

# Contingency Plan for Disaster

## Dwip Unnayan Songstha (DUS)

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## List of Acronyms, Terminologies and Abbreviations

BHN	:	Basic Human Needs Association, Japan
BNNRC	:	Bangladesh NGOs Network for Radio and Communications
Char	:	Island
CR	:	Community Radio
CP	:	Contingency Plan
CRI	:	Community Radio Initiator
CSO	:	Civil Society Organization
DC	:	Deputy Commissioner
DRR	:	Disaster Risk Reduction
DUS	:	Dwip Unnayan Songstha
FGD	:	Focus Group Discussion
GOB	:	Government of Bangladesh
JICA	:	Japan International Cooperation Agency
MDG	:	Millennium Development Goal
BDRC	:	Bangladesh Red Crescent Society
NGO	:	Non-Government Organization; not-for-profit private voluntary social organization
BMD	:	Bangladesh Meteorological Department
OC	:	Officer in Charge of a Thana (Police Stations)
PRSP	:	Poverty Reduction Strategy Paper
Sadar	:	District Headquarter
SWC	:	Storm Warning Center
SMC	:	School Management Committee
Thana	:	Police Station; Also Upazilla
Tk	:	Taka
UNO/TNO	:	Upazilla Nirbahi Officer/Thana Nirbahi Officer (Administrative Officer)
UP	:	Union Parishad
Upazilla	:	Decentralized Administrative Structure, often known as Thana or Sub District
UzDMC	:	Upazila Disaster Management Committee
UDMC	:	Union Disaster Management Committee
DDMC	:	District Disaster Management Committee
EPP	:	Emergency Prepared Plan

## Forward

When we look back to the last few decades we would be forgiven for thinking Bangladesh is one of the world's most disaster prone countries. In our Coastal regions Cyclone and tidal surges that kill more people and cause more damage that our minds eye can conceive feature prominently and repeatedly in that time line. As do chronic disasters –river bank erosion, famine, salinity, contamination and more –where the absence of a sudden, dramatic onset cannot hide the harm, hurt and damage they bring.

But the key issues is not that our coastal community has more of these disasters than others but the fact is that our people are more vulnerable to their impact and that is what make their consequences all the more severe.

Noakhali and its adjoining districts are relatively ranked very high in terms of vulnerability to natural calamities. Geographical location and geographical configuration combined with its topography and dense made our inhabitants prone to various disasters including climate change which often resulting in high loss of life and economic damage e.g. infrastructure, crops, housing and indirect damage (unemployment and enduring poverty). It is therefore increasingly becoming a major challenge for the community and disaster management players to cope with the recent adverse situations.

Looking back to DUS 40 years of journey with these adverse situations and frequent experiences with multiple natural hazards DUS has a practice to develop an Emergency Contingency Plan. It has an aim to timely and efficiently respond to these disasters that occur in DUS intervention area.

Considering those DUS has decided to establish a Community Radio Centre at Hatiya Island under Noakhali District of Bangladesh with an objective to minimize loss of lives and properties and to contribute towards a sustainable development of the vulnerable groups of people living in the offshore islands of Hatiya.

As per today's scale, the underpinning needs for updating Contingency Plan for disaster is a priority task for all disaster managers. As such DUS management team including all core staff members has actively participated and reformulated this plan for effective guidance during and before any disaster occurs in the command area of DUS. I believe this emergency plan will help our staff members, volunteers along with all stakeholders to work together in a harsh condition and to cope with any emergency situation.

We are very happy for the DUS executive committee including all our staff members who have participated to reformulate this contingency plan to address any emergency situations in DUS command areas.

Freedom Fighter Md. Rafiqul Alam  
Executive Director  
Dwip Unnayan Songstha

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## **SECTION 1: AT A GLANCE**

### ***Introduction:***

When Disasters strike on an unprepared community, the damage can be incredible. Ironically, many communities, including within the DUS working area of Hatiya located at Noakhali & adjoining Districts of Bangladesh, are often not appropriately prepared although disasters happens more frequently than other parts of the country. Historically, DUS and the communities have allocated human, physical and financial resources quickly in order to meet urgent human needs. Putting these resources in place has naturally varied in their timing, effectiveness, efficiency and reliability, which are critical factors in terms of cost that is measured in lives lost and property damaged and/or destroyed.

Post-disaster studies have shown that organizations and the communities perform better during disaster response with a well-developed prior planning. They also show that organized efforts may be more successful if integrated into the social and political processes of community associations, schools, workplaces, places of worship and other organizations.

Effective response needs comprehensive planning and coordination of all who will be involved, which includes the private sector, local Leaders, schools, volunteer groups and community organizations. Appropriate training and accurate information can prepare individuals and groups to be crucial resources in their community, capable of performing many emergency functions needed during the immediate post-disaster period. This plan is designed to help communities and individuals prepare for and respond to hazards that regularly face.

The plan focuses on the physical hazards of disasters; however, there are some emotional aspects as well. Living through a major emergency or a disaster may cause fatigue, hyperactivity, anger and withdrawal. Children and seniors are especially vulnerable to these types of post-impact psychological effects.

The plan should be shared with every staff members and local actors of disaster management. Being prepared for and aware of the risks of hazard events and taking steps to reduce them can eventually reduce their negative effects and/or resulting damage. Becoming involved in community disaster management could greatly improve the preparedness and response capability of particular community. One way to do, this is to volunteer your services to your local Community or offshore islands.

This Contingency Plan ensures the deployment of resources and personnel as well as the systems and tools to respond quickly and smartly to any disaster occurrences. The plan articulates the types of disasters, its nature and type, its seriousness as well as the how to respond to them when they do strike. The plan lays out the processes and procedures to determine the gaps, so that the resources and the personnel can be deployed smartly, effectively and efficiently address the same.

### ***Background:***

DUS is geographically based at Hatiya Island under Noakhali district, in the Bay of Bengal, which is designated as a Cyclone High Risk Area. Every year the island suffers from cyclones and tidal bores. DUS was ever active in major emergency in relief and rehabilitation programs following November 1970 cyclone relief, 1988/1991-cyclone recovery, 1998 flood response, SIDR 2007 etc. DUS is now moving beyond relief and rehabilitation into institutionalized preparedness, risk reduction and management interventions as well as long-term adaptation strategies.

DUS has experienced that disaster causes deaths and injuries, destroy assets and infrastructure, degrade environment and disrupt services and economic activities. Disasters impede development initiatives and wipe out accumulated gains. It severely affects large numbers of poor people and the marginalized, in particular; and cause severe reduction in livelihood opportunities in the affected communities. To cope with these, DUS should have capacities to respond to disaster. Emergency Preparedness and Contingency Planning encompasses all aspects of disaster risk management—from addressing underlying causes to responding in times of emergencies. It considers prevention and mitigation activities and readiness to respond to crises.

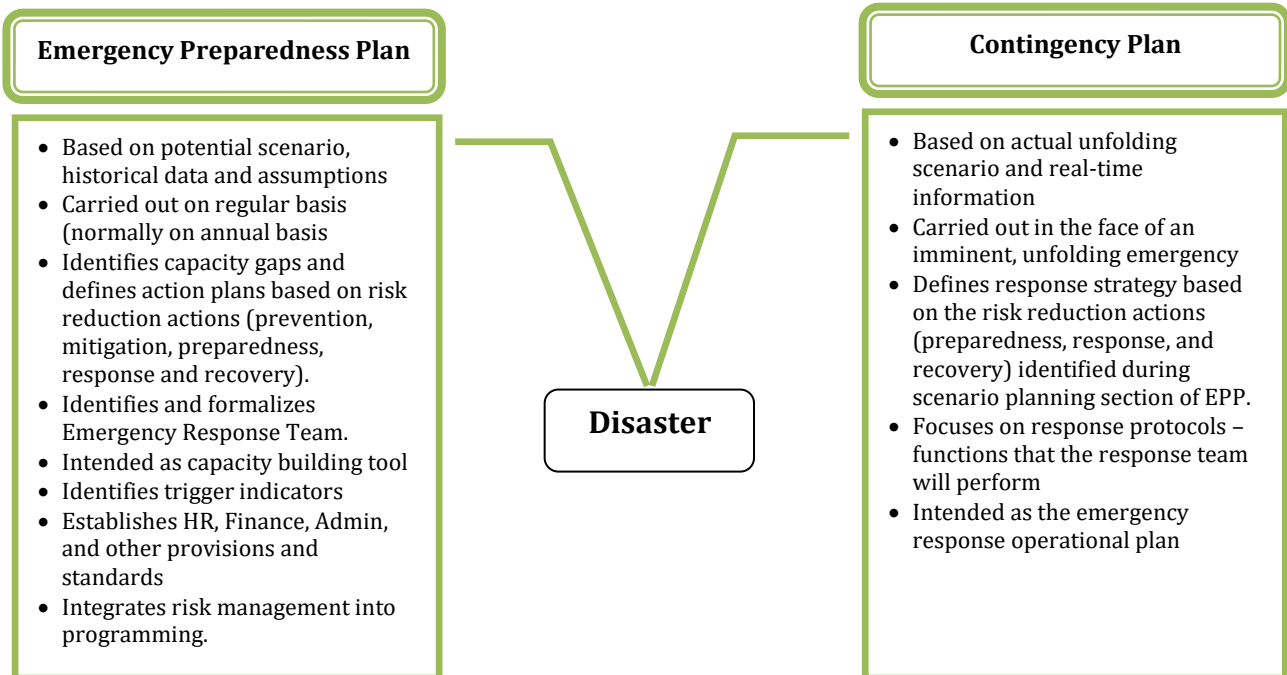
### ***Purpose:***

The purpose of this Contingency Planning is to prepare DUS to respond smartly to an emergency and its potential humanitarian impact. An Emergency Preparedness encompasses all aspects of disaster risk management more comprehensively ranging from addressing underlying causes to responding in times of emergencies; the Contingency Plan focuses on prevention, preparedness, response and recovery activities and the readiness to respond to crises. Developing Contingency Planning involves making decisions in advance about the management of human and financial resources, coordination and communications procedures, and being aware of a range of technical and logistical responses. Such planning is a management tool, involving all sectors, which can help ensure timely and effective provision of humanitarian aid to those most in need when a disaster occurs. Time spent in contingency planning equals time saved when a disaster occurs. Effective contingency planning should lead to timely and effective disaster-relief operations.

### ***Emergency Preparedness and Contingency Planning***

Both Emergency Preparedness Planning (EPP) and Contingency Planning (CP) are scenario based planning tools used to ensure that adequate arrangements are made in anticipation of crisis. These are processes of developing strategies, arrangements and procedures to address the humanitarian needs of those adversely affected by the crisis. In other words, EPP and CP are simply making plans to respond to a crisis or emergency. However, while EPP is a tool to plan for **potential** emergencies, the CP is a tool to develop a detailed plan to respond to a **specific** crisis. While EPP normally is a regular (annual) planning exercise, CP takes place at the onset of a particular emergency.

## The Major Characteristics of EPP and CP:



### *Time Frame of the CP*

Contingency planning is an ongoing process and the planning process is often as important as the plan itself. DUS includes its CP in its annual planning process, and as part of strategy development and staff accountability measurements. DUS must be tested and updated its Contingency Plan by annually to check their relevance:

Date of issue : 1 January 2021.  
 Period of validity : 1 January 2021 to 31 December 2021.  
 To be reviewed by : 31 December 2021.

Contingency Plan is an annual activity and DUS develops broad guidelines on prevention, preparedness, response, and recovery functions. The plan includes the following:

- I. **Administrative:** Assigning responsibilities and priorities, establishes tasks, sub tasks, and designates authority
- II. **Mitigation (Prevention):** Actions designed to eliminate or minimize problems or loss
  1. Preparation of Contingency Plans
  2. Securing tools, equipment, resources and facilities
  3. Developing Check Lists
  4. Media and communication plan
  5. Security plan
  6. Evacuation and Sheltering plan
- III. **Preparedness:** Activities that can be accomplished in advance to ensure that all aspects of the emergency plan are executed with minimal delays or problems.
  1. Emergency Assignments
  2. Authority and Responsibility Chart

3. Alert/notification Lists
4. Designation of Emergency Control Center and Alternate Headquarters
5. Inventory and Maintenance of Emergency Tools and Equipment
6. Inventory of Organizational and Community Skills
7. Training Requirements and Schedules
8. Continuity of Management
9. Protection of Vital Records and Resources

**IV. Response:** Tasks and responsibilities that should be accomplished immediately prior to, during, and just after the emergency/disaster

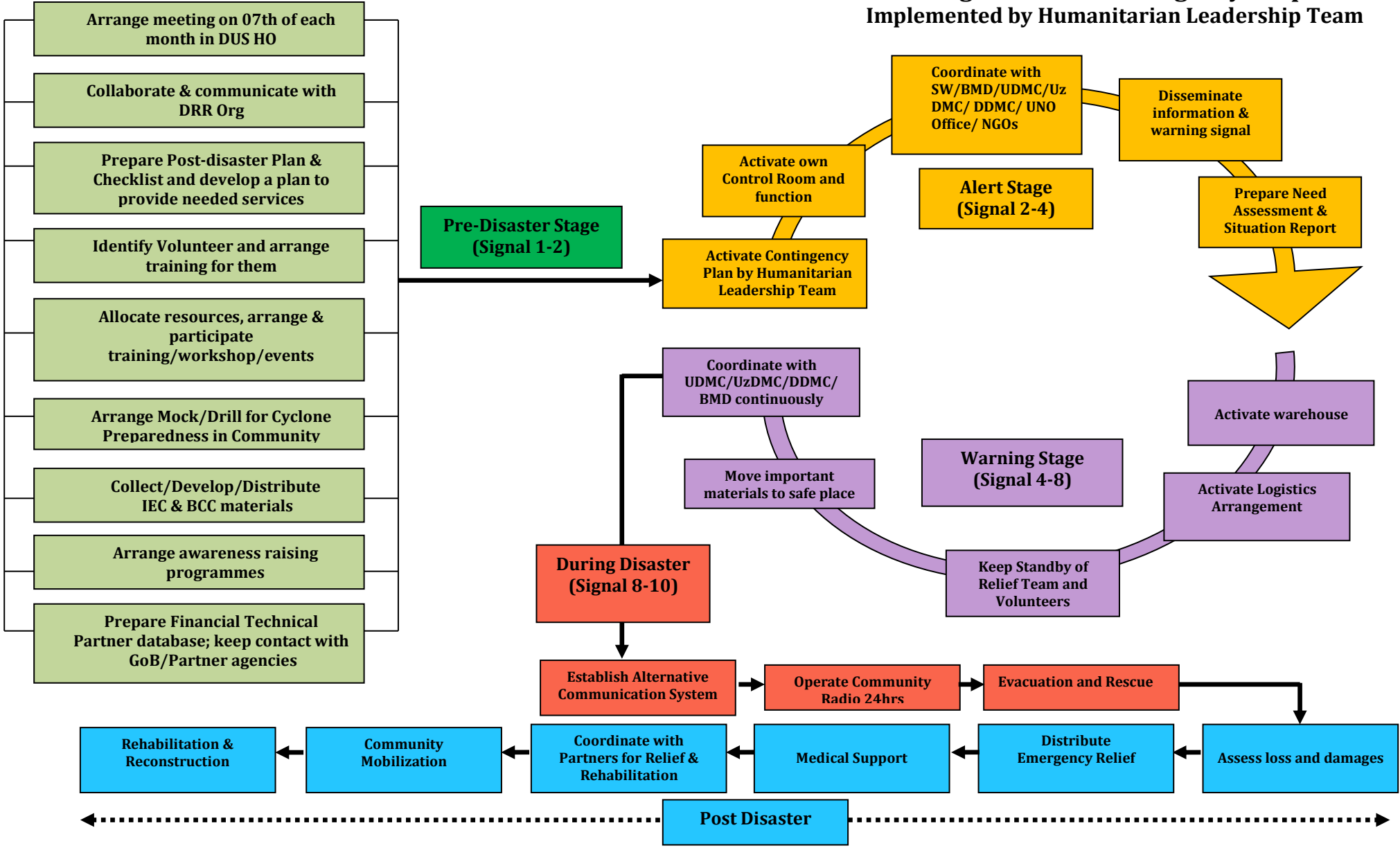
1. Who does the planning, and how?
2. Actions of the person in charge at the emergency scene
3. Actions of the Chief Executive Officer during an emergency
4. Plant Protection Department responsibilities
5. Fire Brigade responsibilities
6. Health and Safety Department responsibilities
7. Responsibilities of Maintenance and Facilities personnel
8. Medical Department personnel responsibilities
9. Vehicle/Transportation interface

**V. Recovery:** Actions necessary to reestablish the facilities back to its pre-disaster condition as soon as practical.

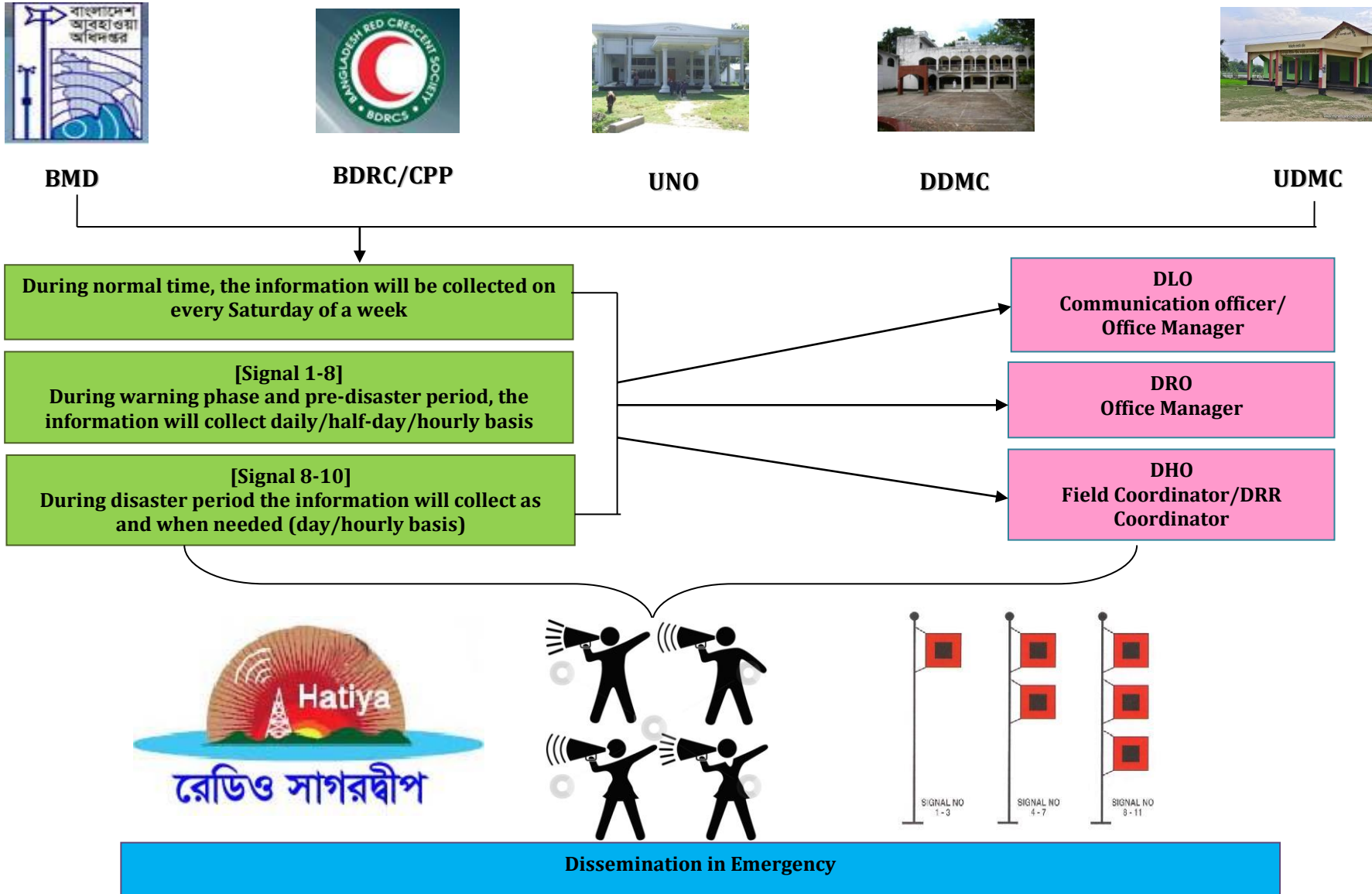
1. Damage Assessment/Impact/Evaluation
2. Clean-up and Salvage Operations
3. Community, Business and Infrastructure Restoration
4. Public Relations and Communications Operations
5. Data and Resource Recovery



# Process Diagram of DUS Emergency Response Implemented by Humanitarian Leadership Team



## Information Collection & Dissemination System



## SECTION 2 : HUMANITARIAN LEADERSHIP TEAM (HLT)

### *Humanitarian Leadership Team (HLT)*

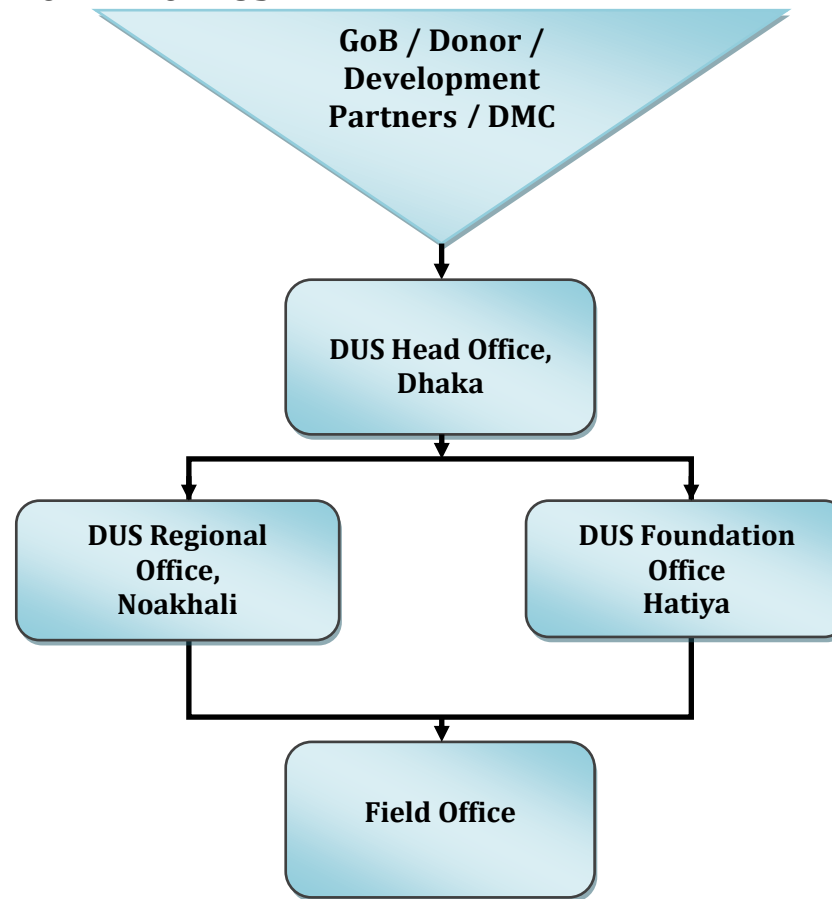
The purpose of DUS's Humanitarian Leadership Team (HLT) is to carry out the Contingency plan to coordinate DUS's mitigation, preparedness, and response activities. Depending on the scale and complexity of disasters of Hatiya, DUS has formed its HLT consisting of 5-15 members. The Humanitarian Coordinator would lead and coordinate the overall activities of the team. Each member of HLT have clear roles and responsibilities for both preparedness and response phases. Job Descriptions of each HLT members have been made to reflect these additional roles and responsibilities. The HLT structure has been articulated as part of the overall Organogram of DUS so that the team members understand the reporting lines. The following are the team members:

HLT Function	Name and Designation	Basic Roles	Location	Inter-linkage	Contact Number and email address
Team Leader	Freedom Fighter Md. Rafiqul Alam Executive Director, DUS	Overall Management, Decision Making, Information and Communication, Liaison with Donor	Dhaka Head Office	Decision Making	01715475222 <a href="mailto:dusdhaka@gmail.com">dusdhaka@gmail.com</a>
Humanitarian Leadership Coordinator	Md. Humayun Sikder Coordinator HR & Admin	Overall Coordination, Response and Implementation	Dhaka Head Office	Coordination	01781732352 <a href="mailto:dushrad.ho@gmail.com">dushrad.ho@gmail.com</a>
HT Administrator (Logistics / Procurement, Transport Management, Distribution, Warehouse Management)	<ul style="list-style-type: none"> <li>Md. Tamzid Uddin, Project Director</li> <li>Md. Ahsanul Karim, Sr. Co-ME.</li> <li>Md, Sahajahan, Coordinator Audit</li> <li>Rizwanul Amin Khan Coordinator BD</li> <li>Md. Hasan Uddin, Regional Accountant</li> <li>Modabber Hossain, Area Coordinator</li> <li>Md. Abdur Rajjak Accounts Officer</li> </ul>	<ul style="list-style-type: none"> <li>Ensure establishment of an efficient administrative management structure that provides timely support for effective implementation of the program.</li> <li>Timely procurement of goods and services for effective implementation of the program in adherence to donor requirements and DUS's policies</li> <li>Transportation, warehousing and distribution of supplies and commodities to the program areas in a timely manner in adherence to donor requirements and DUS's policies</li> </ul>	Regional Office (Noakhali) DO DO DO HQ HQ	Coordination Do DO DO Do Do Do	01761493412 <a href="mailto:dusreg@gmail.com">dusreg@gmail.com</a> <a href="mailto:pd.crhatiya@gmail.com">pd.crhatiya@gmail.com</a>
Field Coordinator	Md. Sahajahan, Coordinator Audit.	Overall Coordination with field level premises and staffs	Regional Office	Coordination	01761493406

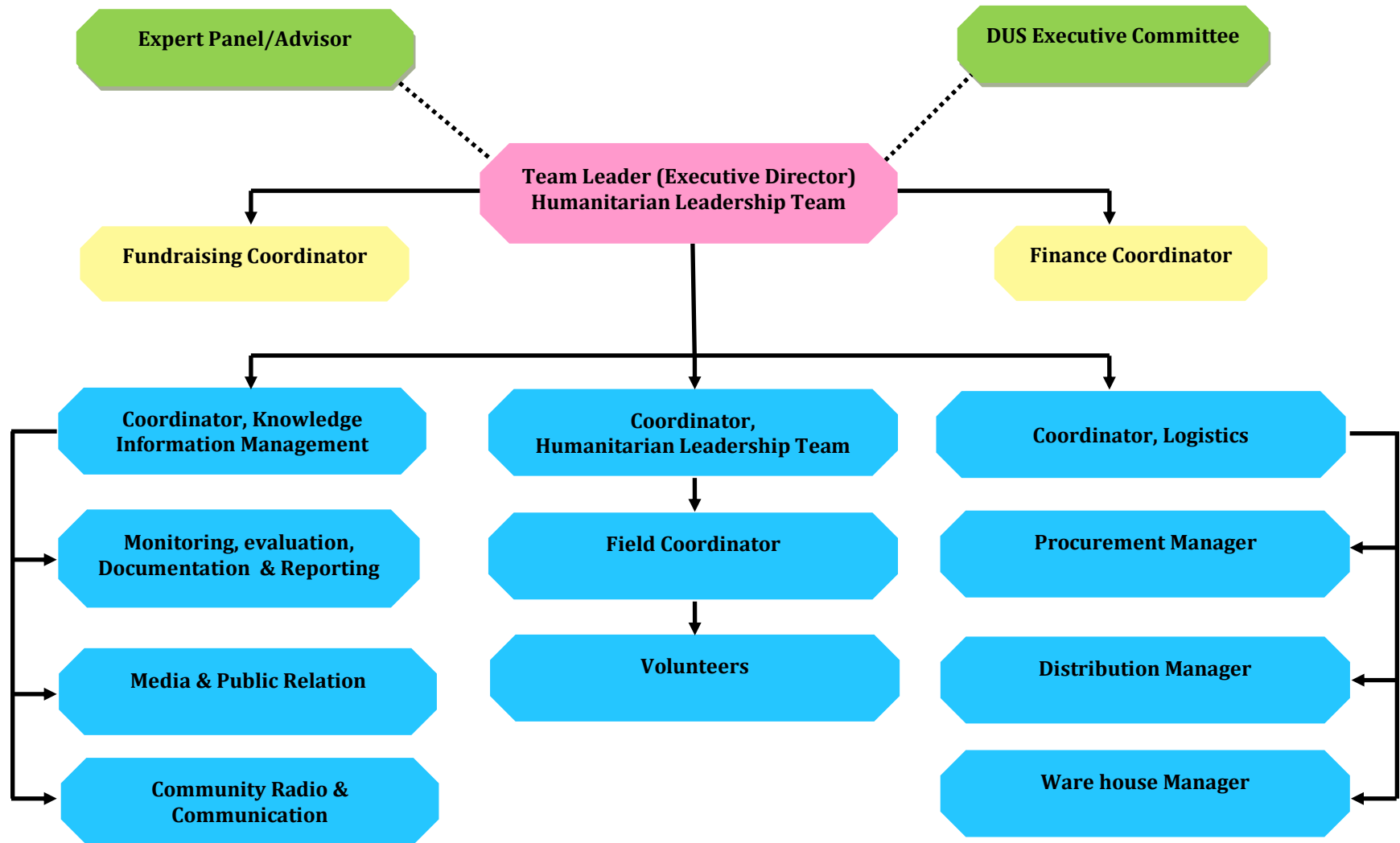
	Modabber Hossain, Area coordinator Md. Mafta Uddin, Area Coordinator Md. Ibrahim, Junior Area Coordinator		( Noakhali)		dusnoa.south@gmail.com
Information Management	Md. Rejwanul Amin Khan, Coordinator BD Shamrin Bari Program Officer, Papiya Sultana, Station Manager Saheda Akter Office manager	Gather and disseminate information on the emergency situation and generation of reports.	DUS liaison Office	Coordination	01704592369 <a href="mailto:dd.dusbd@gmail.com">dd.dusbd@gmail.com</a>
Safety and Security	Md. Modabber Hossain Sr. Area Coordinator Md. Meftah Uddin Area Coordinator Md. Ahsanul Karim, Co-ME.	Ensure safe access to affected populations, and the safety and security of staff and assets.	DUS Head Office	Coordination	01761493418 <a href="mailto:dus.headoffice@gmail.com">dus.headoffice@gmail.com</a>
Human Resources Management	Md. Humayun Kabir Sikder Coordinator HR & Admin Rizwanul Amin Khan – BD Delower Hossain- PC	Identify and deploy experienced staff through internal deployment, external recruitment, and standby arrangements with partners.	Head Office , Dhaka & Regional Office ( Noakhali)	Coordination	01781732352 dushrad.ho@gmail.com <a href="mailto:dd.dusbd@gmail.com">dd.dusbd@gmail.com</a>
Finance	Golam Mostofa ,Chief Finance Coordinator Hasan Uddin Regional Accounts Officer Md. Abdur Rajjak Accounts officer	Ensure an efficient financial management structure for effective implementation of the program.	Regional Office ( Noakhali)	Coordination	01724091537 <a href="mailto:dus.finance.ho@gmail.com">dus.finance.ho@gmail.com</a>
IT and Telecommunication	Al Amin Sr. Accounts Officer (Automation) Lipi Rani Mondal Office Manager Md. Shapon.TO  Shaheda Akter- OM	Ensure appropriate information technology and telecommunications services in the emergency areas, including internet connection, landline and mobile connections, faxes, etc.	DUS Head Office	Coordination	01538071935 <a href="mailto:alaminmen@gmail.com">alaminmen@gmail.com</a>

Media	Anower Hossain , Enrich Union Coordinator Trainer Cum Monitoring Officer Md. Afser Hossain, PO	External Liaison and Communications in a professional manner through local newspaper, community radio, press conference	Regional Office ( Noakhali)	Coordination	01761493414 <a href="mailto:dusreg@gmil.com">dusreg@gmil.com</a> <a href="mailto:pcsmartdus@gmail.com">pcsmartdus@gmail.com</a>
Fund raising	Md. Rafiqul Alam .ED Md.Siraj Uddin, Treasurer Md. Humayun Kabir Sikder, Coordinator HR & Admin	Ensure that adequate financial resources are available for the mitigation, preparedness and response measures.	Head Office, Dhaka	Coordination	01715475222 <a href="mailto:dusdhaka@gmail.com">dusdhaka@gmail.com</a>
Government Liaison	Md. Sahajan, Coordinator Audit Rizwanul Amin Khan –DD Delowar Hossain, PC Md. Tamzid Uddin, Project Director Md. Ahsanul Karim, Sr. Co- ME.	Liaison and Coordinate with GoB Officials	Regional Office, Noakhali	Coordination	01611000530 <a href="mailto:dus.eddus@gmail.com">dus.eddus@gmail.com</a>
Health intervention	Md. Nazim Uddin Enrich Coordinator, Md. Mafta Uddin, Area Coordinator	Responsive for analysis and diagnostics during emergency period	Area Office, Chanandi, Noakhali	Coordination	01761493500 <a href="mailto:dus.noakhali3@gamil.com">dus.noakhali3@gamil.com</a>
Livelihood Intervention	Md. Noman, Monitoring Officer Kabir Hossain, Extension Worker Afser Hossain PO	Responsive for raising awareness on preventive and protective measures regarding rural livelihood during disaster.	Foundation Officer	Coordination	01633570578 <a href="mailto:nomanibinyousuf94@gmail.com">nomanibinyousuf94@gmail.com</a>
Monitoring evaluation and Reporting	Shamrin Bari, PO Rizwanul Amin Khan , DD	Overall Monitoring, evaluation and responsive for reporting to DUS Management, GoB and Development Partners	Head Office, Dhaka	Coordination	01688947314 <a href="mailto:dus.program.ho@gmail.com">dus.program.ho@gmail.com</a>
Handling Complaints	Md. Shahjahan, Coordinator Audit Mohi Uddin, Internal Auditor	Set-up complaint mechanism at unit levels Design quality care manual and effective service delivery mechanism in practice.	DUS Regional office	Coordination	<a href="mailto:dusnoa.south@gmail.com">dusnoa.south@gmail.com</a>

## Operation Functioning System of HLT of DUS



### Organogram of HLT



## SECTION 3 : EXTERNAL CONTEXT

### ***Overview of Vulnerability of Hatiya Island:***

Hatiya Upazila (Noakhali District) with an area of 1,508 sq.km located in the mouth of Bay of Bengal. The Island is surrounded by the South Hatiya channel, West Hatiya channel and East Shahbazpur Channel. East Shahbazpur is a flood channel and the south-west Hatiya is an ebb channel. Hatiya is the famous “pathway” of cyclones in Bangladesh. The ground level in Hatiya is about 10m above the mean sea level; therefore, the island communities regularly affected by seasonal tidal inundation and subsequent salinity intrusions, especially in the dry season when the flow of river water diminishes.

The people of Hatiya Island are vulnerable because they live in an extremely dynamic estuarine environment facing threats such as: cyclones, tidal surges, riverbank erosion, floods, salinity intrusion, and deteriorating coastal ecosystems. These threats affect almost every aspect of life and livelihood choices of the people. These vulnerabilities create a context of insecurity, which in turn, discourages investments, limits economic activities and squeezes employment opportunities.

The major vulnerabilities of Hatiya are as follows:

Vulnerabilities	Vulnerable area	Present status	Risk of aggravation
Cyclones	Entire Hatiya Island	Devastating but seasonal	Increasing
Storm surges	Islands, exposed areas	Devastating but seasonal	Increasing
Riverbank erosion	Northern/Eastern/western parts of Hatiya Island	Serious, localized, seasonal	Increasing
Tidal floods	Entire Hatiya Island	Serious, seasonal	Increasing
Salinity intrusion	Northern, eastern and southern parts of Hatiya Island	Localized, seasonal	Increasing

### ***Risk Assessment of DUS Catchment Area:***

DUS is working in most of the Upazilas under Noakhali /Laximpur and Bhola districts in emergencies and actively present at Hatiya, Subarna Char, Ramgoti and Monpura islands. In the catchment area of DUS, the most affected hazards and disasters are Cyclonic Storm and Storm with Tidal Surge that accompanied by saline water. Tidal Surge, Cyclone affects during the month of Oct-Dec and April-June. Most of these natural calamities affect lives and livelihood of local communities, their agriculture, livestock, fisheries, communication, infrastructures, educations and human assets.

District	Upazila	Name of Disaster	Risk status	Total vulnerable family in Upazila
Noakhali	Hatiya	Cyclone, Tidal surge	High	**
	Subarnachar	Cyclone, Tidal surge	High	**
	Noakhali Sadar	Cyclone, Tidal surge	Moderate	**
	Companigonj	Cyclone, Tidal surge	High	**
Laxmipur	Ramgoti	Cyclone, Tidal surge	High	**
Bhola	Monpura	Cyclone, Tidal surge	High	**



## SECTION 5 : SCENARIO Development

Possible scenarios	Likelihood (scale of 1-5)	Potential impact	District likely to be severely affected	Summary of DUS likely response and priority sectors:	Government and other actors response
Certainly (Signal 8-10)	5.0	<ul style="list-style-type: none"> <li>• Death and injuries;</li> <li>• Displacement of about 1 million people</li> <li>• Wide spread destruction of houses, infrastructure such as roads, bridges, water system, power and telecommunication</li> <li>• Damage of about 0.5 million houses</li> <li>• Crop including fish crop, damage in 3 million acre land</li> <li>• Severe reduction of employment and income of 1 million households</li> <li>• Loss of education for about one million children</li> <li>• Loss of human lives, livestock and household assets</li> <li>• Contamination of water sources</li> </ul>	Noakhali, Laxmipur, Bhola	<ul style="list-style-type: none"> <li>• Target, 2,500 women and children (550 families)</li> <li>• Budget approximately BDT 10 lac</li> <li>• Regular monitoring of the Cyclone situation</li> <li>• Support Coordinated Assessment based initiate by Development Partner</li> <li>• Staff deployment and engagement of local community people specially youths for data collection</li> <li>• Overall supervision support</li> </ul> <p><b>Initial Response</b>            Dry Food (1 time)            Safe Drinking Water in jerry cans for 3 days            Temporary Shelter materials support            Hygiene materials support</p> <p><b>Support After Need Assessment</b>            10 days food rations as per predefined package            Cloth for women and children</p> <p><b>Rehabilitation-</b></p> <ul style="list-style-type: none"> <li>• Sanitary latrine</li> <li>• Tube-well maintenance</li> <li>• House Repair</li> <li>• Provide individual house</li> <li>• Livelihood support</li> <li>• Emergency Education</li> <li>• School repair</li> <li>• Water source disinfection</li> <li>• Agriculture input support</li> </ul>	<ul style="list-style-type: none"> <li>• Search and Rescue</li> <li>• Emergency and temporary shelter,</li> <li>• Distribution of Food item and Non Food Items,</li> <li>• WASH intervention</li> <li>• Trauma healing,</li> <li>• Counselling</li> <li>• Medical treatment,</li> <li>• Relocation</li> <li>• Emergency and temporary school for children</li> <li>• Transportation and telecommunication support</li> <li>• Gender and protection</li> </ul>
Extreme Likely (Signal 6-8)	4.0	<ul style="list-style-type: none"> <li>• Displacement of about 40 thousand people</li> <li>• Destruction of houses, infrastructure such as roads, bridges, water system, power and telecommunication</li> </ul>	Noakhali, Laxmipur, Bhola	<ul style="list-style-type: none"> <li>• Target, 1000 women and children (200 families)</li> <li>• Budget approximately BDT 4-6 lac</li> <li>• Regular monitoring of the Cyclone situation</li> <li>• Support Coordinated Assessment based initiate by Development Partner</li> <li>• Staff deployment and engagement of local</li> </ul>	<ul style="list-style-type: none"> <li>• Search and Rescue</li> <li>• Emergency and temporary shelter,</li> <li>• Distribution of Food item and Non Food Items,</li> <li>• WASH intervention</li> <li>• Trauma healing,</li> </ul>

		<p>n</p> <ul style="list-style-type: none"> <li>• Damage of houses, Crops including fish crop damage, Loss of education, Loss of human lives, livestock and household assets, Contamination of water sources</li> </ul>		<p>community people specially youths for data collection</p> <ul style="list-style-type: none"> <li>• Overall supervision support</li> </ul> <p><b>Initial Response</b></p> <ul style="list-style-type: none"> <li>○ Rescue and evacuation work.</li> <li>○ Assist in Shelter Management</li> <li>○ Assist to provide first aid to injured persons</li> <li>○ Arrange complementary food, water and necessary aids according to the need of distressed people</li> <li>○ Arrange preventive and curative treatment.</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Medical treatment,</li> <li>• Relocation</li> <li>• Emergency and temporary school for children</li> <li>• Transportation and telecommunication support</li> <li>• Gender and protection</li> </ul>
Very Likely (Signal 4-6)	<b>3.0</b>	<ul style="list-style-type: none"> <li>• No death or injuries</li> </ul>	Noakhali, Laxmipur, Bhola	<ul style="list-style-type: none"> <li>▪ Issue warning notice to all concerned</li> <li>▪ Prepare Need Assessment and SitRep</li> <li>▪ Ensure dissemination of warning signals</li> <li>▪ Keep contact with local CPP</li> <li>▪ Designate one HLT member for taking information from the Control Room of Storm Warning Centre (SWC) /website of BMD</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Likely (Signal 2-4)	<b>2.0</b>	<ul style="list-style-type: none"> <li>• No death or injuries</li> </ul>	Noakhali, Laxmipur, Bhola	<ul style="list-style-type: none"> <li>• Operate own Control Room round the clock (24 hrs)</li> <li>• Activate warehouse of DUS and stock 7 days</li> <li>• Information Collection and Dissemination</li> <li>• Attend the meeting concerned disaster management committees</li> <li>• Keep the Survey and Relief Team of Headquarters on standby in readiness with required transports.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Unlikely (Signal 1-2)	<b>1.0</b>	<ul style="list-style-type: none"> <li>• No death or injuries</li> </ul>	Noakhali, Laxmipur, Bhola	<ul style="list-style-type: none"> <li>• Prepare a Pre-disaster Plan with the assistance of Team members and volunteers</li> <li>• Collaborate and communicate on a regular basis with DDMC / UzDMC / UDMCs related to disaster risk-reduction activities.</li> <li>• Arrange Mock/Drill for Cyclone Preparedness in Community</li> <li>• Take up educational and awareness raising programs</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange Meeting, Seminar</li> </ul>

				for the community to combat disaster. • Keep contact with concerned GoB Department/office/Agency interested in disaster/ relief work, UN Organizations and non-government organizations	
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According to the Standing Order on Disaster (SOD) of Bangladesh, the major natural hazards cyclones and floods are very frequent along with riverbank erosion, drought, flash flood, seasonal storms and tornadoes, as well as a few man-made hazards, such as fire, building collapses, ferry tragedies, road accidents, etc. Bangladesh is also at risk from earthquakes, tsunami, the impact of climate changes, along with a new dimension in risks due to its fast growing population and increasing density. Hatiya Island has the highest concentration of natural hazards. Some of these are dreadful and devastating. Following the disaster history of Hatiya, there is no drought, earthquake, tsunami or even fire or building collapses occurred. Nevertheless, signal for Tsunami or earthquake will disseminate, DUS will act for evacuation, rescue work and assist for shelter management.

## SECTION 4 : DUS CAPACITY INVENTORY

### *Human Resource:*

With the view to alleviate poverty; enhance empowerment of the poor; establish human rights of the underserved community; promote essential health care services, disaster related education and socio-economic development of the inhabitants of costal area, DUS is working at Hatiya with its capable and skilled staff strength since 1982.

Regular			Contract			Total		
Male	Female	Total	Male	Female	Total	Male	Female	Total
295	24	319	18	194	221	313	218	531

### *Staff strength in the operational area of DUS*

Operational area		Office based staff	Field based	
District	Upazila		Staffs	Volunteer
Noakhali	Hatiya	24	137	156
	Subarna Char	0	26	
	Noakhali Sadar	12	11	
	Begomjgonj	0	08	
	sonaimuri	0	07	
	Chatkill	0	17	
	senbagh	0	6	
	Companigonj	0	14	
	kabirhat	0	16	65
	Feni	0	05	
	Ramgonj	0	05	
	Hazigonj	0	04	
Laxmipur	Ramgoti	0	7	
Bhola	Monpura	0	12	

### *Physical Resources:*

In every working Upazila, DUS has its own office. A warehouse with a capacity to store 50 tons of food is located at the Head Office of DUS, located at Hatiya. DUS has its own contingency materials that can support for 400 affected HHs. DUS also has Union level contingency stocks for live savings covering in three Unions.

Besides, DUS has 40 (forty) Motor Cycles, 30 (thirty) bicycle, One Pick up Van, One Engine boat/trawler with listed vendors for different logistics to supply in disaster or in any emergency.

Attach logistic resource of DUS

**Key Staffs of DUS:**

Sl.	Name	Designation	Working area	Contact No:
01	Md. Rafiqul Alam	Executive Director	Head Office, Dhaka	01715475222
02	MD. Humayun Kabir Sikder	Coordinator HR & Admin	Head Office, Dhaka	01781732352
03	Md. Tamzid Uddin	Project Director	Foundation Office, Hatiya	01761493412
04	Md. Golam Mostofa	Finance Coordinator	Head Office, Dhaka	01761493402
05	Md. Ahsanul Karim	Coordinator ME	Regional office, Noakhali	01761493411
06	Md. Sahajahan	Coordinator, Audit	Regional office, Noakhali	01761493406
07	Shamrin Bari	Program Officer	Head Office, Dhaka	01688947314
08	Md. Anower Hossain	Trainer Cum Monitoring Officer	Regional office, Noakhali	01761493414
09	Md. Mizanur Rahaman	Senior Area Coordinator	Regional office, Noakhali	01761493422
10	Md. Hasan Uddin	Regional Accounts Officer	Regional office, Noakhali	01751493413
11	Modabber Hossain	Union Coordinator	Foundation Office, Hatiya	01761493418
12	Meftah Uddin	Area Coordinator	Foundation Office, Hatiya	01761493419
13	Md. Delower Hossain	Project Coordinator	Regional office, Noakhali	01712708085
14	Md. Golam Kibria	Area Coordinator	Shonaimuri Area Office, Hatiya	01
15	Md. Saiful Islam	EPC	Field Office, Dhanshiri	01715825471
16	Nazim Uddin	Enrich Program Officer	Field Office,	01761493500
17	Abdur Rajjak	Accounts Officer	Foundation Office, Hatiya	01673011347
18	Golam Hayat Panir	Communication Officer	Dhaka Head Office	01761493407
19	Papiya Sultana	Station Manager	Foundation Office, Hatiya	01721176281
20	Md. Afsar Hossen	Program Officer	Foundation Office, Hatiya	01745385680
21	Shaheda Akter Shiuly	Office Manager	Foundation Office, Hatiya	01776082947

## ***Important Humanitarian Actors of DUS:***

### **GoB Agencies**

<b>Sl.</b>	<b>Stakeholder</b>	<b>Role in Emergency</b>	<b>Relationship to the DUS</b>	<b>Actions to Improve Relationship During Preparedness</b>
1	NGO Bureau	Protect women and provide finance and technical support	Registered Organization	Strong relationship
2	District Disaster Management Committee	Coordination in disaster response	Member	Strong relationship
3	UzDMC-3	Coordination in disaster response	Member	Strong relationship
4	UDMC-11	Coordination in disaster response	Member	Strong relationship

### **Donor/Development Partner / UN Agencies**

<b>Sl.</b>	<b>Stakeholder</b>	<b>Role in Emergency</b>	<b>Relationship to the NGO</b>	<b>Actions to Improve Relationship in emergencies</b>
1	<b>PKSF</b>	Food Security in emergency and emergency response	<b>Long term partnership</b>	<b>Strategy in practice</b>
2	WFP	Food Security in emergency	Pre qualified Partnership	Partnership in practice
3.	UNDP	No food item support	Pre qualified Partnership	Partnership in practice
4	BHN – Association / JICA	Emergency response	Project based Partnership	Plan of action to formulate
5	Oxfam- GB/ CARE / USAID	Support in WASH and emergency response	Long term partnership	Identification of strategic intervention area
6	UNICEF	Child protection	Pre qualified Partnership	Need to project based partnership
7	Save the Children	Food for peace and develop disaster resilience	Informal Partnership	Identification of strategic intervention area
8	FAO	Agril support in emergency	Informal Partnership	Identification of strategic intervention area

## Net working partners and affiliated bodies:

Sl.	Stakeholder	Role in Emergency	Relationship to the NGO	Actions to Improve Relationship in emergencies
01	<p><b>NIRAPAD</b> 4/16 (1st Floor), Humayun Road, Block-B, Mohammadpur, Dhaka-1207 Bangladesh Phone: 880 2 8143729 Mobile: 88 0 1715817209 Fax: 880 2 9136490 Email: <a href="mailto:nirapad@nirapad.org.bd">nirapad@nirapad.org.bd</a> Web: <a href="http://www.nirapad.org.bd">www.nirapad.org.bd</a></p>	Information dissemination, Donor linkage, Monitoring, Situation	Member ship in Net Works	Mutual contract and exercise in practice
02	<p><b>BDPC</b> House# 15/A Road#08 Gulshan Dhaka-1212 Telephone: +88 (02) 986 2169, 988 0573, 881 9718 Fax: +88 (02) 9862169 E-mail: <a href="mailto:info@bdpc.org.bd">info@bdpc.org.bd</a> Website: <a href="http://www.bdpc.org.bd">www.bdpc.org.bd</a></p>	Information dissemination, Donor linkage, Advocacy and lobbying for resource mobilization	Member ship in Net Works	Mutual contract and exercise in practice
03	<p><b>BDPC</b> House# 15/A Road#08 Gulshan Dhaka-1212 Telephone: +88 (02) 986 2169, 988 0573, 881 9718 Fax: +88 (02) 9862169 E-mail: <a href="mailto:info@bdpc.org.bd">info@bdpc.org.bd</a> Website: <a href="http://www.bdpc.org.bd">www.bdpc.org.bd</a></p>	Information dissemination, Donor linkage, Monitoring, Situation	Member ship in Net Works	Mutual contract and exercise in practice
04	<p><b>BNNRC</b> Bangladesh NGOs Network for Radio and Communication(BNNRC) Amar Joti(1st Floor), House: 9/4, Road: 02 Shaymoli, Dhaka-1207, Bangladesh E- Mail: <a href="mailto:bnnrcbd@gmail.com">bnnrcbd@gmail.com</a>  +88 02 9130750  +88 02 9101479 +88 02 9138501 Fax: +88 02 9138501</p>	Information dissemination, Radio program development	Member ship in Net Works	Mutual contract and exercise in practice
05	<p><b>ALRD</b> House # 1/3, Block # F, Lalmatia, Dhaka # 1207 Bangladesh. Phone : +88 02 911 4660, 814 2031 Fax : +88 02 814 1810 E-mail : <a href="mailto:alrd@agni.com">alrd@agni.com</a> Web : <a href="http://www.alrd.org">www.alrd.org</a></p>	Information dissemination, Donor linkage, Advocacy and lobbying for resource mobilization	Member ship in Net Works	Mutual contract and exercise in practice

06	<p><b>ADRRN</b>  SEEDS, 15-A, Institutional Area,  Sector-4, R.K. Puram  <b>Postal Code:</b> 110022  <b>City:</b> New Delhi  <b>Country:</b> India  <b>Telephone:</b> +60 322733999  <b>Fax:</b> +60 322723812  <b>Email:</b> adrrngroup@gmail.com</p>	Information dissemination, Advocacy and lobbying for resource mobilization	Member ship in Net Works	Mutual contract and exercise in practice
07	<p>Change maker  <b>ChangeMaker.Society for Social and Economic Development</b>  Bashati Chhayaneer, House 5/1,  Suite B-1, Block - D, Lalmatia,  Dhaka – 1207, Bangladesh  Email: <a href="mailto:tamjid@changemaker-bd.org">tamjid@changemaker-bd.org</a> or <a href="mailto:changemaker@gmail.com">changemaker@gmail.com</a></p>	Information dissemination, Donor linkage, Advocacy and lobbying for resource mobilization	Member ship in Net Works	Mutual contract and exercise in practice
8	<p><b>HAP International &amp; Coast Trust</b></p>	Accountability Transparency, Complain Management	Member	Mutual contract and exercise in practice



## **SECTION 5 : DUS RESPONSE INTERVENTION**

### ***Objective of the Response:***

To reduce the affliction of the affected community especially women, children, old-age people, persons with disability in the DUS catchment area complementing GoB efforts (Food and Non Food Items) during disaster.

### ***Engagement Criteria/Indicator:***

- National authorities formally declare an emergency.
- At least 1,000 HHs affected/damaged in the area.
- At least 500 HHs requires support considering 2,500 family members
- Local or national authorities have requested assistance
- INGO partners and other donors have offered support to local responders

### ***Geographical coverage:***

DUS would respond its emergency intervention within its working areas on priority basis. The response can extend in other areas subject to opportunities of work. All union of Hatiya and Monpura Upazila under Noakhali and Bhola District will be the first priority of DUS emergency intervention. The adjacent Laxmipur district will be responded based on development partner's request for support and assistance.

### ***Priorities Groups:***

DUS priority groups in emergency response include:

- Women headed family affected in disaster
- Family having children less than 10 years
- Family members having disabilities and elderly
- Pregnant and lactating mother, children having traumatized in disaster
- Single headed and old-age families will get preference

### ***Mode of Operation***

#### **Meetings**

- The HLT will meet on seventh of each month (if the day is Friday, the meeting will be held on the next day). The meeting would be conducted at DUS HO conference room. Meeting will be organized by the Team Leader of HLT (Executive Director of DUS) and Humanitarian Leadership Coordinator will be responsible to coordinate the meeting. Field Coordinator (SM of CR) will be responsible for arranging and record keeping of the meeting
- During the disaster warning-stage and pre-disaster stage, the HLT will meet on every Sunday and Wednesday of a week. With the authorization of TL, HL Coordinator will conduct and preside the meeting. HL Administrator and Field

Coordinator will responsible to arrange the meeting, record keeping and contact to all HLT members for emergency response as and when needed.

- During disaster period the HLT will meet everyday at 9.30am or whenever required. All team members will ensure their attendance in the meeting.
- In recovery phase, the HLT will meet on every Sunday of each week.
- The HLT can meet any time if needed or part of the committee can meet with the other development partners/NGOs bi-laterally or multilaterally.

## Pre-Disaster Stage (Unlikely/Signal 1-2)

### Organizing and Managing:

- DUS will establish a Focal Point from HLT to attend the meetings of the relevant disaster management committees both at Union, Upazila and district levels. In that case, Field Coordinator will responsible to attend the union level meeting and HL Coordinator will attend the Upazila and district level meetings. Information team will be responsible to contact with the Government Disaster Management Committee regarding the time and venue of the meetings.
- When the meeting is arranged by DUS, the Information Team will be responsible to inform the relevant stakeholders. Field Coordinator will ensure the date and the time of the meetings and arrange all necessary logistics. HL Coordinator will be responsible to monitoring, supervision, arrange and conduct the meeting.
- DUS would incorporate disaster risk-reduction framework into its organizational policies, plans and programs. With the approval of DUS Management, Human Resource team will be responsible to ensure it true integration.
- DUS would strategically allocate resources and arrange training on risk-reduction for its HLT members and local volunteers. Human Resource Department will be responsible for identifying and selecting the trainees. With the approval of Executive Committee of DUS, Finance Department will allocate the required resources and logistics to support the training team. HL Coordinator, with the support of Humanitarian Leadership Team members, will prepare a training calendar and will be responsible to monitor, supervise, arrange and conduct the trainings. IT & Communication Team will support for communicating and IT related requirements. Training Cell of DUS will be responsible to conduct the training. Human Resource will ensure the training and inform the trainees for training.

Following is a specimen of training calendar:

Name of the Training	Issues Covered	Tentative Month of the Training	No of Days	No of Participants	Venue	Responsible Trainer
Disaster Risk Reduction	<ul style="list-style-type: none"> <li>- Disaster</li> <li>- Hazard</li> <li>- Mitigation</li> <li>- Natural Disaster</li> <li>- Disaster Area</li> <li>- Disaster Incident</li> <li>- Disaster Management</li> <li>- Disaster Risk</li> </ul>	Jan-Feb or June-July	3	30	DUS HQ	Training Coordinator or PD DRR/CCA

	Management					
Risk and Vulnerability	- Risk - Vulnerability	Jan-Feb	3	30	DUS HQ	
Phases of Disaster	- Alert and Warning Phase - Normal Phase - Post-Disaster Phase	Dec-Jan	3	30	DUS HQ	
Activities	- Preparedness - Prevention - Reconstruction - Relief	Jan-Feb	3	30	DUS HQ	
Planning and coordination	- Contingency Plan - Coordination	Dec-Jan	3	30	REG/N OA	
Operation and Response	- Emergency Operations Centre - Emergency Response Management - Emergency Response Operations	Jan-Feb or June-July	3	30	DUS HQ	
Communication	- Information collection - Information dissemination - Record keeping - Communication	Sep-Oct	3	30	DUS HQ	
Climate Change	- Climate Change - Adaptation	June-July	3	30	REG/N OA	
Assessment and Mapping	- Assessment and Mapping	June-July	3	30	DUS HQ	
Community Risk Assessment	- Transact Walk - Focus Group Discussion - Social Mapping - Hazard Venn - Hazard Mapping - Prepare Livelihood seasonal calendar - Risk Analysis - Casual Analysis	June-July	3	30	Head Office. Dhaka	

- Arrange Mock/Drill for Cyclone Preparedness in Community:
  - DUS will arrange Mock/Drill for the community once in a year. Humanitarian Leadership Team will prepare a Demonstration Chart including time schedule, venue, implementing organization etc and circulate it in the local newspaper and aired on Community Radio.
  - Team Leader (ED, DUS) is responsible to contact with CPP/BDRC/Bangladesh Fire Brigades for their assistance to demonstrate Mock/Drill for the community.
  - Finance and Logistics team will ensure the resource and logistics for the demonstration.

- Field Coordinator is responsible to arrange the place, date, contact with relevant stakeholder for watching the Mock/Drill and ensure the participation of the stakeholders.
- IT & Communication Team will support for communicating and IT related requirements.
- Media will cover the news and responsible to published and aired in the local newspaper and community radio.
- Humanitarian Leadership Coordinator will responsible to overall monitoring, supervision, arrange the Mock/Drill.
- Take up educational and awareness raising programs for the community to combat disaster. Humanitarian Leadership Team will overall responsible to take arrange and conduct the programs with the leadership of HL Coordinator.
  - Identify beneficiaries and categorize them in different group i.e. group members, women, schoolchildren, farmers, fishers, elite, etc.
  - Collect BCC/IEC materials from different DRR organization.
  - Prepare yearly schedule to conduct awareness raising programs.
  - Select venue and inform the community about the program.

**Information Collection and Dissemination:**

- HTL will take steps for disaster preparedness at all levels. In this regards, Humanitarian Leadership Coordinator will prepare a Pre-disaster Plan with the assistance of Team members and volunteers including the following information:
  - Indentify gaps in the organizational existing resources for post-disaster and during disaster assistance.
  - Identify/Estimate existing resources in the community for using during & post-disaster assistance.
  - Identify sectors to be affected by a disaster.
  - Identify total vulnerable family under DUS working Upazila.
  - Prioritize households according to their vulnerability.
  - Selected and listed of different groups i.e. women, children, elderly, disable and men.
  - Assess shelter home for capacity in the DUS working area.
  - Identify alternative place for the community if disaster stuck.
  - Develop a plan to provide needed services.

Name of Upazila	Name of Union	Number of vulnerable Household			Groups					kind of support need to provide	
		High	Medium	Low	W	Ch	El	D	M		
											- Food - Clothes - Water - Shelter -

Table - 12: Format for collecting information from Households

- Take any other steps in connection with preparedness program of the people to meet any emergency situation.

### **Coordination:**

- DUS would collaborate and communicate on a regular basis with DDMC / UzDMC / UDMCs related to disaster risk-reduction activities. TL, HL Coordinator, Field Coordinator will be responsible for this. They will meet once in a month in normal time and connect through cell-phone frequently. Information Desk is responsible to collect and maintain a database for cell-phone number of the relevant stakeholders
- Keep contact with concerned GoB Department/office/Agency interested in disaster/ relief work, UN Organizations and non-government organizations.
  - Information Desk will prepare a Donor database and keep update regularly
  - Team Leader (ED, DUS) will keep in touch with the Development partners and Donor.
  - HL Coordinator and Field Coordinator will responsible to communicate and collaborate with the local GoB Department/Agency, Donors for relief and rehabilitation during and post disaster.
- Ensure communication for stocking and receipt of relief materials and maintenance of water transports (if needed).

### **Alert Stage (Likely/Signal 2-4)**

#### **Organizing and Managing:**

- In case of cyclone, issue warning notice to all concerned
- Prepare Need Assessment and SitRep as and when needed

#### **Information Collection and Dissemination:**

- Ensure dissemination of warning signals to the concerned community.
- Designate one HLT member for taking information from the Control Room of Storm Warning Centre (SWC) /website of BMD

#### **Emergency Supply Management:**

- Establish own Control Room
- Check and acquire necessary medicines, rescue tools and equipment, first aid box on an emergency basis

#### **Coordination:**

- In case of cyclone, keep contact with local CPP
- Collaborate and communicate on a regular basis with DDMC / UzDMC / UDMCs

### **Warning Stage (Very Likely/Signal 4-6 and Extreme Likely/Signal 6-8)**

#### **Organizing and Managing:**

- Humanitarian Leadership Team with the decision of DUS Management would activate the Contingency Plan considering emerging issues and situation report.
- DUS would Operate its own Control Room round the clock (24 hrs)

- Keep the Survey and Relief Team of Headquarters on standby in readiness with required transports.
- When necessary, issue instructions for sending of employees, volunteers and materials to disaster affected areas from less disaster prone areas.
- In view of seriousness of situation, deploy reserve staffs and materials of DUS to priority areas.

### **Information Collection and Dissemination:**

- Information from Control Room of Storm Warning Centre (SWC) /website of BMD/ DDMC/UzDMC/ UDMC should be collected and disseminated to all concerned
- Disseminate the danger/great danger signal with proper explanation to all concerned (in case of cyclone warnings).
- Attend the meeting concerned disaster management committees.

### **Emergency Supply Management:**

- Activate warehouse of DUS and stock 7 days food within 3 days after getting 1<sup>st</sup> Warning Signal.
- Check and acquire necessary medicines, rescue tools and equipment, first aid box on an emergency basis
- Appropriate storage systems would be developed for preserving food and supplies
- Appropriate tools and equipment such as portable generator, chain saw, sledge-hammer, cutting, lifting and other rescue tools should be maintained

### **Coordination:**

- Take part in evacuation program of population with close cooperation of volunteers and local authorities.
- Operate Control Room round the clock and maintain contacts with the UDMC/UzDMC/DDMC/BMD (websites) at the appropriate level.
- Maintain liaison with DCs, UNOs and UP Chairman for possible cooperation

### **Disaster Stage (Certainly/Signal 8-10)**

#### **Organizing and Managing:**

- Assist in damages, losses and needs assessment in affected areas and dispatch of relief / medical teams to the affected areas.
- Assist the local authority to determine loss and damage and requirement and supply information to Development/Donor organizations and own Headquarters.
- Send request for requirement of relief and rehabilitation assistance to the donor agencies and government authorities.

#### **Information Collection and Dissemination:**

- Inform appropriate authority about loss and damage and requirement of affected people.

- Inform concerned DDMC/UzDMC/UDMC about the response activities in order to have better coordination and avoid duplication.

### **Emergency Supply Management:**

- Arrange appropriate distribution of emergency assistance to the disaster affected people, especially in the following cases.
  - Help in rescue and evacuation work.
  - Assist the local administration in organizing shelters
  - Assist in providing first aid to injured persons
  - Arrange complementary food, water and necessary aids according to the need of distressed people
  - Arrange preventive and curative treatment.
  - Arrange for the necessary household materials and clothing to the affected people.

### **Coordination:**

- Inform concerned DDMC/UzDMC/UDMC about the response activities in order to have better coordination and avoid duplication.

### **Community Radio Station (Radio Sagor Dwip)**

Community radio of DUS can become critical source of different information, communication and awareness creation.

- An emergency control room should be open under the leadership of HLT Coordinator and DRR Coordinator will act as secretary of this control room.
- DRR Coordinator will play vital role to communicate with Government authority, DRR working group and CPP for broadcasting early warning through CR station.
- CR Station will be responsible for making cyclone tracking chart and information collection from local weather office, CPP, website of BMD.
- CR Station will be responsible for broadcasting the news and awareness rising on disaster issue as per approval of Humanitarian Leadership Team, CR station Management committee and DRR working group.
- CR volunteer will be involved for collecting the information from the community. CR Volunteers will be engaged under the leadership of Station Manager and DRR coordinator as well as community needs and CR station in disaster situation.
- Designing appropriate radio programs in consultation with DRR working group to build capacity of the community on disaster risk reduction
- Information collection from DRR working group, Union Disaster management committee on their disaster preparedness and disseminate through CR station about safe sheltering.
- Arrange information dissemination through CR on safe shelter from high-risk areas and broadcast bulletin on safety of family members, asset, livestock, cattle etc.
- Assists UzDMC to evacuation, search and rescue program through CR station
- After disaster, CR station should broadcast damage and need assessment report from Government and other reliable sources.
- CR station should prepare awareness program through radio on health hazard, trauma, environmental issue, safe drinking water, health and nutrition of children and pregnant mother especially post disaster situation.

- Collaboration with Government, NGOs and other response team during emergency response period and circulate distribution plan and program on behalf of DRR working group through CR broadcasting.

### **Information Collection:**

Humanitarian Leadership Team of DUS will engage its staffs and volunteers for collection of Information, weather forecasting, early warning from reliable source i.e. Storm Warning Centre (SWC), website of BMD, UDMC, UzDMC, DDMC, UNO Office, other NGOs, Development partners etc. HL Coordinator will ensure the authentication of information / report duly signed by the authorization, DUS Management Committee, DUS Humanitarian Leadership Team, DRR working group and then disseminate to all concerned. Information will be collected in the following modes:

- During normal time, the information will collected once in a week.
- During warning phase and pre-disaster period, the information will collect hourly basis.
- During disaster period, the information will collect as and when needed (hourly basis).

Humanitarian Leadership Team of DUS will engage the following personnel for collection information, report, record etc and responsive regular basis weather monitoring:

	Area	Name	Designation	Cell No
01	Foundation Office	Delower Hossin	Project Coordinator	01704592369
02	DHO	GH Panir	Communication officer	01710788418 01767493407
03	Foundation Office	Saheda Akter	News presenter/Office Manager	01855637214
04	Foundation Office	Md. Afsar Hossen	Program Officer	01745385680
05	Foundation Office	Mohammad Noman	Monitoring officer	01746885532

### **Alternative Communication System:**

Humanitarian Leadership Team of DUS will ensure alternative communication during emergency period if the Telephone or Mobile Phone tower will disrupt. The HLT will follow the following method for connecting with its Dhaka Liaison Office (DLO), DUS Regional Office (DRO), Branch/Field Offices, Volunteers, Development Partners, GoB Officials and Partner Organizations:

- Preserve appropriate Battery power packs.
- Arrange appropriate communication from DUS Head Office to Field Office and vice-versa. Branch Manager and Community Radio Volunteer should engage in collecting disseminating messages as per need.
- Arrange appropriate communication from DUS Head Office to Local Office as well as other GoB/NGOs. DRR Coordinator and Community Radio should directly visit



the DRR, PIO office, CPP and weather Office and other related office as and when necessary.

- HLT will ensure coordination and collaboration with CPP and Forest Department for using their Wireless services during emergency period.
- DUS should provide advisory services through its Community Radio in regular basis.
- DUS should plan to apply for VHF Radio to the Government of Bangladesh. If the tower of Community Radio is affected, the VHF radio can become an alternative communication during emergency response.

### **Situation Report (Sit Rep) and Needs Assessment**

Humanitarian Leadership Team of DUS should engage in designing and preparing Situation Reports or Need Assessment Reports to convey the details of emergency as and when necessary. HLT of DUS will follow the following for preparing SitRep and Need Assessment:

- Based on BMD website, radio, newspapers and TV message, HLT will track the situation of Disaster.
- Prepare and Generates sitRep within 24 hours of heated disaster in the community and Info will collect from GoB and through field observations.
- Update the SitRep within (3) three days or on need base.
- Need assessment should be conducted within 36 hours from preparing SitRep.
- Arrange dissemination of information to donors and partners for assistance
- DUS will support joint needs assessment by affiliate by partners and donors by utilizing staffs and volunteers.
- DUS will share collected information from different sources to the wider stakeholders if necessary.

### **Fund Raising:**

Dwip Unnayan Songstha will raise funds through submitting proposal to selective donors and or partners. DUS will develop proposal writing by using internal and external capacity as per request by Donor. Fund rising officer will play active roles for raising the funding source through communication. Furthermore, DUS will preserve contingency fund for operating 7days food and other support for the victims by its own support during emergency.

### **Intervention Time Span**

Humanitarian Leadership Team of DUS would respond for emergency intervention subject to availability of resources from Donor/Development Partners. Initially, HLT of DUS will support the affected community within 48 hours. The following may be focused for emergency response:

- Arrange support to the affected community through government efforts by providing dry food (bitten rice, molasses, biscuits and puff rice, instant noodles).
- Arrange support to the affected children by providing baby food
- Arrange medical assistance to the injured
- Arrange temporary shelter (Tripoli/Polythene) based on the need of the affected family where severe need of shelter.
- Ensure hygiene materials i.e. soap, sanitary napkins for the women and adolescent girls to maintain their personal hygiene.

- Based on need assessment, HLT will distribute at least 10 days food ration to the most affected families. In special case, cloths may be provided to the women and children.
- In case of rehabilitation focus will be the following initiatives:
  - Sanitary latrine
  - Tube-well maintenance
  - House Repair
  - Provide individual house
  - Livelihood support
  - Emergency Education
  - School repair
  - Water source disinfection
  - Agriculture input support

**Conclusion:**

This contingency plan on Disaster Risk Reduction provides key knowledge and information to assess available threats and adopt present opportunity for risk analysis of DUS's working area. "DUS Contingency plan" of DUS is expected to support the dealing with risks that can be faced by the firm in the future. So, both are important for lodging organizations to run their operation without any loss or failure. This Contingency Plan should be updated regularly to ensure that it remains current, relevant and appropriate. Updating the plan should be viewed as continuation of the actual planning process and the subsequent engagement process of staff and external counterparts – it should be done in annual basis. When a specific emergency is imminent, DUS Management with the assistance of its Humanitarian Leadership Team and Community Radio Personnel, it should move to development of a detail Contingency Plan that will be based on the existing Emergency Preparedness Plan. It is also important for organization to review impacts and improvements that result from the Emergency Preparedness Planning.