**Disaster Management Plan**

**Template for Ministries / Departments**

**Two parts:**

* Part-I National Component
* Part-II Contingency Plan for the Ministry/Dept.

As per Section 37, Disaster Management (DM) Act 2005, every Ministry/ Department of the Government of India shall have a Disaster Management Plan as per specifications mentioned in this Section of the Act.

# Preliminaries

## Profile of the Ministry

Describe mandate, domain of activities, whether the Ministry/ Dept. has any primary nodal responsibilities for Disaster Management or supporting roles.

*(****Explanatory Note*** *– to be described as per provisions of Sections 36, 37 and as Nodal Ministry or a Ministry which houses a nodal agency for warning or any special responsibility vested with regard to disaster management)*

## Rationale

* + Part-I: In accordance with the NDMP
  + Part-II: Contingency Plan for business continuity
  + Legal Mandate: As per DM Act and other relevant Acts, Roles and Regulations for addressing issues relating to disaster management/concerning issues.
  + Compliance, conformity and alignment with National Disaster Management Plan (NDMP).
  + Conforming to global best practices
  + Aligning with national priorities, national commitments to international commitments and priorities of NDMP (Post-2015 Global Frameworks; SDG; Climate Change; PM's Ten-Point Agenda for Disaster Risk Reduction; Social Inclusion and Mainstreaming DRR)

## Scope of the Plan

* Disaster Management Cycle (from NDMP to provide clarity for full scope of DM responsibilities)
* Roles envisaged in Disaster Management as per notifications: Nodal Responsibilities or supporting role (Briefly describe with reference to relevant notification and references in NDMP)
* If Nodal Ministry/Dept. for any disaster - Summarise role envisaged
* Synopsis of the role in National Disaster Management Plan
* Contingency Planning for business continuity – importance of ensuring the functioning outlining the key functions of the ministry (for continued operations of the services of the Ministry in the aftermath of a disaster)

## Vision

\*Optional, but desirable\*

## Time Frames

* Short, Medium and Long-Term - as per NDMP; most activities, irrespective of time frames, will run concurrently; only some take longer to complete.
* As explained in NDMP, Short, Medium and Long do not imply an order of priority but the time needed for completion
* Describe how the ministry is committed to realising the goals of NDMP, ministry/dept. will have timeframe-specific details, etc.

*(Though the Plan is to be revised periodically as mandated in DM Act, 2005, it also needs to be aligned with NDMP and Sendai Framework. So the programmes and activities outlined in the Plan should be in coherence with the time lines mentioned in NDMP, i.e., short, medium and long term. A brief note can be provided in this section about how time lines have been considered in this Plan)*

## Institutional Framework for Disaster Management

Note: The institutional framework must support emergency functions, it cannot be same as normal business. The institutional capabilities should be for effective and quick support to national response in any disaster, anywhere in India. This will also depend on the DM responsibilities and roles envisaged for the ministry/dept in the NDMP. The concept of Incident Command with clarity in chain of command must be adopted.

* Institutional Framework (*of the Ministry/ Dept.*) dedicated for DM covering all phases of the DM cycle (see 1.3)
* National level and other Establishments (Regional/ Divisional/ State)
* Formation of DRR Cell with specified Functions (DRR Cell to be headed by a Nodal Officer, not below the rank of Joint Secretary)

*(****Explanatory Note:*** *With the provisions mentioned above, but not limited to, Ministries / Departments need to briefly deliberate upon rationale of the Plan and other basic information. This will help in easy understanding of the purpose of the plan and also expectations from all those concerned. The Plan will not be limited to any one office. It is rather for whole of the Ministry / Department to ensure disaster risk reduction of all concerned and to ensure effective delivery mechanism at the time of any disaster at all levels. NDMP and Section 36 and 37 of the DM Act 2005 need to be referred to for providing above mentioned relevant information and for understanding the roles and responsibilities of Ministries and Departments of Government of India and about the formulation of DM Plan).*

# Hazard, Risk, Vulnerability & Capacity Analysis (HRVCA)

## Disaster Risks, Vulnerabilities and Challenges

Highlight what is relevant to the Min/Dept.; Abstract from NDMP highlighting what is relevant to the Min/Dept. based on those described in NDMP. No need to repeat details from NDMP. Elaborate those relevant to the ministry/ dept. HRVCA to be conducted by Nodal Ministries only for respective disasters. Other Ministries/Departments to develop strategies on their vulnerabilities, risks and capacities.

## Understanding Disaster Risks

* Role of the Ministry/ Dept. in understanding and addressing various hazards described in the NDMP
* Mapping of Hazards, Risks and Vulnerabilities and emerging concerns – those relevant to the Ministry/ Dept.
* Capacity Analysis – Existing and those that must be developed

***(Explanatory Note****: For effective planning process, it is important and first step to understand our strengths and weaknesses and threats we are prone to. Each Ministry / Department should make provisions for Hazard, Risk, Vulnerability and Capacity Analysis as part of the plan. Rest of the activities will be derived from the findings of HRVCA.)*

# Hazard specific Prevention and Mitigation Measures

* Short, Medium and Long-term measures – as envisaged in NDMP.
* Instead of narrative and long description, the approach used in NDMP – i.e., a matrix giving plan and responsibility framework – should be used for each Thematic Area and Sub-Thematic Area given in the NDMP where the Ministry/ Dept. has a role

**Illustration/ Example: Ministry of Earth Sciences**

Hazard: Cyclone and Wind

Thematic Area for DRR: Understanding Risk

| SN | Sub-Thematic Area for DRR (as per NDMP) | Plan Components  (from the responsibility – Centre column of NDMP, Responsibility Framework, Chapter 7) | Responsible Section/ Agency of the Ministry/ Dept. | Recurring/ Regular | Short Term | Medium Term | Long Term |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Observation  Networks,  Information Systems,  Research,  Forecasting, Early  Warning | Promote research and studies – both in-house and extra-mural by providing research grants to researchers and institutions | IMD | x | x | x | x |
| Enhancement of Observational Network Stations (ONS) | IMD |  | x |  |  |
| Modernization of observation network, equipment, systems, technology | IMD |  | x | x |  |
|  |  | Land- and Ocean-based observation systems | IMD |  | x | x | x |

* Implementation should be given in terms of important action points vis-à-vis time frame, i.e., short, medium and long-term – as in NDMP
* Hazard specific Action Plans, as envisaged in NDMP but not limited to those
* In accordance with relevant hazard-specific guidelines issued by NDMA with emphasis on the domain/ mandate of the ministry/ dept.

***(Explanatory Note****: Following the HRVCA, Ministry / Department must formulate certain action plans for mitigation and better preparedness against each of the disasters it may be prone to. These hazards and interventions for risk reduction need to be prioritized based on their severity and the vulnerability of the Ministry / Departments to the same. NDMP and Hazard specific NDMA guidelines may be referred to for the preparation of specific prevention and mitigation measures.)*

# Mainstreaming DRR

* Investing in DRR – structural measures (creating Disaster Resilient infrastructures)
* Investing in DRR – non – structural measures
* Strategies for sustainable development practices
* Disaster Risk Governance – Programmes and policies of the Ministry / Department contributing towards DRR

*(****Explanatory Note:*** *Ministries and Departments conduct various developmental programmes and projects. For sustainability of the developmental gains, mitigation and prevention should become part of, and integrated in to the development process, which is mainstreaming DRR).*

# Inclusive DRR

* Importance of special focus on more vulnerable groups – see NDMP, summarise the reasons based on relevant sections of NDMP
* Gender concerns, including sexual minorities (LGBTQI)
* SC/ST or any other vulnerable group based on the geographical area and specific context.
* Children
* Aged/Senior Citizens
* Persons with Disabilities/ Physically Challenged

***(Explanatory Note****: Though disasters do not discriminate, there are some sections of society which are more vulnerable to disasters due to their additional physical, social, economic or other vulnerabilities. Therefore, the plan should identify and address the concerns of these more vulnerable sections of the society to make the plan inclusive.)*

# Coherence of Disaster Risk Management across Resilient Development and Climate Change Action

* Sustainable Development Goals and DRR: Ministry/Dept’s role/ plans to meet India’s SDG commitments; specific activities relating to DRR – in accordance with the monitoring framework used by Ministry of Statistics & Prog. Implementation and Niti Aayog
* Climate Change Risk Management and DRR - Ministry/Dept’s specific role/ plans to meet India’s commitments for addressing global climate change and specific activities relating to DRR – in accordance with the monitoring framework used by Ministry of Statistics & Prog. Implementation and Niti Aayog
* Explain how this plan (i.e., Ministry/Dept. DMP) is aligned to the Sendai Framework – follows the approach adopted in NDMP for that

***(Explanatory Note****: A disaster could set back decades of development and it is necessary to make incorporate make development disaster resilient. Anthropogenic (caused by human activities) climate change alters the pattern (frequency, distribution, intensity, etc.) of all the hydro-meteorological extreme events, which in turn aggravates the impacts of resulting disasters. Therefore, globally, there is an emphasis on adopting a comprehensive approach towards disaster risk management by bringing about coherence and mutual reinforcement of various measures contributing to DRR across development agenda, disaster risk management and steps to address climate change. Each Ministry/ Department must strive to for coherence and reinforcement of all efforts for DRR.)*

# Capacity Development and Communication

## Capacity Development

* Overall capacity building of Ministry / Department – Institutional / Human Resource
* Sector wise planning
* Yearly Calendar, keeping in view short, medium and long-term time frames used in the NDMP

***(Explanatory Note****: Once the plan is formulated there is a need to have and build capacity of required institutional and human resources. The Ministry / Department should have regular schedule of such capacity building measures.)*

## Communication Strategy

* Internal – within the ministry and its associated agencies/ entities
* External (with other agencies)

***(Explanatory Note****: Communication plays very important role in plan implementation and management of disasters. There will be need for both internal and external communications – with other stakeholders – during various phases of disaster management. Strategies should be prepared accordingly.)*

# Coordination - Horizontal and Vertical Linkages

* Inter-agency Coordination
* Coordination with State Governments
* Coordination with other stakeholders, like NGOs, Private sector, civil society etc.

***(Explanatory Note****: Disaster Management is a multi-dimensional, multi-level and multi-stakeholder issue and hence it would require horizontal and vertical linkages with all concerned stakeholders and also coordination with state governments for effective implementation of the plan. These should be planned accordingly.)*

# Preparedness and Response

## Preparedness

* Strategies and corresponding Human Resource Planning (based on Institutional Framework and HRVCA process at all levels as explained above )
* Lay down strategies and activities for preparedness and response phases, such as early warning, search & rescue (SAR), relief, coordination etc.
* Description of teams and nodal officers with their respective roles and responsibilities
* Flow chart of activities with timelines

***(Explanatory Note****: Timely and proper deployment of human resource and sequencing of actions to be taken can make a response effective. This should be clearly spelt out in the Response Plan.)*

## Early Warning / Alert System

* Internal and External (On-site and off-site plans for field entities, as applicable depending on the role of the Ministry/ Dept.)
* Control Room – Structure / Protocols / Activation and Deactivation
* Procedures for receiving and disseminating warnings (Nodal agencies responsible for issuance of early warning need to develop appropriate strategy for timely and effective dissemination of early warning and forecasts to all concerned).

***(Explanatory Note****: Transmission of and receiving the early warning can make a big difference. The plan needs to clearly lay down structural and procedural details of early warning with clearly laid down responsibilities and formats to be used.)*

## Hazard Specific Response Plans

(For major hazards relevant to the role of the ministry/ dept.)

* Follow the approach in NDMP – use table/matrix, not narratives
* Define scenario / Hazard / Incident
* Define precautions (Dos and Don’ts)
* Define impact zones
* Identify resources required for scenario/ hazards / incident under consideration and their positions
* SOP and relevant manuals – must be developed in addition to the DMP
* Action Plan

|  |  |  |
| --- | --- | --- |
| **Task** | **Agency/Person Responsible** | **Remark** |
| Raise alert |  |  |
| Assess and Notify |  |  |
| Activate Control Room |  |  |
| Establish command |  |  |
| Prioritise actions |  |  |
| Mobilise and deploy resources |  |  |
| SAR/Evacuation |  |  |
| Establish Relief operations |  |  |
| Assess situation dynamics to readjust action plan |  |  |

***(Explanatory Note****: Disasters have some similarities and also some peculiarities. The plan should explain common terms for response planning for various disasters and also specific strategies to deal with them.)*

## Activation of Response Plan:

Ministries/Departments to develop their SOPs for actions to be taken by all concerned on the receipt of early warning or on the occurrence of a disaster and prescribe intensified response activities for the range of – 72 hrs to + 72 hrs vis-à-vis disaster event, where early warning available or for +72 hrs on the occurrence of a disaster, if early warning not available.

(Explanatory Note: Ministries/Departments to develop strategy for activation of response plan, explaining initiation of process and sequencing of response activities and designation of responsibilities and coordination between stakeholders.)

## Logistics / Service Delivery Mechanism during Disasters – *how to ensure and extend continued support to disaster affected*

* Preparedness Plan for uninterrupted functioning of Ministries / Departments when many other States are affected.

*(****Explanatory Note:*** *Disasters not only affect individuals and structure in any organization but it also hampers the whole functioning of the organisation at a time when it is most needed. For Ministries concerned with relief, the plan should, therefore, foresee all possible scenarios and develop an effective logistics / service delivery mechanism at the time of a disaster, considering worst case scenario.)*

# Recovery and Reconstruction

Roles envisaged for the ministry/ dept. in different aspects:

* Recovery and Reconstruction
* Damage, Loss and Need Assessment
* Early, mid and long-term recovery (linkages with other recovery programmes of central and state governments)
* Build Back Better Approach

***(Explanatory Note****: End of response is not end of responsibility. There are a lot of activities and actions that need to be initiated and taken up following the end of response phase. The required actions along with roles and responsibilities of all concerned stakeholders should be clearly laid down in the plan for recovery and reconstruction phase.)*

# Budgetary Provisions

***(Explanatory Note****: A plan and disaster management cannot be successful without suitable budgetary provisions. Budgetary provisions should be made for different activities and for different phases of disaster management.)*

# Plan Management

* Development, Approval, Implementation, Review and Revision
* Documentation of incidents/best practices/lessons learned

*(****Explanatory Note:*** *A plan has to be a dynamic and action-oriented documents hence it would require to be updated and improved on regular basis. A system of its development, approval, implementation, review and revision should be clearly laid down in the plan. It is also important to learn from each disaster. Disaster result in many best practices and lessons learnt. These should be carefully documented and preserved for future references. The plan should indicate a system for that.)*

# Annexures

* Maps (Hazards location w.r.t. geospatial references)
* Resources (Hazard specific resource mapping)
* Directories (Emergency Contact Numbers)
* Other important / related references
* Index (for quick reference to relevant sections)

**Part-II**

**Emergency Contingency and Business Continuity Plan for the Ministry/ Department**

*(Internal – Ministry/Dept. own Disaster Management)*

1. Institutional Arrangements for Response/ Incident Command System
2. Prevention and Mitigation of Disasters
3. Preparedness
4. Mitigation
5. Ensuring Business Continuity of the Ministry/ Dept.
6. Monitoring
7. Recovery

***(Note: The National Disaster Management Plan (NDMP) referred to in this document is the draft NDMP which is currently under revision. A copy of the draft NDMP is being shared along with this template. This draft NDMP is only for the purpose of reference for the preparation of DM Plan of Ministries / Departments and should not be considered as final NDMP and not to be used for any other purpose.)***