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..... Division


Divisional Disaster Preparedness and Response Plan

..... District

..... *Divisional Secretariat*

In collaboration with

**Disaster Management Centre
and
Ministry of Disaster Management and Human Rights**



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Divisional Disaster Preparedness and Response Plan

..... District

..... Divisional Secretariat

..... 2006



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Preparedness and Response Plan

Published by the Divisional Secretariat


Date: 2006

Divisional Secretariat

.....

Telephone:

E-mail:



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Divisional Secretary

Date:

Foreword by District Secretary

Messages from the following as relevant

DG, DMC

Secretary, Ministry of Women Empowerment and Social Welfare

Hon. Minister for Disaster Management and Human Rights

Plan Concurrence

..... Divisional Disaster Management Committee of District gave their concurrence for this **Divisional Disaster Preparedness and Response Plan** at the committee meeting chaired by me held onst 200.. at the District Secretariat,

.....
Divisional Secretary
.....

Members of the Divisional Disaster Management Committee present at the meeting held on at the Divisional Secretariat,

	Name	Designation
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Schedule for updating plans

Plans	Review	Updating	Revision
District Disaster Management Plan	After a major disaster	1/2 Yearly (May & Nov)	Once in ... years or as needed after review
Divisional Disaster Management Plan	-do-	1/2 Yearly (May & Nov)	Once in ... years or as needed after review

Messages
Plan Concurrence
Updating and Revision of the Plans

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 - 1.1.2 The National Disaster Management Policy
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 - 1.3 Activities identified for Emergency Response
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 - 3.1 Main disasters affecting the Division
 - 3.2 Hazards and Vulnerability Assessment
 - 3.3 Tsunami Hazard threat
- 4.0 Institutional Arrangements
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 - 4.3 Institutional Arrangements for Emergency Operations
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- 6.0 Resources and Capacity Analysis
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 - 8.4.1 Agencies Responsible for Early Warning
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GN Level Reporting Formats

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Acronyms and Abbreviations – Adjust as relevant

CBO	Community Based Organization
CEB	Ceylon Electricity Board
DDMC	District Disaster Management Committee
DMO	District Medical Officer
DDHS	Deputy Director of Health Services
DOC	Departmental Operations Centres
DPDHS	Deputy Provincial Director of Health Services
DPRP	Disaster Preparedness and Response Plan
LA	Local Authority
MC	Municipal council
NGO	Non Governmental Organization
NWS&DB	National Water Supply and Drainage Board
PC	Provincial Council
PHI	Public Health Inspector
PRDA	Provincial Road Development Authority
PS	Pradeshiya Sabha
RDA	Road Development Authority
SAR	Search and rescue
SLT	Sri Lanka Telecommunication Authority
SOC	Site Operations Centres
UC	Urban Council

Add as relevant



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Part I

Basic Plan and Institutional Arrangements

Disaster preparedness and response Plans have to be developed at sub-national levels for responding to disasters if and when they occur. This is required by the Sri Lanka Disaster Management Act, and the National Disaster Management Policy which was developed by the Ministry of Disaster Management and Human Rights.

The district preparedness and response planning process is a forward planning process in a state of uncertainty, in which scenarios and objectives are agreed upon and managerial and technical actions defined, which can be activated immediately, in order to respond to an emergency on receipt of a reliable early warning.

Purpose of Planning

- Ensures a dependable, timely and coordinated response
- Facilitates emergency simulation exercises during pre-disaster stage
- Better to plan when it is not needed than to plan when a disaster has happened
- Identifies action when there is uncertainty and prediction errors
- Identifies action when there are major data errors or data gaps
- Identifies actions to be taken in areas prone to high probability and/or high impact disasters
- Identifies action in situations where there is no access
- Identifies capacities and responsibilities of different stakeholders

Broad Contents of the Plan

- Baseline data
- Risk and vulnerability assessment
- Response plans
- Capacity: Contact details of focal points and inventory of physical resources
- Standard formats for assessments and reporting

9.1.1 Legal Framework for Disaster Management (DM) in Sri Lanka

In May 2005, the Sri Lanka Disaster Management Act No.13 of 2005 was enacted with legal provisions for instituting a disaster risk management system in the country. The Act provides for the establishment of the National Council for Disaster Management (NCDM), which is a high-level inter-ministerial body chaired by H.E. the President and which provides direction for disaster risk management activities in the country. It also provides for the establishment of Disaster Management Centre (DMC) that will be the lead agency on disaster risk management. In January 2006 a separate Ministry for Disaster Management and Human Rights (M/DM&HR) was established with NCDM and DMC listed as organisations coming under the this ministry.

9.1.2 The National Disaster Management Policy

As required by the Act the National Disaster Management Policy was developed by the Ministry of Disaster Management and Human Rights and approved by the National Council and the Cabinet of Ministers of Sri Lanka.

Priorities Accorded in the Policy for main Elements of DM

- During normal time the highest priority in DM will be accorded to Preparedness to ensure safety of the people; Mitigation/Prevention and Integration in Development to the best possible extent to reduce risk and ensure sustainable development in the country.
- Highest priority during and after a disaster will be accorded to response and immediate recovery of essential services, and to medium and longer term reconstruction and rehabilitation, to a higher standard than before the occurrence of the disaster.

The Policy provides for,

mechanisms for accessing and effective use of resources for response, relief, recovery, reconstruction and rehabilitation; awareness and training to help vulnerable communities to protect and promoting Community based Disaster Risk Management

(CBDRM);

- pre-disaster planning, preparedness and mitigation while sustaining and further improving post-disaster relief, recovery and rehabilitation capabilities.

Some Selected Guiding Principles of the Policy relevant to the sub-national level preparedness planning:

- Decentralising DRM activities with delegation of activities, resources and funds to PCs, LAs, District Secretariats, Divisional Secretariats, GNs and Village Organisations
- Ensuring all Ministries, Departments, PCs, LAs, District Secretariats, Divisional Secretariats, NGOs/INGOs, GNs, Village Committees and village volunteer groups to formulate realistic and practical DM plans within the framework of the National Plan, which could be implemented efficiently and in a speedy manner.
- Propagating a culture of volunteerism in villages by forming village volunteer groups for DM activities having periodic meetings and discussions for review.
- Ensuring effective performance on occurrence of disaster by conducting rehearsals / demonstrations / drills and training exercises on a regular basis.
- Ensuring social justice, equitable distribution of relief, neutrality and impartiality in the provision of assistance and respect for the dignity, values and culture of affected persons in post-disaster situations.
- After a disaster ensuring immediate, mid-term and long-term comprehensive and efficient psychosocial interventions at community level, recognising the functionality of existing social and healthcare systems and adopting a public mental health approach with locally effective planning and implementation methods.
- Optimising coordination and maximise utilisation of resources
- Exercising transparency and accountability in all spheres of activity at all levels

It is a requirement of the Act and the Policy to establish a **Divisional Disaster Management Committee** and to select and appoint its members. In a disaster this committee will act as the Emergency Management and Response Committee.

9.2 Development of Divisional Disaster Preparedness and Response Plan

This plan was developed in consultation with the members of the Divisional Disaster Management Committee and others who are responsible for updating and reviewing periodically. It is designed to,

- Reflect the organizational structure for emergency management
- Reflect the needs of the community
- Incorporate various agencies' roles and responsibilities
- Maximize the efficient use of resources

The main users of this document will be the members and officials of the District Secretariat and relevant service departments (national and provincial) operating within the respective areas of the District, the community based organizations (CBOs) and NGOs.

This plan is developed in conformity with the requirements of the Sri Lanka Disaster Management Act and the National Disaster Management Policy. **Fig.1** shows the **Conformity of Disaster Preparedness and Response Plans to the Sri Lanka National Disaster Management Act, National Disaster Management Policy and with each other**. More specifically the Plan conforms to the following Policies:

from the disaster is the responsibility of the government and

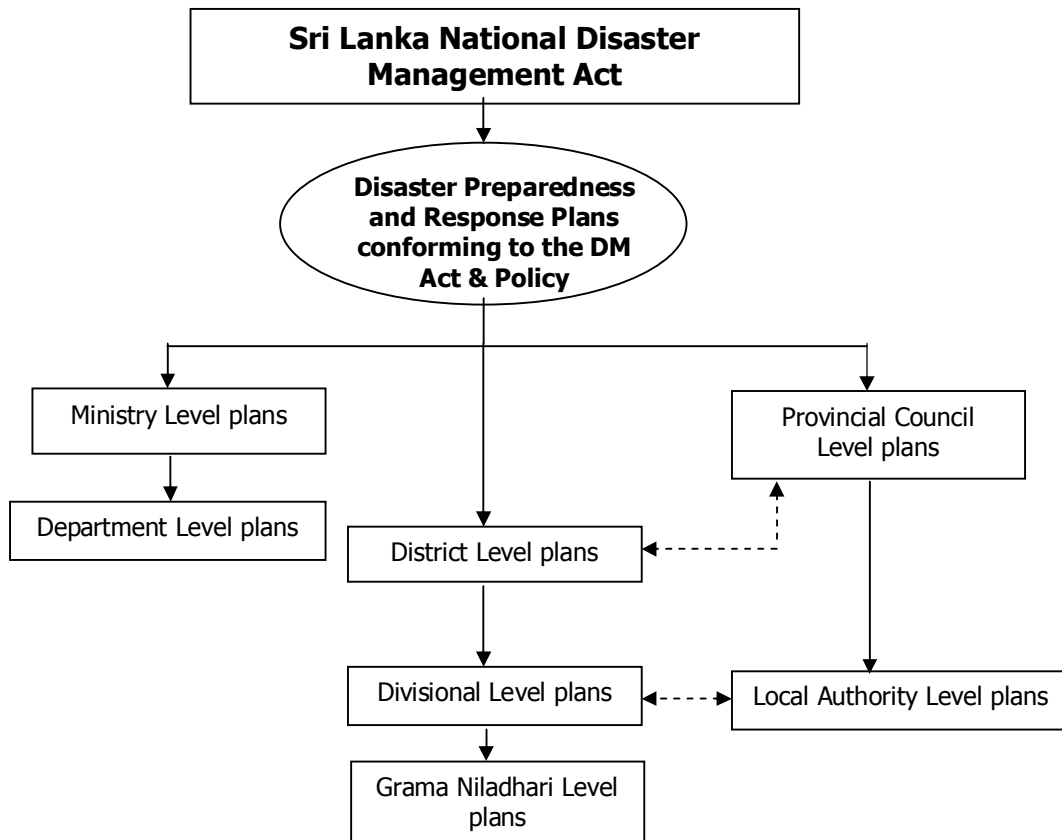
with private, non-governmental organizations and community management.

- Public awareness and training is an integral component of this plan
- Disaster operations rely on the normal authority and responsibilities of the government, plus additional authorities that may be invoked under emergency conditions. The Government at all levels works together and extend its cooperation to meet the disaster’s challenges.

The Specific Operational Priorities of this plan are,

- Protecting human life (the highest priority)
- Meeting the immediate emergency needs of people, including rescue, medical care, food, shelter and clothing
- Restoring facilities that are essential to the health, safety and welfare of people (medical, sanitation, water, electricity and emergency road repair)
- Meeting the rehabilitation needs of people, including temporary housing and employment
- Mitigating hazards that pose a threat to life, property and the environment

Fig.1 – Conformity of Disaster Preparedness and Response Plans to the Sri Lanka National Disaster Management Act, National Disaster Management Policy and with each other





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Emergency Response

Emergency Response are,

- ◆ Early warning
- ◆ Evacuation
- ◆ Identification of detention camps and providing necessary facilities
- ◆ Search and rescue
- ◆ Post disaster assessment
- ◆ Emergency relief
- ◆ Logistics and supply
- ◆ Communication and information management
- ◆ Survivor responses and coping
- ◆ Safety
- ◆ Security (In the disaster affected area in general and more particularly for the houses and property of those evacuated to safe areas)
- ◆ Emergency operations management.

(include additional facts as relevant):

- Administrative details and location
- Details such as Divisional Secretary as its administrative head, this division being one of several in the District and reporting to the District Secretary.
- Land extent
- Boundaries – districts or ocean
- Length of coastal belt (if applicable)
- Wet zone or dry zone
- Land use pattern
- Water Sources
- Historical information as necessary

Indicate the source when providing information in following tables

Table 2.1 - The Division at a Glance

1	Total geographical area sq km
2	Total population: including ethnic groups
	Males
	Females
3	Annual average rainfall (19.... – 20....) mm
4	Temperature: 1961–1990 Annual Average °C
	Highest °C
	Lowest °C
5	Number of GN Divisions	
6	Number of villages	
7	Relevant Local authority (Municipal Council / Urban Council / Pradeshiya Sabha	
8	Number of Police Stations	
9	Number of General Hospitals	
	Number of Base Hospitals	
	Number of District Hospitals	
	Number of Private Hospitals	
	Number of Peripheral units	
	Number of Rural Hospitals	
	Number of Central Dispensaries	
10	Forest Coverage in hectares Ha
11	Water Bodies in hectares Ha
12	No. of Water Bodies	
13	No. of houses in the district	
14	No of Post Offices	
	Special Grade	

	Agency Post Offices	
15	Number of Fire Stations	
16	Number of Schools	
17	Number of school children	
18	No of rivers	
19	Road networks	
20	Banks	
21	Number of harbours	
22	Number of airports	
23	Helipads	

Table 2.2 - Population Details in the Division

Year	Males	Females	Total	% of District Population to Country Population - 2001
2001 Census				%
Population estimated as of 2005 (if available)				%

Table 2.3 – GN Division wise Population according to age

GN Division	Under 18 years	Over 18 years	Total Population
Total			

Table 2.4 – GN Division Wise Demographic Details

Name of the GN Division	2001 Census	
	No. of families	Population
TOTAL		

Source: Department of Census and Statistics

Table 2.5 – Population Details by ethnicity

Sinhala	Tamil	Indian Tamil	Muslim	Malay	Burgher	Other	Total

Source: Dept. of Census and Statistics

Population (10 years and over) by Literacy Status

Literacy	Total %	Sex	
		M	F
Literate			
Illiterate			
Total	100	100	100

Source:

Table 2.7 - Number of schools

GN Division	National schools	Grade 1 A&B	Grade 1 C	Grade 2	Grade 3	Total
Total						

Table 2.8 - Students studying in GCE (AL) Classes

	Science			Arts			Commerce		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
No.									
%									

Table 2.9 - Extent, Number of GN Divisions and Villages in each Division

GN Division	Sq. km.	GN Divisions	Villages
Total			

Table 2.10 - Temperature in Division in °C

Month	Years - Average	200..		200..	
		Highest	Lowest	Highest	Lowest
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Average					

Table 2.11 - Extent of Paddy Cultivation in 200../ 200..

Total No.	Less than 1/2 acre	1/2 - 1 acre	1 - 5 acres	More than 5 acres

Table 2.12 - Cultivated Extent of Paddy – Irrigation Pattern

Year	No. of Lots	Cultivated Extent in Acres			Total
		Major Irrigation	Minor Irrigation	Rain fed	

Table 2.13 - Details of households and Samurdhi beneficiaries

	Name of the GN Division	No. of Families In the Division	No. of Samurdhi Families

Table 2.14 - Infrastructure – Details of the Road Network

Grade	Tarred	Gravel	Total
A			
B			
C			
D			
Municipal, UC and Pradeshiya Sabha Roads			
Total			

Table 2.15 - Infrastructure – Details of Consumers of Electricity

200.. Sub Depot Sub Depot
Domestic		
Religious		
Business		
Industries		
Total		

Table 2.16 - Infrastructure – Details of Consumers of pipe borne water

200.. Sub Depot Sub Depot
Domestic		
Religious		
Business		
Industries		
Total		

Vulnerability Analysis

The Disaster Preparedness and Response mechanism of the division. It shows potential hazards prevailing in the division and probable time of occurrence, which would be extremely important in terms of Preparedness and Response. Following tables show the Hazardous months of the district indicating Potential Hazards; Probable time of occurrence; Potential impacts and the last reported year; Seasonality of hazards prevailing in the district within the year; History of disasters in the district and their impacts; Frequency of disaster occurrence indicating the time and areas vulnerable to such disasters; etc. It is important to predict probable disasters in relation to time, for precautionary measures, early warning and safe rescue operations.

11.1 Main disasters affecting the division

Example:

Briefly summarise following:

The major natural disasters prevailing in the division

Specifically mention whether any divisions in the division were affected by the massive Tsunami which hit Sri Lanka on 26th December 2004

These events can be categorized into two groups when we view them as events of a series of associated phases in time, viz.,

- Rapid onset disasters – Flash floods, High winds, Landslides, Tsunami and
- Slow onset disasters – Some landslides and river floods can be slow onset, and so are epidemics

The divisional map showing the respective GN divisions affected by these natural disasters is shown in the **Annexure I**. Details about natural hazards prevailing in the respective GN divisions of the district and their impacts are described in the tables below.

Table 3.1 - History of Disasters and Probability of Disaster Episodes in the division

(Remarks may indicate the duration, severity, intensity of rain causing the hazard, magnitude of the earthquake causing the tsunami etc.

Hazard Type	Year & month of Occurrence	Affected GN Divisions	frequency	Impact on population			Impacts on infrastructure, assets, environment
				Deaths	Displaced	Affected	

Sources:

11.2 Hazards and Vulnerability Assessment

Table 3.2 - Hazardous Months

Hazard	Probable Time of Occurrence	Potential Impact	Last Reported Year
Floods			



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Sea surge			
Storm surge			

... recorded in selected areas in division

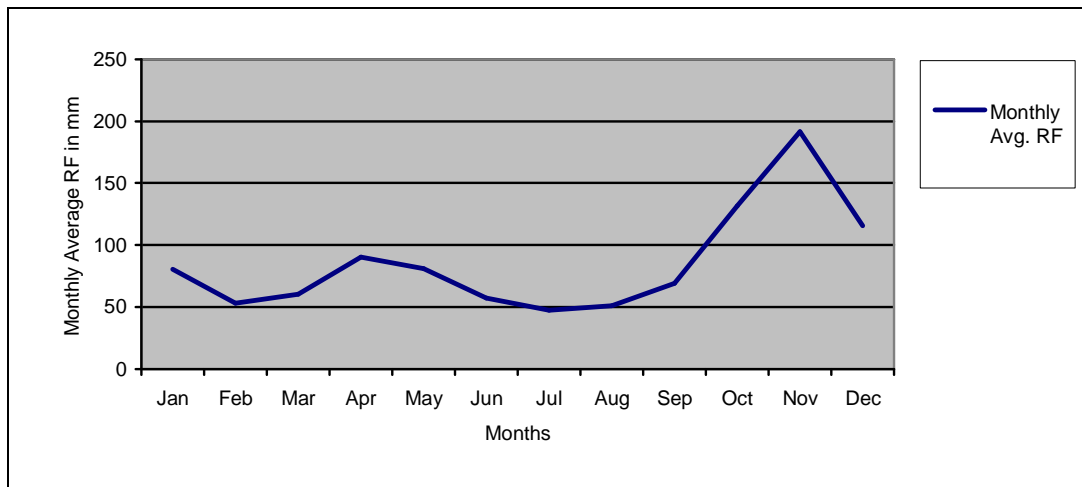
	Average	200.. Rainfall mm	200.. No. of rainy days	200.. Rainfall mm	200.. No. of rainy days
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Table 3.4 - Monthly Rainfall in mm (19.... to 200..)

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Avg													
Max													
Min													

Source: Department of Meteorology

Fig. 2 – Monthly Average Rainfall pattern in division (Sample)



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(Indicate for available years)	Name of Rainfall Stations											
81/82												
82/83												
83/84												
84/85												
85/86												
86/87												
87/88												
88/89												
89/90												
90/91												
91/92												
92/93												
93/94												
94/95												
95/96												
96/97												
97/98												
98/99												
99/00												
00/01												
Avg.												
Max.												
Min.												

Source: Department of Meteorology

Table 3.6 - Seasonality of Hazards – Example given below

Hazards	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Floods					X	X					X	X
Landslide					X						X	X
Cyclone						X					X	X
Epidemic					X	X	X	X				
Sea surge / Storm surge	X	X	X	X	X	X	X	X	X	X	X	X

Table 3.7 - Seasonality of Epidemics (Specify) – as applicable

Month	Epidemic	Year & No. of cases		
		200..	200..	200..
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total				

	Frequency	Vulnerable GN divisions
	about no major floods since 1969 till 2003	
Landslide	Unpredictable	
Cyclone	Unpredictable	
Epidemic	Every year	
Sea surge / Storm surge	Once in three years	
Other - specify		

Table 3.9 - Other emergencies and disastrous situations that can happen

(Other emergencies and disastrous situations which have not occurred in the division before, but could happen in the future due to the following reasons could also be responded to, using this plan)

Disaster Category	Possible Crisis or Emergency Situation
Disasters related to natural causes, but induced by human activities	<ul style="list-style-type: none"> ▪ Blockage of surface water drainage ▪ Floods due to filling of flood retention low land ▪ Reservoir and dam related floods ▪ Destruction of flood retention bunds and dikes in rivers
Due to technological causes	<ul style="list-style-type: none"> ▪ Collapse of a multi-stored building or other permanent structure ▪ Major fire, Gas/ petroleum/ chemical leak or pipe burst ▪ Major rail or road accidents ▪ Explosion of a fuel bowser ▪ Contamination of drinking water sources ▪ Plane crash ▪ Collapse of bridges and elevated water tanks

11.3 Tsunami Hazard threat (Only for coastal areas vulnerable to Tsunami)

For the tsunami hazard there is no seasonality.

Tsunami is a very rare and a destructive disaster and the experience of the 26th December 2004 tsunami was that people were taken unaware as this was a disaster the characteristics of which were not known widely. The previous event which is commonly known is the legend about the sea surge during King Kelanitissa's time. Unfortunately a historic and documented tsunami incident that hit Sri Lanka on 27th August 1883 was not well known, during which event the water in some parts of the sea coast had apparently receded by several kilometres exposing wrecks and debris in the sea.

A tsunami can be caused by an earthquake in the sea, a massive slide in the sea bed, a volcanic eruption, nuclear testing in the sea and a meteorite or an asteroid hitting the sea bed. Establishing an early warning system with respect to these will be the responsibility of the government. Once Sri Lanka gets connected to the international earthquake and tsunami warning systems (as presently planned), it would get early warning on occurrence of earthquakes in the sea bed or any other causes in the region that can trigger a tsunami. However, in the meantime, the best early warning is vigilance by all concerned on the following characteristics and dissemination of information as quickly as possible and quick evacuation to safety.

All segments of population, including the community and officials, must be made aware of the following characteristics and counter measures against tsunamis. Also must be stressed that the Disaster Management Committee and the sub-committees should take every precaution and carry out preparedness activities as specified in the following sections.

recent tsunami, people were not aware of the peculiar segments of population must be made aware of, including the

very high depending on the depth of water at the point of the earthquake. It may be as high as 900 kmph and slowing down to approximately 50kmph as the wave strikes the land

- ◆ Warning time is very short depending on the distance from point of wave action
- ◆ Speed of onset varies
- ◆ Impact on shoreline can be preceded by a marked recession of normal water level prior to arrival of wave as a massive outgoing tide, followed by a very destructive incoming tsunami wave. People may get trapped by going to investigate the phenomenon of the outgoing tide and then being struck by the incoming wave
- ◆ Can be very destructive; wave heights of 30 metres have been known
- ◆ Impact can cause: flooding; salt water contamination of crops, soil and water supplies; also destruction of damage to buildings, structures and shoreline vegetation

Suggested general counter-measures against tsunamis are as follows, which must be elaborated and specific locations identified in the plans different levels. The relevant subcommittees should organise these and be prepared:

- ◆ Optimum arrangements for receipt and dissemination of warning (in coordination with the national level early warning agencies and Early Warning Division of the Disaster Management Centre)
- ◆ Evacuation of threatened communities from sea level / low level areas to high ground, if sufficient warning is available
- ◆ Land-use regulations (but these are likely to be difficult to implement as the tsunami risk is perceived as rare)
- ◆ Public awareness and education programmes

Some specific counter-measures that can be adopted:

1. Evacuating from tsunamis
 - ◆ Tsunami evacuation places (shelter that can be used as an information centre and museum during other times)
 - ◆ Tsunami signboards
 - ◆ Tsunami hazard map
2. Spreading the knowledge of Tsunami to the public
 - ◆ Passing on experience of tsunami to the next generation
 - ◆ Spreading knowledge about Tsunami threat
 - ◆ Disaster drill
3. Equipment against Tsunamis (long term projects implemented by the national government in coordination with the district/divisions)
 - ◆ Seawall and Tsunami breakwater
 - ◆ Automation and remote control of water gates
4. Transmitting Tsunami warnings quickly and accurately – A national level activity
 - ◆ Coordinate with the proposed national level Tsunami warning centre
 - ◆ Disaster management radio communications - A national level activity
 - ◆ Broadcasting - A national level activity

Special problem areas for disaster management: (These must be taken into considerations in planning specific activities at different levels)

- ◆ Timely dissemination of warning, in view of the possible short period between receipt of warning and the arrival of the tsunami wave (presently there is no national system for receiving early warning, which is presently under consideration and will be available once Sri Lanka gets connected to the global earthquake and tsunami warning system)
- ◆ Effective evacuation time scale
- ◆ Search and rescue
- ◆ Recovery problem may be extensive and costly due to severe destruction and damage

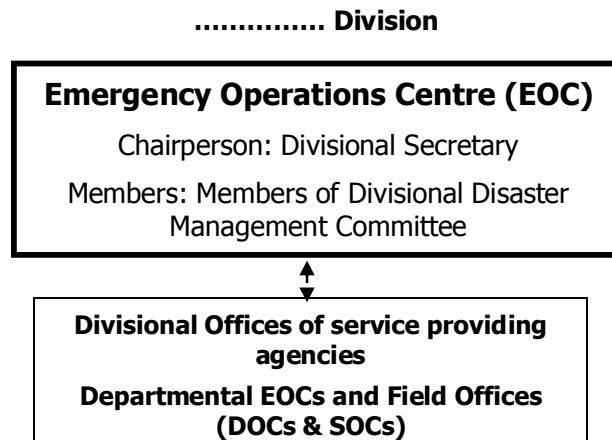
ements entre (EOC)

The emergency operations in the division would be controlled, commanded and directed from the Emergency Operations Centre (EOC), which will be the focal point in the division for Emergency Response. The EOC would host the required communication equipment and data and information required to plan, make decisions and execute operations.

It is envisaged that in future an Incident Command System will be established in Sri Lanka as the management structure for disaster response and when the ICS is institutionalized at the divisional level it will function within the divisional EOC.

The structure of the EOC is shown in **Fig. 2**. The EOC is formed under the Chairmanship of the and functions with the assistance from the divisional Disaster Management Committee, whose members include, Grama Niladharis, divisional Heads (and deputies) of Departments and Government Agencies and other major stakeholders.

Fig. 3 - Structure of the Emergency Operations Centre – EOC



12.2 Divisional Disaster Management Committee

The Divisional Disaster Management Committee, which assists the Emergency Operation Centre (EOC), comprises all Grama Niladharis, Divisional level heads of various departments providing services to the people in the area, Police and Armed Forces, and also private agencies and individuals. Representatives of the Divisional level political heads and representatives from major Non-Governmental Organizations (NGOs) active in the area could be included.

Generally the following members will ex-officio constitute the Divisional Disaster Management Committee, but additional members could be included as the necessity demands.

Constitution of the Divisional Disaster Management Committee

- Divisional Secretary - Chairman
- Additional Divisional Secretary
- Assistant Divisional Secretary – **(Convener and Coordinator of Divisional DM Committee)**
- Social Services Officer, Provincial Social Services Officer, Environmental Officer, Samurdhi Officer, Youth Services Officer and other relevant officers attached to the Divisional Secretary's Office
- Grama Niladharis

organizations district level representative, his deputy and an
nces where there are no divisional level office district or
ves can be included:

1. District Secretariat
2. Meteorology Department
3. Police Department
4. Sri Lanka Army
5. Sri Lanka Navy
6. Sri Lanka Air Force
7. Ministry of post Disaster Relief / NDMC
8. Education Department
9. Road Development Authority / Provincial Road Development Authority
10. National Water Supply & Drainage Board
11. Ceylon Electricity Board
12. Sri Lanka Telecom
13. Health Department
14. Provincial Commissioner of Local Government
15. District NGOs
16. Local Authorities
17. Urban Development Authority*
18. National Physical Planning Department*
19. Central Environment Authority*
20. Coast Conservation Dept *
21. National Housing Development Authority*
22. Land Use Policy Planning*
23. Reconstruction and Development Agency (RADA) *
24. Agriculture Department*

The members of the **Divisional Disaster Management Committee** appointed by name as of date are given in the **Annexure II/1**. When a member has left the organization or transferred out new members will be appointed and the tables in the Annexure will be updated with the new names. If the main official of the representing agency is not available at any time his deputy or the additional official will be conversant and familiar with all activities of the EOC.

During a disaster this committee will initiate activities for responding to the disaster. However, in such situation only the Grama Niladharis of affected divisions will be in the active committee.

* Agencies 17 to 24 above will be more involved in long term disaster risk reduction activities and during reconstruction activities after a disaster.

Convener and coordinator of Divisional Disaster Management Committee

The District Secretary has appointed the Assistant District Secretary as the **Convener and coordinator** and delegated to him the relevant responsibilities. Meetings of the Divisional Disaster Management Committee will be held regularly. The coordinator will also be responsible for all documentation, correspondence, coordination with sub-committees, updating all information in the plan etc. This subject will be a part of the responsibilities of this officer.

12.3 Institutional Arrangements for Emergency Operations

Disaster Management involves several levels of participating organizations, which are National, Provincial, District and Divisional/Local Government Levels.

are involved in policy decisions, resources allocation, and budget allocation and monitoring. Disaster Management Centre is the agency responsible for disaster management. DMC will develop a Disaster Management Plan and all Ministries and Departments will develop their own Disaster Management and Response Plans (DPRPs).

At provincial level, the Provincial Disaster Management Committee under the Chief Secretary who acts as the Provincial Disaster Manager, plays a major role in preparedness and mitigation. The overall provincial level response is directed by the Chief Secretary as per the Provincial DPRP.

At district level, the District Disaster Management Committee (DDMC) under the District Secretary is an apex planning body and plays a major role in preparedness and mitigation. The overall district level response is directed by the District Secretary who acts as the District Disaster Manager. The DDMCs will be responsible for developing the DPRPs at district level.

At Divisional level, the Divisional Secretary along with the Divisional Disaster Management Committee coordinates the divisional level response under the guidance of the District Secretary. Coordination of the departmental emergency activities is directly done by the divisional secretaries. The DDMC will be responsible for developing the DPRPs at divisional level.

The Local Authority, which functions under the guidance of the Chief Secretary of the Provincial Council coordinates the local level response utilizing their own resources and coordinating with the service providing departments as necessary. The LA Disaster Management Committees will be responsible for developing the DPRPs at LA level.

12.4 Disaster Preparedness / Emergency Operations Coordination Structure and Flow of Information at different levels

The Provincial Emergency Operations Coordination Structure and Flow of Information of the Province is shown in **Fig. 3**. Response Structure during Warning Stage and Response Structure on Occurrence of a Disaster are illustratively shown in **Fig. 4** and **Fig. 5** respectively.

Disaster Management Centre's Coordination Structure and Flow of Information - Province

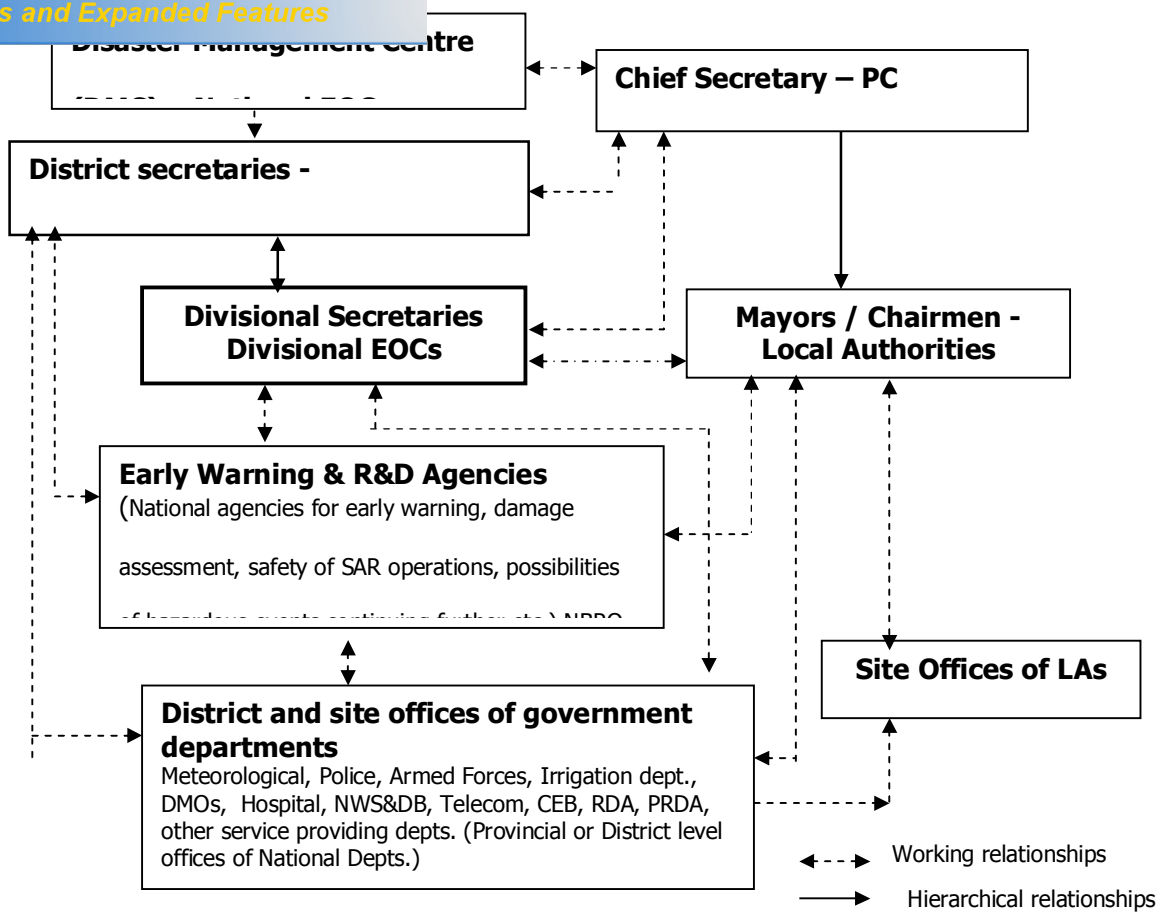
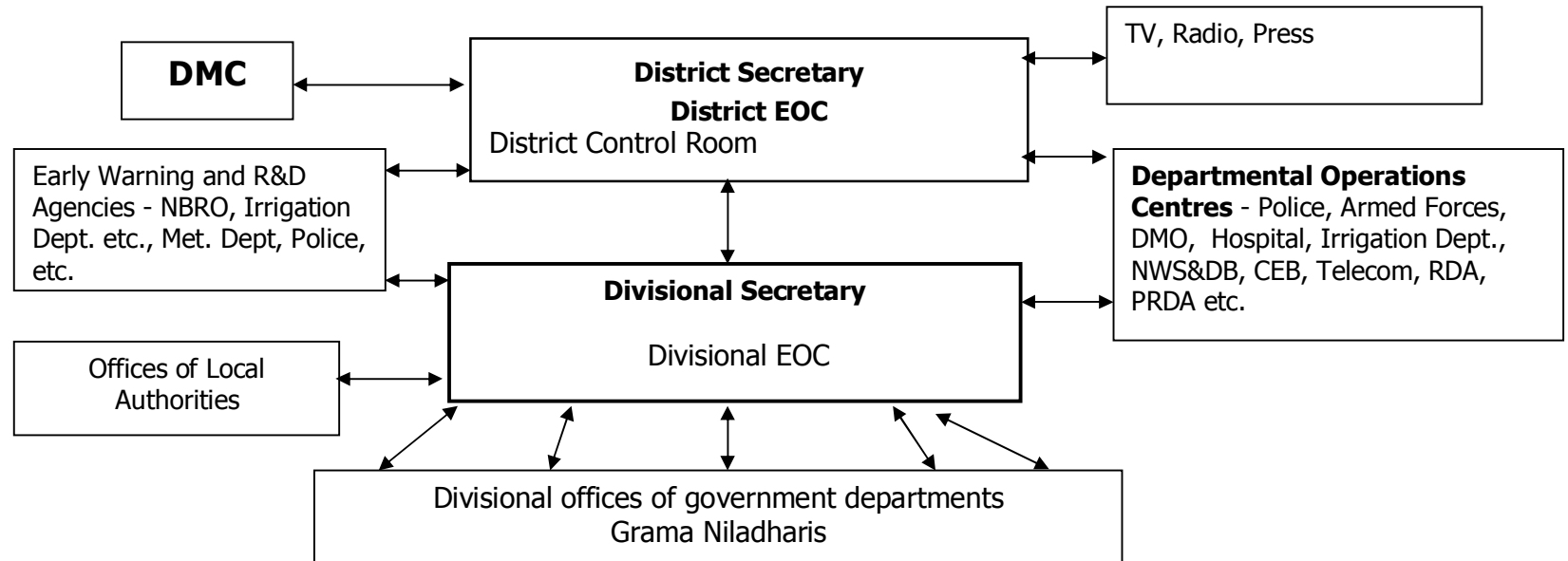


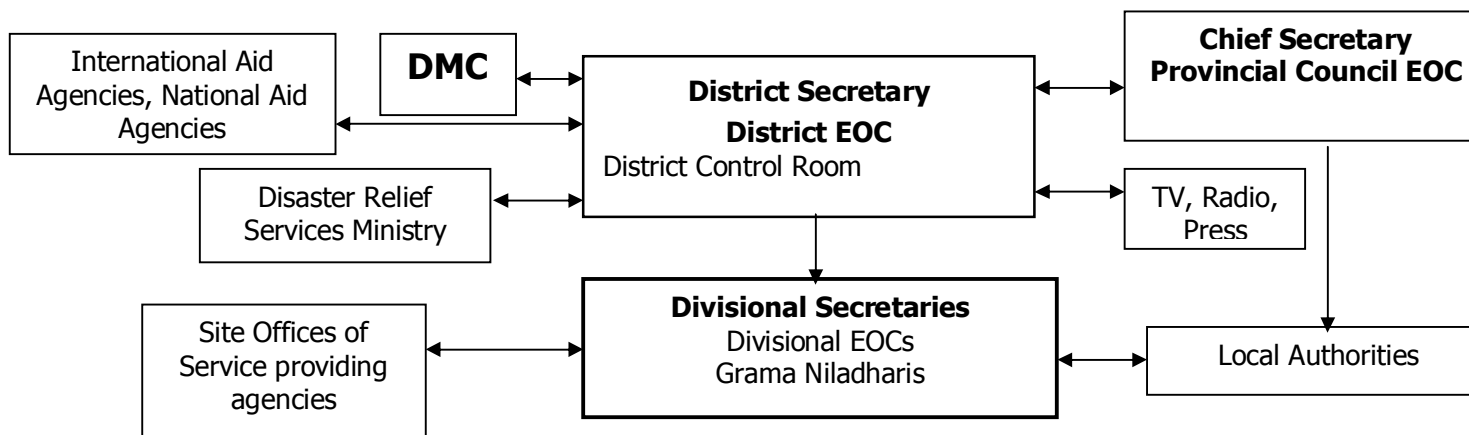
Fig. 5 - Response Structure during Warning Stage



Coordination on preparedness

EOC	Supdt. of Police & other forces as appropriate	Dept. Operational Centres	NGOs & CBOs	Hospital Staff, Surgeons, Pharmacies, Health Dept., Clinics etc.	Groceries, Bakeries, CWE, Cooperatives	Fire Brigade and other service agencies
-Standby -Alert -Evacuation	-Standby -Cordoning of area as required -Law and order -Local area warning -Evacuation -Traffic management	-Standby -Alert	-Standby	-Standby -Alert	-Standby	-Standby -Ready with operation crews

g. 6 - Response Structure on Occurrence of a Disaster



Activity	Armed Services & Police	Departmental Operations Centres (DOC)									
		Divisional Secretary	Health, National Hospital	CWE, Coop., Food Dept.	Telecom	NWS&DB	CEB	Educa-tion Dept.	Min. Relief Services	RDA	NGO & CBO
1.Search & Rescue	X	X							x		x
2.Medical aid			x					x	x		x
3.Disposal of dead bodies	X	X	x						x		x
4.Temp. shelter		X				X	X	x	x		x
5.Relief activities, water cooked food, dry ration etc.		X		x				x			x
6.Health & sanitation			x								x
7.Infrastructure restoration		X			x	X	X			x	
8.Cattle camps									x		x
9.First aid			x					x			x
10.Law & order	X										

ification

responsible for notification within the district in case of emergencies. The District Disaster Management Committee (DDMC) will

be responsible for the following:

- The flow of emergency information within the District Secretariat, Divisional Secretariat and among other relevant organizations
- Coordination between divisional secretariats and other responding agencies
- The rapid mobilization, deployment and tracking of resources

12.6 Activation Steps

Step 1:	On declaration of an emergency situation in the district, the divisional EOCs are opened. National level department officers manage field operations with their resources from Departmental EOCs, and coordinate with the Divisional Secretaries, Mayors/Chairmen and Commissioners/Secretaries of the local authorities.
Step 2:	Departmental EOCs send damage assessments and coordinate their respective interdepartmental and interagency resource requests through the EOC and their line ministries
Step 3:	If the Divisional Secretariat cannot meet the required resources, the divisional EOC must work to secure the needed resources initially from the District Secretariat, then from Provincial Council EOC and if still cannot cope with the situation, then from the DMC. If the government cannot meet with the requirements international assistance will be requested.

12.7 Functions of the Emergency Operations Centre (EOC)

- ◆ Overall emergency policy
- ◆ Coordination of the following activities with sub-committees, Divisional Secretariats and various departments:
 - Disaster early warning coordination with Early Warning Division of the DMC and also local agencies and groups with respect to local disasters such as floods and landslides
 - Operations Unit
 - Service Unit
 - Infrastructure Unit
 - Health Unit
 - Finance/Admin – Resource Unit
 - Information Management Unit

The Divisional Disaster Management Committee will coordinate all related activities with other subcommittees and agencies including the following:

Services

- i. Assess
 - Search and rescue requirements
 - Relief requirements
 - Cash Compensation requirements
- ii. Organize and coordinate
 - Establishment of Relief camps in accordance with standards laid down
 - Essential services such as drinking water,
 - Arrangements for dry rations and family kits for cooking
 - Livestock camps
 - Relief supplies to transit camps and relief camps, and to Site Operations Centres

er and cattle-feed to livestock

and order to prevent looting and theft

ities through necessary support to ensure community

participation

- Establishing coordination mechanisms with local level NGOs and other national level NGOs
- Identification of NGOs to serve on committees etc.
- Assigning well-defined areas of operations of the EOC
- Assigning specific response function to specialized NGOs
- Reporting upon procurement and disbursement of relief materials received through government and non-government channels
- Mobilize and coordinate work of volunteers ensuring community participation

Infrastructure

- i. Organization and coordination of clearance of debris
- ii. Temporary Repairs to damaged infrastructure
 - Water
 - Power
 - Transport
 - Telecommunication
 - Roads
 - Railway
 - Bridges
 - Canals and Drains
 - Public buildings
- iii. Construction of facilities
 - Shelters with sanitation and recreation facilities as per the standards
 - Provision of hand-pumps and bowsers where necessary
 - Temporary structures for storage
 - Medical facilities
 - Postal facilities
 - Help aids when required
 - Educational facilities

Health

- i. Organize and maintain records on
 - Treatment of the injured and sick
 - Psychological trauma
 - Disposal of dead bodies and carcasses
 - Preventive medicine and anti-epidemic actions
 - Reports on food, water supplies, sanitation and disposal of waste
- ii. Assess, supply and supervise
 - Medical relief for the injured
 - Number of ambulances required and the hospitals where they could be sent (public and private)
 - Medical equipment and medicines required
 - Special information required regarding treatment as for epidemics etc.
- iii. Supervision of maintenance of standards
 - Identification of source for supply of drinking water through tankers, bowsers and other means of transport
 - Supervision of transit and relief camps for cooking arrangements, sanitation, water supply, disposal of waste water stagnation and health services
 - Assistance to communities for storage of rations, sanitation, water supply, disposal of waste water stagnation and health services

ation links with

EOCs – Disaster Management Centre, Provincial Council,
priorities, Divisional Secretary

- Technical Agencies responsible for forecasting and warning related to different hazards
 - Adverse climate conditions, intense rains, cyclones and meteorological disasters - Meteorology Department
 - River Floods - Irrigation Dept.
 - Landslides - NBRO
 - Reservoir and dam related floods - Irrigation Dept., Mahaweli Authority of Sri Lanka, Ceylon Electricity Board, National Water Supply and Drainage Board ()
 - Other hazards - Police, Fire Brigade, Defense Services, Civil Defense
 - Earthquakes - Geological Survey and Mines Bureau (GSMB)
 - Tsunamis – GSMB and National Aquatic Resources and Research Agency (NARA)
 - Service providing agencies - NWS&DB, RDA, CEB, Telecom, Railway
 - Food - CWE, MPCS, etc.
 - NGOs and CBOs
 - Private donors
- ii. Reporting
- Dispatch of Preliminary Information Report and Action Taken Report to EOC of DMC, PC and District as relevant as per the formats provided in this report. Follow-up with additional information and periodic information reports on deployment of resources and any other activities.
- iii. Market intervention
- Prevent and initiate legal action on those engaged in hoarding, price hiking, corruption and unauthorized sale of relief materials with the assistance of Police and relevant officers.
- iv. General
- Disseminate details about legal and official procedures, eligibility criteria with respect to relief and compensation for loss of life, injuries, livestock, crop, houses, etc. to be sent to Divisional Secretary/LA as relevant
 - Maintenance of records (date of reporting period of service, leave record, overtime, etc) for all the persons deployed for relief work
 - Ensure implementation of orders and instructions from EOC of DMC
 - Requisition of accommodation, vehicles and equipment for relief personnel on duty
 - Issue of passes and identification stickers for vehicles on relief duty including the persons from NGOs (within the EOC)
 - Sanctioning expenses for reimbursement with the approval of the PC or District Secretary as relevant

Logistics

- i. General
- Assessment of needs including manpower and deployment of resources as per the available information
 - Assignments for coronary inquests
 - Identification of location where carcasses can be disposed of
 - Assessment of transport requirement
 - Requesting for additional resources from other districts/divisions.
 - Arrangements for supply of fuel for authorized relief vehicles (credit coupons, fuel orders etc)
 - Coordinating and supervising issuing of relief tickets to affected families
 - Ensuring safe storage and transport of relief supplies

- supplies distributed directly by NGOs and other organizations
- e donors
- maintenance of vehicles and equipment
- work with (Pre-identified)
 - SLCTB and Private Bus companies
 - Railway
 - Security forces
 - Private transporters, bus owners
 - Boat Operators
 - Government Helicopters
- iii. Organizing transport for
 - Rescue parties
 - Relief personnel
 - Marooned persons
 - Water, medicines, first aid and cooked food for marooned persons and volunteers
 - Relief materials
 - Seriously injured and sick

Communication and Information Management

- i. Set-up an information centre in EOC to organize sharing of information with mass media and community
- ii. Monitor disaster warnings and weather conditions in coordination with, and on the advice of Meteorological Dept., Irrigation Dept., NBRO etc.
- iii. General
 - Send out-messages on behalf of EOC
 - Maintaining in-message and out-message Register
 - Collect information from Site Operations Centre
 - Organize information for EOC
 - Serve as data bank required for managing operational aspects of disaster situations
- iv. Keep readily available all the information including
 - Office and residence telephone numbers, fax numbers, mobile numbers etc. of Chief Secretary and other District Secretaries including Divisional Secretaries
 - Phone numbers, names, addresses, page numbers etc. of the officers and staff of the Emergency Operations Centre
 - List of local people who can organize and co-ordinate the relief activities
 - Phone numbers, fax numbers, wireless, etc. of the other control desks officers
 - Phone numbers, names and addresses of the field officers
 - Phone numbers, names, and addresses of Non-officials (like MPs, Local Authority Members, Provincial Council Members etc.) in the district
 - Planning information required including maps incorporated in Emergency Management Plan
 - Disaster Site Maps indicating extent to which other areas may be affected, etc.
 - Information regarding alternate routes, water sources, layout of essential services which may be affected etc.
- v. Maintain other particulars - Maintain and update information in following Annexures:
 - Annexure II/1** Divisional Disaster Management Committee
 - Annexure II/2** Sub Committees for Different Tasks

Table VI Other Resources in the District

12.8 Sub-committees Responsible for various functions

4.8.1 Constitution of sub-committees

Proposed constitution of sub-committees is given in the following table. Members appointed for these committees are either members already appointed to the Divisional Disaster Management Committee or their representatives. The present members appointed by name to these sub-committees are indicated in **Annexure II/2**. When a member has left the organization or transferred out these tables will be updated with the new names by the responsible coordinator/convener.

Table 4.1- Proposed constitution of sub-committees

<p>I. Disaster Early Warning Sub-committee</p> <ul style="list-style-type: none"> ➤ 1 or 2 officials relevant to the subject from District Secretariat (one of them will act as coordinator / convener) ➤ Select Chairperson from among representatives ➤ Representatives from <ul style="list-style-type: none"> ▪ Meteorology Dept. ▪ Irrigation Dept. / Mahaweli Authority of Sri Lanka / Ceylon Electricity Board (for river flooding & Down stream of dam flooding – as applicable) ▪ Geological Survey & Mines Bureau (to be in contact) ▪ Police Dept. ▪ Major Municipal Council in the district ▪ Divisional Secretariat ▪ Sri Lanka Navy ▪ Major District NGOs / CBOs ▪ NBRO (to be in contact)
<p>II. Evacuation and SAR Sub-committee</p> <ul style="list-style-type: none"> ➤ 1 or 2 officials relevant to the subject from District Secretariat (one of them will act as coordinator / convener) ➤ Select Chairperson from among representatives ➤ Representatives from <ul style="list-style-type: none"> ▪ Police Department ▪ Armed Forces ▪ Road Development Authority ▪ Provincial Road Development Authority ▪ District NGOs ▪ Health Department ▪ Divisional Secretariats ▪ Major Municipal Council in the district
<p>III. Relief, temporary camps, food & security Sub-committee (Relief supply and distribution, Transit and relief camps, food distribution centres, security, thefts and looting)</p> <ul style="list-style-type: none"> ➤ 1 or 2 officials relevant to the subject from District Secretariat (one of them will act as coordinator / convener) ➤ Select Chairperson from among representatives ➤ Representatives from <ul style="list-style-type: none"> ▪ Police Department ▪ Armed Forces ▪ Ceylon Electricity Board ▪ National Water Supply & Drainage Board ▪ Education Department ▪ District NGOs ▪ Health Department ▪ Cooperative Department ▪ Provincial Local Govt. Dept. ▪ Divisional Secretariats
<p>IV. Immediate restoration of services, rehabilitation and reconstruction Sub-committee</p>

<ul style="list-style-type: none"> ▪ Police Department ▪ Armed Forces ▪ Road Development Authority ▪ Provincial Road Development Authority ▪ Ceylon Electricity Board ▪ National Water Supply & Drainage Board 	<ul style="list-style-type: none"> ▪ Sri Lanka Telecom ▪ Railway Department ▪ District NGOs ▪ Reconstruction & Dev. Authority (RADA) ▪ National Housing Development Authority ▪ Local Authorities
<p>V. Health and Welfare Sub-committee (Organising mobile teams to disaster sites, First Aid, Health & sanitation in camps, Trauma counseling etc.)</p>	
<ul style="list-style-type: none"> ➤ 1 or 2 officials relevant to the subject from District Secretariat (one of them will act as coordinator / convener) ➤ Select Chairperson from among representatives ➤ Representatives from <ul style="list-style-type: none"> ▪ Police Department ▪ Armed Forces ▪ Area hospital ▪ Health Department ▪ District NGOs ▪ Provincial Local Govt. Dept. ▪ Major CBOs 	
<p>Emergency Operations Management is Handled by the Main Disaster Management Committee</p>	
<ul style="list-style-type: none"> ➤ District Secretary – Chairperson ➤ DMC District Disaster Management Coordinator ➤ Addl. District Secretary – coordinator / convener ➤ Director Planning ➤ Divisional Secretaries from affected divisions as appropriate ➤ Representatives of relevant agencies 	

4.8.2 Roles and Responsibilities of sub-committees on different tasks

Each of the sub-committees is responsible for the following:

1. Developing and updating sections of the Divisional Preparedness and Response Plan and resource inventory that are of relevance to them
2. Undertaking rapid damage and loss assessments and needs assessments related to their sectors in the aftermath of a disaster
3. Providing regular situation updates to the Divisional Disaster Management Committee on long term mitigation activities, and preparedness measures taken on receipt of early warnings
4. Providing regular situation updates to the Divisional Disaster Management Committee on emergency response activities
5. Coordinating with NGOs and CBOs to ensure the effective delivery of emergency assistance

The tasks for the sub-committees are outlined below. These are the tasks that should be carried out by the sub-committees in the event of any rapid-onset disaster in their Division.

At the appropriate times of the preparedness and response phases of the disaster cycle these committees will assist the Divisional Secretary to implement this plan. Each sub-committee will have specific responsibilities as spelt out in the chapters on **Multi-hazard Response Plans for Rapid Onset Disasters** and **Operational Procedures** in the later sections of this plan.

Table 4.2 – Roles and Responsibilities of sub-committees

Sub-committee

ion of following:

and other national agencies responsible for early warning for

- Keep records of NGOs and local CBOs and coordination and duty assignment
- Ensure proper maintenance and functioning of warning and communication systems
- Arrangement of vehicles and public announcement system for early warning dissemination
- Assignment of duties to the district and divisional level officials

➤ Assess training & awareness needs and target groups on aspects related to early warning dissemination; coordinate and organize to conduct training, awareness and drills – Warning receiving officers, dissemination groups etc.

- In case of an actual early warning,
- On hearing of the warning immediately inform Divisional Secretary and EOC
 - In case of locally identified disasters such as landslides, flooding, other local disasters, immediately report through District Secretary to Early Warning Division and EOC of DMC
 - Warning people about the impending danger and advise to leave for pre-identified safer places
 - Proper record keeping and transmission of information to all the levels
 - Early warning to fishermen as relevant
 - Maintain law and order to prevent looting and theft

In addition refer Chapter on **Operational Procedure for Early Warning**

II. Evacuation and SAR Sub-committee

- Assess and acquire needed resources and facilities
- Rescue kits at risk areas depending on hazards
 - SAR teams trained on SAR and survival techniques (of Police/Fire Brigade and NGOs) for search and rescue – to be made available round the clock, depending on the type of impending disaster assess the type of SAR that would be required – Land, Water, Air
 - Ensure availability of earmarked basic equipment and materials for SAR
 - Other

- Assess training needs and target groups on related aspects such as following, inform District Secretary and coordinate / organize conducting of training
- First aid groups
 - SAR parties
 - First Aid
 - Community groups selected as response teams
 - Other

- Organize and coordinate
- Identification and marking of evacuation routes shown with sign boards for different disasters (likely landslides, floods, tsunami etc.)
 - Confirm locations and inventory of evacuation camps/ temporary shelter and keep location maps ready
 - Evacuation drills
 - Arrangement of boats and vehicles etc. and keep contacts to mobilize for evacuation when required
 - Respective parties to rehearse individually and jointly with other parties to minimize response time
 - NGOs and other groups for provision of to be trained and be prepared
 - Maintain law and order to prevent looting and theft of evacuated houses

- Coordinate NGO activities through necessary support to ensure community participation
- Establishing coordination mechanisms with local level NGOs and other national level NGOs
 - Identifying additional NGOs and assigning specific response function to different specialized NGOs
 - Mobilize and coordinate work of volunteers ensuring community participation assigning

<p>os and organize training in evacuation</p>
<p>Following:</p> <p>Identified shelter Centers with essential services</p>
<ul style="list-style-type: none"> ▪ Mobilise people of unsafe areas to go to identified / safer shelters as pre-identified ▪ Coordinate with Civil defense – Police / Army / Navy /Air force ▪ Mobilise CBO groups trained in evacuation ▪ Mobilise boats/vehicles etc. for speedy evacuation ▪ Evacuate people of marooned areas and administer emergent relief, and direct them to identified safe shelters as pre-identified ▪ Deploy police for maintaining law & order during evacuation ▪ Mobilise First Aid groups and other parties for treating and transporting the injured
<p>In addition refer Chapter on Operational Procedure for Evacuation</p>
<p>III. Relief camps, food & security Sub-committee (Relief supply and distribution, Transit and relief camps, food distribution centres, security, thefts and looting)</p>
<ul style="list-style-type: none"> ➤ Be prepared with following: <ul style="list-style-type: none"> ▪ Identification and maintaining inventory of shelter Centres and keep location maps ready ▪ Pre organisation of shelter Centres with essential facilities – adequate water, toilets, bathing, cooking facilities etc.
<ul style="list-style-type: none"> ➤ Assess <ul style="list-style-type: none"> ▪ Relief requirements and arrange to acquire same ▪ Cash Compensation requirements and coordination with relevant govt. agencies ▪ Transport requirements
<ul style="list-style-type: none"> ➤ Assess awareness needs and target groups on aspects related to location identification, camp management, basic sanitation, security and service providing agencies who are responsible for such activities etc.
<ul style="list-style-type: none"> ➤ Coordinate NGO activities through necessary support to ensure community participation <ul style="list-style-type: none"> ▪ Establishing coordination mechanisms with local level NGOs and other national level NGOs ▪ Identification of NGOs to serve on committees etc. ▪ Assigning well-defined areas of operations of the EOC ▪ Assigning specific response functions to specialized NGOs ▪ Mobilize and coordinate work of volunteers ensuring community participation
<ul style="list-style-type: none"> ➤ In an actual event <ul style="list-style-type: none"> ▪ Ensure that the identified shelter Centres are ready with essential services ▪ Coordinate with Evacuation & SAR sub committee and assess requirements ▪ Procurement and transportation of Relief materials to affected pockets/areas/ people ▪ Reporting upon procurement and disbursement of relief materials received through government and non-government channels ▪ Arrangement of cooking facilities in the shelter camps & affected areas. ▪ Assigning responsibilities to officials for distribution of emergency relief ▪ Coordinating with the civil society organizations and UN agencies for continued relief operation ▪ Monitoring for proper implementation of all above activities
<p>In addition refer Chapter on Operational Procedure for Standards for Relief work, Transit and Relief Camps and Feeding Centres</p>
<p>IV. Immediate restoration of services, rehabilitation and reconstruction Sub- committee</p>
<p>Be prepared and carry out following:</p>
<ul style="list-style-type: none"> ➤ Keep records and contact information about related service providing agencies relevant for the sub group activities and make all relevant officials aware of such information

<ul style="list-style-type: none"> - Coordinate road-clearing activities to expedite relief work - assembling laborers and providing them with necessary equipments - Arrangement of towing vehicles, Earth moving equipments, cranes, construct temporary roads - Keep National & other Highways clear from disaster effects. - Blocked rivers and canals to be cleared - Damage assessment - Monitoring 	<p>clearance of debris with requisite equipments for specific areas. debris to enabled reconnaissance</p>
<ul style="list-style-type: none"> ➤ Temporary Repairs to damaged infrastructure <ul style="list-style-type: none"> ▪ Water, Power, Transport, Telecommunication, Roads, Bridges, Canals and Drains, Public buildings ▪ Provision of hand-pumps and bowsers where necessary 	
<ul style="list-style-type: none"> ➤ Construction of facilities <ul style="list-style-type: none"> ▪ Temporary shelters with sanitation and recreation facilities as per the standards ▪ Temporary structures for storage ▪ Damaged hospitals, Educational facilities / schools and other urgent facilities to commence urgent services 	
<p>In addition refer Operational Procedure for Line Departments (service providing agencies)</p>	
<p>V. Health and Welfare Sub-committee</p>	
<ul style="list-style-type: none"> ➤ Preparedness by assessing requirements and maintaining contact with <ul style="list-style-type: none"> ▪ Relevant Zonal Committee to meet and be prepared ▪ Relevant Emergency Health Care Teams to be prepared ▪ Mobile teams to be prepared and assigning them with specific areas in case of a disaster ▪ Contacts with public and private hospitals to send injured and availability ambulances for use in case of a disaster ▪ Special information required regarding treatment as for epidemics etc. ▪ Keep records of contact personnel for various services - safe drinking water ▪ Identification of tasks in case of early warning / disaster and assigning responsibilities to relevant sub committee members / officials ▪ Volunteers/village level workers in inaccessible pockets and generating public health awareness and to obtain their assistance in case of a disaster ▪ Stock pilling of medicine, water disinfectants etc. 	
<ul style="list-style-type: none"> ➤ Identify and organize training in coordination with the EOC and Disaster Management Committee after identifying agencies for conducting training. <ul style="list-style-type: none"> ▪ Conduct training of various personnel to assist the medical and sanitation teams at various levels on relevant areas - First aid groups, Volunteers/village level groups, Community groups selected as response teams 	
<ul style="list-style-type: none"> ➤ In an actual event <ul style="list-style-type: none"> ▪ Assess the situation, prepare estimates and inform District Secretary / EOC ▪ Areas where DPDHS cannot take decisions inform District Secretary / EOC ▪ Stock pilling of medicine ▪ Stock pilling of water disinfectants 	
<ul style="list-style-type: none"> ➤ Organize and maintain records on <ul style="list-style-type: none"> ▪ Treatment of the injured and sick ▪ Disposal of dead bodies and carcasses ▪ Preventive medicine and anti-epidemic actions ▪ Psychological trauma counseling ▪ Special information required regarding treatment as for epidemics etc. ▪ Reports on food, water supplies, sanitation and disposal of waste 	
<ul style="list-style-type: none"> ➤ Assess, supply and supervise 	

	ed quired and the hospitals where they could be sent (public medicines required
➤	Supervision of maintenance of standards <ul style="list-style-type: none">▪ Identification of source for supply of drinking water through tankers, bowsers and other means of transport▪ Supervision of transit and relief camps for cooking arrangements, sanitation, water supply, disposal of waste water / stagnation and health services▪ Assistance to communities for storage of rations, sanitation, water supply, disposal of waste water / stagnation and health services
13.0	In addition refer Chapter on Operational Procedure for Health Sector and Standards for Relief work, Transit and Relief Camps and Feeding Centres

Disaster Plans for Rapid Onset Disasters

When tsunamis occur the following sectors are impacted and affected. Standard operating procedures have therefore been developed for each of these sectors.

13.1 Early Warning and Evacuation

Tasks	Responsible institution and focal point	Time frame for action
Ensure proper maintenance and functioning of warning and communication equipment		
Monitor rainfall levels, river levels and wind conditions carefully		
Collect, analyze and interpret data and share forecasts and early warnings with the District Secretary and (DDMC) and the EOC of the DMC at the National level		
Share early warning information with the Divisional Secretary and the Grama Niladhari		
Activate public announcement system for early warning dissemination		
Coordinate with the media for dissemination of warning messages		
Coordinate with NGOs and CBOs to assist with early warning dissemination and evacuation		
Ensure that evacuation routes and safe areas have been clearly marked and sign posted		
Warn people about the impending danger and provide information on evacuation paths and safe areas.		
Ensure that people are safely evacuated and housed in safe shelters		
Provide regular situation updates to the DMC at National level, to Divisional Secretaries and Grama Niladhari's as well as the media		
To inform people in safe shelters when it is safe to return home		

13.2 Search and Rescue

Tasks	Responsible institution and focal point	Time frame for action
Ensure that search and rescue equipment is fully functional and in working order		
Undertake a rapid damage assessment		
Mobilize and dispatch search and rescue teams to affected areas to rescue drowning victims, victims trapped under debris from collapsed structures and in structures that have caught fire		
Coordinate with emergency health teams to evacuate the injured, provide first aid, and transport them to hospital		

Personnel to ensure		
osed		
re that survivors		
Coordinate the activities of community volunteers assisting with the rescue operation		

13.3 Relief Supply and Distribution

Tasks	Responsible institution and focal point	Time frame for action
Establish camps in line with internationally recognized standards		
Maintain a list of the households receiving assistance both food and non-food		
Ensure that food and other materials are distributed in an equitable manner addressing the needs of the most affected		
Provide information to beneficiaries on the quantity and type of ration to be distributed for each distribution cycle		
Communicate with individuals and institutions along the supply chain in order to highlight anticipated shortfalls or problems with the supply of food and other commodities		
Maintain a physical inventory of stocks to capture external assistance when it arrives		
Coordinate the relief distribution plans of NGOs and CBOs		
Arrange for the provision of camps for livestock and arrange for supplies of fodder and cattle-feed for livestock		
Coordinate with the police to maintain law and order		

13.4 Water and Sanitation

Tasks	Responsible institution and focal point	Time frame for action
Undertake immediate repairs to broken or burst pipes and clean up blocked canals and waterways		
Provide water purification kits to affected communities and at relief camps		
Provide clean water with water bowsers to affected households and at relief camps		
Ensure sufficient water is available at common bathing units and toilets at relief camps		
Construct channels and soak away pits for drainage of waste water at relief camps		
Construct a sufficient number of latrines for males and females at relief camps and ensure that they are disinfected regularly		

	containers or		
	creta, in		
	Fly and mosquito control and spraying of insecticides in temporary shelters		
	Inoculate vulnerable communities against water borne and other diseases		
	Ensure that dead bodies are identified, registered and then cremated/buried after legal formalities	s	

13.5 Health and first Aid

Tasks	Responsible institution and focal point	Time frame for action
Relevant Zonal Committee to meet and be prepared		
Stockpile essential medical supplies		
Ensure that emergency units in hospitals are on standby		
Dispatch mobile health teams to affected areas and to relief camps		
Coordinate the activities of Red Cross and St. John Ambulance volunteers for the provision of first aid		

13.6 Rehabilitation and Reconstruction

Tasks	Responsible institution and focal point	Time frame for action
Organize and coordinate of clearance of debris		
Carry out an in depth sector specific assessment of damage and loss		
Construct of temporary shelters and sanitation facilities		
Award compensation to beneficiaries and provide information to beneficiaries on their entitlements		
Carry out repairs to damaged infrastructure: water, power, transport (roads, bridges, railways), and telecommunications		
Coordinate the rehabilitation and reconstruction activities of NGOs and CBOs		
Design District recovery plans		

In order to respond to a disaster and to keep data bases of personnel and other resources relevant information are kept in this plan. Major district level information has been presented in tabular form in the **Annexure VI** to facilitate convenient updating as this information tends to change with time.

- Police Stations
- Hospitals, Dispensaries, Health Centers etc.
- Fire Station Information
- Transportation (Government)
- Cooperatives shops
- Post Offices (A) Grade
- Fuel Stations
- Traders
- Strength of Teachers & Students
- District NGOs
- Storage Facilities with Capacity
- Tippers
- Bowsers
- Cleaning and Cutting Equipments
- Catamarans (Angul)

14.2 Locations of Identified Temporary Shelter and Transit Camps

Details of schools, temples and churches and other public buildings selected as safe and temporary shelter and transit camps for use in case of a disaster situation are also given in the **Annexure VI**.

14.3 NGOs and Voluntary Agencies

The non-governmental organizations (NGOs) and voluntary organizations active in the district are encouraged to work in close coordination with the district secretariat and maintain standards of services, information exchange and reporting requirements. The non-governmental organizations (NGOs) and voluntary organizations identified for support during preparedness and occurrence with specific activities at divisional level are also included in **Annexure VI**.

14.4 Community Participation in preparedness

In most disasters, community members are the first to respond before any outside assistance can reach the disaster site. Therefore, in certain disaster prone areas a group of young volunteers can be formed and trained to undertake essential tasks, which would reduce loss of life and property and at the same time, build confidence in self-management. CBOs and volunteers identified for specific activities at divisional level are also included in **Annexure VI**. Businessmen and well wishers in the division similarly identified for specific activities are also in **Annexure VI**.

at different stages

At different stages the Divisional EOC will be required to send different kinds of reports to the District EOC and in turn it will have to collect information by calling for reports from Grama Niladharis and other agencies, as listed below:

Reporting		
	From	To
1	Divisional Secretary	DMC thro' District Secretary
2	Grama Niladhari	Divisional Secretary
3	Infrastructure service providing agencies	District Secretary / Divisional Secretary

The formats required for these reports by different parties are given in Annexure VII.

16.1.1 Agencies Responsible for Early Warning

The technical agencies authorized to inform regarding incidents related to floods to the DMC are Irrigation Department (ID) / Mahaweli Authority of Sri Lanka (MASL) / Ceylon Electricity Board (CEB) / National Water Supply and Drainage Board (NWS&DB) (as appropriate depending on their responsibilities of specific river basins and reservoir head works), and Meteorological Department. If a flood is impending, the prime agency responsible for issuing flood warning is the DMC.

Some important general aspects to be considered in warning are given in the Operational Procedure for Early Warning. Also refer Responsibilities of Sub Committees in the chapter on Authority for Implementation of the Plan and Institutional Arrangements.

Hazardous months of the district indicating potential floods, probable time of occurrence, potential impacts and the last reported year, seasonality of floods prevailing in the district within a year etc. etc. are given in chapter on Hazard and Vulnerability Analysis.

Responsibilities of Disaster Management Centre

- ◆ Establish a reliable communication system (telephones, radio communication etc.) from all technical agencies responsible for early warning to the Head Office of DMC, and in turn to the Police emergency communication centre in Colombo and to Provincial / District Control Rooms / EOC.
- ◆ Ensure adequate round the clock staff and that proper communication facilities are available and functioning.
- ◆ Establish system (agreed with all technical agencies responsible for early warning) to inform the DMC of unusual whether conditions, high rain fall exceeding predetermined values, high river flood levels (specify values as high, critical, dangerous etc.) and any cyclonic conditions etc.
- ◆ Inform Provincial/LA and District/Divisional Secretary Control Rooms of above through the established system
- ◆ Inform the public through electronic and print media as applicable

Responsibilities of Department of Meteorology

- ◆ Identify and establish rain gauges at appropriate critical locations (specify by name) and ensure adequate round the clock staff and that proper communication facilities are available and functioning
- ◆ Establish a reliable communication system (telephones, radio communication etc.) from gauging stations to the Head Office and to the DMC
- ◆ Establish system to inform the DMC (agreed by both agencies) of, high rain fall exceeding predetermined values (specify values as high, critical, dangerous etc.) and any cyclonic conditions etc. and keep the DMC informed continuously
- ◆ In case of impending hazards / unusual whether conditions etc. inform the DMC through the established system
- ◆ Establish a reliable communication system (telephones, radio communication etc.) from gauging stations to the relevant Provincial / District Control Rooms through Head Office or directly as deemed necessary to keep the relevant Control Rooms alert continuously (after the initial declaration of an impending disaster by DMC and in agreement with DMC)

Responsibilities of Irrigation Department (ID) / Mahaweli Authority of Sri Lanka (MASL) / Ceylon Electricity Board (CEB) / National Water Supply and Drainage

appropriate depending on the agency responsible for a given river (reservoir)

gauges at appropriate critical locations (specify by name) and operation on a round-the-clock basis

- ◆ Establish a reliable communication system (telephones, radio communication etc.) from the regional / Head works office of Irrigation Engineer / MASL / CEB / NWS&DB (as appropriate depending on the responsibilities of specific river basins and reservoir/dam head works) to the Head Office and to the DMC
- ◆ Establish system (agreed with DMC) to inform DMC immediately on possible occurrence of a flood due to
 - Rising of water level in rivers
 - Possible breaching of reservoir / tank bunds
 - Possible breaching of flood dykes along rivers
- ◆ In case of impending floods due to any cause inform the DMC through the established system and keep the DMC informed continuously regarding rising water levels in rivers and floods
- ◆ Establish a reliable communication system (telephones, radio communication etc.) from the regional / Head works office of Irrigation Engineer / MASL / CEB / NWS&DB to the relevant Provincial / District Control Rooms through their Head Office or directly as deemed necessary to keep the relevant Control Rooms alert continuously regarding rising water levels in rivers and floods (after the initial declaration of an impending disaster by DMC and in agreement with DMC)
- ◆ Provide information to the DMC, and parallelly to Provincial / District administration on a likely breach in any reservoir / tank bunds and embankments of rivers and canals. It should provide information on the level of inundation such a breach will cause and advice on action to be taken

Responsibilities of Provincial / District Administration

- ◆ Chief Secretary of PC / District Secretary will activate the respective EOC
- ◆ Chief Secretary of PC / District Secretary will inform the villagers through Police, Divisional Secretaries and the Pradeshiya Sabhas. They may use mobile loudspeakers, megaphones and pre-identified youth groups to give the messages to the community
- ◆ Warning and information will be provided through radio, television and local newspapers. The provincial / district administration will appeal to all the citizens to get the latest information on flooding through mass media
- ◆ The provincial / district administration will order closure of schools in flood-affected areas.
- ◆ The provincial / district administration will deploy relevant line departments, police officials, civil defense and fire services for all the preparedness and precautionary measures
- ◆ The provincial / district administration will make arrangements to operate EOC on a round-the-clock basis. Assign officials to the EOC on a shift basis as necessary

Responsibilities of Police Department

- ◆ Assist the provincial / district administration to inform the communities of the impending disastrous situations

Primary Responders

Community, CBOs, NGOs, Grama Niladharis, Divisional Secretaries, Local Authorities, District Secretary, PC Chief Secretary, Police and Armed Forces on request

Support Services

Disaster Management, Relief & Food Supply and Recovery

Divisional Secretary / Secretary of Local Authority as relevant should take steps to evacuate the people from hazardous areas and allocate temporary safe shelter for the people.

In addition to the following, for Responsibilities of Sub Committees refer chapter on Authority for Implementation of the Plan and Institutional Arrangements.

Evacuation, Search & Rescue

Evacuation is to be exercised only when there is no other alternative as people are reluctant to leave their house & properties. Also it is expensive to transport & provide food for the affected people. District Secretary with the help of other relevant agencies will organize rescue operations for the needy people. Police and the Armed forces will take care of old, disabled, women & children. If it is necessary, boats or helicopters should be deployed for evacuation. Divisional Secretaries with the help of Grama Niladharies will ensure that evacuation is properly done. Law and order should be maintained to avoid looting during and after evacuation. Agencies Responsible are,

- Relevant sub-committee
- Department of Police
- Armed Forces
- RDA
- Department of Health
- NGOs

Relief & Food Supply

District Secretary will estimate the number of people who have been affected by floods. Divisional Secretary will get the data from Grama Niladaries and inform the District Secretary. On their assessment the requirement of food and drinking water will be supplied. He will get necessary provision from Central Government, Provincial Councils and NGOs. If necessary, the Local Authorities or the National Water Supply and Drainage Board will supply tanks and bowsers to cater the affected people with drinking water.

Health Department and NGOs will purify the drinking water. If necessary they will distribute chlorine tablets among the families. For the first three days cooked food could be distributed to the people who are marooned. Expenditure incurred for this purpose could be reimbursed from the Ministry of Disaster Relief Services. Dry ration will be distributed after three days. Divisional Secretary should maintain the records on disbursement and food procurement on a daily basis. Agencies responsible are,

- Relevant sub-committee
- Department of Police
- Armed Forces
- RDA
- PRDA
- Department of Health
- Local Authorities
- NWS&DB
- Transport Authorities
- NGOs

Recovery

In order to bring the livelihood of the people in the flood affected areas back to normal, damaged roads, bridges, electrical lines, water supply systems, houses, and other basic amenities should be repaired. Special attention should be given to repair the schools and hospitals. Financial assistance should be given to repair the damaged houses in accordance

Reconstruction and Development Agency and Divisional
the repairs of damaged houses. Agencies responsible are,
see

- Armed Forces
- RDA
- PRDA
- CEB
- NWS&DB
- Telecom
- Irrigation Dept
- NHDA
- RADA
- NGOs

16.2 Contingency Plan for High Winds, Tornadoes and Cyclones

16.2.1 Agencies Responsible for Early Warning

The technical agency responsible to forecast and inform regarding incidents related to High Winds, Tornadoes and Cyclones to the DMC is the Department of Meteorology. If a tornado / cyclone / high winds is impending, the prime agency responsible for issuing warning to the general public and other agencies is the DMC.

In some cases high winds and tornadoes cannot be forecast in advance. After the event happens only it will be possible to start response activities.

Some important general aspects to be considered in warning are given in the Operational Procedure for Early Warning. Also refer Responsibilities of Sub Committees in the chapter on Authority for Implementation of the Plan and Institutional Arrangements.

Hazardous months on high winds and cyclone, seasonality of cyclones, frequency and vulnerable divisions are given in chapter on Hazard and Vulnerability Analysis.

Responsibilities of Disaster Management Centre

- ◆ Establish a reliable communication system (telephones, radio communication etc.) from all technical agencies responsible for early warning to the Head Office of DMC, and in turn to the Police emergency communication centre in Colombo and to Provincial / District Control Rooms / EOC.
- ◆ Ensure adequate round the clock staff and that proper communication facilities are available and functioning.
- ◆ Establish system (agreed with Meteorological Department) to inform the DMC of unusual whether conditions, high winds, tornadoes and any cyclonic conditions etc.
- ◆ Inform Provincial/LA and District/Divisional level Control Rooms of above through the established system
- ◆ Inform the public through electronic and print media as applicable
- ◆ Inform communities and fishermen in the sea likely to get affected for quick evacuation to safety

Responsibilities of Department of Meteorology

- ◆ Establish system (agreed with the DMC) to inform the DMC of unusual whether conditions, high winds, tornadoes and any cyclonic conditions etc. and ensure adequate round the clock staff and that proper communication facilities are available and functioning

...ual whether conditions, high winds, tornados and any cyclonic
DMC through the established system

...nication system (telephones, radio communication etc.) with
Rooms as necessary to keep the relevant Control Rooms alert

continuously (after the initial declaration of an impending disaster by DMC and in
agreement with DMC)

- ◆ Inform the people through mass media such as TV, radio, and newspapers.

Responsibilities of Provincial / District Administration

- ◆ Chief Secretary of PC / District Secretary will activate the respective EOC depending on the severity of the expected event
- ◆ Chief Secretary of PC / District Secretary on receiving the information will immediately arrange to inform the villagers through Police, Divisional Secretaries and the Pradeshiya Sabhas. They may use mobile loudspeakers, megaphones and pre-identified youth groups to give the messages to the community
- ◆ Warning and information will be provided through radio, television and local newspapers. The DMC, Provincial / District Administration and EOC will appeal to all the citizens to get the latest information through mass media and gather in safe places if their houses are not strong enough to withstand the cyclonic forces
- ◆ The provincial / district administration will deploy relevant line departments, police officials, civil defense and fire services for all the preparedness and precautionary measures
- ◆ The provincial / district administration will make arrangements to operate EOC on a round-the-clock basis. Assign officials to the EOC on a shift basis as necessary

Responsibilities of Police Department

- ◆ Assist the provincial / district administration to inform the communities of the impending disastrous situations

Primary Responders

Community, CBOs, NGOs, Grama Niladharis, Divisional Secretaries, Local Authorities, District Secretary, PC Chief Secretary, Police and Armed Forces on request

Support Services

Medical and Health Services and Infrastructure Service Providing Agencies / line departments

16.2.2 Evacuation, Search & Rescue, Relief & Food Supply, Recovery and Rehabilitation

Divisional Secretary / Secretary of Local Authority as relevant should take steps to evacuate the people from hazardous areas and allocate temporary safe shelter for the people.

In addition to the following, for Responsibilities of Sub Committees refer chapter on Authority for Implementation of the Plan and Institutional Arrangements.

Evacuation, Search & Rescue

Evacuation is to be exercised only when there is no other alternative as people are reluctant to leave their house & properties. Also it is expensive to transport & provide food for the affected people. District Secretary with the help of other relevant agencies will organize rescue operations for the needy people. Police and the Armed forces will take care of old, disabled, women & children. If it is necessary, boats or helicopters should be deployed for evacuation. Divisional Secretaries with the help of Grama Niladharies will ensure that evacuation is properly done. Law and order should be maintained to avoid looting during and after evacuation. Agencies Responsible are,

- Relevant sub-committee

➤ NGOs

Relief & Food Supply

Chief Secretary of PC / District Secretary, Divisional Secretaries, GNs and the Pradeshiya Sabhas will estimate the number of people who have been affected by floods. Divisional Secretary will get the data from Grama Niladaries and inform the District Secretary. On their assessment the requirement of food and drinking water will be supplied. He will get necessary provision from Central Government, Provincial Councils and NGOs. NWS&DB and Local Authorities can supply tanks and bowsers to cater the affected people with drinking water.

Health Department and NGOs will purify the drinking water. If necessary they will distribute chlorine tablets among the families. For the first three days cooked food could be distributed to the people who are marooned. Expenditure incurred for this purpose could be reimbursed from the Ministry of Disaster Relief Services. Dry ration will be distributed after three days. Chief Secretary of PC / District Secretary, Divisional Secretaries, GNs and the Pradeshiya Sabhas should maintain the records on disbursement and food procurement on a daily basis. Agencies responsible are,

- Relevant sub-committee
- Department of Police
- Armed Forces
- RDA
- PRDA
- Department of Health
- NWS&DB
- Transport Authorities
- NGOs

Rehabilitation and Reconstruction

In order to bring the livelihood of the people in the flood affected areas back to normal, damaged roads, bridges, electrical lines, water supply systems, houses, and other basic amenities should be repaired. Special attention should be given to repair the schools and hospitals. Financial assistance should be given to repair the damaged houses in accordance with the estimate. NHDA and Divisional Secretary/LA should supervise the repairs of damaged houses. Agencies responsible are,

- Relevant sub-committee
- Police
- Armed Forces
- RDA
- PRDA
- CEB
- NWS&DB
- Telecom
- Irrigation Dept
- NHDA
- NGOs

The prime agency responsible for the landslide hazard mapping and investigations, and informing of high risk and prone areas is the National Building Research Organisation (NBRO). The prime agency responsible for issuing warning to the general public and other agencies is the DMC.

Unlike floods and cyclones, Meteorological Department cannot forecast the landslides, apart from forecasting possible severe rains that increase the possibility of triggering landslides. It is the people and officials who are living closer to landslide prone areas who should be vigilant. If there is a sudden crack on the ground or unusual cracks on walls, the community should bring it to the notice of the Grama Niladari / the Divisional Secretary / local authority. They should bring it to the notice of the Chief Secretary of PC / District Secretary, who in turn will seek assistance of NBRO. NBRO has already identified the landslide prone areas and in case of very high risk areas, the NBRO would already have warned the people not to occupy those lands.

Some important general aspects to be considered in warning are given in the Operational Procedure for Early Warning. Also refer Responsibilities of Sub Committees in the relevant chapter.

Hazardous months of the district indicating potential hazards, divisions vulnerable to landslides, probable time of occurrence, potential impact of landslides and the last reported year, etc. are given in chapter on Hazard and Vulnerability Analysis.

Responsibilities of Community and Grama Niladharis

- ◆ Acquire awareness through programmes by NBRO how to read Landslide Hazard Maps, to be vigilant, observe and identify symptoms of landslides such as,
 - Sudden oozing or appearance of water springs on slopes and continuous water logging
 - Sudden movements in boulders on slopes
 - Spurt of rock fall activity on unstable upper slopes
 - Sudden or progressive tilting of trees/towers located on the slope
 - Sudden opening and progressive widening of cracks on the slope or on walls and floors of buildings and structures
 - Subsidence or heaves on the slopes
 - Subsidence of roads and bulging of roadside retaining slopes
- ◆ Communities to inform Grama Niladhari / Member of Local Authority on observing signs of possible landslides
- ◆ Grama Niladhari / Member of LA on hearing of such incidents, inspect the location and inform PC Chief Secretary / Divisional Secretary / Commissioner or Secretary of Local Authority

Responsibilities of PC Chief Secretary / District Secretary / Divisional Secretary / Commissioner/Secretary of Local Authority

- ◆ Organise awareness programmes through NBRO for Communities and Grama Niladharis, Members of Las, and selected officials of Provincial Council, District and Divisional secretaries' offices
- ◆ Through NBRO train and keep one landslide specialist in each of above offices for quick and convenient action (including reading of Landslide Hazard Zonation Maps) and Keep regular links with the NBRO
- ◆ On hearing of an incident, if it is a minor case he can take action

by him, PC Chief Secretary / District Secretary / Divisional
or Secretary of Local Authority to inform NBRO to investigate

ke District Secretary aware of such investigations and about
action taken

- ◆ Commissioner or Secretary of Local Authority to make PC Chief Secretary aware of such investigations and about action taken
- ◆ On receiving report from NBRO, take action to evacuate as necessary

Responsibilities of National Building Research Organisation

- ◆ With PC Chief Secretary, Commissioner or Secretary of Local Authority, District and Divisional Secretaries organise awareness creation among communities and Grama Niladharis / Members of LAs in landslide prone areas how to be vigilant, observe and identify symptoms of landslides as explained above, and also how to read Land Slide Hazard Zonation maps.
- ◆ NBRO on receiving information to send a team of geologists / specialists to investigate and report back with recommendations for appropriate action, whether
 - It is safe to remain in the location (Inform this immediately to PC Chief Secretary / Commissioner or Secretary of LA and/or Divisional/District Secretary as relevant)
 - A landslide is imminent and the residents must be evacuated to a safe place indicating the urgency (Inform this immediately to PC Chief Secretary / Secretary of Local Authority and/or Divisional/District Secretary as relevant). In such cases select safe areas and paths safe to move as alternative roads
 - The situation is very serious and the residents must be permanently relocated
 - The landslide can be arrested with structural mitigation measures so that the residents can return after strengthening of the slope. In such cases recommend mitigation measures
- ◆ As long term measures
 - Discourage people going to live in landslide prone areas by not providing Infrastructure facilities to such areas
 - When granting development approvals insist on adoption of appropriate guidelines for land sub division and construction in landslide prone areas
 - Preparation of Land Slide Hazard Zonation maps in areas where this is not done already, and classify land by risk levels

16.3.2 Evacuation, Search & Rescue, Relief, Temporary Shelter, Food Supply and Recovery

PC Chief Secretary / Divisional Secretary / Secretary of Local Authority as relevant should take steps to evacuate the people from hazardous areas and allocate temporary safe shelter for the people. In addition to the following, for Responsibilities of Sub Committees refer the relevant chapter of the Plan.

Evacuation, Search & Rescue

Evacuation is to be exercised only when there is no other alternative as people are reluctant to leave their house & properties. Also it is expensive to transport & provide food for the affected people. District Secretary with the help of other relevant agencies will organize rescue operations for the needy people. Police and the Armed forces will take care of old, disabled, women & children. If it is necessary, boats or helicopters should be deployed for evacuation. Divisional Secretaries / Local Authorities with the help of Grama Niladharies will ensure that evacuation is properly done. Law and order should be maintained to avoid looting during and after evacuation. Agencies Responsible are,

- Relevant sub-committee

- Department of Health
- NGOs

Relief, Temporary Shelter & Food Supply

District Secretary will estimate the number of people who have been affected by floods. Divisional Secretary will get the data from Grama Niladaries and inform the District Secretary. On their assessment the requirement of food and drinking water will be supplied. He will get necessary provision from Central Government, Provincial Councils and NGOs. If necessary, NWS&DB and Local Authorities will supply tanks and bowsers to cater the affected people with drinking water.

Health Department and NGOs will purify the drinking water. If necessary they will distribute chlorine tablets among the families. For the first three days cooked food could be distributed to the people who are marooned. Expenditure incurred for this purpose could be reimbursed from the Ministry of Social welfare. Dry ration will be distributed after three days. Divisional Secretary should maintain the records on disbursement and food procurement on a daily basis. Agencies responsible are,

- Relevant sub-committee
- Divisional Secretaries / Local Authorities
- Department of Police
- Armed Forces
- RDA
- PRDA
- Department of Health
- NWS&DB
- Transport Authorities
- NGOs

Recovery

In order to bring the livelihood of the people in the flood affected areas back to normal, damaged roads, bridges, electrical lines, water supply systems, houses, and other basic amenities should be repaired. Special attention should be given to repair the schools and hospitals. Financial assistance should be given to repair the damaged houses in accordance with the estimate. RADA and NHDA, and Divisional Secretary/LA should supervise the repairs of damaged houses. Since the majority of the affected people belong to low income groups RADA and NHDA, and NGOs must assist them to build strong houses in areas safe from landslides. Agencies responsible are,

- Relevant sub-committee
- Divisional Secretaries / Local Authorities Police
- Armed Forces
- RDA
- PRDA
- CEB
- NWS&DB
- Telecom
- Irrigation Dept
- NHDA
- RADA
- NGOs

Tsunami, Sea Surge, Sea Storm etc.

Early Warning

The prime national agency responsible for issuing warning of above hazards to the general public and other agencies is the DMC. The technical agencies to forecast and inform the DMC of incidents related to sea surge, sea storm etc. are the Geological Survey and Mines Bureau (GSMB) and National Aquatic Resources and Research Agency (NARA).

In case of sea surge, sea storm it may be not always possible to forecast the events. After the event happens only it will be possible to start response activities.

Some important general aspects to be considered in warning are given in the Operational Procedure for Early Warning. Also refer Responsibilities of Sub Committees in the chapter on Authority for Implementation of the Plan and Institutional Arrangements.

Vulnerability of the district for these hazards is given in chapter on Hazard and Vulnerability Analysis. It also gives details of the Tsunami hazard in general, its peculiar characteristics, suggested general counter-measures, some specific counter-measures that can be adopted and special problem areas in managing the Tsunami disaster.

Responsibilities of Disaster Management Centre (DMC)

- ◆ Establish a reliable communication system (telephones, radio communication etc.) from GSMB, NARA and Meteorology Department, which are the technical agencies responsible for informing of impending Tsunami, Sea Surge, Sea Storm to the DMC
- ◆ Establish coordination with regional and international early warning agencies to receive early warning of earthquakes and tsunamis due to any cause, such as an earthquake in the sea, a massive slide in the sea bed, a volcanic eruption, nuclear testing in the sea and a meteorite or an asteroid hitting the sea bed.
- ◆ Ensure adequate round the clock staff and that proper communication facilities are available and functioning.
- ◆ Establish system to inform the Police emergency communication centre in Colombo, Provincial / District Control Rooms / EOC regarding tsunamis and of an occurrence of an earthquake.
- ◆ On receipt of early warning and ascertaining that a tsunami is possible, inform Police emergency communication centre in Colombo, Provincial / District Control Rooms / EOC through the established system for quick evacuation to safety
- ◆ Create awareness among communities and all concerned that the best early warning is vigilance by all concerned on the specific characteristics and dissemination of information as quickly as possible and quick evacuation to safety
- ◆ Disseminate information through public electronic and print media
- ◆ Inform communities and fishermen in the sea likely to get affected for quick evacuation to safety

Meteorology Department

- ◆ Establish coordination with regional and international meteorological agencies to receive early warning of Sea Surge, Sea Storm etc.
- ◆ On receiving any information regarding earthquakes and tsunamis due to any cause, such as an earthquake in the sea, a massive slide in the sea bed, a volcanic eruption, nuclear testing in the sea and a meteorite or an asteroid hitting the sea bed also to analyse and inform DMC.
- ◆ Ensure adequate round the clock staff and that proper communication facilities are available and functioning

with the DMC) to inform the DMC of a possible Sea Surge, Sea case of impending disaster inform the DMC through the

Responsibilities of Geological Survey and Mines Bureau

- ◆ Establish coordination with regional and international early warning agencies to receive early warning of earthquakes and tsunamis due to any cause, such as an earthquake in the sea, a massive slide in the sea bed, a volcanic eruption, nuclear testing in the sea and a meteorite or an asteroid hitting the sea bed.
- ◆ Ensure adequate round the clock staff and that proper communication facilities are available and functioning
- ◆ Establish system (agreed with the DMC) to inform the DMC of earth quakes that can create a tsunami
- ◆ In case of a possible tsunami, inform the DMC through the established system

Responsibilities of NARA

- ◆ Establish coordination with regional early warning agencies to receive early warning of tsunamis, Sea Surge, Sea Storm etc.
- ◆ Keep watch over the sea level gauges around the country
- ◆ Be vigilant about sea storm conditions and continuously keep the DMC informed through the established communication system
- ◆ Establish system (agreed with the DMC) to inform the DMC of possible disasters related to sea
- ◆ In case of a possible impending disaster, inform the DMC through the established system
- ◆ Assist the DMC to inform communities and fishermen in the sea likely to get affected

Responsibilities of Sri Lanka Navy

- ◆ Be vigilant about sea storm conditions and Inform DMC through the established communication system
- ◆ Assist the DMC to inform communities and fishermen in the sea likely to get affected
- ◆ Inform and assist communities and fishermen in the sea likely to get affected regarding any imminent disastrous situation due to tsunami or other disaster

Responsibilities of Provincial / District Administration

- ◆ Chief Secretary of PC / District Secretary will activate the respective EOC depending on the severity of the expected event
- ◆ Chief Secretary of PC / District Secretary on receiving the information will immediately arrange to inform the villagers through Police, Divisional Secretaries, GNs and the Pradeshiya Sabhas.
- ◆ Divisional Secretaries and the Pradeshiya Sabhas will inform the community through Police, NGOs, CBOs and Volunteer Groups. They may use mobile loudspeakers, megaphones and pre-identified youth groups to give the messages to the community
- ◆ Warning and information will be provided through radio and television. The Provincial / District Administration and EOC will appeal to all the citizens to get the latest information through mass media for evacuation
- ◆ The provincial / district administration will deploy relevant line departments, police officials, civil defense and fire services for all the preparedness and precautionary measures
- ◆ The provincial / district administration will make arrangements to operate EOC on a round-the-clock basis and to assign officials to the EOC on a shift basis as necessary

Responsibilities of Police Department

Secretary / District/Divisional Secretary to communicate the
in the jurisdiction of the police station of the impending
wireless and all possible modes of communication

16.4.2 Evacuation, Search & Rescue, Relief & Food Supply and Recovery

Divisional Secretary / Secretary of Local Authority as relevant should take steps to evacuate the people from hazardous areas and allocate temporary safe shelter for the people.

In addition to the following, for Responsibilities of Sub Committees refer chapter on Authority for Implementation of the Plan and Institutional Arrangements.

Evacuation, Search & Rescue

Evacuation is to be exercised only when there is no other alternative as people are reluctant to leave their house & properties. Also it is expensive to transport & provide food for the affected people. District Secretary with the help of other relevant agencies will organize rescue operations for the needy people. Police and the Armed forces will take care of old, disabled, women & children. If it is necessary, boats or helicopters should be deployed for evacuation. Divisional Secretaries with the help of Grama Niladharies will ensure that evacuation is properly done. Law and order should be maintained to avoid looting during and after evacuation. Agencies Responsible are,

- Relevant sub-committee
- Department of Police
- Armed Forces
- RDA
- Department of Health
- NGOs
- CBOs

Relief & Food Supply

Chief Secretary of PC / District Secretary, Divisional Secretaries, GNs and the Pradeshiya Sabhas will estimate the number of people who have been affected. Divisional Secretary will get the data from Grama Niladharies and inform the District Secretary. On their assessment the requirement of food and drinking water will be supplied. He will get necessary provision from Central Government, Provincial Councils and NGOs. NWS&DB and Local Authorities will supply tanks and bowsers to cater the affected people with drinking water.

Health Department and NGOs will purify the drinking water. If necessary they will distribute chlorine tablets among the families. For the first three days cooked food could be distributed to the people who are marooned. Expenditure incurred for this purpose could be reimbursed from the Ministry of Disaster Relief Services. Dry ration will be distributed after three days. Chief Secretary of PC / District Secretary, Divisional Secretaries, GNs and the Pradeshiya Sabhas should maintain the records on disbursement and food procurement on a daily basis. Agencies responsible are,

- Relevant sub-committee
- Department of Police
- Armed Forces
- RDA
- PRDA
- Department of Health
- NWS&DB
- Transport Authorities
- NGOs

Recovery

In order to bring the livelihood of the people in the flood affected areas back to normal, damaged roads, bridges, electrical lines, water supply systems, houses, and other basic




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Special attention should be given to repair the schools and should be given to repair the damaged houses in accordance and Divisional Secretary/LA should supervise the repairs of possible are,

- Relevant sub-committee
- Police
- Armed Forces
- RDA
- PRDA
- CEB
- NWS&DB
- Telecom
- Irrigation Dept
- NHDA
- NGOs



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Annexure I

showing the Hazards affecting the respective

GN Divisions



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Annexure II/1

Divisional Disaster Management Committee of Division

Committee Convener and coordinator:

....., Asst. Divisional Secretary,

Telephone: Office:, Home:

Name, Designation, Organization & Address	Office / Mobile Telephone	Home Address	Home Tel.

Tasks

Sub-committees Convener and coordinator:

Name:
Telephone: Office: Home:

Sub-committee I - Disaster Early Warning Sub-committee

Name, Designation, Organization & Address	Office / Mobile Telephone	Home Address	Home Tel.

Sub-committee 2 – Evacuation and SAR Sub-committee

Name, Designation, Organization & Address	Office / Mobile Telephone	Home Address	Home Tel.

Sub- committee 3 - Relief camps, food & security Sub-committee

Name, Designation, Organization & Address	Office / Mobile Telephone	Home Address	Home Tel.

Sub- committee 4- Immediate Restoration of Services, Rehabilitation and Reconstruction Sub-committee

Name, Designation, Organization & Address	Office / Mobile Telephone	Home Address	Home Tel.

Sub committee 5 - Health and welfare Sub-committee

Name, Designation, Organization & Address	Office / Mobile Telephone	Home Address	Home Tel.



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Annexure III

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**of the Emergency Operations Centre
..... Division**

Name, Designation, Organization & Address	Office Tel., Fax, Mobile Phone	Home Address	Home Tel.



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Annexure IV

**Important Agencies and Individuals
..... Division**

Name	Designation Organization & Address	Office / Mobile Telephone	Home Tel.



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Annexure V

Operations Organization – Province

Name, Designation, Organization & Address	Office / Mobile Telephone	Home Tel.
District Secretaries in the Province		
Other Divisional Secretaries		
District / Local Political Leadership		

VI - 1: Police Stations

GN Division	Name of the Police Station (Location)	Tel. No.

VI - 2: Hospitals, Dispensaries, Health Centers etc.

GN Division	Location	Status	No of Beds	No. of Doctors & RMPs	Tel. No.

VI - 3: Fire Station Information

Details	Numbers available	Government/ Private	Contacts/ Owner's name with Telephone No.
Buses			

VI - 4: Transportation (Government)

Details	Numbers available	Government/ Private	Contacts/ Owner's name with Telephone No.
Buses			

VI - 5: Cooperatives shops

GN Division	Location	Telephone No.	No. of Stores	No. of Retail Counters	No. of Rural Banks

VI - 6: Post Offices (A) Grade:-

Name of the GN Division	Location	Tel No.

Person and address	Telephone Office/ Res.

VI - 8: Traders

Type of Traders	Contact person and address	Telephone Office/ Res.

VI - 9: Strength of Teachers & Students

GN Division	Students	Teachers
Total		

VI - 10: Storage Facilities with Capacity

Type of storage structure	Location	Capacity	Contact Person	Tel. no

VI - 11: Lorries and Tipper

Numbers available	Govt./ Private	Contact / Name of owner	Telephone No.

VI - 12: Browsers

Numbers available	Govt./ Private	Contact / Name of owner	Telephone No.

VI - 13: Cleaning and Cutting Equipments

Type of Equipment	Numbers available	Govt./ Private	Contact / Name of owner	Telephone No.
Motor grader				
Dozer				
Backhoe				

Loader			

VI – 14: Catamarans (Angul)

GN Division	Location	Contact / Name of owner	Telephone No.

VI – 15: Locations of Identified Temporary Shelter and Transit Camps

GN Division	Location / Contact person	Telephone No.

VI - 16: Details of Divisional Level NGOs and Voluntary Agencies identified for specific activities

Name of NGO and Voluntary Agency	Identified Response Activities	Contact person and Telephone No.

VI - 17: Details of CBOs and Voluntary Agencies identified for specific activities at divisional level

Names of CBOs and Voluntary Agencies	Identified Response Activities	Contact person and Telephone No.

VI - 18: Details of Businessmen and well wishers in the division identified for specific activities

Names of Businessmen and well wishers	Identified Response Activities	Contact person and Telephone No.



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Annexure VII

Reporting Formats



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Divisional Level Reporting Formats

Level Incident Reporting Format
(reporting within 24 hours)

Instructions.

- After an incident within one day fill this form and send to District Secretariat
- Update the form and send again on the second and third days to District Secretariat

GLIDE No. (For Official Use only)	
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To be filled by Divisional Secretary – Read the instructions before filling

Reference No.	Event code	Date of event			Time of event			Duration
		Year	Month	Day	Hours	Min.	am / pm	Days / hours

A. General

Province		District		Division	
Location of incident		No. GN divisions affected		No. of Villages affected	

Event		Cause	
-------	--	-------	--

B. Impacts on Human Lives

Approximate No. of People						
Dead	Injured	Hospitalized	Missing	In the IDP camp	Evacuated	Affected

Approximate No. of Families			No of IDP camps
In the IDP camps	Evacuated	Affected	

C. Damage to Housing and other Buildings

No. of houses damaged		No. of shops / business premises damaged		No. of government premises damaged	
Fully	Partially	Fully	Partially	Fully	Partially

D. Other Sectors Affected (Please tick ✓ relevant cage)

Name	Affected	Name	Affected
Transportation - Road		Industries: Tourist Hotels	
Transportation - Railway		Industries: Fisheries	
Agriculture / Vegetation		Telecommunication	
Livestock		Health	
Water Supply		Education	
River Flood Protection Systems		Forestry and Wildlife	
Irrigation		Power and Energy	

Comments:			Date	
Prepared	Name:	Approved	Name:	



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	by	Signature:
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Level Incident Reporting Format

(For reporting after 1 week)

- After one week after the incident fill this form and send to District Secretariat

GLIDE No. (For Official Use only)	
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To be filled by Divisional Secretary – Read the instructions before filling

Reference No.	Event code	Date of event			Time of event			Duration
		Year	Month	Day	Hours	Min.	am / pm	Days / hours

A. General

Province		District		Division	
Location of incident		No. GN divisions affected		No. of Villages affected	

Event		Cause	
-------	--	-------	--

B. Impacts on Human Lives

Approximate No. of People						
Dead	Injured	Hospitalized	Missing	In the IDP camp	Evacuated	Affected

Approximate No. of Families			No of IDP camps
In the IDP camps	Evacuated	Affected	

C. Damage to Housing and other Buildings

No. of houses damaged			No. of shops / business premises damaged			No. of government premises damaged		
Partially		Fully	Partially		Fully	Partially		Fully

D. Transportation

No of roads damaged				
National roads	Provincial roads	MC / UC / PC roads . tarred	Bridges	Culverts
Railways damaged				
Name of railway line			No. of bridges damaged	Culverts damaged

E. Agriculture

Paddy farms affected			Other farms affected		
No. of families	Land . ha (1 ha= 2.471 acr)	Loss Rs.	No. of families	Land . ha (1 ha= 2.471 acr)	Loss Rs.

	Figury	Goat	No. of families

F. Water Supply

Drinking Water Sources Affected . Indicate number affected			
River / streams / canals		Impounded reservoirs / Irrigation tanks	Wells / Tube wells
Pipe Borne Water Supply			
No. of families affected		Quantity of water supplied from other sources (gallons)	

G. Power and Energy / Communication

Power and Energy		Communication	
No. of families affected		No. of families affected	

H. Industries: Tourist hotels

No. of tourist hotels damaged											
Hotels			Restaurants				Guest houses				
Fully		Partially		Fully		Partially		Fully		Partially	

I. Industries: Fisheries

Total no. of vessels damaged				Other			
Partially		Fully		No. of families affected		No. of harbors affected	

J. Relief

Payment for relief (Indicate amount in relevant place - Rs)							
Loss of life		Injury and disability		Loss of crop			
Loss of livestock		Livelihood options		Emergency supplies			
Partially damaged houses				Fully damaged houses			
Relief distributed							
Food Items (Indicate Quantity in relevant unit)				Others Relief Items (Quantity in relevant unit)			
Item	Qty.	Item	Qty.	Item	Qty.	Item	Qty.
Rice				Clothes			
Sugar				Tents			
Milk Powder				Kitchen utensils			
Bread				Temp. Shelter materials			



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				Date	
		Approved by		Name:	
by				Signature:	

Level Incident Reporting Format

(For reporting after 2 weeks)

- After two week after the incident fill this form and send to District Secretariat

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To be filled by Divisional Secretary – Read the instructions before filling

Reference No.	Event code	Date of event			Time of event			Duration
		Year	Month	Day	Hours	Min.	am / pm	Days / hours

A. General

Province		District		Division	
Location of incident		No. GN divisions affected		No. of Villages affected	

Event		Cause	
-------	--	-------	--

B. Impacts on Human Lives

	No. of people Dead			No. of people Injured			No. of people Missing		
Adults	Male		Female	Male		Female	Male		Female
Children	Male		Female	Male		Female	Male		Female
	No. of people Evacuated			No. of people in Temporary shelters			No. people Affected		
Adults	Male		Female	Male		Female	Male		Female
Children	Male		Female	Male		Female	Male		Female
No. of Families									
Affected		Evacuated		In temporary shelters / IDP camps		Relocated			
No of temporary shelters / IDP camps									

C. Damage to Housing and other Buildings

No. of houses damaged											
Single storied				Two storied				More than two storied			
Partially		Fully		Partially		Fully		Partially		Fully	
No. of shops / business premises damaged											
Single storied				Two storied				More than two storied			
Partially		Fully		Partially		Fully		Partially		Fully	
No. of government premises damaged											
Single storied				Two storied				More than two storied			

Partially		Fully		Partially		Fully	
-----------	--	-------	--	-----------	--	-------	--

Roads (Use separate paper if space not enough)													
Names of roads damaged				Road section (Indicate km post or locations)				Length in km		Loss Rs.		Comments (tarred or gravel)	
<u>National Roads damaged</u>													
<u>Provincial Roads damaged</u>													
<u>MC / UC / PS Roads damaged . Tarred</u>													
No. of bridges damaged						No. of Culverts damaged							
<u>National</u>						<u>National</u>							
Partially		Fully		Loss Rs.		Partially		Fully		Loss Rs.			
<u>Provincial</u>						<u>Provincial</u>							
Partially		Fully		Loss Rs.		Partially		Fully		Loss Rs.			
<u>MC / UC / PS</u>						<u>MC / UC / PS</u>							
Partially		Fully		Loss Rs.		Partially		Fully		Loss Rs.			
Railways damaged													
Names of railway line				Section (Indicate km post or locations)				Length in km		Loss Rs.		Comments (tarred or gravel)	
No. of Railway Bridges damaged						No. of Railway Culverts damaged							
Partially		Fully		Loss Rs.		Partially		Fully		Loss Rs.			

E. Agriculture

Paddy farms affected											
No. of families		Land(1 ha= 2.471 acr)				Loss Rs.					
Other farms affected											
No. of families		Land . ha (1 ha= 2.471 acr)		Loss Rs.		Names of field crops		1		2	

	Goat	Others	No. of families affected	Loss Rs.

F. River Flood Protection Systems

Embankments / flood bunds / dykes affected				
No. partially damaged		No. fully damaged		Loss Rs.
Names of embankments / flood bunds / dykes affected	1			
	2			
	3			

G. Irrigation

Minor Irrigation facilities (tanks) affected				
No. of partially damaged		No. of fully damaged		Loss Rs.
Names of minor Irrigation tanks affected	1			
	2			
Medium and Major Irrigation facilities (tanks) affected				
No. of partially damaged		No. of fully damaged		Loss Rs.
Names of Major Irrigation tanks affected	1			
	2			
Irrigation Canals affected				
No. of canals affected		Total length of canals damaged		Loss Rs.
Names of main irrigation canals affected	Main canals	1		Length km
		2		
	Secondary canals	1		Length km
		2		
Anicuts affected				
No. of partially damaged		No. of fully damaged		Loss Rs.
Names of anicuts affected	1			
	2			

H. Water Supply

Drinking Water Sources Affected . Indicate number affected and loss in Rs.										
River / streams / canals		Impounded reservoirs / Irrigation tanks		Wells / Tube wells						
Irrigation canals		Other sources		Loss Rs.						
Elements of Pipe Borne Water Supply Schemes Damaged										
Intake structures . Indicate number damaged and loss in Rs.										
No. of Components damaged						No. of Intake structures damaged				
Structure		Pumps		Power supply		Partially		Fully		Loss Rs.
Water Supply Schemes – Other Components damaged . Indicate number damaged and loss in Rs.										

						Treatment plants					
Partially		Fully		Loss Rs.		Partially		Fully		Loss Rs.	
Pump houses						Ground water tanks					
Partially		Fully		Loss Rs.		Partially		Fully		Loss Rs.	
Elevated water tanks						Distribution pipe network					
Partially		Fully		Loss Rs.		Partially		Fully		Loss Rs.	
Connections damaged (No. of connections damaged)											
Water Supply – People affected											
No. of families affected		Quantity of water supplied from other sources (gallons)		Name of other sources		1		2		3	

I. Power and Energy

Power stations damaged . Indicate number affected and loss in Rs.											
Partially		Fully		Loss Rs.		Names of power stations damaged		1		2	
Damage to H/T power lines											
Partially - Length (km / m - specify)		Locations		1		Loss Rs.		2			
Fully - Length (km / m - specify)		Locations		1		Loss Rs.		2			
No. of Pylons Damaged . Indicate number damaged and loss in Rs.											
Partially		Loss Rs.		Locations		1		2			
Fully		Loss Rs.		Locations		1		2			
No. of Transformer Stations Damaged . Indicate number damaged, loss in Rs. and locations											
Partially		Loss Rs.		Capacity & Locations		1		2			
Fully		Loss Rs.		Capacity & Locations		1		2			
Damage to Distribution lines											
Partially - Length (km / m - specify)		Locations		1		Loss Rs.		2			
Fully - Length (km / m - specify)		Locations		1		Loss Rs.		2			
No. of connections affected (customers)									Loss Rs.		

J. Communication

No. of elements partially damaged											
Switching		Transmission		Out side plant		Power		Loss Rs.			
No. of elements fully damaged											

	Out side plant		Power		Loss Rs.	
Number damaged and loss in Rs.						
	Locations	1				
		2				
Fully		Loss		Locations	1	
		Rs.			2	
No. of customers affected				Loss Rs.		

K. Education

Details of Educational Establishments damaged . Include Pre, Primary & Secondary Schools; Teacher Training / Vocational Training / Technical colleges; Universities etc. Use additional sheet if space not enough

Names of establishment & location / address		Fully damaged	Partially damaged	Loss Rs.	Comments
1.					
2.					
3.					
No. of students / teachers affected					
Students			Teachers		
Dead		Injured		Missing	

L. Health

Details of Health Establishments damaged – Include all hospitals (govt. & private), offices, healthcare centres, clinics, dispensaries, nursing training schools etc. Use additional sheet if space not enough

Names of establishment & location / address		Fully damaged	Partially damaged	Loss Rs.	Comments
1.					
2.					
3.					

M. Industries: Tourist hotels

No. of tourist hotels damaged				
	Fully damaged	Partially damaged	Loss Rs.	Names of establishment
Hotels				
Restaurants				
Guest houses				

N. Industries: Fisheries

No. of fishing vessels damaged						
	Multiday boats	3 ½ Ton boats	17-23 FRP boats	Traditional craft	Out board motors	
Fully damaged						



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	Approved by	Name:
Signature:		Signature:

Report from Divisional Secretariat

Relief report Division

Division: (District : 0 0 0 0 0)

Date:

Information on Relief Operations			
Relief Items	Distributed (Quantity)	Additional Relief Requirement (Quantity)	Amount (in Rs.)
Food			
Dry ration: specify			
1.			
2.			
3.			
Cash Assistance			
Clothes			
Tents			
Temp. shelter materials			
Kitchen utensils			
Bleaching Powder			
Chlorine Tablets			
Other: specify			

Prepared by: Name:
Signature:

Designation:



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GN Level Reporting Formats

Disaster Level Incident Reporting Format

(reporting within 24 hours)

INSTRUCTIONS.

- After an incident within one day fill this form and send to Divisional Secretariat
- Update the form and send again on the second and third days to Divisional Secretariat

GLIDE No. (For Official Use only)	
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To be filled by Grama Niladhari – Read the instructions before filling

Reference No.	Event code	Date of event			Time of event			Duration
		Year	Month	Day	Hours	Min.	am / pm	Days / hours

A. General

Province		District		Division	
GN Division		Location of incident		No. of Villages affected	

Event		Cause	
-------	--	-------	--

B. Impacts on Human Lives

Name of village affected	Approximate No. of People						
	Dead	Injured	Hospitalized	Missing	In the IDP camp	Evacuated	Affected

Name of village affected	Approximate No. of Families			No of IDP camps
	In the IDP camps	Evacuated	Affected	

C. Damage to Housing and other Buildings

Name of village affected	No. of houses damaged		No. of shops / business premises damaged		No. of government premises damaged	
	Partially	Fully	Partially	Fully	Partially	Fully

D. Other Sectors Affected (Please tick ✓ relevant cage)

Name	Affected	Name	Affected
Transportation - Road		Industries: Tourist Hotels	
Transportation - Railway		Industries: Fisheries	
Agriculture / Vegetation		Telecommunication	
Livestock		Health	
Water Supply		Education	
River Flood Protection Systems		Forestry and Wildlife	
Irrigation		Power and Energy	

Comments:			Date	
Prepared	Name:	Approved	Name:	



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	by	Signature:
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Grama Niladhari Level Incident Reporting Format

(For reporting after 1 week)

Instructions.

- After one week after the incident fill this form and send to Divisional Secretariat

GLIDE No. (For Official Use only)	
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To be filled by Grama Niladhari – Read the instructions before filling

Reference No.	Event code	Date of event			Time of event			Duration
		Year	Month	Day	Hours	Min.	am / pm	Days / hours

A. General

Province		District		Division	
GN Division		Location of incident		No. of Villages affected	

Event		Cause	
-------	--	-------	--

B. Impacts on Human Lives

Name of village affected	Approximate No. of People						
	Dead	Injured	Hospitalized	Missing	In the IDP camp	Evacuated	Affected

Name of village affected	Approximate No. of Families			No of IDP camps
	In the IDP camps	Evacuated	Affected	

C. Damage to Housing and other Buildings

Name of village affected	No. of houses damaged		No. of shops / business premises damaged		No. of government premises damaged	
	Partially	Fully	Partially	Fully	Partially	Fully

D. Transportation

No of roads damaged				
National roads	Provincial roads	MC / UC / PC roads . tarred	Bridges	Culverts
Railways damaged				
Name of railway line			No. of bridges damaged	Culverts damaged

E. Agriculture

		Other farms affected	
	s Rs.	No. of families	Land . ha (1 ha= 2.471 acr)
			Loss Rs.
Livestock affected (No. of livestock)			
Poultry	Cattle /Buffaloes	Figury	Goat
			No. of families

F. Water Supply

Drinking Water Sources Affected . Indicate number affected			
River / streams / canals		Impounded reservoirs / Irrigation tanks	Wells / Tube wells
Pipe Borne Water Supply			
No. of families affected		Quantity of water supplied from other sources (gallons)	

G. Power and Energy / Communication

Power and Energy		Communication	
No. of families affected		No. of families affected	

H. Industries: Tourist hotels

No. of tourist hotels damaged							
Hotels			Restaurants			Guest houses	
Fully		Partially	Fully		Partially	Fully	Partially

I. Industries: Fisheries

Total no. of vessels damaged			Other		
Partially		Fully	No. of families affected		No. of harbors affected

J. Relief

Payment for relief (Indicate amount in relevant place - Rs)							
Loss of life		Injury and disability		Loss of crop			
Loss of livestock		Livelihood options		Emergency supplies			
Partially damaged houses			Fully damaged houses				
Relief distributed							
Food Items (Indicate Quantity in relevant unit)				Others Relief Items (Quantity in relevant unit)			
Item	Qty.	Item	Qty.	Item	Qty.	Item	Qty.
Rice				Clothes			
Sugar				Tents			
Milk Powder				Kitchen utensils			
Bread				Temp. Shelter materials			



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				Date	
		Approved by		Name:	
by		Signature:		Signature:	

Relief Report from GN Division

Relief report GN

GN division: 0 0 0 0 0 0 (Division: 0 0 0 0 0 0 District: 0 0 0 0 ..0 0)

Date:

Information on Relief Operations			
Relief Items	Distributed (Quantity)	Additional Relief Requirement (Quantity)	Amount (in Rs.)
Food			
Dry ration: specify			
4.			
5.			
6.			
Cash Assistance			
Clothes			
Tents			
Temp. shelter materials			
Kitchen utensils			
Bleaching Powder			
Chlorine Tablets			
Other: specify			

Signature:

Name of GN:

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Relief report Division

Division: _____ (District : 0 0 0 0 0 0)

Date: _____

Information on Relief Operations			
Relief Items	Distributed (Quantity)	Additional Relief Requirement (Quantity)	Amount (in Rs.)
Food			
Dry ration: specify			
1.			
2.			
3.			
Cash Assistance			
Clothes			
Tents			
Temp. shelter materials			
Kitchen utensils			
Bleaching Powder			
Chlorine Tablets			
Other: specify			

Prepared by: Name: _____
Signature: _____

Designation: _____