalpindi.
2. GHQ, SD Dte, Rawalpindi.
3. NHQ, ACNS (Ops), Islamabad.
4. AHQ, ACAS (Ops), Islamabad.
5. Director (CMU) MoFA, Islamabad.

**ID:-**

1. COS, NDMA.
2. Member (A&F), NDMA, Islamabad.
3. Member (Ops), NDMA, Islamabad.
4. Member (DRR), NDMA, Islamabad.
5. Director (Logistics), NDMA, Islamabad.
6. Director (Admin), NDMA, Islamabad.
7. Director (Procurement), NDMA, Islamabad.
8. Director (Response), NDMA, Islamabad.
9. Director (Finance), NDMA, Islamabad.

**SCALE OF ITEMS AS PER NATIONAL POLICY GUIDELINES**

Sr	Items	Scale
<b>Relief Items</b>		
1.	Tent	At the scale of 6 - 8 individuals per household
2.	Shelters Will be issued	Only for school, medical camps and other Government buildings District administrations store and maintain for future use
3.	Blankets Two types	For Cold regions high thermal and for rest of areas medium thermal blankets will be stocked and issued accordingly. Three (3) Blankets per household of six (6) will be issued.
4.	Tarpaulin	One Tarpaulin will be issued with each tent in winter.
5.	Plastic Mats	1 per household with the tents in all areas of Pakistan.
6.	Mosquito Nets	Issued to warm region only. 2 – 3 per family of six (06) persons
7.	Hygiene Kit	One (1) per household in all regions
8.	First Aid Kit	One (1) per household at isolated places where medical camps are not established in closer vicinity
9.	Kitchen Set	One (1) set per household (6 – 8 persons) may be provided where cooked food is not provided
10.	Jerry Can (16Lits)	At the scale of 12 individuals per household
<b>Support Items</b>		
11.	Generators 120 KVA	All provincial authorities to minimum have one generator. NDMA may have 1 each at regional stocks and two (2) in the center at Islamabad
12.	31 – 50 KVA Generators	One (1) generator for 5000 people will be stocked.
13.	2 – 5 KVA Generators	One (1) generator for 2500 people will be stocked.
14.	De-Watering Pump	One (1) De-watering Pump small for 100 people will be stocked. One (1) De-watering Pump Large for 1000 people will be stocked.
<b>Rescue Items</b>		
15.	Rescue Boats	Rescue boats with OBM should be stocked 1 per 4500 people.
16.	Life Jackets	Life jackets should be stocked 1 per 100 people.
17.	Medicines	Essential lifesaving and water purification medicines may be stored on regional basis.

**NDMA STOCKING LEVEL FOR RELIEF ITEMS**

Provinces/ Region	Locations	Status	Caseload	House Hold (HH) - 6x person	Quantity / Number					
					Family Tent	Winterized Tent	Shelter Tent	Blanket	Water Tank	Water Filtration Plant
					(1 per HH)	(1 per 4 HH)	(1 per 83 HH)	(3 per HH)	(1 per 1,000 individuals)	(1 per 200 HH)
Islamabad / North	Islamabad (I-11, H-11)	<b>Central*</b>	110,000	18,333	18,333	6,499	223	45,000**	105	105
Punjab / North	Lahore (HRF)	Regional	30,000	5,000	5,000	500	60	15,000	25	25
	Muzaffargarh (HRF)	Regional	40,000	6,667	6,667	1,667	80	20,000	53	30
KP / North	KP (HRF Jalozai)	Regional	60,000	10,000	10,000	2,500	120	30,000**	50	50
GB / North	Gilgit (HRF)	Regional	20,000	3,333	3,333	2,000	40	30,000**	10	0
AJK / North	Muzaffarabad (HRF)	Regional	40,000	6,667	6,667	2,500	80	35,000**	10	0
Sindh / South	Karachi (RGDO)	<b>Central*</b>	90,000	15,000	15,000	0	181	10,000	75	75
	Hyderabad (HRF)	Regional	20,000	3,333	3,333	0	40	5,000	60	40
	Sukkur (HRF)	Regional	40,000	6,667	6,667	1,667	80	10,000	70	50
Balochistan / South	Quetta (HRF)	Regional	50,000	8,333	8,333	3,500	100	50,000	42	42
<b>Total</b>			<b>500,000</b>	<b>83,333</b>	<b>83,333</b>	<b>20,833</b>	<b>1,004</b>	<b>250,000</b>	<b>500</b>	<b>417</b>

\* Stock level kept high against caseload being central hubs.

\*\* Triple Ply Blankets for cold regions.

**NDMA STOCKING LEVEL FOR RESCUE & SUPPORT EQUIPMENT**

Provinces/ Region	Locations	Status	Caseload	Rescue Items		Support Items	
				Life Jackets (1 per 100 Individuals)	Boats with OBMs (1 per 4500 Individuals)	De-Watering Pump Large (1 per 1000 Individuals)	Generators 31-50 KVA (1 per 5000 Individuals)
Islamabad / North	Islamabad (I-11, H-11)	<b>Central*</b>	110,000	1,500	33	150	18
Punjab / North	Lahore (HRF)	Regional	30,000	300	8	20	6
	Muzaffargarh (HRF)	Regional	40,000	200	9	20	8
KP / North	KP (HRF Jalozei)	Regional	60,000	200	0	60	12
GB / North	Gilgit(HRF)	Regional	20,000	100	0	0	8
AJK / North	Muzaffarabad(HRF)	Regional	40,000	100	0	0	4
Sindh / South	Karachi (RGDO)	<b>Central*</b>	90,000	1,500	36	100	18
	Hyderabad(HRF)	Regional	20,000	500	10	50	4
	Sukkur (HRF)	Regional	40,000	500	15	100	8
Balochistan / South	Quetta (HRF)	Regional	50,000	100	0	0	10
<b>Total</b>			<b>500,000</b>	<b>5,000</b>	<b>111</b>	<b>500</b>	<b>100</b>

**PDMA<sub>s</sub>, SDMA & GBDMA STOCKING LEVELS FOR RELIEF ITEMS, RESCUE AND SUPPORT EQUIPMENT**

Ser	Country	Scale / Person	PDMA Pb	PDMA Bln	PDMA Sindh	PDMA KP	SDMA	GDBMA	Total
			Stock Lvl @ 1 Mn Population	Stock Lvl @ 0.15 Mn Population	Stock Lvl @ 0.5 Mn Population	Stock Lvl @ 0.35 Mn Population	Stock Lvl @ 0.1 Mn Population	Stock Lvl @ 0.05 Mn Population	
<b>RESCUE ITEMS</b>									
1	Life Jackets	100	10,000	1,500	5,000	3,500	100	50	20,150
<b>RELIEF ITEMS</b>									
2	Family Tents	6	166,667	25,000	83,333	0	0	0	275,000
3	Winterized Tents	6	0	0	0	58,333	16,667	8,333	83,333
4	Blankets 2 Ply	2	500,000	75,000	250,000	0	0	0	825,000
5	Blankets 3 ply	2	0	0	0	175,000	50,000	25,000	250,000
6	Mattress	2	500,000	75,000	250,000	175,000	50,000	25,000	1,075,000
7	Quilt	2	0	0	0	175,000	50,000	25,000	250,000
8	Sleeping Bag	2	0	0	0	175,000	50,000	25,000	250,000
9	Tarpaulin	6	166,667	25,000	83,333	58,333	16,667	8,333	358,333
10	Latrine Tents	24	41,667	6,250	20,825	14,583	4,175	2,083	89,583
11	Net Mosquito	2	500,000	75,000	250,000	0	0	0	825,000
12	Hygiene Kits	6	166,667	25,000	83,333	58,333	16,667	8,333	358,333
13	First Aid Kits	6	166,667	25,000	83,333	58,333	16,667	8,333	358,333
14	Warm Clothing	1	0	0	0	350,000	100,000	50,000	500,000
15	Kitchen Sets	6	166,667	25,000	83,333	58,333	16,667	8,333	358,333
16	Water Jerry Cans	12	83,333	12,500	41,667	29,167	8,333	4,167	179,167
17	Water Cooler	6	166,667	25,000	83,333	58,333	16,667	8,333	358,333
18	K. Heater a/w Jerry Cans	6	0	0	0	58,333	16,667	8,333	83,333
<b>SUPPORT ITEMS</b>									
19	D.W Pump	1,000	1,000	150	500	0	0	0	1,650
20	Generators >10 KVA	1,000	1,000	150	500	350	100	50	2,150



**REQUIREMENT FOR INTERNATIONAL DONORS**

Disasters	Articles	Quantity from Countries or Equivalent Donation (in financial amount)						
		China	USA	EU	Turkiye	KSA	UAE	Total
	<b>Rescue</b>							
1. <b>Major Disasters</b> (Affecting 0.5 Mn People and above)  a. Floods b. Earthquake	Aviation Support - Helicopters / Aircrafts (Rescue, logistics, fire fighting etc)	10	5	5	5	5	5	35
	Boats (OBM)	20	20	40	-	50	-	130
	<b>Relief</b>							
	Bailey Bridge (Equipment to Bridge)	20	20	10	-	10	4	64
	Field Hospital	5	5	1	2	2	-	15
	Water Purification Plant	10	-	10	-	5	5	30
	Water Filtration Plants	200	100	100	50	200	200	850
	De-Watering Pumps	200	100	200	50	50	40	640
Generators	80	60	50	-	80	50	320	
	<b>Rescue</b>							
2. <b>Medium Disasters</b> (Affecting less than 0.5 Mn People)  a. Floods b. Earthquake c. Tsunami	Aviation Support - Helicopters / Aircrafts (Rescue, logistics, fire fighting etc)	5	3	3	3	3	3	20
	Boats (OBM)	10	10	20	-	25	-	65
	<b>Relief</b>							
	Bailey Bridge (Equipment to Bridge)	10	10	5	-	5	2	32
	Field Hospital	3	3	-	1	1	-	8
	Water Purification Plant	5	-	5	-	3	3	16
	Water Filtration Plants	100	50	50	25	100	100	425
	De-Watering Pumps	100	50	100	25	25	20	320
Generators	40	30	25	-	40	25	160	

**LIST OF FOOD ITEMS**

<b>Ser</b>	<b>Food Items</b>
1.	Rice (Basmati) of above average quality in 2 Kg pack.
2.	Lentils / Dall (Chana & Masoor) in 2 Kg pack.
3.	Cooking Oil / Ghee (Vanaspati) of branded quality in 1 liter pack.
4.	Wheat Flour.
5.	Sugar (white refined) in 1 Kg pack.
6.	Tea of branded quality of 250 / 450 grams.
7.	Condiments like chili powder, masala, salt in standard pack.
8.	Match Box.
9.	Milk Powder in standard pack of minimum 450 grams.
10.	Milk for Children in ½ liter / kg packs.
11.	Few paper / glasses plates maybe kept in the ration pack.
12.	Dry fruit – Dates etc.
13.	Biscuits / High Energy Biscuits.