1. INTRODUCTION

- Banks
- Commercial Bank
- Scheduled commercial Banks
- Reserve Bank of India
- Recording of Banking Transactions

1.1 Origin of word “Bank”

The name bank derives from the Italian word banco "desk/bench", used during the Renaissance era by Florentine bankers, who used to make their transactions above a desk covered by a green tablecloth. However, traces of banking activity can be found even in ancient times.

In fact, the word traces its origins back to the Ancient Roman Empire, where moneylenders would set up their stalls in the middle of enclosed courtyards called macella on a long bench called a bancu, from which the words banco and bank are derived. As a moneychanger, the merchant at the bancu did not so much invest money as merely convert the foreign currency into the only legal tender in Rome – that of the Imperial Mint.

The earliest evidence of money-changing activity is depicted on a silver Greek drachm coin from ancient Hellenic colony Trapezus on the Black Sea, modern Trabzon, c. 350–325 BC, presented in the British Museum in London. The coin shows a banker's table (trapeza) laden with coins, a pun on the name of the city. In fact, even today in Modern Greek the word Trapeza (Τράπεζα) means both a table and a bank.

The word bank was borrowed in Middle English from Middle French banque, from Old Italian banca, from Old High German banc, bank "bench, counter". Benches were used as desks or exchange counters during the
Renaissance by Florentine bankers, who used to make their transactions atop desks covered by green tablecloths.

Finance is the life blood of trade, commerce and industry. Nowadays banking sector acts as the backbone of modern business. Development of any country mainly depends upon the banking system.

Oxford dictionary defines “a bank as an establishment for custody of money which is out of customers order.”

1.2 Features of a Bank

1. Dealing in Money
Bank is a financial institution which deals with people’s money i.e. money given by deposits.

2. Individual Firm/Company
A bank can be a person, firm or a company. A banking company means a company which is the business of banking.

3. Acceptance of Deposits
A bank accepts money from people in the form of deposits which are usually repayable on demand or after the expiry of a fixed period. It gives safety to the deposits of its customers. It also acts as a custodian of funds of its customers.

4. Giving Advances
A bank lends out money in the form of loans to those who require it for different purposes.
5. **Payment and Withdrawal**
   A bank provides easy payment and withdrawal facility to its customers in the form of cheques and drafts. It also brings bank money in circulation. This money is in the form of cheques, drafts etc…

6. **Agency and Utility Service**
   A bank provides various banking facilities to its customers. They include general utility service and agency services.

7. **Profit and Service Orientation**
   A bank is a profit making institution having service oriented approach.

8. **Ever Increasing Functions**
   Banking is an evolutionary concept. There is a continuous expansion and diversification with regard to functions, services and activities of bank.

9. **Commercial Link**
   A bank acts as a connecting link between borrowers and lenders of money. Banks collect money from those who have surplus money and give loan to those who are in need of money.

10. **Banking Business**
    A banks main activity should be to do business of banking which should not be subsidiary to any other business.

11. **Name Identity**
    A bank should always add in word “bank” to its name to enable people to know that it is a bank and is dealing with money.
1.3 Origin of Banking

Banking in the modern sense of the word can be traced to medieval and early Renaissance Italy, to the rich cities in the north like Florence, Venice and Genoa. The Bardi and Peruzzi families dominated banking in 14th century Florence, establishing branches in many other parts of Europe. Perhaps the most famous Italian bank was the Medici bank, set up by Giovanni Medici in 1397. The earliest known state deposit bank, Banco di San Giorgio (Bank of St. George), was founded in 1407 at Genoa, Italy.

1.3.1 Definition

"A bank is an institution, usually incorporated with power to issue its promissory notes intended to circulate as money (known as bank notes); or to receive the money of others on general deposit, to form a joint fund that shall be used by the institution, for its own benefit, for one or more of the purposes of making temporary loans and discounts; of dealing in notes, foreign and domestic bills of exchange, coin, bullion, credits, and the remission of money; or with both these powers, and with the privileges, in addition to these basic powers, of receiving special deposits and making collections for the holders of negotiable paper, if the institution sees fit to engage in such business."

In 1901, Justice Holmes wrote, in an Irish case (Re Shields Estate):

"The real business of the banker is to obtain deposits of money which he may use for his own profit by lending it out again."

In 1921, in the case of Joachimson, Justice Atkin wrote:

"... a company which carries on as its principal business the accepting of deposits of money on current account or otherwise, subject to withdrawal by cheque, draft or order...."
In United Dominions (1966), Lord Denning deferred to these words to define a bank:

"An establishment for the custody of money received from, or on behalf of, its customers. Its essential duty is to pay their drafts on it: its profits arise from the use of money left unemployed by them."

In Canada, Justice Richards of the Manitoba Court of Appeal (1949) tried his hand at listing the business of a bank as being:

Receiving money on deposit from its customers; Paying a customer's cheques or drafts on it to the amount on Deposit by such customers, and holding Dominion Government. And bank notes and coin for such purpose Paying interest by agreement on deposits; Discounting commercial paper for its customers; Dealing in exchange and in gold and silver coin and bullion; Collecting notes and drafts deposited; Arranging credits for itself with banks in other towns, cities and countries; Selling its drafts or cheques on other banks and banking correspondents; Issuing letters of credit; Lending money to its customers on the customers' notes, by way of overdraft(or) on bonds, shares and other securities.

Some other definitions are:

A corporation empowered to deal with cash, domestic and foreign, and to receive the deposits of money and to loan those monies to third-parties.

A bank is a financial institution and a financial intermediary that accepts deposits and channels those deposits into lending activities, either directly or through capital markets. A bank connects customers that have capital deficits to customers with capital surpluses.

According to Prof. Sayers, "A bank is an institution whose debts are widely accepted in settlement of other people's debts to each other." In this definition Sayers has emphasized the transactions from debts which are raised by a financial institution.
According to the Indian Banking Company Act 1949, "A banking company means any company which transacts the business of banking. Banking means accepting for the purpose of lending of investment of deposits of money from the public, payable on demand or otherwise and withdraw able by cheque, draft or otherwise."

The definition of a bank varies from country to country. Under English common law, a banker is defined as a person who carries on the business of banking, which is specified as:

“Conducting current accounts for his customers paying cheques drawn on him, and collecting cheques for his customers.”

In most common law jurisdictions there is a Bills of Exchange Act that codifies the law in relation to negotiable instruments, including cheques, and this Act contains a statutory definition of the term banker: banker includes a body of persons, whether incorporated or not, who carry on the business of banking' (Section 2, Interpretation). Although this definition seems circular, it is actually functional, because it ensures that the legal basis for bank transactions such as cheques does not depend on how the bank is organized or regulated.

The business of banking is in many English common law countries not defined by statute but by common law, the definition above. In other English common law jurisdictions there are statutory definitions of the business of banking or banking business. When looking at these definitions it is important to keep in minds that they are defining the business of banking for the purposes of the legislation, and not necessarily in general. In particular, most of the definitions are from legislation that has the purposes of entry regulating and supervising banks rather than regulating the actual business of banking. However, in many cases the statutory definition closely mirrors the common law one. Examples of statutory definitions:
"banking business" means the business of receiving money on current or deposit account, paying and collecting cheques drawn by or paid in by customers, the making of advances to customers, and includes such other business as the Authority may prescribe for the purposes of this Act; (Banking Act (Singapore), Section 2, Interpretation).

"Banking Business" means the business of either or both of the following:

Receiving from the general public money on current, deposit, savings or other similar account repayable on demand or within less than [3 months] ... or with a period of call or notice of less than that period; paying or collecting cheques drawn by or paid in by customers.

When the American Civil War stopped the supply of cotton to Lancashire from the Confederate States, promoters opened banks to finance trading in Indian cotton. With large exposure to speculative ventures, most of the banks opened in India during that period failed. The depositors lost money and lost interest in keeping deposits with banks. Subsequently, banking in India remained the exclusive domain of Europeans for next several decades until the beginning of the 20th century.

1.4 History of Banking in India

Banking in India originated in the last decades of the 18th century. The first banks were The General Bank of India, which started in 1786, and Bank of Hindustan, which started in 1790; both are now defunct. The oldest bank in existence in India is the State Bank of India, which originated in the Bank of Calcutta in June 1806, which almost immediately became the Bank of Bengal. This was one of the three presidency banks, the other two being the Bank of Bombay and the Bank of Madras, all three of which were established under charters from the British East India Company. For many years, the
Presidency banks acted as quasi-central banks, as did their successors. The three banks merged in 1921 to form the Imperial Bank of India, which, upon India's independence, became the State Bank of India.

Indian merchants in Calcutta established the Union Bank in 1839, but it failed in 1848 as a consequence of the economic crisis of 1848-49. The Allahabad Bank, established in 1865 and still functioning today, is the oldest Joint Stock bank in India. (Joint Stock Bank: A company that issues stock and requires shareholders to be held liable for the company's debt) It was not the first though. That honor belongs to the Bank of Upper India, which was established in 1863, and which survived until 1913, when it failed, with some of its assets and liabilities being transferred to the Alliance Bank of Simla.

Foreign banks too started to arrive, particularly in Calcutta, in the 1860s. The Comptoir d'Escompte de Paris opened a branch in Calcutta in 1860, and another in Bombay in 1862; branches in Madras and Pondicherry, then a French colony, followed. HSBC established itself in Bengal in 1869. Calcutta was the most active trading port in India, mainly due to the trade of the British Empire, and so became a banking center.

The first entirely Indian joint stock bank was the Oudh Commercial Bank, established in 1881 in Faizabad. It failed in 1958. The next was the Punjab National Bank, established in Lahore in 1895, which has survived to the present and is now one of the largest banks in India.

The presidency banks dominated banking in India but there were also some exchange banks and a number of Indian joint stock banks. All these banks operated in different segments of the economy. The exchange banks, mostly owned by Europeans, concentrated on financing foreign trade. Indian joint stock banks were generally undercapitalized and lacked the experience and maturity to compete with the presidency and exchange banks.
The period between 1906 and 1911, saw the establishment of banks inspired by the Swadeshi movement. The Swadeshi movement inspired local businessmen and political figures to found banks of and for the Indian community. A number of banks established then have survived to the present such as Bank of India, Corporation Bank, Indian Bank, Bank of Baroda, Canara Bank and Central Bank of India.

The fervor of Swadeshi movement lead to establishing of many private banks in Dakshina Kannada and Udupi district which were unified earlier and known by the name South Canara (South Kanara) district. Four nationalized banks started in this district and also a leading private sector bank. Hence undivided Dakshina Kannada district is known as "Cradle of Indian Banking".

During the First World War (1914-1918) through the end of the Second World War (1939-1945), and two years thereafter until the independence of India were challenging for Indian banking. The years of the First World War were turbulent, and it took its toll with banks simply collapsing despite the Indian economy gaining indirect boost due to war-related economic activities. At least 94 banks in India failed between 1913 and 1918.

Commercial banks are by far the most widespread banking institutions in India. Commercial banking in India passed various phases.

1.5 Commercial Banks

A commercial bank (or business bank) is a type of financial institution and intermediary. It is a bank that lends money and provides transactional, savings, and money market accounts and that accepts time deposits.
1.5.1 The role of commercial banks

Commercial banks engage in the following activities:

- processing of payments by way of telegraphic transfer, EFTPOS, internet banking, or other means
- issuing bank drafts and bank cheques
- accepting money on term deposit
- lending money by overdraft, installment loan, or other means
- providing documentary and standby letter of credit, guarantees, performance bonds, securities underwriting commitments and other forms of off balance sheet exposures
- safekeeping of documents and other items in safe deposit boxes
- sales, distribution or brokerage, with or without advice, of: insurance, unit trusts and similar financial products as a “financial supermarket”
- cash management and treasury
- merchant banking and private equity financing

Traditionally, large commercial banks also underwrite bonds, and make markets in currency, interest rates, and credit-related securities, but today large commercial banks usually have an investment bank arm that is involved in the mentioned activities.

1.5.2 Primary Functions of Commercial Banks

Commercial Banks performs various primary functions some of them are given below

Accepting Deposits: Commercial bank accepts various types of deposits from public especially from its clients. It includes saving account deposits, recurring account deposits, fixed deposits, etc. These deposits are payable after a certain time period.
Making Advances

The commercial banks provide loans and advances of various forms. It includes an over draft facility, cash credit, bill discounting, etc. They also give demand and demand and term loans to all types of clients against proper security.

Credit creation

It is most significant function of the commercial banks. While sanctioning a loan to a customer, a bank does not provide cash to the borrower Instead it opens a deposit account from where the borrower can withdraw. In other words while sanctioning a loan a bank automatically creates deposits. This is known as a credit creation from commercial bank.

1.5.3 Secondary Functions of Commercial Banks

Along with the primary functions each commercial bank has to perform several secondary functions too. It includes many agency functions or general utility functions. The secondary functions of commercial banks can be divided into agency functions and utility functions.

Agency Functions

Various agency functions of commercial banks are

- To collect and clear cheque, dividends and interest warrant.
- To make payment of rent, insurance premium, etc.
- To deal in foreign exchange transactions.
- To purchase and sell securities.
- To act as trusty, attorney, correspondent and executor.
- To accept tax proceeds and tax returns.

General Utility Functions: The general utility functions of the commercial banks include

- To provide safety locker facility to customers.
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➢ To provide money transfer facility.
➢ To issue traveler’s cheque.
➢ To act as referees.
➢ To accept various bills for payment e.g. phone bills, gas bills, water bills, etc.
➢ To provide merchant banking facility.
➢ To provide various cards such as credit cards, debit cards, Smart cards, etc.

1.6 Scheduled Commercial Banks (SCBs)

Scheduled commercial Banks constitute those banks which have been included in the Second Schedule of Reserve Bank of India (RBI) Act, 1934.

RBI in turn includes only those banks in this schedule which satisfy the criteria laid down vide section 42 (60 of the Act. Some co-operative banks are scheduled commercial banks albeit not all co-operative banks are. Being a part of the second schedule confers some benefits to the bank in terms of access to accommodation by RBI during the times of liquidity constraints. At the same time, however, this status also subjects the bank certain conditions and obligation towards the reserve regulations of RBI. For the purpose of assessment of performance of banks, the Reserve Bank of India categories them as public sector banks, old private sector banks, new private sector banks and foreign banks.

Indian banking industry has shown its resilience pre and post crisis and has with stood the test of time. Indian banks have continued to rise up in global rankings and some of them are expected to become top banks in next decade.
There were 163 SCBs in the country and 4 Non-SCBs in the Indian Banking System as at end March 2010. Out of 163 SCBs, there were 27 Public Sector Banks, 82 Regional Rural Banks, 32 foreign banks and 22 other SCBs.

1.7 Classification of Banks

At the end of March 2010 there were 163 Scheduled Commercial Banks (SCBs) and 4 Non-SCBs

Figure 1

SBI & Associates
- State Bank of India
- State Bank of Bikaner & Jaipur
- State Bank of Hyderabad
- State Bank of Indore
- State Bank of Mysore
- State Bank of Patiala
- State Bank of Travancore
Others

- Nationalized Banks:
  - Allahabad Bank
  - Andhra Bank
  - Bank of Baroda
  - Bank of India
  - Bank of Maharashtra
  - Canara Bank
  - Central Bank of India
  - Corporation Bank
  - Dena Bank
  - Indian Bank
  - Indian Overseas Bank
  - Oriental Bank of Commerce
  - Punjab & Sind Bank
  - Punjab National Bank
  - Syndicate Bank
  - UCO Bank
  - Union Bank of India
  - United Bank of India
  - Vijaya Bank

- Private Banks:
  - IDBI Bank Ltd.
  - ICICI Bank
  - Axis Bank
  - Vasya Bank

- Foreign Banks:
  - ABN Amro Bank
  - Abu Dhabi Commercial Bank
  - American Express Banking Corporation
- Antwerp Diamond Bank
- AB Bank
- Bank International Indonesia
- Bank of America
- Bank of Bahrain & Kuwait
- Bank of Ceylon
- Bank of Nova Scotia
- Bank of Tokyo Mitsubishi UFJ
- Barclays Bank
- BNP Paribas
- Calyon Bank
- Chinatrust Commercial Bank
- Citibank
- DBS Bank
- Deutsche Bank
- Hongkong & Shanghai Banking Corporation
- JP Morgan Chase Bank
- JSC VTB Bank
- Krung Thai Bank
- Mashreq Bank
- Mizuho Corporate Bank
- Oman International Bank
- Shinhan Bank
- Societe Generale
- Sonali Bank
- Standard Chartered Bank
- State Bank of Mauritius
1.8 Reserve Bank of India

The Reserve Bank of India (RBI) is the central banking institution of India which was established on 1 April 1935 during the British Rule in accordance with the provisions of the Reserve Bank of India Act, 1934. The share capital was divided into shares of Rs.100 each fully paid which was entirely owned by private shareholders in the beginning.

Reserve Bank of India plays an important part in the development strategy of the government. It was nationalized in the year 1949. The general superintendence and direction of the Bank is entrusted to Central Board of Directors of 20 members, the Governor and 4 Deputy Governors, 1 Government official from the Ministry of Finance, 10 nominated Directors by the Government to give representation to important elements in the economic life of the country, and 4 nominated Directors by the Central Government to represent the 4 local Boards with the headquarters at Mumbai, Kolkata, Chennai and New Delhi. Local Boards consist of five members each Central Government appointed for a term of four years to represent territorial and economic interests and the interests of co-operative and indigenous banks.

1.9 Recording of Banking Transactions

Banking activities are mostly related to recording of financial transactions relating to its customers. Therefore, the basic data in banks is in the form of static data which includes the information of its customer’s identity, type of relationship with the bank i.e. type of accounts opened or maintained in the bank. Basic data is created time to time and is mandatory for bank’s financial activities. Another type of data or information is financial transactions in customers account. It is known as financial data. The financial data is created at front end i.e. across the counters. There is another type of financial data which is based on primary financial data. This includes calculation of interest on deposits and loans, charges etc in accounts.
According to principle of book keeping, every financial transaction affects debit an account will certainly also affect credit side of another account. Thus, totals of all debits always equal to totals of all credits.

This is known as balancing of accounts and has to be ensured on daily basis. In addition, all accounts are classified in a group like saving bank, current account, demand loan, terms loan etc. Every account in a group included in a General Ledger head. Therefore, the financial transactions do not include only debit & credit in accounts, but also summations of accounts in each group and general ledger as summary of all financial activities.

The relationship with customers and their transactions generates many other transactions in the bank like Inter branch transactions, miscellaneous charges and interest application. The banking business also results activities relating to staff payments and their financial obligations. The records of each type of transaction have to be maintained as per rules and regulations prevailing in the country. The statutory requirement is also a reason for keeping books appropriately.

The present picture of highly techno based Banking took shape in the last decade to current century. The computerization of banking operations was started around 1992-93.

Prior to this, all the activities and transactions were being performed manually. The accounts were being maintained in ledgers either in loge leaf binders or registers. It was cumbersome to handle more than 20 ledgers on a counter. The counters were divided as per range of accounts. Customers were asked to go the respecting counter for their transactions. The weekly balancing of Current Accounts and Cash Credit Accounts was done manually within the next days. In some cases the balancing of such accounts could not be completed due to heady rush of customers or typical differences in account
as the entries in accounts were in hand writing which was mostly illegible. The compensatory errors also contributed the pendency in balancing like 69 as 96 59 as 95 21 as 12 etc. There were few expert staff members who were asked to balance these pending ledgers or accounts.

Prior to computerization in banks, every transaction was being put manually in the books of accounts. The groups of accounts were known as ledgers. There were 150 to 200 accounts in each ledger. It means if there are 20000 account holders in a branch, there would have 100 ledgers. The limitation of handling ledger limited 10 to 15 ledger for each clerk which means that to handle 20000 accounts, the clerical staff requirement was 8 to 10 whether there were transaction in any ledger was or not.

It is difficult to believe that there were big and heavy ledgers in the bank branches. These were taken from the strong room in the morning and kept again in the morning. A big ledger approximately of 5kg was carried for put a single entry in an account. Calculation of interest and periodical balancing was done manually. The correctness of calculation and accuracy in balancing was depended purely on errors if found.

Customers were asked to go the respective counter for their transactions. The wooden counters damage so many time. Staff also had injury in handling these heavy ledgers. Additional sheets were bind in these ledgers. Filled sheets were detached and kept in separate ledgers.

These ledgers were kept in strong room in evening and brought at the counter on daily basis. The balance books were also kept in two sets out of which 1 set was kept in strong room alternatively. In case of any disaster, the balance books were only the proof of money lying in the account of any customer.
The yearly application of interest in Saving Bank accounts was also being taken as festival. All the members of staff were being allotted ledgers for calculation of interest. The complete interest application exercise was completed in 1 or 2 months. The entry of interest in accounts as well as in passbooks of customers was very huge task. In the last month of financial year the carry forward of balances at the beginning of new financial year was also a big exercise for bank staff. There were few member of staff were know as expert in some banking activities like balancing of account, daily balance sheet or clean cash, general ledger etc. There was also personal touch in customer service. The role of peon or messenger was very important because carrying ledgers from one desk to another was being done only by the peons or messengers. Customer sometimes requests the peon to carry their vouchers for passing and then to the cash cabin. The passing officer then check the entry in account and verify the signatures of the customers from the binders of specimen signatures.

The MIS part of banking was also depended on manual statements. There were so many forms for yearly closing related information. Letters from one office to another office were sent through post. Communication over telephone was least. But the time has changed today. MIS is being prepared from specific software, communication is based on computer and email. Mobile became the contact point of all level of staff.

It is very difficult for the new generation to believe this kind of manual banking today. All the activities are now being performed by computers or rather than by clicking mouse. MS Office and new features in Printing has provided valuable support to the banking. Word document and excel sheet given intelligent decision to the staff.
Computerization of banking activities resulted easy working in most of activities. Entry in ledgers replaced the entry in system. Manual calculation was replaced by automatic calculation by the computer programs based on certain conditions. The computers are known as system and information is known as data.

Now, it has become primary concern of every bank to preserve data of all the it’s customers and retrieve it when needed. Thus, computers and data became the main focus of the technology.

In the beginning of computerization, branches started working a independent unit and all the data relating the branch was kept as backups in the branch and a copy of backup was kept in nearby branch of the bank. This was the small concept of security of data.

Back office activities were shifted on computers in the beginning. Reconciliation of Inter Bank transactions was being done automatically in most of the banks. Maintaining customer's accounts in machines known as Advance Ledger Posting machines was the second phase of computerization of banking activities. There was historic step when major understanding reached between workman unions and some government banks on branch level computerization. That led speedy Branch level computerization on standalone server Personal Computers. The growing expectations of customers resulted Networking concept and ATMs were installed. Onsite ATMs were connected to branch servers and Offsite ATMs were connected through VSATs. At that time, customers were not allowed to transact from other branches. However, transactions or withdrawal of money through ATMs was permitted.

The fast development in technology and growing expectations of customers led the development of networking concept in banking.
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Outsourcing of banking activities resulted promotion of web based transaction mode in banks. This concept was known as CBS. In this system, customer became the customer of a bank rather than customer of a branch. Customers were allowed to transact from any branch in the country if it had migrated on CBS. This developed the concept of 24x7 x365 banking. Internet Banking and network ATMs became the Alternate channel of banking. The automation of all banking activities is now known as CBS. All the financial transaction, MIS requirement, interest calculations, charges application and balancing work was being done automatically by the computers and latest applications.

There was no concept of networking in banks. The stand alone servers and personal computers became the main source of banking transactions recording. The data pertains to that specific branch was not affected by data of another branch. The disaster in a branch was not affected another branch. Customer cannot do transaction from another branch.

In due course, the networking concept brought bank onto CBS platform. The connectivity issue became more important. After migration onto CBS platform, it became necessary to ensure safety and security of data at centrally.

- Static Information of all customers
- Identification Information of all customers
- Front end Financial Transactions.
- Data on real time
- Data for alternate channels
- Back end Transaction Posting
- Periodical Interest Application.
- Calculation of Maturity based on Pattern of deposits
- Financial Information and Data Records
- MIS for internal use.
All above requirements led the concept of Data Security and Disaster Recovery in Banks.

1.10 Disasters
Definition: *Disaster is a crisis situation causing wide spread damage which for exceeds our ability to recover.*

Mainly disasters are of two types
1. Natural
2. Man-Made

Examples of Natural disasters are earthquake, floods, landslides, volcano eruption that can have immediate impacts on human health, flood can cause landslides causing death. Earthquake can result in fires, tsunamis causing wide spread flooding and typhoons sinking ferries.

Examples of Man-made disasters are war, bomb, blasts, chemical, leaks etc…

Environmental Emergencies
These emergencies include
- Technological or industrial accidents
- Usually involve hazardous material
- Occur where these materials are produced used or transported.

Example- Large Forest Fires
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**Complex Emergencies**
These emergencies include
- Break down of authority
- Looting and attacks on strategic installations
- Conflict situations and war

**Epidemic Emergencies**
These emergencies involve
- Sudden onset of a contagious disease that affects health but also disrupts services and business, bringing economic and social costs.

**Disaster Management**
Disaster Management can be defined as management of organizational resources so that at the time of crises organization can function properly as ever without any delay or hindrance. Disaster management includes
- Disaster Prevention
- Disaster Preparedness
- Disaster Relief
- Disaster Recovery

**Disaster Prevention**
Preventions are the activities which provide permanent protection from disasters. Natural disasters cannot always be prevented but the risk of loss of life and injury can be minimized with good evacuation plans, environmental planning and design standards.

Disaster Preparedness

These activities are designed to minimize loss of life and damage.

Example: By removing people and property from a threatened location, facilitating timely and effective rescue, relief and rehabilitation communities and government both should be prepared for disasters.

Disaster Relief

Relief activities include:

- Rescue
- Relocation
- Providing food and water
- Preventing disease and disability
- Repairing vital services like telecommunications and transport, providing temporary shelter and emergency healthcare.

Disaster Recovery

Recovery activities include

- Rebuilding infrastructure
- Health and rehabilitation

These activities should blend with development activities, such as building human resources for health and development policies and practices to avoid similar situations in future.