Annexure 3.1

Ministry of Disaster Management and Relief

The Ministry of Disaster Management and Relief (MDMR) is the focal point of the Government for disaster related issues. The Disaster Management Bureau (DMB) will assist the Ministry will all necessary information during normal times, alert and warning stage, disaster state and post-disaster recovery stage. The Ministry will supply information to National Disaster Management Council and Inter-Ministerial Disaster Coordination Committee and assist them in taking decisions. The Secretary of the Ministry will control the activities of all officials engaged either directly or indirectly for emergency relief work.

Subject to the approval of the Minister, the Secretary will take decisions on the following matters

(a) Relax any Standing Regulation on relief distribution in the public interest.

Normal Times

(a) Review the own Action Plan of the Ministry on disaster management every 3(three) Months.

(b) Identify the disaster prone Thanas and special disaster prone areas under such Thana and the population likely to be affected by the disaster.

(c) Update the list of foreign and private agencies willing to participate in the disaster Preparedness, emergency response and rehabilitation programmes.

(d) Preserve information regarding food, relief materials and transports usable at all levels during disaster.

(e) Direct all concerned for ensuring availability of Standing Orders at village, Union Thana and District levels.

(f) Arrange meetings of the National Disaster Management Council and Inter-Ministerial Disaster Management Coordination Committee to assess the disaster preparedness of different Ministries, agencies, department, local Governments, autonomous bodies, CPP, Red Crescent, NGO, etc.

(g) Ensure non-stop telecom link of the Ministry with District and Thana Headquarters

(h) Issue necessary order for proper coordination of steps relating to disaster and response.

Alert and Warning Stage

(a) Issue orders, for dispatch of relief materials to required and to keep the transports ready.

(b) To select a Focal point in the Ministry and to inform all concerned about his designation and telephone number.

(c) To direct the Disaster Management Bureau to open Emergency Operation Centre (EOC) of its own, open Control Room at all levels related to disaster activities and also to reactivate the EOC located at MDMR.
(D) Ensure direct communications with Meteorological Department and issue Orders for collections of inputs (warning message and signal) from the Department.

(e) Ensure publicity of warning signals through Radio, Television, Telegram, Fax teleprinter etc and also inform Ministries, agencies, departments, CPP, BDRCS, NGOs, Deputy Commissioners and other concerned agencies and officials.

(f) Keep the EOC open day and night.

(g) Call a meeting of the CPP Implementation Board and inform decisions to all Concerned.

(h) Inform the Chairman of the National Disaster Management Council, the Prime Minister and the Chairman of the Inter-ministerial Disaster Management Coordination Committee about the disaster situations and the steps taken to meet them.

(i) Ensure convening of meetings of the concerned District, Thana and Union Disaster Management Committees (DMCs).

(j) Request the Armed Forces Division to keep a helicopter and transport plane ready for reconnaissance of loss and damage and for relief operations.

(k) Request the Armed Forces Division and the Inland Water Transport Corporation to keep water vessels ready for rescue and relief operations.

(l) Issue directives to evacuate to safer places for saving life and property.

(m) Request the Army through Armed Forces Division to be on readiness for speedy mobilisation to the affected areas.

(n) Inform all concerned, specially the Divisional Commissioners, Deputy Commissioners, Thana Nirbahi Officers, Union Parishad Chairmen and Other concerned agencies about great danger signals and the arrangement to be made in this respect.

(o) Instruct district and Thana authorities to requisition required transport for rescue and relief work.

(p) Arrange for convening of the meetings of the National Disaster Management Council and the Inter-ministerial Disaster Management Coordination Committee.

(q) In consultation with the Meteorological Department, issue instructions to local administrations for evaluation of the people likely to be affected to safer places.

(r) Ensure issuance of Warning Signals repeatedly through the Bangladesh Betar (Radio) and the Bangladesh Television Ensure non-stop communication with district Control Room, CPP and Meteorological Department.

(s) Arrange in advance necessary relief materials for the disaster prone areas.
Designate one Liaison Officer to the Prime Minister's 'co-ordination cell' at The Prime Minister's office.

**Disaster Stage**

(a) Request the Bangladesh Navy and Bangladesh Air Force to keep vessels and airplanes ready for assessment of loss and damage and rescue operations as soon as weather becomes favourable.

(b) Request the Civil authorities to assist the Armed Forces Division in respect of relief and rescue operations on the basis of need.

(c) Coordinate rescue and relief work with NGOs.

(d) Arrange meetings of the National Disaster Management Council and the interministerial Disaster Management Coordination Committee.

(e) Collect information of loss and damage.

(f) Fix additional requirement of funds and materials for relief and rehabilitation work.

(g) Collect quickly funds and relief materials for gratuitous relief.

**Rehabilitation Stage**

(a) Arrange for housing building grant, test relief and Food for Works Programmes.

(b) Continue emergency rehabilitation work in affected areas until return of normalcy.

(c) Coordinate rehabilitation programmes.

Annexure – 3.2

Directorate of Relief and Rehabilitation

This Directorate will perform the following tasks in addition to its normal duties.

Normal Times

Ensure stock, security and maintenance of adequate materials in disaster prone areas.

Utilize the materials received under the Food for Works Programme for constructions of roads to raised places and shelter places and for tree plantation.

Alert and Warning Stage

(a) Open Control Room in the Department and maintain link with the EOC of the Ministry.

(b) Direct all officials to remain alert.

(c) Inform the Ministry about relief preparedness in affected areas.

(d) Send Daily Situation Report to the Ministry.

(e) Keep information about the available quantity of relief materials and foodgrains in the LSD and CSD of the affected areas.

Disaster Stage

(a) Ensure quick dispatch of relief materials to affected areas.

(b) Instruct field officers for helping the local administrations in evacuation and rescue operations.

(c) Place the water transports at the disposal of appropriate authority for transportation of relief materials and evacuation and rescue operations of affected people.

(d) Inform the Ministry about the requirement of relief materials

(e) Inform the Ministry instantaneously about special relief.

(f) Ensure proper account keeping of the use of allotted relief materials.

Rehabilitation Stage

(a) Recommend allocation of relief materials after assessing the requirement by touring the affected areas with intimation to the Ministry.

(b) Ensure quick supply of house building grants, gratuitous relief and other materials in accordance with the delegation of powers.

(c) Recommended to the Ministry for allocation of (needed) house building grant, test relief, gratuitous relief and other materials beyond delegation of power.

(d) Issue required government order.

(e) Continue the most essential rehabilitation work.
Submit the consolidated expenditure accounts to the government

Duties of Relief and Rehabilitation Officers at District and Thana Level

The District Relief and Rehabilitation Officer (DRRO) and the project Implementation Officer (PIO) will perform the following functions in their respective areas under the supervision of the Deputy Commissioner (DC) and Thana Nirbahi Officer (TNO)

Normal Times

(a) Preserve materials and implements of relief.

(b) Ensure fitness of relief materials.

(c) Ensure formation of Thana and Union Disaster Management Committees and arrange training.

Alert and Warning Stage

(a) Arrange opening of control room in the office of Deputy Commissioner and Thana Nirbahi Officer.

(b) Keep the Deputy Commissioner and Thana Nirbahi Officer informed of the condition of the areas likely to be affected by disaster.

(c) Submit proposal to Relief and Rehabilitation Department for strengthening the stock of relief materials and to transfer the materials of the store houses likely to be affected to safer places with the approval of the Deputy Commissioner.

(d) Assist Coordination of activities between the Voluntary and other agencies at the District and Thana levels.

(e) Keep vigilance on the security of water transports engaged in relief work.

(f) Inspect the identified relief centers and send reports to Disaster Management Bureau and Relief Department.

Disaster Stage

(a) Finalize arrangement for sending the relief materials to destinations.

(b) Help with the rescue operations.

(c) Make the primary assessment of loss of lives and properties and send report to Thana Nirbahi Officer and Deputy Commissioner.

(d) Arrange distributing of relief materials according to approval and supervise and monitor the distribution by the Union authority.

Rehabilitation Stage

(a) Send a detailed report of loss and damage to the Deputy Commissioner, Relief and Rehabilitation Department and Disaster Management Bureau.

(b) Arrange quick disbursement of house building grant, gratuitous fund and other relief materials to the affected people.
(c) Send report of relief and rehabilitation activities to Relief and Rehabilitation Department.

(d) Keep the evaluation of accounts of relief activities ready for audit.

Arrange employment of disaster affected people through test relief.

Annexure – 3.3
Disaster Management Bureau

The Disaster Management Bureau was created under the Ministry of Disaster Management in 1992. Its responsibilities are noted below:

General Responsibilities
(a) Advise the government on all matters relating to disaster management.
(b) Maintain liaison with different government agencies, aid-giving, NGOs and Voluntary Organizations and ensure their maximum cooperation and coordination in all matters of disaster management.

Normal Times
(a) Undertake various activities for creating awareness among the people, government employees and people of other professions for reducing risks during disaster.
(b) Provide secretarial support to the National Advisory Committee on Disasters.
(c) Prepare guidelines for mitigation of disaster with the assistance of Planning Commission and other agencies for devising steps to reduce disaster risk.
(d) Arrange publications and distribution of Standing Orders on disasters, National Disaster Management Plan and other related guidelines.
(e) Propose legislation on Disasters, Preparedness and Mitigation and other instructions.
(f) Assist in the preparation and implementation of framework for Action Plan on Disaster management at District, Thana and Union levels.
(g) Impart training to the government employees, elected representatives and others on disaster management in cooperation with different Ministries, Local authorities, Training Institutions and NGOs.
(h) Establish an Emergency Operations Centre (EOC) with improved communication facilities at national level and to disseminate inputs/information to government and private agencies.
(i) Supply books, maps and other information to those associated with disaster management.
(j) Monitor obstacles to the Action Plan or project implementation for probable disaster risks to live and properties, Preparedness, disaster response and mitigation and inform the Ministry of Disaster Management and Relief.
(k) Collect and preserve lists with location, condition and ownership of Cyclone shelters, embankments, platforms at higher than flood level (flood proofing).
(l) Coordinate the activities of NGOs.
(m) Educate all about weather signals.
(n) Arrange public awareness programmes at regular intervals in radio and Television on various disaster related issues.

(o) Organize meetings/seminars/workshops at national, District, Thana and Union Levels to increase awareness about disasters.

(p) Ensure liaison with the Ministry of Education for inclusion of disaster topics in curricula of schools and colleges.

(q) Publicise cyclone signals in the villages through posters, cultural functions, documentary films etc.

(r) Arrange research on disaster management issues.

Alert and Warning Stage:

(a) Ensure receipt of warning signals of imminent disasters by all concerned Officials, agencies and mass communication media.

(b) Assist the Ministry of Disaster Management and Relief for undertaking emergency programmes in risk areas by different agencies and the people in the Structured areas.

(c) Active the Emergency Operations Centre (EOC) and keep touch with other Agencies for making their Action Plan effective and also to activate the Control Room.

(d) Publish daily bulletins during disaster period for foreign embassies and UN Missions.

(e) Instruct local authorities for assessment of loss and damage and requirement of relief.


Disaster Stage

(a) Keep Emergency Operations Centre (EOC) open on non-stop basis (24 hours)

(b) Assist the Ministry of Disaster Management and Relief for formation of Groups for primary assessment of loss and damage.

(c) Assist the Inter-Ministerial Disaster Management Coordination Committee (IMDMCC) for ensuring coordination among government, NGOs and different agencies for relief and rehabilitation activities.

(d) Monitor progress of rescue, relief and rehabilitation operations, identify the problems and needs and to draw the attention of the proper authority.
(e) Assist the Ministry of Disaster Management and Relief for supply of required information to the Economic Relations Divisions, Ministry of Information, Foreign agencies, NGOs etc.

(f) Supply information to foreign missions and UN agencies regularly through daily news bulletins.

(g) Keep the Ministry informed about the progress of use of materials in relief Operations.

Rehabilitation Stage

(a) Supply information/input to concerned authority for the preparation of rehabilitation plan.

(b) Ensure adoption of steps for minimising further disaster risks in the rehabilitation plans.

(c) Undertake post-mortem of steps taken in the overall management in the Emergency response of disaster and to prepare reports on the basis of Experience/ Knowledge acquired in this respect and publish the same and to bring required changes accordingly in the training programmes and Future policy.

Annexure – 3.4

Armed Forces Divisions

In addition to discharging normal responsibilities, the division will take the following steps to implement its', own actions plan to cope with the disasters.

Normal Times

(a) Designate a Disaster Management Focal Point and inform all concerned.

(b) Maintain a full-time liaison with the EOC of the Ministry of Disaster Management and Relief.

(c) Ensure appropriate preparedness planning of the three services in respect of the security of the people, establishment, equipment, installation materials and transport in the cyclone/flood prone areas before the cyclone/flood season starts.

(d) Ensure all out cooperation of three services in assistance of civil authorities for dissemination of alert and warning signals, evacuation, rescue and relief and rehabilitation work.

(e) Coordinate between the Ministry of Disaster Management and Relief and the three services where necessary regarding the deployment the Armed Forces in aid of civil authorities on the basis of requisition and request from the Ministry of Disaster Management and Relief to cope up with disasters.

(f) Ensure budget allocation for disaster emergency works on the basis of demand by the National Disaster Management Council.

(g) Arrange for training of Task Force Commander on disaster management and environment relating to the impact of disaster.

Alert and Warning Stage

(a) Operate the Control Room, Prime Minister's Monitoring and Coordination Cell round the clock (24hrs)

(b) Maintain liaison with the EOC at the Ministry of Disaster Management and relief.

(c) Keep the appropriate units of Army, Navy and Air force in readiness for conducting rescue, evacuation and relief operations as per requisition.

(d) Ensure that the necessary preparedness arrangements for the deployment of the Army Task Force in the event of disaster to areas identified by the Ministry of Disaster Management and Relief are in force.

Disaster Stage

(a) On the basis of requisition, deploy the Armed Forces on the approval of the Prime Minister for disaster response, relief and rehabilitation work in aid to the civil power.
(b) Assist in coordination between the Ministry of Disaster Management and Relief and the three services for the balanced performance of the field task force.

(c) Collect information on the rescue, relief and rehabilitation work of the three services and dispatch it regularly to the coordination cell of the Prime Minister's Secretariat and the Inter-Ministerial Disaster Management Co-ordination Committee and Ministry of Disaster Management and Relief.

**Rehabilitation Stage**

(a) Analyze the activities of the three services and assess the benefits, problems and difficulties.

(b) Terminate relief operations by the Armed Forces at appropriate time in consultation with National Disaster Management Council.

(c) Prepare a report on relief and rehabilitation operations by the Armed Forces services and furnish it to the National Disaster Management Council/Ministry of Disaster Management and Relief.

**Bangladesh Army**

The Bangladesh Army has to play a very important role in evacuation, rescue, relief and rehabilitation operations during disaster. At times of disaster the Army Headquarters will perform the following duties:

**Normal Times**

(a) Designate a Disaster Management Focal Point in Army Headquarters and Divisional Headquarters.

(b) Instruct all garrison and central transport pool of Army Headquarters for earmarking light transports, trucks, rescue vessels and motorboats for emergency duties.

(c) Prepare and continuously update own Action Plan of the Directorate for security and safety of people, materials, installations and safety of people, materials, installations and equipment and review the status of preparedness.

(d) Prepare operational plan for responding to the call of civil administration during disaster.

(e) Impart training on Disaster Management to officers and Jawans in all training institutes and staff colleges.

(f) Hold drills on disaster preparedness and response.

**Alert and Warning Stage**

(a) Establish the Control Room for disaster in the headquarters and concerned formation headquarters and convey the telephone no. to the Director of Military Operation (Office and Residence), control room and duty officers of the coordination cell of the Prime Minister's Secretariat and the control rooms of the Ministry of Disaster Management and Relief, Navy and Air Force.
(b) Designate one Liaison Officer if necessary to the coordination cell of the Prime Minister's Secretariat and maintain liaison with the control room of the Ministry of Disaster Management and Relief.

(c) Issue warning orders to all concerned. Issue orders for the rapid mobilization of the army and assign duties to them in areas likely to be affected by disaster.

(d) Organize Task Force in each formation for working as a Disaster Control Unit. Each such unit should be composed of one full infantry company, engineer, adequate first aid, doctors with medicine and nursing assistants.

(e) Earmark a Reserve Task Force if needed.

(f) Move the task Force to the convenient positions if needed.

(g) Task Force Commander will coordinate with local civil authority for evacuation, rescue, health care and rehabilitation activities.

(h) Undertake any other preparedness activity if required.

(i) Dispatch report about the situation and the activities to the coordination cell of the Prime Minister's Secretariat.

**Disaster Stage**

(a) Keep the disaster Control Room at the Army and relevant formations headquarters operational round the clock.

(b) Collect information regarding the levels of the preparedness and other activities from the disaster prone areas and dispatch it to the coordination cell of the Prime Minister's Secretariat and the EOC of the Ministry of Disaster Management and Relief for perusal of the National Disaster Management Council/ Inter-Ministerial Disaster Management Coordination Committee.

(c) Move Task Forces in disaster affected areas in consultation with Ministry of Disaster Management and Relief and local authority.

(d) Dispatch reports regularly to the coordination cell of the Prime Minister's Secretariat and EOC of the Ministry of Disaster Management and Relief in order to keep the national Disaster Management Council informed about the latest situation.

(e) Take up any other activity considered indispensable from the humanitarian point of view.

(f) Undertake relief operations in all affected areas and assist local administrations for implementing rescue operations.

**Rehabilitation Stage**

(a) Conduct a survey in affected areas and assess requirement of relief and rehabilitation.

(b) Assist the local administration in removing the dead bodies and debris in affected areas and improving the environment.
(c) Assist with the provision of medical services for the treatment of wounded persons of the disaster affected area and also assist the agencies engaged in the prevention of epidemics.

(d) Assist local administrations for ensuring arrangement of pure drinking water.

(e) Set up field hospitals, if required.

(f) Assist the affected people with the constructions of temporary shelters.

(g) Participate in reconstruction and rehabilitation operations if requested by the civil administrations.

(h) Undertake any type of work from a humanitarian point of view for the benefit of affected people.

(i) Dispatch the detailed report to the coordination cell of the Prime Minister's Secretariat and the EOC of the Ministry of Disaster Management and Relief stating all the aspects of relief and rehabilitation of work for perusal of the National Disaster Management Council concerning the progress of work relating to relief and rehabilitation.

(j) Designate one Liaison Officer to the military mission in friendly states where form relief materials are coming so as to help with relief work, if necessary were prepared to participate jointly in conducting the relief work.

15.2 Bangladesh Navy

The Bangladesh Navy will extend all assistance to the local administrations of coastal areas during cyclone disasters according to their ability and resources. Such assistance should be rendered within their limitation of normal equipment and vessels. Such assistance should be in the shape of transportation of relief materials from Chittagong to off-shore island and from Narayanganj/Khulna to Barisal/Patuakhali (only in those areas where depth of water is sufficient for such transportation). These vessels will carry medical teams composed of naval and civilian doctors and medicines supplied by or through Deputy Commissioners.

If additional relief boats and water transports and equipment are supplied to Bangladesh Navy, then possibly these will be operated by personal of Bangladesh Navy. Above all, the water transports of the Navy can operate as speedy floating communication centers.

In the event of a severe cyclonic situation, they should remain alert for performing any special assignment of the government due to emergency. In addition to implementing their own work plans, the Bangladesh Navy will perform the following duties:

**Normal Times**

(a) The Navy will designate three Disaster Management Focal Points at Naval Headquarters Khulna and Chittagong.

(b) Keep the naval transport station, ready for long-term relief operations at short notice.
(c) Operations Directorate of Naval Headquarters will keep contact with Meteorological Department/Ministry of Disaster Management and Relief for receipt of warning signals and required arrangements in advance.

(d) Prepare a list of serviceable water transports for relief and rescue operations for use by all concerned during a cyclone disaster.

(e) Impart training to staff about rescue and rehabilitation activities.

(f) Test the effectiveness of own Action Plan adopted for Disaster Management as per Standing Orders through annual drills and take steps for its improvement.

(g) Prepare plans for the protection of the ships, equipment, installations, goods and personal of Bangladesh Navy against disasters.

**Alert and Warning Stage**

(a) Issue warning order to all units.

(b) Establish disaster control room in Naval Headquarters and provide telephone numbers of Director of Naval Operations (office and residence), control room and duty officer to the Prime Minister's coordination cell, EOC at the Ministry of Disaster Management and Relief, Control Room of Army and Airforce.

(c) Take necessary arrangement for protection of ships and installation, personnel and equipment of Bangladesh Navy likely to be affected by the disaster.

(d) Designate one Liaison Officer to the coordination cell of the Prime Minister and keep contact with the EOC at the Ministry of Disaster Management and Relief, and Control Room of Army and Airforce.

**Disaster Stage**

(a) Arrange requisite manpower in Control Room of Naval Headquarters, Chittagong and Khulna.

(b) Keep all ships and stations ready for launching cyclone relief operations at short notice.

(c) Naval Headquarters shall keep close liaison with the Control Room of the Prime Minister's coordination cell and EOC at the Ministry of Disaster management and relief.

(d) Adopt all possible security steps in close cooperation and coordination with the concerned civil authority.

(e) At the instructions of the Armed Forces Division, all the ships containing materials supplied by the agencies at the instruction of the Deputy commissioner or Ministry of Disaster Management and Relief.

(f) Without prejudice to any other rules and regulations and limitations on the request of the civil authorities the ships will be sent to the affected areas as soon as the weather becomes favourable at the instructions of the Armed Forces Division.
(g) At the directives of Naval Headquarters the ships/stations will assist the civil authorities.

(h) It will regularly send the report of the activities to the control room of Prime Minister’s coordination cell and EOC at the Ministry of Disaster Management and Relief.

Rehabilitation Stage

(a) Determine the requirement of relief and rehabilitation after assessment survey of loss and damage through the affected areas and advise government about the necessary steps in this respect has been carried.

(b) Assist the local administration in all possible ways for relief and rehabilitation programmes in the affected areas.

(c) Assist the civil authority with the distribution of relief materials among the affected people.

(d) Continue assistance with all steps undertaken by the local/civil authority until the return of normalcy.

(e) Prepare detailed reports on all aspects of relief and rehabilitation and submit the same to the National Disaster Management Council.

(f) Designate Liaison officers to Naval relief missions from friendly countries.

Bangladesh Air Force

The role of Bangladesh Air Force in combating national disaster is important. Bangladesh Air Force will have to be prepared for facing any situation created as a result of disaster. In addition to normal function will perform the following duties:

Normal Times

(a) Designate one Disaster Management Focal Point at Air Force Headquarters and stations and inform all concerned including the DMB.

(b) Establish the Disaster Control Room with updated maps of flood prone areas, coastal areas and offshore islands. Maintain all updated particulars/data about airstrips and Helipads.

(c) Pre-arrange effective procedures, for the receipt of meteorological messages from Meteorological Department and other sources.

(d) Prepare contingency plans for the protection of own aircraft, equipment and installations and for responding to the call of the civil authority and also formulate standing orders.

Alert and Warning stage

(a) Issue precautionary directives to all concerned.

(b) Keep transport aircraft and helicopters in readiness.

(c) Take precautionary steps for keeping aircraft and equipment of the Bangladesh Air Force in cyclone prone areas at a safer place.

(d) Designate one Liaison officer to the Prime Minister coordination cell according to necessity and maintain liaison with the EOC at the Ministry
of Disaster Management and Relief, and Control Room of Army and Navy.

(e) Provide the telephone numbers of the Director of Air operations (Office and Residence) of control room and of duty officer to the Control Room of the Prime Minister’s coordination cell, EOC at the Ministry of Disaster Management and Relief, and Control Room of Army and Navy.

Disaster Stage

(a) Keep constant watch on the cyclone/flood situation.

(b) Furnish any additional meteorological information, if collected through own sources, to the concerned authority in order to supplement the information of Bangladesh Meteorological Department/ Bangladesh Water Development Board.

(c) Keep transport aircraft and helicopters ready for primary trial flight as soon as the weather becomes normal for rescue work and assessment of loss and damage on account of cyclone.

(d) In case of severe floods, assist with airlifts according to the necessity of relief operations by civil authority.

Rehabilitation Stage

(a) Conduct an aerial survey of the nature and extent of loss and damage in cyclone/flood affected areas and send a report of findings to the National Disaster Management Council and Inter-Ministerial Disaster Management Coordination Committee.

(b) Evacuate seriously injured persons to the nearest hospitals.

(c) Supply transport aircrafts and helicopters for the survey/visit of affected areas by concerned high officials, Newsmen, Ambassadors etc.

(d) Carry relief materials like food and water to the affected areas and deliver them to people by airdrop, if required.

(e) Assist the civil administration, Bangladesh red Crescent Society and other agencies with Helicopters for transportation of essential relief materials, medicines and medical teams to affected areas.

(f) Utilize wireless, radio, telephone communications of Bangladesh Air Force as complementary to existing civil communication network for transmission of very important messages.

(g) In the interest of overall relief operations, assume responsibility of any other activity as per directives of the government.

(h) Prepare a detailed report describing all the aspects of relief operations already in hand.

(i) Provide one Liaison Officer for Relief Missions (Air Force) form friendly countries.

Annexure – 3.5
Meteorological Department

In addition to normal duties, the Meteorological Department will perform the following duties:

**Normal Times**

(a) Keep ever careful watch over weather conditions, and ensure improvement of cyclone forecast procedures and supply of information on regular basis.

(b) Ensure full time effectiveness of the quickest channel of communication for disseminating weather warnings to all concerned. Fax arrangement must be established between SWC of Meteorological Department and Radio, Television and the Ministry of Disaster Management and Relief

**Alert Stage**

(a) Issue as soon as possible the alert warning signals of cyclone, at least 36 hours ahead of formation of depression in the Bay of Bengal.

(b) Supply information through Fax/telephone/teleprinter to cyclone preparedness programme (CPP) about the formation of depression in Bay of Bengal so as to allow CPP to take appropriate actions including dissemination of information to all concerned.

(c) Issue warning signals code ‘Whirlwind’ as per Annexure – A to all concerned officials through telephone, teleprinter, telegram etc. fax (email).

(d) Prepare and submit special weather Bulletin and broadcast/publicise the same through national news media such as the all stations of Radio and Television and in national newspapers for the benefit of the general people. In case of Local Cautionary Signal no. 3, arrange for adequate and full time coordination between SWC of the Meteorological Department, Bangladesh Betar, Bangladesh Television for publicity beyond normal broadcasting hours.

(a) Send special Weather Bulletins to EOC at the Ministry of Disaster Management and Relief, the Directorate of Relief and Rehabilitation, the Cyclone Preparedness Programme and Bangladesh Red Crescent Society for undertaking adequate arrangements.

**Warning Stage**

Publicise warning signals at each of the following specified stages.

(a) Warning 24 hours before

(b) Danger At least 18 hours before

(c) Great Danger At least 10 hours before.

The same warning signals are to be repeated to the EOC at the Ministry of Disaster Management and Relief, Control Room of the Disaster Management Bureau, the
Directorate Of Relief And Rehabilitation, the Cyclone Preparedness Programme and the Bangladesh Red Crescent Society.

The following information should be mentioned in the signals to be disseminated.

(a) Position of the storm centre.
(b) Velocity and direction of the storm.
(c) Mention of the thanas of the districts likely to be affected, if possible.
(d) Appropriate time of commencement of gale wind at different places (velocity above 32 miles/hour or 51.84 km/hour).

In case of danger signals messages are to be sent to the addresses under code name “Hurricane” as per Annexure – A through Fax/telephone/teleprinter or telegraph. In case of great danger signals messages should be sent to the addresses under code name “Typhoon” as per Annexure – A through Fax/telephone/teleprinter or telegraph. For the purpose of Inland Water Transportation, appropriate separate messages should be sent to addresses mentioned therein through Fax/telephone/teleprinter or telegraph under the code name “Waterways and Authority” mentioned in Annexure – A.

Alert/Warning signals should be sent to the concerned authorities for publicity through all centers of Bangladesh Betar and Bangladesh Television.

Rehabilitation Stage

Work in collaboration with the Disaster Management Bureau to perform the following tasks.

(a) Compare the severity of cyclone with that of warning signals
(b) Collect data from affected areas for research purpose.
(c) Obtain opinion of the people about the signals issued.

Annexure -3.6

Cyclone Preparedness Programme (CPP)

Cyclone Preparedness Programme (Central Office, Dhaka)

Normal Times

(a) Organize preparedness programmes in disaster prone areas on continuing basis and in order to assess the state of preparedness, hold drills in the months of April and September every year.

(b) Ensure recruitment and training of volunteers before the month of April every year.

(c) Ensure formation of Unit, Union and Thana Committees.

(d) Ensure establishment of Union and Thana Officers and holding of meetings at Union and Thana level.

(e) Ensure issue of warning signal kits to the leaders of volunteers and use by them.

(f) Ensure wireless communications between CPP Headquarters and Thana Office and between Thana Office and Union Office.

(g) Instruct local level Disaster Management Committees for selection of shelters, and high-rise safe places and inform people about evacuations plans.

(h) Make public awareness about cyclone signals with the help of Disaster Management Bureau (DMB) Popularize preparedness plans, through discussions meetings, posters, pamphlets, films and drama etc.

(i) Operate Fax machines for ensuring non-stop communications with meteorological department.

Alert Stage

(a) Establish Control Room at CPP headquarters and in regional offices and assist District, Thana and Union authorities in the establishment of Control Rooms.

(b) Maintain close liaison with Meteorological Department.

(c) Receive special weather bulletins from Meteorological Office and send them to Thana and regional offices and to instruct the Thana offices to send them to Union offices as quickly as possible.

(d) Instruct the volunteers to listen to normal radio news/CPP radio news. To communicate with Union group leaders through radio or via liaison volunteers and to advise Union leaders and their colleagues to instruct the volunteers for starting work according to guidelines of cyclone instructions booklet published by CPP.

(e) Keep the CPP Implementation Board Chairman and the Members informed about the cyclone.
Alert the Deputy Commissioners, Thana Executive Offices, Union Parishad Chairman and Members and local non-government organisations.

**Warning Stage**

(a) Propose calling of emergency meeting of the Implementation Board.
(b) Verify whether the volunteers of the cyclone preparedness programmes have started work at field level.
(c) Advise people about evacuation under proper protection of animals, poultry and other domestic animals to raised land and Killas.
(d) Instruct CPP Development Officer for advising Chairman of the Thana Disaster Management Committee to call meeting.
(e) Instruct Development Officer for calling a meeting of Union Disaster Management Committee.
(f) Implement the decisions taken in the emergency meeting of Union Disaster Management Committee.
(g) Instruct Development Officer for cooperation in the implementation of the decisions of the Thana and Union Disaster Management Committee
(h) Send the special weather bulletins through wireless to Regional, Thana and Union Offices.
(i) Ensure that the people are properly warned (about the disaster) through the Development Officers and volunteers.
(j) Keep the Chairman, Implementation Board Director General, Disaster Management Bureau; Relief and Rehabilitation Department and Bangladesh Red Crescent Society informed at regular intervals about the local situation.

**Disaster Stage**

(a) Coordinate its own activities with those all concerned agencies and non-govt. agencies.
(b) Ensure rescue operations and first aid by Development Officers and volunteers in times of need.
(c) Instruct Development Officers to maintain wireless communication and keep touch with the Headquarters at regular intervals and to transmit loss and damage report as soon as it is received.
(d) Instruct the Union Group leaders to maintain wireless communications and to keep touch with the Development Officers frequently and to instruct the Development Officer to send the reports of loss and damage received from fields to Regional/ Central Office.

**Rehabilitation Stage**

(a) Instruct every Union leader to send a primary report of loss and damage in their respective areas to the Development Officer.
(b) Instruct the field office to carry out the following tasks
(c) To assist in the programmes of vaccination, prevention medicines and other health measures.

(d) Participate in the rehabilitation programmes.

(e) To assist in coordinating the activities of Non-Govt. organizations (NGOs)

**Field Level CPP**

**Normal Times**

(a) Organize simulated drills continuously in disaster prone areas and monitor the status of preparedness drill participated by the people in April and September every year.

(b) Select volunteers and complete their training according to rules of the CPP before April, and organize grouping of families of evacuation in times of need.

(c) Make physical verification of equipment to facilitate allotted to the leader of volunteers and their condition and undertake their repairs/replacement, if needed.

(d) Examine the wireless system and keep it running in order to maintain communication between CPP Headquarters, Thana and Union levels offices.

(e) Educate and create awareness amongst the local people about the cyclone preparedness programme and the understanding of different warning signals.

(f) Earmark shelter places, Killas and safe raised land and to keep them fit for use and to publicise the people about the evacuation plan.

(g) Make the people and the volunteers aware of the dangers of resistance to disaster preparedness activities, in coordination with Thana and Union Parishad administration.

**Alert Stage**

(a) Set up Control Room and maintain contact with Thana, Union offices and CPP Headquarters.

(b) Maintain close link with the Meteorological Department and other offices and collect information about cyclone.

(c) Receive special weather bulletins from CPP Headquarters and to communicate the same to local offices.

(d) Alert the chairmen of District/ Thana/ Union Disaster Management Committees, member’s religious leaders, local elites, teaches and persons connected with different organizations.

(e) Advise the CPP volunteers to listening to radio broadcasts in order to ensure that work of the volunteers specified in the booklet published by CPP by the union group leaders and their colleague is started.
Warning Stage

(a) Request Deputy Commissioner/ Thana Nirbahi Officer/Union Parishad chairman to call emergency meeting of the respective Disaster Management Committee.

(b) Assist in the implementation of the decisions taken in the emergency meeting.

(c) Depute CPP volunteers for shifting the livestock, poultry and other domestic animals to raised land, Killas under proper safety measures.

(d) Instruct every field office to inform all offices under its control about the special weather bulletins.

(e) Warn the people about the disaster.

(f) Advise the people to go to shelter place in the event of evacuation order and to assist them in the process.

(g) Give the final warning to the people by using megaphone, light signals and flash lights.

(h) Keep Thana and District administrations, CPP Central Headquarters and Disaster Management Bureau and others concerned informed about the field level disaster situation report.

(i) Assist other agencies and non-government organizations in the implementation of their programmes.

Disaster Stage

(a) Keep wireless in operation and to maintain communications with CPP Central Office and to send and loss and damage statement to concerned authority as soon as it is received.

(b) Conduct rescue work in coordination with Union and Thana authority and provide first aid according to need.

(c) Assist local authority in relief distribution.

Rehabilitation Stage

(a) Collect data on loss and damage due to cyclone, prepare report and send it to CPP Headquarters, Union Disaster Management Committee, Thana and District administration.

(b) Assist local administration in burying the dead bodies and dumping the carcasses under the earth.

(c) Assist in inoculation- vaccination drive and other health measures. Participate in the rehabilitation programme with Non-Government Organizations (NGOs) and other agencies.

Annexure 3.7

Governmental Disaster Management Model in the event of Floods

Flood disaster preparedness indicates action taken when flood conditions arise and threaten a possible disaster. Preparedness encompasses a wide range of pre-emergency activities drawn from structural and non-structural flood mitigation measures and include:

- Flood forecasting and warning
- Flood combating
- Evacuation and sheltering
- Rehabilitation

Pre-Flood preparation entails preparation at the Central, zila, upazila/thana and union level. At the Centre level an apex body (or decision making body) the NDMC exists headed by the Prime Minister, Ministers and Secretaries of nodal departments including the armed forces in coordination with various important NGOs meet to decide the requisite measures. The nodal department is the Ministry of Disaster Management and Relief. At the district level, the district level committee is headed by the district commissioners under the supervision of the minister along with the MPs of the area representatives of political parties, representatives of important government departments, the armed forces and the police. The deputy commissioners are at the focal point of the district relief coordination committee and are assisted by district officials of different departments like Revenue/Relief, Irrigation and Waterways, Public Health, Agriculture, Food and Civil Supplies, Defence, etc., in coordination with the NGOs. At the upazila level the upazila committee is patterned on the district committee and was headed by the upazila relief coordinator usually of the rank of a deputy secretary or the upazila nirbahi officers for formulating and overseeing relief operations. The assigned MPs, chairmen of the upazila parishads acted as advisors to these committees. The union committee is primarily responsible for assisting the upazila committee and provide the necessary feedback. The committee is headed by an assistant commissioner or by an officer deputed by the divisional commissioners, and consist of chairman and members of the union parishads, representative of government departments, the armed forces and the local police.

The responsibility and consequent precautionary measures of the zila and upazila level in the event of the possibility of a flood is as follows:

- Convening a meeting of the district level committee on natural calamities and mobilisation of different departments in their respective fields for preventive calamity measures in the month of February and March or November and December and constantly reviewed for follow up actions.
- Feedback channels are to be made effective from various sources as upazila, union, village and police.
- Flood control department to maintain the dykes and embankments and undertake protective works.
- Agriculture to arrange seeds / seedlings.
- Department of animal resources to undertake the necessary veterinary measures to protect cattle and livestock.
- The department of PWD for inspection and repair works of damaged dams dykes and embankments as the case may be and arranging for the equipments and materials necessary to repair the bridges and roads near the site.
- The department of Public Health to arrange for safe drinking water and stock the disinfection materials well in advance.
• The department of Social Welfare to arrange for food and health treatment facilities specially for babies, pregnant women, etc.
• The department of Food and Civil supplies to keep buffer stock of foodgrains.
• Coordination with NGOs to help organise training and flood relief work and rescue operation activities including other precautionary measures.
• The department of Telecommunications to keep lines in order and arrange for adequate repair works in advance.
• The officers at the upazila and union level to arrange for adequate boats for surveillance, rescue and search operations.
• Project its requirements of funds and other necessities to government on the basis of requisition from upazila and union level authorities. Coordinate with the revenue/relief department to keep stock of shelter equipments/materials like tarpaulins, tents, sheets, etc.
• Disseminate timely weather reports and flood bulletins issued by the meteorological centres, flood forecasting organisations etc, including maintaining a detailed record of flood history.

At the upazila level the upazila officers and coordinators are responsible for the following:

• Prepare a complete detailed map of flood affected areas showing the major flood prone areas indicating less vulnerable, vulnerable and most vulnerable areas with villages thereof, shelter spots existing hospitals and dispensaries in the areas, strategic points to place boats/ transports etc. for evacuation, rescue and relief operations.
• Prepare a list of families in the flood prone areas with details of adult, minor and economic status of the family.
• Maintain constant contact with people of these areas through Union Parishads and Panchayats.
• Establish Control rooms at above 3 sub-zone levels to receive messages.
• Conduct training of flood relief parties with motivation/awareness training at village levels.
• Establish Control rooms at Dhaka and the offices of the District Commissioners in each flood prone district and the executive engineers of the Bangladesh Irrigation and Water Development to collect details of latest flood situation and river water levels to be exchanged round the clock from 15 June to 15 October, i.e., during the monsoon season.

The overall activities to be undertaken by the government authorities when a disastrous flood strikes:

• District authorities in coordination with the relief workers to provide moral support and assessment of damages.
• Organise shelter for people in distress and undertake quick and timely evacuation of those severely affected.
• Undertake publicity campaigns to dispel rumours.
• Activise the information system through electronic media, telephone, telegraph, radio bulletins, warning sirens, etc.
• Provide sanitation and safe drinking water and arrangement of cooked food in relief camps and organise disposal of dead, caracasses etc., in order to prevent future outbreak of epidemics.
• Care of cattle and livestock
• Constant review and monitoring of relief activities by zila, upazila and union level.
• Distribution of food grains, clothing, medicine and other essentials.
• Necessary arrangements to be made for air dropping food packets in the marooned villages through helicopters.
• Establish alternate communication links to have effective communication with marooned areas.

In the aftermath of the flood the primary task of the Bangladesh government in terms of rehabilitation and reconstruction include the following:

• Assessment of Damage.
• Rehabilitation of the homeless.
• Health Measures.
• Relief for economic Reconstruction.
• Commencement of agricultural activities.