



**SUGGESTED STRUCTURE**

**FOR**

**DISASTER MANAGEMENT PLAN –**  
**DEPARTMENTS/MINISTRIES IN THE GOI**

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APRIL 2015



National Disaster Management Authority  
Government of India

# **Disaster Management Plan – Departments/ Ministries in the GoI**

## **Part – I Framework / Template**

### **1. Introduction:**

#### **1.1 Over view of the department**

**1.2 Purpose of the Plan:** Purpose of this plan to define the actions and roles necessary to prepare for and respond to any disaster situation in a coordinated manner. DM plan is intended to provide guidance to all agencies within the department with a general concept of potential emergency assignments before, during, and following emergency situations.

**1.3 Scope:** Explicitly state the scope of emergency and disaster response to which the plan applies, and the entities (agencies within department of department) and geographic areas to which it applies.

#### **1.4 Authorities, Codes, Policies**

**1.5 Institutional arrangements for Disaster Management** within the Ministry or Department.

**1.6 Plan Management (Development, Approval, Implementation, Review and Revision):** It is always good to identify by position the individuals in the department responsible for developing, maintaining, revising, reviewing, approving and updating the Basic Plan, annexes, appendices, and supplementary documents, such as checklist, SOPs, etc. Once planning documents are developed, a system of maintenance must be established to ensure they are current.

### **2. HRVA**

Define – Potential Hazards which may impact people, property and functioning of department adversely. Sample sequence is suggested as below.

2.1 History of Disasters

2.2 Hazard, Risk and Vulnerability mapping

2.3 Emerging Concerns

### **3. Prevention & Mitigation**

#### **3.1 Monitoring of Hazards and Threats:**

This section should describe, in general, the capabilities and processes the department has in place to identify, analyze, gain control of, and monitor hazards that may adversely affect. The response activities listed below normally, take place at a scene. Not all emergency and disaster situations have a scene, so these activities apply to many but not all hazards. The first activity, which is to perceive the threat, applies to all hazards. The activities are ordered steps listed below.

- Perceive the threat
- Assess the hazard
- Select control strategy
- Control hazard
- Monitor hazard

### **3.2 Preventive and Mitigation Measures**

This section should describe, in general, the capabilities and processes the department has in place to select preventive action strategies. Indicative steps for preventive action selection are as follows

- Analyze the hazard
- Determine prevention/ protection action
- Determine public warning
- Determine prevention/ protective action implementation plan

### **3.3 Public Warning**

This section should describe, in general, the capabilities and processes the department has in place to information collection and disseminate warning messages to the stakeholders (including public in the catchment) as to the nature of the hazard, the timing, and the recommended or required protective/ preventive actions the public should implement.

3.3.1 Determine message content

3.3.2 Select appropriate public warning system(s)

3.3.3 Disseminate public warning

## **4. Mainstreaming DM Plan in developmental projects**

Devise appropriate policy for “Sustainable development” by factoring disaster risk concerns, can help reduce disaster losses, protect existing development gains and avoid new risks. Identify national and other development programs connected with your department and induce strategic interventions for accomplishing “sustainable development” objectives.

## **5. Preparedness**

This section should describe, in general, the capabilities and processes the department has in place to implement the range of preventive/ protective actions that may be required for various hazards. The preparatory activities listed below are examples of activities that

may be required to implement preventive/ protective actions in response to certain types of hazards.

- 5.1 EoC facility for – Monitor progress of preventive/ protective action implementation.
- 5.2 Mechanism for access control and isolation of danger area
- 5.3 Mechanism for Evacuation support
- 5.4 Mechanism for Decontamination support
- 5.5 Mechanism for Medical treatment
- 5.6 Mechanism for the Special population support
- 5.7 Search and rescue mechanism
- 5.8 Resources Management
- 5.9 Training & capacity Building
- 5.10 EoC/ Communication/ early warning
- 5.11 Operation Coordination, Drills and Exercises

## **6. Response**

A response plan constitutes a part of disaster management cycle which takes place immediately after an incident/ disaster which could emanate from either human induced or nature induced factors

The response includes design of plans developed for immediate response which would be initiated on a trigger mechanism based upon the occurrence of an event of extreme nature. It also covers the emergency command structure and readiness of Emergency operation Center (EoC). An indicative list of components of response plan is as given below. The list needs to be suitably modified and elaborated for effective understanding and actionability.

- 6.1 institutional arrangement for Disaster Response – this include organization (with assignment of responsibilities), EoC, IRT, response plan highlighting order of succession for key positions.
- 6.2 Classification of emergency/ disaster (type and kind of disasters may vary from department to department)
- 6.3 Receiving and managing alerts
- 6.4 Activation of Dept. EOC. Initial Resource coordination
- 6.5 Direction, control and coordination – Function Coordination amongst IRT
- 6.6 Rescue and Relief Operation
- 6.7 Response activities specific to disaster
- 6.8 Requisition of services/ assistance

## **7. Recovery**

7.1 Deactivation of the Department Emergency Operations Center

7.2 Recovery process

7.3 Need & Damage assessment

## **8. Financial Arrangements**

8.1 Annual budget for Departmental DM plan implementation & Management

8.2 Fund provisioning for Disaster Preparedness

8.3 Implementation of DRR – Financial aspect

Annexure:

- Maps (Hazards location w.r.t. geospatial referces)
- Resources (Hazard specific resource mapping)
- Directories (Emergency Contact Numbers)

# Disaster Management Plan – Departments/ Ministries in the GoI

## Part – II Hazard Specific Incident Action (IAP)

**Note: Types of incidents will vary from department to department**

### SoP/IAP for Specific Incident/Scenario

#### Part-A: General

1. Define scenario
2. Define precautions (Dos and Don'ts)
3. Define impact zones
4. Identify resources required for scenario under consideration and their positions

#### Part-B: Action Plan

<b>Task</b>	<b>Agency Responsible</b>	<b>Remark</b>
Raise alert		
Assess and Notify		
Activate EoC		
Establish command		
Prioritise actions		
Mobilise and deploy resources		
SAR/Evacuation		
Establish Relief operations		
Assess situation dynamics to readjust action plan		

**Emergency Support Function (ESF)**  
**Suggested Outline/ Structure for SoP**

**1. Primary Agency**

Name the primary agency

**2. Secondary Agencies**

Name secondary agencies

**3. INTERDICTION**

Define followings in this section

**A. Purpose**

Describe why the ESF is written and the intended results of the ESF.

**B. Scope**

Describe the extent of this ESF and how far it goes. Describe the level of coordination.

**4. CONCEPT OF OPERATIONS**

Define following in this section

**A. General**

Describe how you intend to operate and the coordination requirements with other ESFs/ annexes.

**B. Organization**

Describe how your organization is organized to support this ESF. Describe what office is in charge. Describe the offices, districts, regions, etc., in your organization.

**C. Procedures**

Describe the organization's procedural responsibilities, Describe where the detailed procedures are maintained. Details, like position Checklists, recall telephone lists, and other frequently changing information should go into your implementing procedures.

**E. Prevention and Mitigation Activities:**

A detailed listing of the action to eliminate or reduce the degree of long-term risk to life, property, and the environment to be taken by the Primary and Support Agencies in support of this ESF. Many areas needing mitigation will be identified during the preparedness, response, and recovery phases of emergency management.

**F. Preparedness Activities**

A detailed listing of the actions taken in advance of an event to develop operational capabilities and to facilitate an effective response to be taken by the Primary and Support Agencies in support of this ESF.

**G. Response Activities**

A detailed listing of the actions taken immediately before, during, and directly after an emergency or disaster occurs to save lives, minimize property damage, and enhance the effectiveness of recovery actions to be taken by the Primary and Support Agencies in support of this ESF.

**H. Recovery Activities**

A detailed listing of actions to be taken to return community and organizational life support systems to minimum operating standards and long-term activities to normal or improved levels by the Primary and Support Agencies in support of this ESF.

**5. RESPONSIBILITIES**

**A. Primary Agency**

General statements of the responsibilities of the agency or agencies with the lead for this ESF.

**B. Support Agencies**

General statements of the responsibilities of the agencies supporting this ESF.

**6. Resource Requirements**

Resource requirements for personnel, supplies, facilities, telecommunications, etc., can be developed as you complete the planning process and through exercise. Try to identify critical assets for the initial 12 hours and for support to field activities.

**7. Terms and Definitions**

Terms and definitions related to this ESF.