

COLLECTORATE, RAYAGADA
(District Disaster Management Authority, Emergency Section)

Adv. No: 394/VIII-06/23

Date: 04 / 05 / 2023

**EoI invited from eligible NGOs for Preparation of
Village Disaster Management Plans in Rayagada District
under the Program for Community Resilience**

The Expression of Interest (EoI) is invited from the interested registered Non-Government Organizations (NGOs) who will be engaged for preparation of Village Disaster Management Plans (VDMPs) in Odia Language in different Blocks of Rayagada District with the Financial & Technical Support of OSDMA, Bhubaneswar. The details of eligibility criteria, Term of Reference (ToR), selection procedure of NGO & others are uploaded in the District NIC Website (<https://rayagada.nic.in>) for necessary information. Interested NGOs, fulfilling eligibility criteria may submit their Expression of Interest along with all supportive documents through **Speed Post/ Registered Post/ Courier** only addressed to the **ADM-cum-Chairperson, DDMA, Emergency Section, Collectorate, PO/Dist. Rayagada, Odisha, PIN-765001** on or before **18-05-2023** up to **1.00 PM.** and the same will be opened on **20-05-2023** at **11.00 AM** in the Office Chamber of ADM, Collectorate, Rayagada in the presence of all Members of Selection Committee & Representative of NGOs. The sealed envelope containing the EoI must be super-scribed on the top of the envelope as “**Application of Expression of Interest for Preparation of Village Disaster Management Plans Phase-II**”. Any modification, alternation and date of extension, if so required will be intimated through the above District NIC Website only. The authority reserved the right to cancel any or the entire proposal of EoI without assigning any reason thereof.

Sd/- Collector-cum-Chairperson, DDMA, Rayagada

A. Eligibility Criteria for Selection of NGO Partner

- i. NGO should have been registered under the Societies Registration Act, 1860 or a State amendment thereof or the Indian Trust Act, 1882 or the Religious and Charitable Institutions Registration Act, 1920.
- ii. NGO should have completed at least 5 years from the date of registration on the date of filling application.
- iii. **“Disaster Management”** should be one of the objectives in the Memorandum of Association of the NGO.
- iv. NGOs should have worked in the field of disaster management.
- v. NGO should have an operational bank account for at least three years preceding the date of file of application.
- vi. The NGO should be located and working in the same district for at least 3 years.
- vii. The NGO should be working with beneficiaries in rural areas even if the NGO headquarters is located in an urban area. The area of operation of the NGO must be rural, meaning thereby a village included within the jurisdiction of a Gram Panchayat.
- viii. The NGO should not have been black listed or put under FAS (Further Assistance Stopped) category by any Central/State Government Ministries/ Departments/ Agencies or any National/ International Funding Organisation.
- ix. NGO should not have defaulted either in works or in financial progress in any of their work with the State/ District Administration.
- x. The turnover of the NGO for the last 3 years should be at least Rs. 3 lakh per year.
- xi. NGO should comply with the requirement of Income Tax/ GSTIN or should have applied for the same.
- xii. Members of the NGO Selection Committee or their family member should not be the office bearers of the NGO applying for the programme.
- xiii. The NGO's Board Members should not have any history of criminal offence against them.
- xiv. The NGOs should be recommended by the District Administration based on their track record, experience, capacity and other aforesaid selection criteria.

B. Documents to be submitted along with the application form

Copies of all documents should be attested by the President/ Secretary of the Organization.

- i. Copy of the relevant registration certificate.
- ii. Bye-law or MoA of the NGO.
- iii. Latest composition of the Managing Committee/ Executive Body.
- iv. Annual Reports of the Organisation for last 3 Years.
- v. Copies of last 3 (three) years' Audited Statements/ Audited Accounts, viz., Receipt and Payment Account, Income and Expenditure Account and Balance Sheet along with Auditor's Certificate and Report for last three years.
- vi. Documents relating to PAN number and exemption order under 12-A, if any.
- vii. Bank pass book reflecting the transactions for the last three years.
- viii. Certificate from the Bank Manager stating that the account is operative for last three years.
- ix. The application should be submitted accompanied by a resolution of the organization duly signed by the sitting members of the Executive Body/ Managing Committee of the NGO.
- x. Letters on award of Assignment/ Project to the NGO.
- xi. NGO should submit an undertaking not have been black listed by any Central/State Government Ministries/ Departments/ Agencies or any National/ International Funding Organization.

C. Engagement of NGOs

- i. The district authority will engage number of NGOs from the panel as per requirement based on the target number of villages.
- ii. The NGO is to sign an MoU within 7 days from the issuance of work order.
- iii. After signing of MoU the District Administration to release 20% of the total amount finalized against the NGO (@Rs. 5000/- per village X No. of villages).
- iv. After signing of the MoU the NGO is to implement the programme in coordination with District Authority, respective Block Administration and Gram Panchayats.
- v. The NGO to complete the works as defined in the MoU from the date of signing of MoU.
- vi. The remaining 80% of the agreed amount to be released to the NGO as per the MoU schedule for completion of the VDMP process in the allotted villages and completion of training & orientation programme.
- vii. If an NGO fails to complete the task or withdraw in between, then the organization is liable to refund the amount to the DDMA.
- viii. DDMA remove the non-performing NGO and re-allot the target among other selected NGO(s).
- ix. VDMPs are prepared by VDMC and community members. The partner NGO always plays the role of facilitator only.
- x. The partner NGOs are not supposed to mention their name and put organization logo in the VDMP.

**For all details, please refer Guidelines for Preparation of Village
Disaster Management Plan (VDMP) Page-1 to 72**

Template Application
(May be amended suitably)

To,

The Collector, Rayagada

Sub: Application for Empanelment of NGOS for undertaking Village Level Disaster Management Plans (VDMPs).

Madam,

On behalf of....., an NGO under the Societies Registration/Trust Act,..... I/We express our willingness to participate in the selection process for carrying out Village Level Disaster Management Plan in the district on behalf of.....

I/We also solemnly declare that, the NGOs named as has not been blacklisted by any government agencies.

I/We also declare that, our NGO would follow the guidelines of VDMP and orders of district administration in preparing the VDMPs.

Yours faithfully,

Name:

Organization:

Signature with Seal:

PROGRAM FOR COMMUNITY RESILIENCE

Guidelines for Preparation of Village Disaster Management Plan (VDMP)

Phase –II (2022-23)



**Odisha State Disaster Management Authority (OSDMA) 9th
Floor, Rajiv Bhawan,
Unit-5, Bhubaneswar-751001**

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Abbreviation

ABDO:	Assistant Block Development Officer
ADM:	Additional District Magistrate
ANM:	Auxiliary Nurse Midwife
ASHA:	Accredited Social Health Activist
AWW:	Aangan Wadi Worker
BDO:	Block Development Officer
BNV:	Bharat Nirman Volunteers
CBDRM:	Community Based Disaster Risk Management
CBDRR:	Community Based Disaster Risk Reduction
CBO:	Community Based Organization
CD:	Civil Defence
CSMMC:	Cyclone Shelter Management and Maintenance Committee
DDMA:	District Disaster Management Authority
DEOC:	District Emergency Operation Center
DMT:	Disaster Management Team
DPO:	District Project Officer
DRR:	Disaster Risk Reduction
DRM:	Disaster Risk Management
EoI-	Expression of Interest
FAS:	Further Assistance Stopped
FA:	First Aid
FSMMC:	Flood Shelters Management and Maintenance Committee
GEN:	General
GoI-	Government of India
GP:	Gram Panchayat
HH:	House Hold
HQ:	Head Quarter
HRVCA:	Hazard, Risk, Vulnerability and Capacity Analysis
LI:	Livestock Inspector
MGNREGS:	Mahatma Gandhi National Rural Employment Guarantee Scheme
MoA:	Memorandum of Association

MoU: Memorandum of Understanding
NDMA: National Disaster Management Authority
NGO: Non-Government Organization
NIDM: National Institute of Disaster Management
NSS: National Service Scheme
NYKS : Nehru Yuva Kendra Sangathan
OBC: Other Backward Class
OSDMA: Odisha State Disaster Management Authority
PAN: Permanent Account Number
PEO: Panchayat Executive Officer
PHC: Primary Health Center
PHED: Public Health Engineering Department
PRIs: Panchayati Raj Institutions
PWDs: Persons with Disabilities
RI: Revenue Inspector
RWSS: Rural Water Supply and Sanitation
SAR: Search And Rescue
SC: Scheduled Cast
ST: Schedule Tribe
SOP: Standard Operating Procedure
ToR- Terms of Reference
UC: Utilization Certificate
UNDP: United Nations Development Programme
UPHC: Urban Primary Health Center
VDMC: Village Disaster Management Committee
VDMP: Village Disaster Management Plan
VHF: Very High Frequency
WSHG: Women Shelf Help Group

1. Introduction

Community participation and community ownership in disaster risk management is one of the key factors in reducing vulnerabilities of people and minimizing disaster loss. Communities, being the first responder and having more contextual familiarity with hazards and availability of resources at the local level are in a better position to plan and execute immediate rescue and relief actions provided they are properly trained and involved in the planning process. Realizing the importance of community involvement in disaster management it has been decided to prepare Village Disaster Management Plan (VDMP) in the state by involving the respective communities of the village. The plan will address the preparedness, response and mitigation strategies developed by the community with well-defined roles and responsibility.

The Village Disaster Management Plan is required with a view to create an effective and realistic approach, authentic and accurate data base, full proof documentation and rehearsal in the community in the shortest possible time with minimum simple orders and procedures so that the people will get maximum benefit. The plan will be helpful for ensuring speedy approach for rescue, rehabilitation in the aftermath of a disaster. The plan will guide the community at the time of disaster preparedness as well as at the time of relief operations and recovery, providing courage to the community to face the eventuality more effectively.

Village Disaster Management Plan (VDMP) is a document prepared by the village community themselves based on their own hazard, vulnerability, risk, resource and capacity analysis, containing village profile supported by maps, emergency response and disaster risk reduction plans, listing out activities and pin-pointing responsibility of the Village Disaster Management Committee (VDMC), Disaster Management Team (DMTs) and the community at normal times, before, during and after a disaster in order to save lives, livelihood and property and integrating it into the long term sustainable village developmental plan. All the activities in the emergency response plan are so well deliberated, practiced, and synchronized that they take place simultaneously in minimizing loss of time.

The State Executive Committee, constituted under the provisions of the Disaster Management Act 2005, decided to prepare the VDMP at the community level for enhancing community level disaster preparedness. In the first phase (2019-2020) 10,000 villages of Odisha were taken up for preparation of VDMP and the programme was facilitated by the District Disaster Management Authorities (DDMAs) with support of local NGO partners. While the onset of COVID-19 Pandemic in 2020 delayed the initiative the targeted village communities managed to complete the process of preparation of VDMP by end of 2021. Considering the need and the success of the VDMP programme in the first phase, the State Executive

Committee (SEC) has decided to extend the programme to further 10,000 villages in the Second Phase. Rest of the villages of the state will be covered in a phased manner. The purpose of preparation of Village Disaster Management Plan will always be to provide an opportunity for the local communities to evaluate their own situation based on their experience and formulate a plan to manage disasters at the local level. Under the approach, the local community not only build institutions and develops plan but also takes the responsibility for its implementation and integration into the development plans of the village.

2. Objectives

The development of disaster management plan at the village level aims at building the capacity and resilience of the community to equip them with knowledge and skills so that management of various hazards becomes a way of life for them. The document will help the local community to prepare for, respond to and recover from any disaster effectively. The specific objectives of the VDMP are to:

- involve the local community in the disaster management planning process.
- create a plan that will enable the immediate deployment of available resources in an organized manner during any emergency.
- create a plan that will allow for quick and immediate response in the event of a disaster at the community level.
- ensure ownership within the community
- link the VDMP to the long-term development plan of the village/community.

The hazard specific preparedness, prevention & mitigation and response activities to be carried out by the Village Disaster Management Committee and the Disaster Management Teams during different stages of the disaster management cycle must be highlighted in the plan. Collector-cum-Chairman of the District Disaster Management Authority (DDMA) to decide on any difficulties/arising out of implementation of VDMP. The detail template of the VDMP is given at Chapter-15.

3. Key Players Concerned with Plan Development

The plan will be made by the members of the Village Disaster Management Committee (VDMC) involving the community irrespective of class, creed, gender and occupational status, supported and facilitated by resource persons from NGOs, multi-lateral aid agencies and government officials. These persons have the requisite knowledge and skill to mobilise & motivate the community, facilitate the meetings and participatory processes for preparation of the plan.

4. Step Wise Action Points for Preparation of VDMP

- i. Official Communication from OSDMA to the Districts on the modalities of the Programme
- ii. State level orientation of District Emergency Officers and District Project Officers of OSDMA on the modalities of the programme.
- iii. Finalization of the list of vulnerable villages by the Districts as per laid down criteria and target and communication of the same to OSDMA in the prescribed format.
- iv. Constitution of District Level Selection Committee with approval of Chairman, DDMA preferably comprising the following members
 1. ADM (Chairperson)
 2. District Emergency Officer
 3. Additional Project Director (Finance), DRDA
 4. District Project Officer, OSDMA
 5. Deputy/Assistant Collector, Nizarat
- v. Floating of advertisement in at least two Odia News dailies as well as in the district website and notice board inviting Expression of Interest (EOI) from eligible Non-Government Organization in the prescribed format (Annexure –II) for programme implementation.
- vi. Scrutinizing the applications and finalisation of the list of NGOs by the district level committee as per laid down criteria (Refer-section-6) for carrying out the programme.
- vii. Issuance of work orders to NGOs, allotment of villages and signing of MoU (MoU format at Annexure-III).
- viii. Release of the approved initial Funds (1st tranche) to NGOs by the DDMA as per prescribed schedule of payment (Refer Section 14.3).
- ix. One-day district level orientation of Partner NGOs along with concerned District and Block Level Officials
- x. One-day block level orientation for all stakeholders including the partner NGO, Sarapanch and Panchayat Executive Officer of the concerned Gram Panchayat.
- xi. Mobilization of the village community, formation of Village Disaster Management Committee (VDMC) and Task Force in the Village meeting and Preparation of VDMP as per process (Refer Section- 9).
- xii. Submission of Draft copy of the VDMP by NGO Partner to the concerned VDMC.
- xiii. Approval of the VDMPs at Palli Sabha.
- xiv. Submission of 3 final copies of VDMP, by the NGO – one copy each to the VDMC, Gram Panchayat and DDMA along with

scanned PDF Copy.

- xv. Submission of Action plan in the prescribed format (Annexure-IV) by the Partner NGO for organizing training for VDMC & DMTs.
- xvi. Funds (2nd tranche) to be released by the DDMA as per the guidelines (Refer Section 14.3).
- xvii. NGO partner to impart training to Village Disaster Management Committee (VDMC) and Disaster Management Team (DMT) as per module given at (Annexure-V) and (Annexure –VI).
- xviii. Submission of village wise Report (Annexure-VII) and Photographs of the training programme of VDMC & DMT
- xix. Funds (3rd tranche) to be released by the DDMA as per the guidelines mentioned (Refer Section -14.3).
- xx. Creation of the on-line database of VDMPs by the DDMA with support from OSDMA.

5. Selection of Village

As per communication sent to the districts vide **OSDMA letter No. 2021 dated 19.08.2021**, the No. of villages for the second phase for each district will be equal to the no of villages selected in the First Phase (Annexure -VIII). For selection of villages, prioritization has been made based on the vulnerability criteria of different disasters in each district. The tentative no. of villages per districts has been finalized under 4 criteria, such as:

- i. 38-40% of the total villages of the districts which are vulnerable to cyclone,flood, tsunami, drought and other disasters
- ii. 22-25% of the total villages of the districts which are vulnerable to cyclone,flood, drought and other disasters
- iii. 13-14% of the total villages of the districts which are vulnerable to flood,drought and other disasters
- iv. less than 10% of the total villages of the districts which are vulnerable todrought and other disasters

The District Authority will finalise the list/name of villages. Selection of villages should be based on hazard, risk and vulnerability analysis and following factors maybe taken into active consideration:

- i. Vulnerability of the village to different disasters like flood, cyclone / landslide,tsunami, drought, epidemics etc.
- ii. Past occurrence and impact of the disasters in the village.
- iii. Other vulnerabilities of the village like social, economic, livelihood insecurity, drinking water scarcity, etc.
- iv. Left out village/s (if any) of a particular Gram Panchayat covered in the first phase may be taken in the second phase so as to cover the entire Gram Panchayat.

After finalization of the list of vulnerable villages, the district should send the same (both soft and hard copy) to OSDMA in the format – prescribed below for creation of database. In case of any issues during implementation, the DDMA has the authority to replace village/s, under intimation to OSDMA.

SI No	Name of the Block	Name of the Gram Panchayat	Name of the Village	Hazards in the Village	Remarks (If any)

6. Involvement of NGO Partner

Local NGOs will be involved to facilitate the entire process of VDMP, starting from community mobilization, constitution of VDMC and DMTs, identification of hazards, data collection and compilation, developing the plan, training & orientation etc. NGO partners will be selected at the district level following a transparent selection procedure.

6.1 Eligibility Criteria for selection of NGO Partner

- i. NGO should have been registered under the Societies Registration Act, 1860 or a State amendment thereof or the Indian Trust Act, 1882 or the Religious and Charitable Institutions Registration Act, 1920.
- ii. On the date of filling application, NGO should have completed at least 5 years from the date of registration.
- iii. **"Disaster Management"** should be one of the objectives in the Memorandum of Association of the NGO.
- iv. NGOs should have worked in the field of disaster management.
- v. NGO should have an operational bank account for at least three years preceding the date of filing of application.
- vi. The NGO should be located and working in the same district for at least 3 years.
- vii. The NGO should be working with beneficiaries in rural areas even if the NGO headquarters is located in an urban area. / The area of operation of the NGO must be rural (meaning thereby a village included within the jurisdiction of a Gram Panchayat).
- viii. The NGO should not be black listed or put under FAS (Further Assistance Stopped) category by any Central/State Government Ministries/ Departments/ Agencies or any National/ International Funding Organization.

- ix. NGO should not have defaulted either in works or in financial progress in any of their work with the State/ District Administration.
- x. NGOs those who have failed to comply the instructions of DDMA for preparation of VDMP in the first phase may not be considered.
- xi. Local NGOs should be given preference
- xii. The turnover of the NGO for the last 3 years should be at least Rs. 3 lakh per year.
- xiii. NGO should comply with the requirement of Income- Tax / GSTIN or should have applied for the same.
- xiv. Members of the NGO Selection Committee or their family member should not be the office bearers of the NGO applying for the programme.
- xv. The NGO's Board Members should not have any history of criminal offence against them

6.2 Documents to be submitted along with the application form

Copies should be attested by the President/ Secretary of the Organization

- i. Copy of the relevant registration certificate
- ii. Bye-law or MoA of the NGO.
- iii. Latest composition of the Managing Committee/ Executive Body
- iv. Annual Reports of the Organization for last 3 Years
- v. Copies of last three years' audited statements of accounts
- vi. Documents relating to PAN number and exemption order under 12 –A, if any.
- vii. Bank pass book reflecting the transactions for the last three years.
- viii. Certificate from the Bank Manager stating that the account is operative for last three years.
- ix. The application should be submitted accompanied by a resolution of the organization duly signed by the sitting members of the Executive Body/ Managing Committee of the NGO
- x. Letters on award of Assignment/ Project to the NGO
- xi. NGO should submit an undertaking wrt point no. VIII of eligibility criteria of NGO selection (6.1).

6.3 Selection Criteria of NGOs:

A Committee at the district level under the chairmanship of ADM will be formed for selection of NGOs (Refer Clause - iv of Section 4 ("step wise action points on preparation of VDMP")). The NGOs fulfilling the eligibility criteria and having completed application forms along with all relevant documents will be shortlisted for the assignment. The overall marking criteria will be as follows:

Sl. No.	Selection Criteria	Indicators	Distribution of Scores
1	Organizational Capacity and Experience	Experience in implementing Socio-Economic Development Projects in rural areas.	20
2	Government Partnership	Experience in implementing rural development programmes schemes and projects of the State/ Central Government.	20
3	Relevant Technical Experience	Experience and successful implementation of VDMP programme in the first phase	25
		Experience in implementing OSDMA- UNDP Disaster Risk Reduction (DRR)/ Disaster Risk Management (DRM) Project or UNDP-GoI Community Resilience Programme or Community Based Disaster Management Programmes of NIDM or NDMA.	10
		Experience in Implementation of CBDM or similar disaster management programmes of any other reputed National or International Organisations	10
4	Experience in working with Panchayati Raj Institutions (PRIs)	Implementation of programmes involving Panchayati Raj Institutions ₁ (PRIs)	15

6.4 Engagement of NGOs:

- i. The district authority will engage number of NGOs from the panel as per requirement based on the target number of vulnerable villages.
- ii. The district authority may call for a meeting with selected NGOs for allotting the vulnerable villages for implementation of the programme.
- iii. The district authority may take into account the working area of the NGO and its preference at the time of allotting villages of a particular area.
- iv. NGO should preferably be allotted with appropriate number of villages for better implementation of the programme and ensuring timely completion. Under no circumstances one NGO is to be allotted

with more than 100 villages or less than 30 villages in a district. However, the DDMA may take a decision on allotting minimum no. of villages to the NGO.

- v. Under no circumstances villages under one Gram Panchayat to be allotted to different NGOs.
- vi. The district authority will issue work orders to the NGO clearly mentioning the number and name of the Villages allotted to the NGO.
- vii. The NGO is to sign a MoU within 7 days from the issuance of work order.
- viii. After signing of MoU the District Administration to release 20% of the total amount finalized against the NGO (@Rs. 5000/- per village X No. of villages)
- ix. After signing of the MoU the NGO is to implement the programme in coordination with District Authority, respective Block Administration and GramPanchayats.
- x. The NGO to complete the works as defined within 12 months from the date of signing of MoU.
- xi. The remaining 80 % of the agreed amount to be released to the NGO as per the schedule (Refer Section 14.3) for completion of the VDMP process in the allotted villages and completion of training & orientation programme.
- xii. If an NGO fails to complete the task or withdraw in between, then the organization is liable to refund the amount to the DDMA. DDMA should not entertain such NGO(s) for any other disaster management activities in future. DDMA may also remove the non-performing NGO(s) and re-allot the target among other selected NGO(s).
- xiii. VDMPs are prepared by VDMC and community members. The partner NGO always plays the role of facilitator only. The partner NGOs are not supposed to mention their name and put organization logo in the VDMP.

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7. Monitoring & Review

7.1 State level

A State Level Review meeting will be held once in two months under the chairmanship of Executive Director/Chief General Manager, OSDMA to assess the progress of preparation of Village Disaster Management Plan. The district will submit monthly Progress report in the prescribed format (Annexure- IX).

The OSDMA Officials will make field visit to review and monitor the progress of VDMP programme from time to time.

7.2 District level

A District Level Monitoring Committee will be constituted under the Chairmanship of District Collector involving the following members.

- a. Collector (Chairman)
- b. ADM
- c. PD, DRDA
- d. District Emergency Officer (Convener)
- e. Concerned BDOs
- f. Concerned Tahasildar
- g. District Project Officer, OSDMA

The Chairperson of the Committee may decide to add other officials as per requirement. The Committee shall be responsible for monitoring the implementation of VDMP. The district monitoring committee will be convened to review the progress of VDMPs at least once in every month.

As per approval of the chairman, the Committee members also to make field visits to monitor the progress of Village Disaster Management Plan (VDMP) from time to time

7.3 Block Level

The Concerned Block Development Officer to conduct regular meetings with partner NGOs & Concerned Gram Panchyats for smooth implementation of the of Village Disaster Management Plan.

8. Village level activities for preparation of VDMP

The following activities are to be undertaken by the partner NGOs for preparation of VDMP at the village level:

- i. Mobilization of village community by the Partner NGO prior to the date of village consultation meeting.
- ii. Organization of the meeting as per scheduled date and time.
- iii. Brief Orientation by the NGO in the meeting on the VDMP Programme and aims and objectives of formation of Village Disaster Management Committee (VDMC) and Disaster Management Teams (DMTs). (Refer Section -10)
- iv. Nomination of VDMC members by the community and constitution of VDMC.
- v. Nomination of DMT members by the community and constitution of DMTs. (Refer Section -11)
- vi. Recording of the proceedings/ minutes of the meeting in the meeting register and finalization of the Date for 1st meeting of the VDMC.
- vii. First meeting of the VDMC facilitated by the partner NGO. The

members of all the Disaster Management Teams also to remain present in the meeting.

- viii. Brief orientation by the NGO in the meeting on the roles and responsibilities of VDMC and DMT Members.
- ix. Followed by discussion on the preparation of Village Disaster Management Plan, Hazard, Risk Vulnerability and Capacity Analysis (HRVCA) of the Village and preparation of the response plan of the villages including other aspects like safe evacuation route and safe shelter for the village and proposed works for disaster prevention and mitigation.
- x. Recording of the proceeding of the meeting in the VDMC register.
- xi. Conducting the participatory activities, collection of Primary and secondary data as per the requirement.
- xii. Discussion on the mitigation activities (Structural/Non-Structural) to be taken up to reduce the disaster risk in the village.
- xiii. Compilation of all relevant information and discussion on the same in the VDMC meeting
- xiv. Preparation of the VDMP as per prescribed format with maps and annexures, by the Partner NGO.
- xv. Submission of the VDMP by Partner NGO to VDMC
- xvi. Coordination with the Gram Panchayat to hold the Palli Sabha meeting
- xvii. Discussion on the VDMP in the Palli Sabha meeting and approval of the same.
- xviii. Recording of the proceedings of the Palli Sabha meeting. 1
- xix. Approved VDMP to be kept at the Village level.
- xx. Submission of approved copies of the VDMP along with Proceedings of the Palli Sabha to Gram Panchayat and District Disaster Management Authority (DDMA) by the Partner NGO. The Scanned PDF copy of the Document to be submitted to the DDMA for uploading in the database.
- xxi. Chalk out an Action plan for organizing training for VDMC & DMTs in consultation with the VDMC and submission of the same to DDMA.
- xxii. NGO partner to impart training to Village Disaster Management Committee (VDMC) and Disaster Management Team (DMT) as per given module.
- xxiii. Submission of village wise training report and photographs of the training programme of VDMC & DMT.

9. Methodology for preparing VDMP

The plan will be prepared by VDMC with active participation of community members and other stakeholders including School Teachers, PRI Members, WSHGs local Government functionaries, CBOs/ NGOs and Others. The main contents of the VDMP would be as follows:

- i. Declaration
- ii. Introduction
- iii. Village profile and situational analysis
- iv. Hazard, Risk, Vulnerability, and Capacity Assessment
- v. Mitigation and Preparedness plan
- vi. Response Plan
- vii. Contact Details
- viii. Annexures (Social Map, Vulnerability Map, Resource Map, Evacuation Route Map, Roles & Responsibility of VDMC & DMTs)

The following methodology will be adopted for preparation of Village Disaster Management plan.

- i. Situational Analysis-Topographic features and Demographic detail (House,land, field, forest, water bodies and infrastructures)
- ii. Review and analysis of past Disaster- loss of life, livelihoods & Damage to property
- iii. Hazard Exposure – Natural & Human Induced hazards. Seasonality & occurrence.
- iv. Vulnerability Analysis- Physical, Social, Economic & Environmental
- v. Resource Identification-Existing Resources: Safe shelter, natural barrier, safewater and Sanitary facility, food/grain stock/ware houses, health services, communication facilities, skilled manpower etc.
- vi. Formation of Disaster Management Teams-Warning, R & E, First Aid, Water & Sanitation, Relief& Food, Damage Assessment.
- vii. Disaster Preparedness
- viii. Linkage with various government institutions and NGOs for preparation and effective use of the plan

9.1 Village profile

The village profile will be highlighted keeping different information. The

village profile can be described using the following information

- Origin of the settlement (Village) and coordinates (longitude and latitude)
- Distance to the Gram Panchayat Head Quarter
- Villages/ places/ forest/ rivers/ sea/ hills/ hillocks/ elevated land/ inclines/ low lying areas/ high tide lines etc. surrounding the village in the North, South, East, and Western directions.
- Nearest water bodies and distance from sea/rivers
- Major Disaster in the past

9.2 Situational Analysis

The situational data will be collected from field from different sources and discussion among community. The situation profile would include information like population, sex ratio, geographical area, temperature, rainfall, agricultural land, cropping pattern, livelihood pattern, education, economy, occupation, rivers, road, industries, hospitals, schools, temples, drinking water sources, and other critical infrastructure. The following information would be mentioned for the current situation of the village

- Demography Profile
- Housing Pattern:
- Natural resources in the village, for e.g. Lands and fields, Forests/ Trees, ponds etc.
- Land holding and cropping pattern
- Different livelihoods practiced in the village, for e.g. agriculture, livestock, fishing, seed collection, weaving, wage labour work and so on
- Irrigation facilities of farmers, Drinking water facility etc.
- Industries and financial institutions

1

9.3 Hazard Analysis

It refers to prioritizing disasters based on its frequency and analysis of the estimated losses. This will be carried out by taking the losses that had incurred during various disasters in the past. Group discussions with the elderly population, and youth will be held focusing on the hazard exposure and disasters faced by the community in the last twenty years. It will be useful in understanding the nature, intensity and behavior of the past disasters and hazards. Besides, data from different sources will be used for hazard analysis.

A seasonal calendar will be developed by the community on the basis of the frequency and time of the occurrence of the hazard. Hazard Matrix tools will be developed for gathering comprehensive information about the past hazards.

9.4 Vulnerability Analysis

The process of vulnerability analysis aims to highlight the susceptibility of the population and infrastructure to the impact of different disasters. Data will be collected on vulnerable population, viz. pregnant women, lactating mothers, widows, woman headed household, children, old aged, Persons with disability, critically ill, people living in unsafe locations and houses, etc.

The community would also be asked to identify the vulnerable infrastructure like Kutcha houses, weak public infrastructure in low lying areas, areas near the water bodies such as the sea and river, livestock, livelihood assets such as boats and nets, looms, cottage industries, and other important infrastructure like drinking water resources, roads, electric infrastructure etc. susceptible to disaster damage.

9.5 Resource Analysis

Resource analysis focuses on identifying locally available assets and resources that can be utilized for disaster response by the community during and after disasters. The local community has a lot of inbuilt strength and capacity for handling the disasters. It is important to capture the capacity and strength of the community in resource analysis. Apart from infrastructure and funds, it could be individuals with specific skills, local institutions and people's knowledge as all these have the capacity to create awareness and bring about changes in the community. Resource analysis is therefore not limited to a map depicting the available resources but also plotting of the distribution, access and its use by taking into consideration prevailing sensitiveness within the village. Thus assessment of resources would involve two components: a. Human Resource Assessment and b. Material Resource Assessment

The process would involve identifying safe houses and buildings for shelter, strong buildings, elevated uplands and structures, safe evacuation routes, health, medical and sanitation facilities, skilled human resources like doctors, pharmacists, nurses, Veterinary doctor, electrician, volunteers for task force etc.

After obtaining the data a Resource Matrix tool will be developed. In this tool general information about the material as well as human resources is collected and presented in the form a matrix.

9.6 Risk Analysis

Risk is a measure of the expected losses due to any hazard event of a particular magnitude occurring in a given area over a specific time period. The tool is based on determining the risk by analyzing the vulnerabilities and capacities of the community related to each hazard. On the basis of analysis, the risk will be determined for a particular hazard in a ranking order.

Determine the risk of different hazards of the village

- Identifying the hazard/s which poses the highest risk.
- Explore the reasons due to which a particular hazard poses the risk.
- Consider the vulnerability as well as capacity analysis of the village to cope up with the disaster.

9.7 Preparedness and Mitigation Plan

The Preparedness and Mitigation Plan will include the followings

1. List out the Standard Operating Procedures for DMTs in the pre disaster phase.
2. Illustrate various forms of skill training that can be imparted to the community which can prove beneficial in the wake of a disaster
3. Enumerate the short term and long term structural and non-structural mitigation measures for the community.

9.8 Identifying Safe shelter/location

- The number of safe shelters are to be identified considering the number of households/population in the village.
- The safe shelter should be located in a place with minimum exposure to hazard away from the sea coast, river, water bodies etc. and preferably in an elevated area
- The shelter building should be a safe and easily accessible building with RCC roof.
- The identified shelters should be equipped with minimum facilities like, electricity, drinking water and toilets etc.

9.9 Identifying Safe Evacuation Routes

The safe evacuation route(s) to be identified and mapped in the village keeping the following criteria.

- Select evacuation route with minimum exposure to hazards and other obstacles.
- The evacuation route should lead to a safe area for assembly of people.
- Since, loss of electric power, poles, towers, fire breakout etc. may affect the safe route so alternative routes should also be mapped and highlighted in the village mapping process so that the entire community is aware of it.
- Evacuation route(s) should be direct and easily accessible to the more vulnerable groups like women, children, aged and person with disabilities.
- The evacuation route should be accessible and easy to be used

during both day and night.

- signage highlighting the safe evacuation routes should be put so that people can easily spot such routes.
- Evacuation routes plans with communities at risk will be presented even at public meetings in each community. The communities should practice evacuation regularly through drills.

9.10 Response Plan

In the response mechanism, Village Disaster Management Committee (VDMC) and Disaster Management Teams (DMTs) will be constituted. The plan will highlight the need and the importance of VDMC and DMTs, and list out their roles and responsibilities in the pre, during and post disaster phases.

The Response plan of the village with respect to receiving the early warning, confirmation of the same assessing the situation, dissemination of the warning to each and every household, initiating and coordinating the evacuation process, ensuring evacuation to safe shelters through pre-identified route(s), reporting to the concerned Panchayat and Block authorities regarding the status of evacuation etc. Coordination between

The roles and responsibility of the members of Village Disaster Management Committee and Disaster Management Teams and coordination mechanism for effective disaster response is elaborated.

10. Village Disaster Management Committee (VDMC):

The Village Disaster Management Committee (VDMC) is the institution for Community Based Disaster Management (CBDM) in rural areas at the Village level. VDMC to be named after the village using local language (e.g. *Batharla Gramya Biparjyaya Parichalana Samiti*) and shall be the village institution anchoring all disaster management interventions. On one hand, it has the responsibility to lead Community based disaster management activities at village level and on the other hand it has the responsibility to coordinate, involve PRI and other frontline government workers for proper implementation of development activities ensuring vulnerability reduction. VDMC would work for the issues/ problems with respect to disaster management and risk reduction without any bias of gender, caste, community, descent or religion etc.

While VDMC is an autonomous community level Institution, it must work under the respective authorities like GP, Block, Districts and State and report on annual basis matters of composition of committee, functioning of Disaster Management Teams and disaster mitigation plans and its convergence with the development plan and its status.

10.1. Constitution of the VDMC:

The constitution of the VDMC shall be made in the village consultation meeting through nominations. VDMC shall represent men and women from across all sections of the village. The number of members in VDMC shall vary from 15-25 members depending on the size of the village.

The composition must provide adequate representation of women and Socially excluded (SC and ST) population. Adequate representation must also be made to represent the vulnerable groups including Persons with disability.

The villages, having Multipurpose Cyclone Shelter (MCS)/ Multipurpose Flood Shelter (MFS) and Multipurpose Cyclone Shelter Management & Maintenance Committee (CSMMC)/ Multipurpose Flood Shelter Management & Maintenance Committee (FSMMC), shall not form any VDMC. The CSMMC/ FSMMC will play the role of VDMC. In case, where CSMMC/FSMMC is not constituted, the DDMA to take necessary steps to constitute the same first following the prescribed guidelines issued by OSDMA (Annexure-X).

10.2. Members: The members of the VDMC may be nominated from the following categories

- i. Elected representatives - All ward members of the village.
- ii. Two Women Shelf Help Group (WSHG) members- preferably from 2 different WSHGs.
- iii. One member from local Non-Government Organisations (NGOs)/ Community Based Organizations (CBOs)
- iv. Two members from youth groups such as Nehru Yuva Kendra Sangathan (NYKS), National Service Scheme (NSS), National Cadet Corps (NCC), Bharat Nirman Volunteers (BNVs), Civil Defence, local Youth Club etc.
- v. One retired Government Employee or Ex-servicement personnel
- vi. One Representative of Police Department (Grama Rakhi/ Home Guard or etc.)
- vii. One representative from Forest Department (Forest Guard/Beat Constable) or President or Secretary of Vana Suraskhya Samiti/Eco Development Committee, if existing
- viii. Village level government functionaries each from the following (if available)
 - a. Education (Head Master of Local School)
 - b. Health (ASHA, ANM/ Swasthya Karmi etc.)
 - c. Women and Child Development (Aanganwadi Worker)
 - d. Agriculture (VAW)
 - e. Veterinary (LI or Go Mitra etc.)
 - f. MGNREGS (Gaon Sathi/ Mate)
 - g. Any other important organization
- ix. One representative each from SC & ST population and other vulnerable groups like Persons with Disabilities (PwDs),

Women Headed Households etc.

In the first meeting of the VDMC the members will choose from among themselves the Chairperson and Joint Chair Person of the Committee.

The senior most Ward Member of the Village should preferably be the Chair Person of the VDMC.

A Member Secretary/ Convener also to be selected by the Committee, (preferably Angan Wadi Worker of the village) who will coordinate the functions of VDMC and will be responsible for keeping the records.

All records/ registers of the VDMC should be kept at the Anganwadi Centre or cyclone/ flood shelter of the concerned village. The Resolution Register to be provided by the DDMA through the concerned NGOs.

10.3. Meetings of VDMC

- i. The VDMC will meet at least once in every 3 months, preferably in the first week of the month.
- ii. Based on the need/urgency meetings of the VDMC may be called at any day and time.
- iii. The Chairperson and in his/her absence the Joint Chairperson will preside all the meetings of VDMC. In the absence of both, the meeting will be presided by any member of the committee chosen among themselves.
- iv. The Secretary will convene the meeting and record the proceedings in the meeting register.
- v. The quorum of the meeting of the VDMC shall be one third of the total members of the VDMC.
- vi. With the approval of the Chairperson, the VDMC may take a decision to invite other relevant person to the VDMC, if felt necessary. 1

10.4 Role of VDMC:

Key VDMC Functions

1. Village level hazard mapping.
2. Conducting risk assessment at village level.
3. Analysis of disaster risk based on the assessment and prioritize the key activities to be undertaken for disaster risk mitigation.
4. Identification and prioritization of critical community infrastructure needed for the disaster risk mitigation.
5. Preparation of and updating of VDMP at regular intervals.

Preparedness functions of VDMC

1. Share Village Disaster Management Plan (VDMPs) with all members of the community.
2. Conduct disaster preparedness training of members of VDMC and DMTs.
3. Raise community awareness on Do's and Don'ts before, during and after different disaster.
4. Monitor disaster threats, conduct drills and draw lessons to improve the plan.
5. Promote involvement of community members in disaster risk management activities.

Emergency functions of VDMC

1. Communicate warnings issued by district/block administration to the villagers in case of emergencies.
2. Coordinate and manage evacuations at the village level.
3. Organize search and rescue with the help of DMTs and community participation.
4. Conduct damage and need assessment of the village in the immediate aftermath of disaster and report to government and disaster management agencies for assistance.
5. Coordinate for emergency relief operations and rehabilitation activities with DDMA, Block and Gram Pachayat.

Recovery functions of VDMC

1. Ensure that risk reduction measures are integrated during reconstruction and repairing of critical community infrastructures.
2. Evaluate the performance of VDMC capacity and effectiveness to promote community safety.
3. Coordinate with DDMA, Block and Gram Panchayat¹ for the implementation of different recovery measures.
4. Coordinate with Gram Panchayat for mainstreaming Disaster Risk Reduction in development activities.

10.5. Roles and responsibilities of VDMC:

The VDMC shall perform the following roles-

1. Organize meetings of VDMC for discussion on various disaster management activities to be taken up in the village.
2. Conduct risk assessment in the village through the participation of community members.
3. Organize and participate in learning activities.
4. Plan periodically for risk reduction of the village dealing with the emerging issues from disasters and track the results.
5. Ensure that every household prepare their survival kit as per

the village plan.

6. Ensure community level preparedness before each hazard season as per the guideline.
7. Manage early warning dissemination during disasters.
8. Motivate community members to participate in Gram Sabha for integrating disaster risk reduction measure in the Gram Panchayat Development plan (GPDP).
9. Coordinate with Govt. department and other stakeholders for timely and appropriate implementation of development services.
10. Monitor the health and nutrition services for children and women.
11. Monitor quality of construction work being undertaken in the village, so that the assets created would be disaster resilient.
12. Collect and manage village contingency fund in transparent manner, as per need.
13. Keep records of VDMC meetings and correspondence with GP and other government departments.
14. Participate and ensure participation in government organized coordination meetings and training programmes.

11. Disaster Management Teams (DMTs)

The principal objective of DMT formation is to have a trained and skilled group to minimize loss of life and property of the community. Disaster Management Teams are to be formed in each village and will function under the VDMC for specialized tasks like Early Warning Dissemination, Evacuation and Search & Rescue, First Aid, Shelter Management, Water and Sanitation, Relief Distribution, Carcass Disposal, Trauma Counselling, and Damage Assessment etc.

The number of DM Teams are to be formed by the VDMC as per the need of the village. Each team will consist of 5-7 members (both male and female) depending on the availability of local youth within the age group of 18-45 years. Persons with disability may also be included in the DMTs for performing specific tasks. Minimum Educational Qualification for Disaster Management Team Members is preferably 8th Pass. However, the VDMC may relax the norms in exceptional cases. Members of the Disaster Management Teams will be nominated by the community members in the village meeting.

Each group will have distinct activities to carry out before, during and after any disaster. The DMT's will have certain Standard Operating Procedures (SoPs) in the three phases of disasters. The different DMT's would be as follows:

1. Early Warning and Dissemination Team
2. Evacuation, Search and Rescue Team
3. Medical and First Aid Team

4. Trauma Counselling Team
5. Shelter Management Team
6. Water & Sanitation Team
7. Relief and Coordination Team
8. Damage & Loss Assessment Team
9. Carcasses Disposal Team

In case of non-availability of adequate number of village youths for formation of all the above nine teams, the VDMC may take decision to combine the teams and assign roles and responsibility in the following manner.

1. Early Warning Dissemination Team & Evacuation, Search and Rescue Team
2. Medical and First Aid Team & Trauma Counselling Team
3. Shelter Management Team & Water & Sanitation Team
4. Relief and Coordination Team & Damage & Loss Assessment Team
5. Carcasses Disposal Team

The roles and responsibilities of different Disaster Management Teams (DMTs) can be summarized as follows:

i. Early Warning and Dissemination Team

The warning team would include youths of village, both male and female who will be trained to understand disaster forecasting and early warnings over radio/ TV/ other reliable platforms and act fast to disseminate the warning throughout the village in an effective manner using available resources. They would perform the following functions in different phases of a disaster.

Pre- Disaster:

1

- Monitoring of weather forecasts and warning bulletins on radio and television and through mobile based applications of Govt. of India and Govt. of Odisha without fail.
- Transport and communication aids are needed to pass on the warnings to the entire village. Hence, cycles, motorbikes, boats and other transport and megaphones, drums and other communication aids should be inspected regularly.
- Update the contact details of the local offices
- The team should have a radio and red flags to mark the most vulnerable houses

During Disaster:

- Cross checking the warnings received on radio or from any other sources with the District Emergency Operation Centres (1077).
- Dissemination of warning throughout the village, especially to those

households that have been identified as the most vulnerable and put red flags on those houses who are required to be evacuated immediately after the warning.

- The team would inform the community regarding the velocity/movement/direction for the immediate threat through the local means like 'dengura' or 'drum beat' or 'conch', so that, people can be evacuated as quickly as possible
- Contact with different shelters and safe houses when the disaster like cyclone/flood is expected to strike.
- Keep listening to news and bulletins

continuously

Post Disaster:

- Monitoring the path of disaster on radio and confirm from the Tahsildar /BDO's office or from the DEOC that the disaster has passed.
- Dissemination of precautionary information on post disaster health and other hazards and remedies
- Coordination with other teams like the shelter team and the evacuation team to help the community for rehabilitation

ii. Evacuation, Search and Rescue Team

Pre disaster:

- Keeping information about the more vulnerable groups and the area in which they work and live. Update the information regularly.
- Identify safe routes to reach the vulnerable population and plan their evacuation.
- Keeping transport ready for use to evacuate people 1
- Informing concerned officials for road repair and get it done in liaison with officials.
- Prepare a rescue kit which contains a rope, iron hooks or tow belongings, rafts, container to bail out water, torches, transistor, whistles, a first aid kit, life jackets, tubes and other floatable objects.
- Keeping some tools handy such as cutting saw and blades, crowbar, hammer etc to cut the fallen trees and to rescue people stuck under fallen houses or debris.
- Identify highlands/safe spaces for evacuating cattle and livestock's which had enough fodder for about a week.
- Carry out mock drills for evacuation to get a fair idea of the kind of problems that need to be tackled at such times.

During Disaster:

- Picking up the vulnerable community from the low-lying areas in

case of disasters.

- Help the vulnerable people to get in to their respective safe shelters with survival kit and other minimum important belongings.
- Ensure discipline during evacuation.
- If possible, try to find out missing persons within the community.
- Securing rescue boats and rescue kit
- Rush to the spot if any casualty informed, if require take the help of First Aid Team.
- Arrange shifting of acute cases to the nearest PHC.
- Evacuating cattle and

livestock. Post Disaster:

- Village inspection and rescuing stranded and injured people.
- Maintaining a "missing persons" register and updating it after each rescue trip and assisting government in enumeration of damaged property.
- Clear fallen trees and debris from the roads/ in order to establish proper transportation / movement.
- Transporting doctors, volunteers and other relief materials.
- Establish contact to the outside agencies who would like to help the needy.
- Coordinate with other task force group.

iii. Medical and First Aid Team

Pre-Disaster:

- Maintaining a list of pregnant women, infants, Persons with disabilities and ensuring their medical needs.
- Keeping a first aid box with antiseptics, medicine, bandages, splint, scissors, blades, iodine, ointments, ORS Sachet, clean cloth etc. well in advance
- Distributing basic medicines like water purifying tablets, ORS packets etc. and demonstrating their use, to families in advance.
- Keeping stretchers ready to carry injured

persons. During Disaster:

- Moving medicine stocks and first aid kits to the shelters or safe places.
- Looking after the medical needs of the evacuees.
- Take immediate steps to address sick and injured. If possible, try to shift the victims to the nearest PHC before it is too late.
- Try to accompany rescue team in getting the victims/ sick and ailing safe to the shelter.
- Make special arrangements for the pregnant women.
- Instruct evacuees to take proper food and drinking water.
- Assure the community not to be panicked and maintain discipline in the shelter.
- The team must be indoors when the disaster strikes and ensure that

no one leaves the shelter during the disaster.

Post Disaster:

- Try to reach the spot immediately to save life of victim and make proper arrangement to shift the patient to Hospitals.
- Attend to injuries of the rescued people.
- Helping doctors and paramedics staffs to shift the sick and the injured to hospitals.
- Help the doctors and para- medical staffs in discharging health services at the community level.
- Support the medical teams to set up the medical camps and attend the patients. Inform regarding serious cases.
- Take adequate measures not to allow spread of epidemic inside the community. If noticed, inform the health officials and block administration immediately with accurate information regarding the number and symptoms of the patient.
- Isolating cases with infectious diseases and prevent them from spreading after giving due primary care.
- Providing preventive medications under the guidance of health professionals if there is a danger of epidemic outbreak like cholera, dysentery, malaria etc.

iv. Shelter Management Team

Pre-Disaster:

- Ensure safe Shelters and houses have been identified and checked by engineers and necessary repairs have been made.
- Food, water, utensils, fuel wood/cooking gas cylinder, medicines, milk powder, candles, match boxes, kerosene etc for usage for at least one week are stocked in sufficient quantities.
- Sanitation facilities are usable and properly placed.
- Ensure separate and private enclosure for women in each shelter.
- Stockpile of dry food for the evacuees for the period they might have to stay in the shelter.

During Disaster:

- Stock of food, drinking water, utensil and medicines are to be transferred to the safe shelters.
- Ensure that people come to the shelters with survival kit containing minimum dry food/drinking water/essential medicines and other day to day requirements at least for three days.
- Evacuees may be asked to use their own food stuff first. Emphasis to be given on the use of safe drinking water.
- Arrangement of sufficient space to house the evacuated families.

- Strict hygiene conditions should be maintained in the shelter camps.
- Special care provisions should be given to the more vulnerable group.
- Make special arrangements for pregnant women and ailing persons.
- Every evacuee's name should be registered and there should be continuous monitoring. If anyone found missing, inform the Search and Rescue Team immediately.
- The team should ensure that the evacuees remain indoors and also that no one leaves the shelter during the disaster.

Post Disaster:

- Arrange/collect relief items from the sources to maintain buffer stock
- Maintain cleanliness inside and outside the shelter
- Make necessary arrangement to have community kitchen
- Make necessary arrangements to clean shelters immediately after the event is over.
- Health and sanitation facilities are usable and properly placed.
- Team should help other teams in disinfecting wells, spraying bleaching powder, treating injuries and wounds of the injured people in the camp.
- Coordinate with other teams
- Submit expenditure report, if any, to VDMC

v. Water & Sanitation Team

Pre Disaster:

- Stocking bleaching powder in large quantities from the nearest Health Centre and other sources.
- Procuring water testing kits from the respective government department.
- Stocking kerosene and fuel wood to dispose of carcasses
- Ensuring the drinking water sources are protected and take appropriate steps¹ for repairing of defunct tube wells and pipe water supply
- Stocking sufficient lime powder bags for purification of bigger water bodies.
- Collecting temporary mobile lavatories and other essential sanitation requirements from the concerned departments.
- Ensuring cleaning of drains and its

maintenance. During Disaster:

- Ensure proper sanitation near shelters
- Arrange/ensure evacuees take boiled/purified water for drinking
- Inform/demonstrate how to use chlorine/halogen tablets for drinking water
- Use disinfectants in the well/tube wells
- Ensure that the drinking water reserved by shelter management team is safe enough to use

Post Disaster:

- Spray bleaching powder and other disinfectants in the village to

prevent the spread of infectious disease.

- Ensuring trenches and lavatories are cleaned and disinfected.
- Ensuring the evacuees use the sanitation facilities properly.
- Checking the quality of water with the water testing kit.
- Informing the affected community about purifying water before drinking, to prevent stomach infections.
- Take adequate measures not to allow spread of epidemic inside the community. Help teams to clean the garbage.
- Keep the sewerage system clean.
- Carry out the task of water purifying by chlorinating it.
- Carry out the task of clearing water congestion/water clogging

vi. Relief and Coordination Team

The members of the team include both men and women. They will collect material such as food supply, utensils, clothes, kerosene, diesel etc. and coordinate all relief requirements of the community. The women members should be asked to enquire about the specific needs of the affected women. Certain gender sensitive clothes and material should be distributed to other women only through women. The members should also keep a track of all government provisions related to gratuitous relief, works to prevent starvation, deterioration and migration, health and sanitation measures for both people and livestock so that people do not lose out on their entitlements.

Pre Disaster:

- Mobilizing stocks from the government and other sources like water pouches, baby food, food grains, dry rations, medicines, torches, lamps, kerosene, firewood etc. for shelters in advance.
- Stocking temporary building material like bamboo, rope, tarpaulin sheets and other material.
- Stocking food and medicine for animals
- Interacting with other teams and assisting in getting their supplies.
- Deciding the quantity of relief material to be allocated to each shelter according to the number of families the shelter caters to.

During Disaster:

- Moving relief supplies to the respective shelters.
- Monitoring the stocks and make a list of things to be replenished.
- Coordinate relief supplies from the government sector and the NGOs
- Conduct a needs assessment and ask the NGOs to pitch in with their requirements of the affected community.

Post Disaster:

- Receiving and distributing stocks of relief material.

- Replenishing the stock which is running low.
- Monitoring and distribution of relief materials from all sources.
- Ensuring that the officials start the enumeration procedure immediately, so that the building material can be arranged through revenue authorities.

vii. Carcasses Disposal Team

Pre Disaster

- Maintaining stocks of fuel wood, kerosene, and cloths to cover dead bodies
- Maintained stocks of bleaching powder
- Identifying elevated areas to serve as cremation

grounds.

- Post Disaster
- Collect dead bodies. Identify them. It is advised to do the cremation with the knowledge of owner of the domestic animal
- Record the number of the insured animal.
- In case of human dead bodies, it is advised to keep record/ photograph before cremating, they should inform the concerned departments
- Sprinkle bleaching powder on the areas/spot where the dead bodies are found.
- Collecting dead bodies and recording their description for families to identify them.
- Cremating carcasses and bodies and disinfecting the area with bleaching powder.

viii. Trauma Counselling Team

Pre-Disaster:

1

- Mapping the more vulnerable groups like women, children, aged, people with critical disabilities etc.
- Generate awareness on general psychosocial wellbeing of the community.

Post-Disaster:

- Help the survivors in contacting their relatives so that they can get social support.
- Emphasis on engaging the disaster survivors in some kind of activities that interest them in order to give them a sense of being productive.
- Engaging the disaster survivors in relaxation/ breathing exercises help in the healing process. Encourage the survivors to undertake these exercises at least twice a day regularly. This helps to gain control over their anxiety.
- It is necessary to encourage the disaster survivors to practice their religious beliefs and rituals. Practicing religious beliefs help in the recovery process.

- Help the NGOs and other professional to run child friendly spaces in the aftermath of a disaster.

ix. Damage & Loss Assessment Team

Pre-Disaster:

- Keeping the database of houses, livestock, agriculture, plantations, fishing boats etc. at the village level
- Sensitizing the families of the village to keep their important documents like id proofs, land records etc. intact and keep it in their emergency kit.

Post-Disaster:

- Check and update all the list of beneficiaries
- Prepare an authentic list of all the dead and deceased, domestic animals, houses, boats, family belongings, community infrastructures, trees, livelihoodassets etc.
- Support the RI, Sarapanch, Government functionaries to assess the damage
- Inform NGOs and other Charitable Organizations to carry out rehabilitationprogramme.
- Help the families to get compensation without any difficulties.
- Help in assessing damages to infrastructure like roads, water supply, electricity,markets and distribution networks.
- Facilitating the government enumeration process to assess the damage and loss incurred by the affected community.
- Helping families with paperwork to follow compensation proceedings especiallyrelating to death certificates, insurance etc.
- Ensuring that the assessment and concerned papers reach the₁ government department which is responsible for compensation to ensure timely assistance.

12. Contact details

A list of the important personnel including nearest Police and Fire Station Personnel who need to be contacted immediately after a disaster for rendering their services to be prepared. The village disaster management plan will end with the contact details of the personnel who may be skilled to save the lives of people who are hit by disasters. At the same time, the community may also need to contact people in the local administration so that they can respond to the disaster as soon as possible. It would be helpful to identify a nodal person in the neighboring village and add his contact detail as well. The list may contain the names of such people, their designation/position along with their residence, official and mobile phone number.

13. Updating mechanism of VDMP

Once a village disaster management plan is prepared, the updating mechanism will be identified with the role and responsibility of the members for the updating of different chapters of plan.

The VDMC should review the plan at least once in a year for updating the VDMP as per the need.

It is advisable to consider reviewing and updating the VDMP based on the learning and experiences after the following events

- a) A major incident/disaster
- b) Mock exercises

14. FINANCIAL PROVISIONS

- i. OSDMA to release the approved budget in advance to the districts.
- ii. Out of the total budget released to the district, Rs. 15,000 will be allotted for selection of partner NGOs, Rs. 20,000 for one-day district level orientation workshop for selected NGOs and other stakeholders.
- iii. Besides, fund will also be placed with the district for organizing one-day coordination workshop in the concerned blocks where VDMP programme is to be implemented @ Rs. 15,000 per block.
- iv. The rest of the budget is for the VDMP process which is to be released to the selected NGOs after signing of MoUs, in three phases for preparation of VDMP and related activities @ Rs. 5000/- per village. The details of which is given in the table below.
- v. A meeting Register to the Village Disaster Management Committee will be provided by DDMA. OSDMA will provide funds for the purpose to DDMA @ Rs. 200/- per register per village. The DDMA will procure the register and distribute to VDMCs through the NGO partners.
- vi. The districts to submit the Utilization Certificate to OSDMA after utilization of the funds as per the OGFR norms. The funds received by districts for preparation of VDMP are subjected to audit
- vii. Proceedings/Minutes of the meeting at district/block/panchayat/village level should be recorded

14.1. Budget for preparation of VDMP and Training of VDMC and DMTs

Activity	Particulars	Budget
Preparation of VDMP and training of VDMC/DMTs	Preparation of VDMP	3000
	Training of VDMC	1000
	Training of DMTs	1000

Total	5000
Rupees five thousand per village	

14.2. Budget for Selection of Partner NGOs and District and Block level orientation

Activity	Particulars	Budget
Selection of partner NGO	Floating of EoI and advisement cost in newspaper and other logistic arrangements (per district)	15,000
One day district level orientation workshop for selected NGOs and other stakeholders	Cost towards refreshment and other logistic arrangements (per district)	20,000
One day block level coordination workshop for the concerned Sarpanch, PEO, NGO and other stakeholders	Cost towards refreshment and other logistic arrangements (per Block)	15,000

14.3. Payment Schedule for NGOs by District Collectors (To be decided in the Committee Meeting)

Sl. No.		Payment Scheduled	Remarks
1	Issuance of work order, allotment of villages and Signing of MoU with the NGO	20% of the total amount	Total amount = @ Rs. 5000 per village x no. of villages
2	- Submission three final approved copies of the VDMP along with minutes of the Palli Sabha by the NGO-one each to the VDMC, GP and DDMA - Submission of scanned copy of the VDMP to DDMA - Submission of action plan for training of VDMC and DMTs by the partner NGO	40% of the total amount ¹	
3	Training of VDMC and DMTs as per the prescribed module and submission of village wise report	40% of the total amount	

15. Template for Village Disaster Management Plan

Template for Preparation of Village Disaster Management Plan



Village Disaster Management Plan

For the Year: 2022-2023

Photograph during Preparation of VDMP

1

Village :
Gram Panchayat :

Block :
District :

District Disaster Management Authority
District:

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Declaration

We, the Members of Village Disaster Management Committee (VDMC), of _____village do hereby declare that, the Village Disaster Management Plan (VDMP) has been prepared/ updated in consultation with villagers, key govt. functionaries and other stakeholders under the guidance of District Disaster Management Authority and with facilitation support of NGO_____. The VDMP will help in saving the lives and properties of the community during disaster, ensuring community level preparedness and taking up of appropriate prevention and mitigation measures to reduce disaster risk and make the community resilient. The VDMP has been approved by the Palli Sabha on dated _____.

All members of VDMC and DMTs will carry out their roles and responsibilities as per VDMP before during and after any disaster. We will also take the responsibility to update the Plan on regular basis

Signature of VDMC Members

Signature of Local Sarpanch

INTRODUCTION**1. Background:**

(Background mainly the need and scope for preparation of VDMP is to be mentioned in this chapter.

2. Aim and Objectives of Preparation of VDMP

- Involve the local community in the disaster management planning process
- Create a plan that will enable the immediate deployment of available resources in an organized manner during any emergencies.
- Create a plan that will allow for quick and immediate response in the event of a disaster at the community level
- Ensure ownership within the community
- Awareness generation among villagers on different disaster risks.
- To take up prevention and mitigation measures to reduce the disaster risk
- To develop the capacity and skills of the community to deal with various disasters.
- Link the VDMP to the long-term development plan of the village community
- Building a disaster resilient community

3. Activities undertaken for Preparation of VDMP

- Mobilization of the community members and constitution of Village Disaster Management Committee (VDMC) and Disaster Management Teams (DMTs).
- Discussion on the importance of preparation of VDMP and the roles and responsibilities of the VDMC members and DMTs.
- Conducting Hazards, Vulnerability, Risk and Capacity Assessment of the village in a participatory manner with the combined efforts of the village communities, Gram Panchayat and with the coordination of various line departments.
- Compilation of basic demographic, livelihood and other data from primary and secondary sources.
- Social mapping, resource mapping, identification safe shelter and finalization of the evacuation routes for the village.
- Listing out the structural and non-structural mitigation measures in consultation with the community to reduce the risk of different disasters.
- Finalization of the schedule of awareness and training and capacity building programmes to be conducted at the village level on different disasters.
- Finalization the schedule of the Mock Drills to be conducted in the village.
- Discussion on the standard operating procedure to be followed by the villagers in case of any disaster.
- Compilation of contact details of key government officials and other important stakeholders.

- Preparation of the draft Village Disaster Management Plan and placing of the same in the Palli Sabha meeting for scrutiny and approval
- Sharing of the approved VDMP with the community members

Chapter-2**VILLAGE PROFILE****2. About the Village**

(A brief on the historical origin of the settlement, reason behind its naming if any, its location with respect to the Gram Panchayat and nearest town, neighbouring villages and settlements, rivers, mountains, forest, deities and important festivals, cultural heritage to be given here)

2.1 Geographical Location of the Village

(Longitude and Latitude of the village to be mentioned)

A very brief para mentioning the boundaries of the village community in the North, South, East and West sides and since when the village is in existence, if known. Location of the hills, mountains, forests, rivers and sea in relation to the village and their distances from the village should be mentioned

The average temperature and rainfall of the are also to be mentioned

2.2 Details of the Village

SI No.	Village and Institutions	Particular	Distance from the Village	Contact no. of key official
Administrative				
1.	Name of the Revenue Village		NA	
2.	Name of the Hamlets of the village			
3.	Name of the Gram Panchayat			
4.	Name of the Block			
5.	Name of the Sub-Division			
6.	Name of the District			
7.	Post-Office		1	
8.	Revenue Inspector Circle			
9.	Police Station			
10.	Tahasil Office			
Health Institutions				
11.	Anganwadi Centre (s)			
12.	Nearest Sub-Centre (SC)/ Health Wellness Centre			
13.	Nearest Primary Health Centre (PHC)			
14.	Nearest Community Health Centre (CHC)			
	Any other Govt./Pvt. Hospital			
15.	Nearest Veterinary Hospital			
16.	Nearest LI Point			
Educational Institutions				
17.	Nearest Primary School			
18.	Nearest Upper Primary School			

19.	Nearest High School			
20.	Nearest College			
	Any other Govt./Pvt. Educational Institutions			
Other Important Institutions				
21.	Gram Panchayat Office			
22.	Nearest Multi-purpose Cyclone/Flood Shelter (if located within 2 Km radius of the village)			
23.	Nearest Fire-Station			
24.	Nearest Telephone Exchange			
25.	Electric Sub-Station			
27.	Nearest Bank			
28.	Nearest Child Care Institution			
29.	Nearest Old Age Home			
30.	Common Service Centre/E-Sahajoga Kendra			
31.	Any other			

2.3 Accessibility of the Village to nearest locations by road

Sl No.	From	To	Types of Roads Paved (Bituminous/Concrete etc.) or Unpaved (Earth and gravel)	Condition of the Road (All Weather or Fair Weather)		Remarks
1.	Village	Gram Panchayat		1		
2.	Village	Block Head Quarter				
3.	Village	District Head Quarter				
4.	Village	Sub Centre				
5.	Village	Primary Health Centre				
6.	Village	Community Health Centre				
7.	Village	Nearest Multi-purpose Cyclone/Flood Shelter (if located within				

		2 Km radius of the village)				
--	--	--------------------------------	--	--	--	--

Whether the village is having railway connectivity (Yes/No)	
If yes, then the distance of the village from the railway station	

2.4 Demographic Profile of the Village

Household and its distribution

SI No.	Total H/H	Categories					
		SC	ST	GEN	OBC	NFSA	SFSS

2.5 Population and its Composition

SI No.	Population			SC	ST	GEN	OBC	Literates	PWDs
	M	F	T						

2.6 Religion wise distribution of Population

SI No.	Total Population							
			Hindu	Muslim	Christian	Sikh	Others	

2.7 Age Group

SI No.	Total Population		0-5 Years			6-14 Years			15-59 Years			60 Years and above		
			M	F	T	M	F	T	M	F	T	M	F	T

NB: (Triangulate the data to avoid mismatch in the above tables. The data corresponding to house hold and population should be uniform throughout the document. The source of data/information also needs to be mentioned)

2.8 Housing Pattern

Name of Hamlet/ Ward				
	No. of Kuchha Houses	No. of Semi Pucca Houses	No. of Pucca Houses	Total

NB: *Kuchha-*
Semi Pucca-
Pucca Houses-

2.9 Total Geographical Areas (In Hectors) (to be sourced from RI & Tahsil)

Agricultural Land	Grazing Land	Forest Land	Others	Total Area

2.10 Land Holdings Pattern

Land Less	Share Crop pers	Marginal (< 2.47 Acres)	Small (2.47 to 4.94 Acre)	Semi Medium (4.94 to 9.88 Acre)	Medium (9.88 to 24.71 Acre)	Large (> 24.71 Acre)

2.11 Cropping Pattern (to be sourced from VAW/DDA)

SI No.	Season							
	Kharif				Rabi			
	Type of Crops	Net Shown Area	Month of Yield	Total crop area insured under crop insurance (in acre)	Type of Crops	Net Shown Area	Month of Yield	Total crop area insured under crop insurance (in acre)
							1	

2.12 Irrigation Facilities and Sources

Large and Medium Irrigation Projects		Minor Irrigation Projects		Lift Irrigation Point (River)		LI Points (Well)		LI Points (Deep Bore well)		Others	
Name	Ayacut Area in Acre	Name	Ayacut Area in Acre	Units	Ayacut Area in Acre	Units	Ayacut Area in Acre	Units	Ayacut Area in Acre	Units	Ayacut Area in Acre

2.13 Livelihood Details

Type of Occupation	Numbers of Person Engaged	Number of HH engaged
Cultivation		
Agricultural Labour		
Non-Agricultural Labour		
Industrial Labour		
Fishing		
Weavers		
Carpenters		
Craftsmen		
Blacksmiths		
Business/Shops		
Skilled workforce		
Salaried		
Others (to be Specified)		

2.14 Migration Pattern

Hamlet/ Ward	Total Number of HH	Migration Details						Destination	Work	Duration (From-To) (months)
		Migrating Population			No. of persons staying back					
		HH	Male	Female	Female	Children	Old age			

2.15 Livestock & Birds

Hamlet/ Ward	Animals				Birds	
	Milch Animals		Draught Animals			
	Cow/ Buffalo	Sheep/ Goat	Horse/Bullock	Donkey/ Pony etc	Hens	Ducks

2.16 Drinking Water Sources

SI No.	Ward/ Hamlet	No. of Tube Wells	No. of Wells	Pipe water supply		Other Sources	Remarks
				No. of Stand Posts	No. of Overhead Tanks		

2.17 Village & Cottage Industries & MSMEs

SI No.	Name of the Industry	Types of Industry	Manpower Engaged	Machinery/ Equipment	Investment	Output
--------	----------------------	-------------------	------------------	----------------------	------------	--------

2.18 Financial Institutions

SI No.	Types of Institution	Address	Contact No.
1.	Self Help Groups		
2.	Banks		
3.	Rural Banks		
4.	Cooperative Banks		
5.	PACs/LAMPs		
6.	Non-Banking Financial Companies (NBFCs)		
7.	Others (if any)		

[illegible]

3.2 Seasonality of Hazards

Sl. No.	Types of Hazards	Month of Occurrence											
		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1.	Flood												
2.	Cyclone												
3.	Tsunami												
4.	Earthquake												
5.	Fire												
6.	Forest Fire												
7.	Land Slides												
8.	Drought												
9.	Lightning												
10.	Heat Wave												
11.	Cold Wave												
12.	Whirl Wind												
13.	Tornado												
14.	Hail Storms												
15.	Snakebite												
16.	Drowning												
17.	Heavy Rainfall												
18.	Pest Attack												
19.	Boat Capsizing												
20.	Human Animal Conflicts												
21.	Road Accident												
22.	Epidemic												
23.	Pandemic (Covid-19)												
	Mine fire/Mine flooding												
23.	Others (Please Specify)												
NB	The above-mentioned disasters are indicative only. Please provide the seasonality of disasters occurred in the village												

3.3 Risk Analysis Matrix

3.4 Vulnerability Analysis

3.4.1 Vulnerable Population

SI No.	Details	No. of HH	No. of Persons	Remarks
1.	HH in low laying areas			
2.	Households living near to sea/river			

2.	HH with poorly constructed houses (Dilapidated House)				
3.	Old aged population				
4.	Women headed house				
5.	Pregnant women/ lactating Mothers				
6.	Destitute				
7.	Children (0-6 Yrs)				
	Orphans				
8.	Sick and Ailing				
10.	HH dependent on Food Security (NFSA/SFSS)				
11.	Landless HH				
12.	Those who are dependent on Special need for survival				
13.	Persons With Disabilities /(PWDs)	Physical Disability	Locomotor		
			Visual impairment		
			Hearing impairment		
14.		Intellectual Disability			
15.		Mental Behavior			
16.		Disability Caused by	Blood Disorder		
17.			Chronic neurological		
		Multiple disability		1	

3.4.2 Vulnerable Infrastructure & Assets

Sl No.	Types of Assets/ Infrastructure	Nos.	Remarks
1.	Thatched and mud Houses		
2.	Boats		
3.	Nets		
4.	Blacksmith's Shed		
5.	Potter's Wheel		
6.	Looms		
7.	Livelihoods Assets		
	Village and Cottage Industries		
8.	LI Points		
9.	Tube Wells		

10.	Drinking Water Sources	Wells		
11.		PWS Stand Posts		
12.		Overhead Tanks		
16.	Livestock	Cattle		
17.		Poultry Birds		
18.		Goats/Sheep		
19.		Any Other		
20.		Animal farms		
21.	Valuable Documents (Community)			
22.	Crops/Trees/Orchards Forest			
23.	Food Grains,Seeds			
24.	Agriculturalequipment			
25.	Electrical Infrastructure	LT Lines		
		HT Lines		
		Transformers		
26.	Road Communication			
27.	Embankment (Saline/River)			
28.	Canal			
29.	School			
30.	Anganwadi			
31.	Any Other			
	NB: The list is indicative only, actual infrastructures vulnerable to different disasters to be mentioned in the table			

3.5 Distance from the Village from hazard prone areas (in kms)

Sl. No.	Danger/Risk Points	Distance from the Village	Remarks
1.	River		
2.	Weak Embankments		
	Dams/Reservoirs		
3.	Sea		
4.	Forest		
5.	Mountains/Hills		
6.	Hazardous Industries		
7.	Hazardous Chemicals/ Oil Storage depos		
8.	Ordinance factories/ Testing Units		

9.	Mining Areas		
10.	Highways (Accident prone areas/ Blackspots)		
11.	Other details		

3.6 Capacity Analysis

3.6.1 Inventories of Resources in and around the village

SI No	Type of Infrastructure		Yes/No (or X)	Distance	Types	Contact Details
	Multi-purpose Cyclone and Flood Shelters					
3.	Schools with RCC roof					
4.	CommunityCenters with RCC roofs					
5.	Electrical Stations					
6.	Telephone Exchange					
7.	PDS Outlets/ Grocery Shops/Shops					
	Temple/Church/Mosque/Gurudwara and other religious institutions					
8.	Rural Water Supply Center					
9.	Post Office/Banks					
10.	Police Stations/Outposts					
	Fire Stations					
11.	Health Facilities	Sub Centre				
12.		PHC/CHC				
13.		AWC				
14.	Community Radio					
15.	Any Others				1	

3.7 Godown/Storing Facilities

SI No.	Types of Godown (any community place, which can be use as storing place)	Location	Coordinates (Longitude /Latitude)	Capacity	Owner/ Authority	Addresses	Telephone No.
--------	--	----------	------------------------------------	----------	------------------	-----------	---------------

3.8 Skilled Human Resources

SI No.	Skill Category		Name	Contact Details	Remarks
	Doctor				
	Paramedics	Pharmacist			
		Lab Technician			
		Nurse/ANM			
		Psychosocial Counsellor			
		First-Aider			
	Veterinary Doctor				
	Livestock Inspector				
	Electrician				
	Plumber				
	Mason				
	Carpenter				
	Generator Operator				
	Chainsaw Operator			1	
	Pump Operator				
	Mechanic (Automobile/Motor)				
	Trained Fire-Fighters				
	Trained Personal on S&R				
	Others				

3.9 Other Resources

Resource Type	Details	Owners Name	Contact Tel No.	Remarks
Early Warning Dissemination &	Alert Siren (Hand Operated, Machine Operated)			

Communication	Mega Phone & Mikes			
	Bells			
	Others (Specify)			
Transportation	Two Wheelers			
	Auto Rikshaws			
	Cars/Jeeps			
	Small & Heavy Four Wheelers for transportation of man and materials			
	Tractors			
	Country Boats			
	Motor Boats			
	Radio/TV			
Construction equipment	Excavators			
	Bulldozers			
	Road Rollers			
	Crane			
	Dumpers			
Containers	Water Tankers, Overhead tanks, Jerry Cane, Large Pots/ Utensils			
Other Resources	Generator Set, Pump Set, Battery, Solar Lights and Inflatable tower lights			
Search & Rescue Equipment	Lifebuoy, Life jacket, Stretchers, Search light, Nylon Ropes, Ladders, chainsaws		1	
Temporary Shelter	Tents, Tarpaulins Bamboo, Polythene, Rope, GI Wire and Tools etc.			

3.10 Identified Safe Shelter of the Village

Sl No.	Identified Safe Shelter(s)	Single/Multi Storied and no. of rooms	Accommodation Capacity	Contact Person's and Phone no.	Distance from the Village	Coordinates (Longitude /Latitude)

3.11 Safe Rout(s) to the identified shelters

Sl. No.	Identified Shelter(S) as at table no_____	Identified safe routes		Condition of the road (All Weather or Fair Weather)	Remarks
1		Main Route			
		Alternate route			
2		Main Route			
		Alternate route			
					1

- Selection of evacuation routes that minimize exposure to hazard and other
- Evacuation route to be easily accessible even for vulnerable groups such as women, children and elderly (Paragraph to be added)
- Evacuation Map of the village (Annexure)

3.12 Mounds and Hills near the village

Sl. No.	Types of High land	Distance from Hamlet/Village	Coordinates (Longitude /Latitude)	Remarks

3.13 Village Organizations (only active or functional to be mentioned)

Sl No .	Types of Organization (Financial/SHG/CLF/ ECO-Clubs/ CBO/ VO/NGO/ Farmers' Club/Youth Club	No. of Members	Specific skills of the Organization	Contact Person & address	Contact number	Remarks

Chapter-4

PREPAREDNESS PLAN

4.1 Preparation/Updating of Disaster Management Plan of Village.

SI No.	Activity	Timeline (Month/Year)	Remarks
	Preparation of VDMP		
	Sharing of Plan with Community		
	Review of the Plan	March (Each year)	
	Updating of the Plan	April (Each year)	

NB : The plan once prepared should be shared with all the villagers and to be reviewed at least once in every year preferably in the month of March and the necessary changes to be incorporated for updating the plan

4.2 Preparedness at the family level (a paragraph to be added)

4.3 Preparedness at the community level (a paragraph to be added)

4.4 Specific assignments for VDMC/Community members

SI No.	Specific Issues/Task related to	Responsible VDMC/Community member	Remarks
	Coordination with Panchayat, Block and District Administration for Relief and Ex-gratia etc		1
	Shelter arrangements and Supervision		
	Pregnant Women & Lactating mothers & adolescent girls		Preferably ASHA/AWW/ANM
	Safety and Security of Children		Preferably AWW & female Community volunteers
	Persons with Disability, Old age and sick		Preferably ASHA and male community level volunteers

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4.5 Training and Capacity Building

SI No.	Training on	Topics	Timeline (Month)	To be facilitated by	Remarks
	One day training of VDMC members	Disaster Safety Survival and Role and Responsibilities of VDMC Members			
	One day training of DMT members	Disaster Safety Survival and Role and Responsibilities of DMT Members			
	Other (if any)				

4.6 Awareness Generation Activities (Annexure Leaflets)

SI No.	Subject	Participants	To be Facilitated by	Month
	Heat wave	Villagers		February
1	Cyclone & Flood safety	Community members	DMTs Members	March 1
2	Lightning	Villagers	DMTs	April
3	Snakebite		ASHA & DMT Members	May
4	Sanitation & Hygiene		ASHA & AWW	June
5	Drowning Prevention			October
6	Tsunami (Coastal Villages)			November
7	Epidemic/Pandemic		ASHA/AWW	November
8	Others			

4.7 Mock Exercises to be conducted at the village

Sl. No.	Disaster	Month	Participants	Facilitated by
1.	Flood	June		
2.	Cyclone	March		
3.	Tsunami (In Coastal Villages)	September/ November		
5.	Industrial/Chemical Accidents (Villages adjacent to industries)	November/ December		
	Heavy rain and landslides	April		
5.	Other			

Chapter-5

MITIGATION PLAN

5.1 Community level Mitigation Pogramme

Include hazard specific mitigation measures and schemes running in the village

5.2 Short Term Mitigation Plan

SI No.	Mitigation Planfor	Required Intervention	Agency Responsible	Fund Required	Time Frame
1.	Flood Mitigation				
2.	Cyclone Mitigation				
3.	Tsunami Mitigation				
4.	Drought Mitigation				
5.	Other				

5.3 Long Term Mitigation Plan

No.	SI	Name of the Village/ GP	Required Intervention	Agency Responsible	Fund Required	Time Frame
		Flood Mitigation				
		Cyclone Mitigation				
		Tsunami Mitigation			1	
		Drought Mitigation				

(Brief description about structural and non-structural measures at the village level to be incorporated including possible source of fundings from the existing schemes of the Govt. of Odisha and Govt. of India)

5.4 Development Schemes and Disaster Mitigation

Identify the scheme/projects running in the village and segregate them relevant to Mitigation and Preparedness measures

SI No.	Ongoing Disaster Mitigation/Preparedness Works	Development Programme	Executing Departments

Chapter-6

RESPONSE PLAN

6. A paragraph to be added on Response plan

6.1 Village Disaster Management Committee

Sl No.	Name of Members	Designation	Gender	Age	Contact Address and Contact No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

6.2 Identification of the roles and responsibilities of Village Disaster Management Committee members for disaster Preparedness, Mitigation and Response

Months	Activities	Remarks
January		
February		
March		
April		
May		1
June		
July		
August		
September		
October		
November		
December		

6.3 Details of Task Forces

6.3.1 Early Warning & Dissemination Team

Sl No.	Name of the Members	Gender	Age	Contact No.
1.				
2.				

6.3.2 Evacuation and Search & Rescue (S&R) Team

SI No.	Name of the Members	Gender	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

6.3.3 Medical and First-Aid (FA) Team

SI No.	Name of the Members	Gender	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

6.3.4 Psychosocial Counselling Team

SI No.	Name of the Members	Gender	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

6.3.5 Shelter Management Team

SI No.	Name of the Members	Gender	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

6.3.6 Water & Sanitation Team

SI No.	Name of the Members	Gender	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

6.3.7 Relief Management and Coordination Team

SI No.	Name of the Members	Gender	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

6.3.8 Damage Assessment Team

SI No.	Name of the Members	Gender	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

6.3.9 Carcass Disposal Team

SI No.	Name of the Members	Gender	Age	Contact No.
1.				
2.				
3.				
4.				
5.				

7. Conclusion:

8. Important Names and Phone numbers useful in disaster management

Sl. No.	Name of the Person	Designation& Department	Address	Office Phone No.	Residence Phone No
1.					
2.					
3.					
4.					

9. Attachment to VDMP

9.1	Social Map
9.2	Resource Map
9.3	Hazard & Vulnerability Map
9.4	Evacuation Map
9.5	Roles and Responsibilities ofVDMC Task Forces Members

16. Annexures

1. VDMP Template
2. Expression of Interest
3. MoU Format
4. Action plan for training
5. Training Module for VDMC
6. Training Module for DMTs
7. Training Report format
8. District wise Village List for Ph-II VDMP
9. Monthly Progress Report format
10. CSMMC/FSMMC Constitution Guidelines

Annexure-II

Template Application
(May be amended suitably)

To,
The Collector,
_____ (District)

Sub: Application for Empanelment of NGOS for undertaking VDMPs

Madam/Sir,

On behalf of _____, an NGO under the Societies Registration Act, _____ I /We express our willingness to participate in the selection process for carrying out village level disaster management plan (phase-II) in the district _____ on behalf of _____. I/We also solemnly declare that, the NGOs named as _____ has not been blacklisted by any government agencies.

Signature with Seal

Declaration

I/We declare that, our NGO would follow the guidelines of VDMP and orders of district administration in preparing the VDMP. I/We also declare that, our NGO would complete the process of preparation of VDMP in all the allotted villages, and for non-completion¹ of the process, I/We will refund the entire receipt amount to district administration within a period of one month.

Your faithfully

Date:
Place:

Signature with Seal
Name:
Organization:

Annexure-III**Draft MoU of launching of Village Disaster Management (VDMP)**

(May be amended suitably)

This Memorandum of Understanding (MoU) is signed on this date of _____ between the District Disaster Management Authority (DDMA) of District _____ and _____ (name of the NGO). Whereas the DDMA is called the 1st party and _____ (name of the NGO) is the second party.

Whereas _____ district desires to implement VDMP preparation in its villages.

Whereas the district administration seeks the cooperation of NGO operating in the district to get involved at village level in preparation of VDMP by organizing village level meeting at each villages as per VDMP guidelines and render social service with bonafide public interest.

Whereas NGO called _____ has been selected and shown interest in carrying out VDMP in the villages assigned to it in a time bound manner or the time fixed by district administration.

Whereas the NGO has agreed to the payment schedule for payment towards its involvement in drafting and approving the VDMP in consultation with all stakeholders of village level committee and approving the VDMP by the committee.

Whereas the 1st party viz. NGO _____ has consciously aware that VDMP would promote social and community solidarity among the villagers in preparing themselves in natural and other manmade disaster.

Whereas the empanelled NGOs called _____ has solemnly declared that it is a bonafide organization and has not been para listed/black listed by any government agencies in the past.

Whereas the NGO called _____ and district administration has entered into an agreement to execute VDMP as per the VDMP guidelines on this day of _____ 2019.

Whereas any dispute, arising of this MoU shall be subjected to the exclusive jurisdiction of the district courts.

Secretary/President of NGO (with seal)

ADM/Emergency Officer¹ (with seal)
(On behalf of District Collector)

Witness

- 1.
- 2.

Action Plan

One Day Orientation Training Programme for VDMC/DMTs

1. Name of the District:
2. Name of the NGO:
3. Name of the Block (s):
4. Name of the GP (S):
5. Total No. of Villages Assigned:
6. Action Plan

[illegible]

Signature (Authorised)
Nodal NGO

Signature
Emergency Officer

Annexure-V

Training Module
One day Orientation to Village Disaster Management Committee

Time	Particular	Methodology	Stakeholder/Resource Person
9.00 AM - 9.30 AM	Registration and self-introduction by participants	Group Activity	Participants and NGO representative
9.30 AM to 10.15 AM	Basic concept of disaster management	Open Discussion, Sharing of Ideas	NGO Representative
10.15 AM to 11.00 AM	Village Disaster Management Plan – A brief overview	Open Discussion, Sharing of Ideas	NGO Representative
11.00 AM to 11.15 AM	Tea Break		
11.15 AM to 12.00 Noon	Structural & non-structural mitigation activities	Open Discussion, Sharing of Ideas	NGO Representative
12.00 Noon to 12.45 PM	Integrating VDMP into GPDMP/ GPDP	Open Discussion, Sharing of Ideas	NGO Representative/ Sarapanch/ PEO
12.45 PM to 1.30 PM	Role and responsibility of VDMC	Open Discussion, Sharing of Ideas, Role Plays	NGO Representative/ Sarapanch/ PEO
1.30 PM to 2.30 PM	Lunch Break		
2.30 PM to 3.15 PM	Role and responsibility of Task Force Members and other stakeholders	Open Discussion, Sharing of Ideas	NGO Representative/ Sarapanch/ PEO
3.15 PM to 4.00 PM	Basic Survival Skills	Open Discussion, Sharing of Ideas, Demonstration	NGO Representative/ Sarapanch/ PEO

Training Module

One Day Training Programme for Disaster Management Teams

Time	Particular	Methodology	Stakeholder/Resource Person
9.00 AM - 9.30 AM	Registration and self-introduction by participants	Group Activity	Participants and NGO representative
9.30 AM to 10.15 AM	Basic concept of disaster management	Open Discussion, Sharing of Ideas	NGO Representative
10.15 AM to 11.00 AM	Village Disaster Management Plan – A brief overview	Open Discussion, Sharing of Ideas	NGO Representative
11.00 AM to 11.15 AM	Tea Break		
11.15 AM to 12.00 Noon	Structural & non-structural mitigation activities	Open Discussion, Sharing of Ideas	NGO Representative
12.00 Noon to 12.45 PM	Integrating VDMP into GPDMP/ GPDP	Open Discussion, Sharing of Ideas	NGO Representative/ Sarapanch/ PEO
12.45 PM to 1.30 PM	Role and responsibility of VDMC	Open Discussion, Sharing of Ideas, Role Plays	NGO Representative/ Sarapanch/ PEO 1
1.30 PM to 2.30 PM	Lunch Break		
2.30 PM to 3.15 PM	Role and responsibility of Task Force Members and other stakeholders	Open Discussion, Sharing of Ideas	NGO Representative/ Sarapanch/ PEO
3.15 PM to 4.00 PM	Basic Survival Skills	Open Discussion, Sharing of Ideas, Demonstration	NGO Representative/ Sarapanch/ PEO

Annexure-VII

List of Villages

Sl No	District	Total Villages	Villages Taken up in Ph-I	Villages to be taken up in Ph-II	No. of Blocks to be covered in the 2 nd phase
1	Angul	1654	295	295	8
2	Balangir	1751	250	250	14
3	Balasore	2635	1003	1003	10
4	Baragarh	1179	150	150	4
5	Bhadrak	1250	480	480	7
6	Boudh	1117	109	109	3
7	Cuttack	1854	440	440	14
8	Deogarh	718	50	50	3
9	Dhenkanal	1081	250	250	8
10	Gajapati	1499	350	350	6
11	Ganjam	2783	1050	1050	21
12	Jagatsinghpur	1223	450	450	8
13	Jajpur	1598	360	360	10
14	Jharsuguda	347	30	30	5
15	Kalahandi	2116	180	180	13
16	Kandhamal	2417	200	200	6
17	Kendrapada	1415	550	550	8
18	Keonjhar	2064	500	500	3
19	Khordha	1356	310	310	10
20	Koraput	1941	250	250	8
21	Malkangiri	995	129	129	6
22	Mayurbhanj	3751	850	850	26
23	Nabarangpur	868	60	60	3
24	Nayagarh	1541	350	350	8
25	Nuapada	656	50	50	4
26	Puri	1600	600	600	11
27	Rayagada	2468	350	350	11
28	Sambalpur	1229	100	100	9
29	Subarnapur	856	120	120	6
30	Sundergarh	1713	120	120	13
	Total	47675	9986	9986	266

Training Report

Name of the Training: One Day Orientation Training Programme for Village Disaster Management Committee

Date:

Venue:

Name of the District:	Block:
Gram Panchayat:	Village
Name of the NGO:	Total No. of Villages Assigned:

1. Training Report *(Give details of each session)*

Session/Subject and Resource Person	Key topics discussed	Photograph (Attach 1/2 good pictures of the training Programme)
Session-1		
Session-2		
Session-3		
Session-4		
Hands on / Practical (If any)		

2. Feedbacks by participants on the training

a.

b.

1

c.

3. Details of participants **(Expected Participants:)**

Sl	Category of participants	No. of Participants	Remarks
01	Male		
02	Female		
03	Total		

4. List of Participants **(Enclose the Participant registration sheet)**

Signature
VDMC President/Secretary

Authorised Signatory
Facilitating NGO

Guidelines for formation of Cyclone/Flood Shelter Management & Maintenance Committee (CSMMC/FSMMC)

The Multipurpose Cyclone/Flood Shelters have been constructed by Government of Odisha/OSDMA to provide safe shelter to the vulnerable people during the time of disasters/ extreme events. 814 MCS/MFS have already constructed and handed over to the community/ villagers for management and maintenance. The ownership of the MCS and MFS is purely lying with the community/villagers in general and a community-based organization i.e., Cyclone/Flood Shelter Management & Maintenance Committee (CSMMC/FSMMC) in particular.

CSMMC/ FSMMC is a community-based organization with the identified/selected representatives from Government officials, PRI members, AWW, ASHA, School Teachers and villagers. Sarpanch of the concerned Gram Panchayat is the president of the CSMMC/FSMMC. One of the village volunteers of the shelter village who has basic education would be selected by villagers as the Secretary of the CSMMC/FSMMC. The Secretary of CSMMC/FSMMC is purely a voluntary work, who would devote some time for shelter management/ shelter activities. The Composition of the CSMMC/FSMMC as follows:

Sl. No.	Official Members	Designation
1.	Sarpanch (Concerned GP- as per the office order No.5384/OSDMA/ file No.131/2016 dt.23.11.2016)	President
2.	Executive Officer of the Gram Panchayat	Vice-President
3.	Asst. Engineer/Jr. Engineer of Local RW Section.	Member (1-2)
4.	Local Revenue Inspector (RI)	Member
5.	Headmaster/Principal of the school/college closer to the MCS/MFS has been constructed	Member
6.	Local ANM	Member
7.	Local Anganwadi worker	Member
8.	ASHA Karmi	Member
	PRI representatives	
9.	Concerned Ward Member of the MCS/MFS village	Member
10.	Concerned ward members of hamlets of served villages to which the MCS/MFS serves	Members (1-3)
	Community representatives	

11.	One Community Volunteer to be selected as	Secretary
12.	One Representative of Local N.G.O./Village Youth Club	Member
13.	One representative of SHG (one active member of the SHGs to be selected in the village meeting)	Member
14.	One woman representative	Member
15.	One representative from SC/ST /Minority Community	Member
16.	Shelter village/ served representatives	Members (4-6)
17.	Representative of Persons with Disability	Member

CSMMC/ FSMMC is constituted by the community under the chairmanship of local Sarapanch as president taking 20-25 members as mentioned above. The members of CSMMC/ FSMMC have identified/selected by the President and Vice President in consultation with the villagers in a Gram Sabha (village meeting) as per the followings.

1. The Constitution of CSMMC/FSMMC involves a social process in different levels and mobilization of shelter village and serving village is crucial.
2. The village meeting would be convened under the chairmanship of the concerned Sarapanch /Block Development Officials with the support of local nodal NGO.
3. The meeting will be conducted in the Shelter building.
4. All Sections/Categories of villagers must be invited/ informed for participation in the village meeting.
5. The notice for the meeting would be served before 7days of conducting the above village meeting.
6. Local announcement would be made through local existing arrangements.
7. The Notice would be placed in different the strategic locations of the shelter village and serving villages including shelter building.
8. Detailed discussion would be held with villagers on the need for formation of Cyclone/Flood Shelter Management and Maintenance Committee and village task force volunteers.
9. The meeting would be conducted with the participation of minimum 50% villagers from the shelter village and serve village/s.
10. Proper resolution of the meeting must be made with signature of villagers and other representatives present.

11. The village level members of the CSMMC/FSMMC would be identified or selected as per the following criterion
 - a. She / he must belong to the shelter village or serving villages.
 - b. Must be person having social bent of mind and interested to give some time for the shelter management activities/ disaster management activities.
12. One of the village volunteers of the shelter village who has basic education qualification would be selected by villagers (present in the meeting) as the Secretary of the CSMMC/FSMMC.
13. The CSMMC/FSMMC Secretary is purely a voluntary work, who would devote some time for shelter management/ shelter level activities.

If, any conflict arises during selection of community/ village representatives as member/s of CSMMC/ FSMMC and the President and Vice President feel difficulty to (could not) select/ identify the members from the village, then Block Development Officer would take the decision for selection/identification of members as per her/his convenience following above guideline (procedure).

The CSMMC have been formed after 2020 may not be restructured or re-formed. The same CSMMC/FSMMC would continue as such.

. Registration & Joint Bank Account of CSMMC/ FSMMC:

- The CSMMC/FSMMC will be registered under the Societies Registration Act-1860. A standard Bye-Law has been prepared and a copy of the same has already been share with CSMMC/FSMMC for taking further action at their end.
- Those CSMMCs/ FSMMCs are already registered, the new list of their committee with proper resolution & forwarding letter would be submitted at the Office of District Registrar (O/o ADM) for necessary record and a certified copy should be kept for further requirement.
- A Joint Bank Account would be opened in case new CSMMC/FSMMC in the nearest Bank to the shelter village in the name of Secretary and President.
- The Existing Bank A/C will continue in case of reformation or restructuring of the CSMMC/FSMMC only change the signatories (if required)

The procedures and conditions laid down in the Bye-Law would be standard guidelines for functioning of the CSMMC/FSMMC.

Monthly Progress Report (Village Disaster Management Plan)

District			Blocks Covered			GPs Covered		
SI	No. of Villages where VDMP (P-II) taken up	Total No of NGOs Assigned	Number of Villages where village meeting conducted	Number of Villages where VDMC & DMT formed	Number of Villages where village meeting conducted	Number of Villages where VDMP Completed	Number of Villages where VDMC training Completed	Number of Villages where DMT training Completed

Issues (If any)	Suggestions (If any)

District Project Officer

District Emergency Officer