

# **Grama Niladhari Level Disaster Preparedness and Response Plan**

**Grama Niladhari Division:**

**Administrative Division:**

**District:**

**Date of completion of Plan:**

**Grama Niladhari File No.:**

**Approved by:**

Grama Niladhari's signature:

Divisional Secretary's signature:

**Disastr Management Centre**

**UNDP**

**..... District Secretariat**

..... Grama Niladhari Level Disaster Preparedness and Response Plan

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### **Schedule for updating the plan**

<b>Review</b>	<b>Updating</b>	<b>Revision</b>
After a major disaster	1/2 Yearly (May & Nov)	Once in ... years or as needed after review

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## **1.0 Background and Introduction**

### **Requirements of the Sri Lanka DM Act and the National Policy**

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 also the National Disaster Management Policy, which was developed by the Ministry of Disaster Management and Human Rights.

### **Purpose of the Plan**

This plan contains the preparedness mechanism for responding to prevailing disasters and information specific to the ..... Grama Niladhari division, to ensure prevention / reduction of loss of life, livelihood and property in case of occurrence of disasters. Moreover this plan emphasises the need for links, on one side with the Divisional Secretary and Divisional Emergency Operations Centre (EOC) and on the other, with the different community groups within the GN division who have developed Preparedness Plans for response if disasters occur and conducting evacuation drills.

### **Components of the Plan**

The five main components of the plan include:

- Profile of the Grama Niladhari Division
- Hazard, Vulnerability and Risk Assessment
- Mitigation Strategies
- Response Plan including GN Level Disaster Management Committee and Sub-committees
- Inventory of Resources in the GN Division

### **Arrangements for Disaster Preparedness and Response**

The GN Level Disaster Management Committee and Subcommittees for various tasks with respective roles have been identified. Their names and contact details are included in this plan. The resource inventory is important for assessing local capacities available within the GN Division which can be harnessed for disaster preparedness and response. This includes - trained manpower, livelihood activities, health, education, water, sanitation, electricity, communications and transportation facilities. Additional resources identified for response activities in the GN Division including safe shelter places, alternative / safe routes for hazards prevalent in the area etc. are also included in the plan.

Relevant sub-committees will have continuous coordination with different community groups within the GN division who are involved in developing community level Preparedness Plans for response if a disaster occurs. They will be made aware of the warning dissemination methods, pre-identified temporary shelter, arrangements for relief distribution etc. etc.

### **Plan Development**

The plan is prepared by the Grama Niladhari along with the members of the community irrespective of their occupational status. Chief priests of temples / churches / mosques and other dignitaries in the area would play a major role as advisors and counselors in this activity. These persons have the skills to motivate the community, conduct meetings, and encourage an approach as participatory as possible.

It is essential to involve the leaders of different community groups within the GN division who are involved in developing community level Preparedness Plans / evacuation drills etc. Support of NGOs, multi-lateral aid agencies and other government officials too can be obtained.





## 2.0 Profile of the ..... Grama Niladhari Division

The GN Division profile provides an understanding of the GN Division, its developmental position and the context upon which disasters will impact. It includes the physical, administrative, geographic, demographic, socio economic and infrastructural profile of the GN area.

Briefly summarise following (may include additional facts as relevant):

Administrative details and location, Details such as Divisional Secretary as its administrative heads, this GN division being one of several in the ..... Division of ..... District .

Population details

Land extent

Boundaries – Other GNs or ocean

Length of coastal belt (if applicable)

Wet zone or dry zone

Land use pattern

Water Sources

Historical information as necessary

The tables in the following sections provide specific details.

Indicate the source when providing information in following tables.

### 2.1 Details of Demography, Livelihood and Facilities

**Table 2.1 Demographic Details**

Name of Village/ Area / Road	No. of House-holds	Populaiton				Male	Female
		Adults	Children < 5 yrs	Old > 60 yrs	Total		

Source: Dept. of Census and Statistics

**Table 2.2 No. of Households by Race**

Sinhala	Tamil	Indian Tamil	Moor	Malay	Burgher	Other	Total Households

Source: Dept. of Census and Statistics

**Table 2.3 Population by Race**

Sinhala		Tamil		Indian Tamil		Moor		Malay		Burgher		Other		Total	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Source: Dept. of Census and Statistics

**Table 2.4 Housing**

No.	Type of house	No. of houses	Remarks
	Temp. houses		
	Semi-permanent		
	Permanent	Asbestos roof	
		GI sheet roof	

No.	Type of house	No. of houses	Remarks
	Tiled roof		
	Other		
	<b>Total Houses</b>		

**Table 2.5 Livelihood details**

Type of Occupation	Number of Persons engaged	No. of Households engaged
Cultivation		
Agricultural labour		
Skilled Labour (Carpenters, Masons, Electricians etc.)		
Unskilled Labour		
Fishing		
Home Gardening		
Small Business		
Govt. Offices		
Private Offices		
Service		
Others (specify)		

**Table 2.6 Industries**

No.	Name of Industry	Type of Industry	Manpower	Machinery/ equipment	Monthly Investment	Monthly Output

**Table 2.7 Drinking Water Sources**

Name of the Locality	Tube Well	Dug Well	Stand Post	River	Canal	Village Tank	Rain Water Harvesting Tank

**Table 2.8 Consumers of Piped Water Supply**

	No. of Consumers
Houses	
Religious Places	
Business Premises	
Industries	
Total	

**Table 2.9 Consumers of Electric Power**

	No. of Consumers
Houses	
Religious Places	
Business Premises	
Industries	

Total	
-------	--

**Table 2.10 Premises with telephone facilities**

	No. of Connections
Houses	
Religious Places	
Business Premises	
Industries	
Total	

## 2.2 Details of Topography, Lands and Cropping Pattern

**Table 2.11 Total Geographical area (Hectares/ Acres)**

Name of Village/ Area / Road	Agricultural Land			Play Grounds / Grazing land	Forest Land	Others	Total area
	High land	Medium land	Low land				

**Table 2.12 Agricultural Land Holding Pattern**

Big Farmers	Marginal farmers	Small Farmers	Agricultural laborers	Landless	Tenant Farmers	Total Number

**Table 2.13 Details of Hilly land / High land / mounds**

No.	Type of High land	Distance from village	Approx. Extent (Hectares/ Acres)

**Table 2.14 Cropping Pattern**

Name of Village/ Area / Road	Type of Crops	Area Cultivated Hectares/ Acres	Area under Crop insurance Acres

**Table 2.15 Irrigation Facilities and Source (Hectares / Acres)**

Source of Irrigation	Irrigated High Land	Irrigated Medium land	Irrigated Low Land	Total irrigated land
Canal Irrigation				
Lift Irrigation				

Pond				
Tube Wells				
Village Tank				
Rain Water Harvesting Tank				
Others				

**Table 2.16 Non Irrigated / Rain Fed Land (Hectares/ Acres)**

<b>Types of land</b>	<b>Land extent (Hectares/ Acres)</b>
High Land	
Medium land	
Low land	

### 3.0 Hazard and Vulnerability Assessment of ..... GN Division

Hazard analysis plays a vital role in the Disaster Preparedness and Response mechanism of the GN division. It shows potential hazards prevailing in the area and probable time of occurrence, which would be extremely important in terms of Preparedness and Response. Hazard and vulnerability assessment includes disaster history of the GN area, the probability of various intensities, the maximum possible threat and the secondary hazards which could result from the disaster occurrence. The occurrence of one disaster such as floods can result in secondary disasters such as landslides, epidemics etc. and can have substantial impact on sectors such as water, health, sanitation and communication. Once hazards and vulnerabilities in the division are identified it becomes possible to assess the level of risk faced by a community.

Briefly summarise following:

The major natural disasters prevailing in the GN division

Specifically mention whether the GN division was affected by the massive Tsunami which hit Sri Lanka on 26th December 2004

Other man-made disasters which can occur in the GN area

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

Map of GN Division Showing Areas Affected by Natural Disasters is in the **Annexure I**. Tables in the following sections show information regarding hazards in the area, vulnerabilities and risks.

### 3.1 Hazards in the Area

**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	Frequency	Impacts & Losses					Impacts on infrastructure, assets, environment
			Deaths	Affected	Houses	Live-stock	Crop	

Sources:

**Table 3.2 – Monthly Rainfall pattern in the GN division – if available**

Month	19....-200.. Average	200..		200..	
		Rainfall mm	No. of rainy days	Rainfall mm	No. of rainy days
January					
February					
March					
April					
May					
June					
July					
August					

Month	19....-200.. Average	200..		200..	
		Rainfall mm	No. of rainy days	Rainfall mm	No. of rainy days
September					
October					
November					
December					

**Table 3.3 - Monthly Rainfall in mm (19.... to 200..) in the GN division – if available**

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

Source: Department of Meteorology

**Table 3.4 - 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 3.5 - 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				

**Table 3.6 - Hazard Frequency**

Hazard	Frequency	Vulnerable areas
Floods	Every year but no major floods since 1969 till 2003	
Landslide	Unpredictable	

Hazard	Frequency	Vulnerable areas
Cyclone	Unpredictable	
Epidemic	Every year	
Sea surge / Storm surge	Once in three years	
Other - specify		

**Table 3.7 - 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"> <li>▪ Blockage of surface water drainage</li> <li>▪ Floods due to filling of flood retention low land</li> <li>▪ Reservoir and dam related floods</li> <li>▪ Destruction of flood retention bunds and dikes in rivers</li> </ul>
Due to technological causes	<ul style="list-style-type: none"> <li>▪ Collapse of a multi-stored building or other permanent structure</li> <li>▪ Major fire, Gas/ petroleum/ chemical leak or pipe burst</li> <li>▪ Major rail or road accidents</li> <li>▪ Explosion of a fuel bowser</li> <li>▪ Contamination of drinking water sources</li> <li>▪ Plane crash</li> <li>▪ Collapse of bridges and elevated water tanks</li> </ul>

**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 26<sup>th</sup> 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 27<sup>th</sup> 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 District Disaster Management Committee and the sub-committees should take every precaution and carry out preparedness activities as specified in the following sections.

Peculiar Characteristics: In the recent tsunami, people were not aware of the peculiar characteristics listed below, which all segments of population must be made aware of, including the community and officials.

- ◆ The velocity of the wave can be 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 divisional level plans. 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. 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 areas for consideration:

- ◆ 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

### 3.2 Vulnerability and Risk Assessment

**Table 3.8 - Hazardous Months**

Hazard	Probable Time of Occurrence	Potential Impact	Last Reported Year
Floods			
Landslides			
Epidemics			
Cyclone			
Tsunami			
Sea surge			
Storm surge			



**Table 3.9 Distance of the Village From danger Risk Points**

No.	Danger/risk Points	Distance from the village - km	Remarks
	Sea		
	River		
	Weak embankments		
	Hill where a land slides likely		
	Other		

**Table 3.10 Risk Groups**

No	Risk Groups	Names along with house hold Nos.
1	Pregnant women / lactating mothers	
2	Children below 5 years	
3	Uncared aged / destitute	
4	Single Women headed households	
5	Fishermen	
6	Disabled - Type	
	Deaf/ Dumb	
	Lame	
	Blind	
	Mentally retarded	
7	Sick and Ailing	
8	Widow	
9	Inhabitants of thatched houses	
10	Households living near sea/river	
11	Households living close to likely landslide	
12	Any other	

**Table 3.11 Distance of the Village From the Identified Safe Shelters**

No.	Safe Shelter	Contact Person and Tel. Nos.	Distance from village (km)

**Table 3.12 Assets and Infrastructure at Risk**

No	Type of assets/ infrastructure	Nos.	Remarks
	Valuable documents (individual and common)		
	Thatched houses		
	Roads		
	Boats		
	Nets		
	Blacksmith's shed		
	Small businesses		
	Prawn farms		
	Livestock		
	Cattle		

No	Type of assets/ infrastructure	Nos.	Remarks
	Poultry birds		
	Goats		
	Animal farms		
	Any other		
	Crop / trees / forest		
	Food grains, seeds		
	Agricultural implements		
	Other - Describe		
	Drinking water sources		
	- Tube wells		
	- Wells		-
	- Stand posts		
	- Community tank		
	- Ponds		
	- Canals/water channels		
	- River		
	Electricity Supply		
	- High tension transmission lines		-
	- Distribution lines and poles		
	- Transformer Station		
	- Other		
	Telecommunication - specify		
	Roads		
	Bridges		
	Culverta		
	Transport		
	Hospitals / Health Services		
	Floods protection dykes and bunds		
	Irrigation facilities		
	Small irrigation tanks		
	Community tanks		
	Ponds		
	Other		

#### 4.0 Mitigation Strategies Identified for ..... GN Division

Disaster Mitigation strategies are actions to be undertaken / interventions before disasters occur to reduce their impacts, preventing it from turning into a disaster. This includes long-term risk reduction and preparedness measures. Such actions have been identified considering the hazard risk and in discussion with relevant government agencies or NGOs as indicated in the tables below. By identifying such interventions with the fund requirements arrangements for implementation can be made with the divisional and district secretaries.

Community based mitigation interventions also can be included here, where the community groups or CBOs are responsible and funding can be arranged from the government. These can be organised as in collaboration with NGOs active in the GN division at community levels.

**Table 4.1 Short term**

No	Name of the Location	Hazard/ Vulnerability/ Risk	Required Intervention	Agency Responsible	Funds Required	Time Frame

**Table 4.2 Long term**

No	Name of the Location	Hazard/ Vulnerability/ Risk	Required Intervention	Agency Responsible	Funds Required	Time Frame

## 5.0 ..... GN Division Response Plan

For responding to disasters if they occur, a plan has been developed after identifying GN Division Disaster Management Committee and Sub-committees for specific tasks. Their names and contact details are included in this plan. During a disaster this main committee and sub-committees will initiate activities for responding to the disaster. These committees will work closely with the Divisional Secretary and the Divisional Emergency Operations Centre (EOC).

Relevant sub-committees will have continuous coordination with different community groups within the GN division who are involved in developing Preparedness Plans for response if a disaster occurs. They will be made aware of the warning dissemination methods, alternative routes, pre-identified temporary shelter, arrangements for relief distribution etc. etc.

### 5.1 GN Division Disaster Management Committee

Generally the following members can be included in the main Committee, but additional members could be included as appropriate, with a maximum of around 12 personnel. The Chief Priest of temple / church / mosque and other VIPs such as School Principal / Head Master or the senior village ayurvedic doctors can be appointed as advisors and counselors. **Grama Niladhari** will be the **Chairman of the Committee** and other members can be appointed from among the following considering their interest and participation in the village activities.

#### Other members:

- Selected Community Leaders
- NGOs active in the GN division
- School teacher
- Businessman in the area
- Any officials / professionals / Skilled workmen / Mechanics actively participating in village activities
- Ex-servicemen
- Others

The members of the committee appointed by the names is given in **Annexure II**. The names of members will be updated from time to time as and when changes take place.

#### Role of the DM Committee

- i. Coordinate with the Divisional Secretary, Sub-committees and with community groups about
  - Disaster early warning
  - Local disasters such as floods and landslides
  - Relief camps
  - 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
- ii. Coordinate NGO activities
  - Identification of NGOs to serve on committees etc.
  - Assigning specific response activities to specialized NGOs
  - Mobilize and coordinate work of community volunteers
- iii. Organization and coordination of clearance of debris
- iv. Keep readily available all the information including
  - Contact information of District / Divisional Secretary and Divisional EOC
  - Local people who can organize and co-ordinate relief activities
  - Maps incorporated in this Plan and Community level Disaster Maps
  - Alternate routes, water sources, essential services which may be affected etc.

## 5.2 GN Division Disaster Management Sub-committees for specific tasks

The following sub committees have been appointed for the specific tasks and members for these sub-committees can be selected depending on their skills and capacities for organising and coordinating the given tasks.

Members appointed by name for the sub-committees are indicated in the **Annexure III-1 to Annexure III-6**. The names of members will be updated from time to time as and when changes take place.

1. Early Warning Dissemination
2. Search & Rescue and Evacuation
3. Shelter and Relief Management
4. Health and First Aid
5. Water, Sanitation and Carcass Disposal
6. Patrolling/ Vigilance

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

- Ensuring timely response and ensuring availability of resources required relevant to the sub-committee
- Informing regularly to the main Committee on long term mitigation activities
- Informing regularly to the main Committee on preparedness measures
- Informing regularly on action taken on receipt of early warnings
- Coordinating with NGOs and CBOs to ensure the effective delivery of emergency assistance
- Undertaking rapid damage and loss assessments and needs assessments related to their sub-committees in the aftermath of a disaster

**Table 5.1 Sub-committees Composition and Objectives:**

Name of Sub-committee	Composition of the Committee	Overall Objectives
1. Early Warning Dissemination	3 to 7 members, who <ul style="list-style-type: none"> <li>- Have communication skills</li> <li>- Are literate, mobile and energetic</li> <li>- Have a land line phone, mobile phone, radio or television or</li> <li>- Read the newspapers regularly</li> </ul>	Coordinating with community leaders / groups and to ensure that, <ul style="list-style-type: none"> <li>▪ Warning of the impending disaster reaches every single household, allowing people to take timely action to protect their lives and property</li> <li>▪ Accurate information is provided regularly</li> </ul>
2. Search & Rescue, and Evacuation	3 to 7 young, physically and mentally strong men and women with the following skills: <ul style="list-style-type: none"> <li>- Driving, swimming, cutting and climbing.</li> <li>- Knowledge of first aid and</li> <li>- Normally reside in the village during the expected disaster season.</li> </ul>	Coordinating with community leaders / groups <ul style="list-style-type: none"> <li>▪ To trace and locate people who are physically trapped and distressed, people who are living in vulnerable low lying areas, coastal areas, on river banks etc.</li> <li>▪ To evacuate people on receipt of warning to pre-identified temporary shelter</li> </ul>
3. Shelter and Relief Management	3 to 7 people representing all communities in the village including, <ul style="list-style-type: none"> <li>- Important figure heads and respected community leaders</li> <li>- Those with ability to manage shelter &amp; relief</li> <li>- Women members active in village work</li> </ul>	<ul style="list-style-type: none"> <li>▪ To ensure readiness of pre-identified temporary shelter with essential facilities</li> <li>▪ To co-ordinate first response to the disaster by establishing contact with <ul style="list-style-type: none"> <li>- GN / main committee</li> <li>- Community leaders / groups</li> <li>- NGOs,</li> </ul> and organise distribution of assistance </li> </ul>
4. Health and First Aid	3 to 7 people who <ul style="list-style-type: none"> <li>- Are literate,</li> <li>- Have knowledge or working in health related field</li> <li>- Are respected members of the community</li> </ul>	Coordinating with community leaders / groups <ul style="list-style-type: none"> <li>▪ To provide primary health care to the ill or injured until more advanced care is provided and the patient is transported to a hospital</li> </ul>

<b>Name of Sub-committee</b>	<b>Composition of the Committee</b>	<b>Overall Objectives</b>
5. Water, Sanitation and Carcass Disposal	3 to 7 people who <ul style="list-style-type: none"> <li>- Are literate,</li> <li>- Have knowledge in sanitation</li> <li>- Are members of any existing committees on water &amp; sanitation</li> </ul>	To ensure that <ul style="list-style-type: none"> <li>▪ Minimum basic facilities such as temporary toilets and common bathing units are constructed in the relief camp</li> <li>▪ Such facilities and the surroundings are kept clean</li> <li>▪ Garbage is disposed properly</li> <li>▪ Dead bodies are taken to hospital / cremated properly</li> <li>▪ Normal drainage systems function smoothly</li> <li>▪ Safe drinking water is available to humans and livestock</li> </ul>
6. Patrolling/Vigilance	6 to 7 young, physically and mentally strong men and respected members of the community who normally reside in the village.	To be vigilant of following & informing the relevant Sub-committees or Main Committee, Divisional Secretary about <ul style="list-style-type: none"> <li>▪ Any impending occurrence of natural disasters</li> <li>▪ Possibility of occurrence of man-made disasters: unusual happenings or incidents, unusual persons or objects in the area</li> </ul>

### 5.3 Other Initiatives of the Plan

For efficient implementation of response activities identified in the plan several initiatives have been introduced by the main committee and the sub-committees. The needs, the process, resources and the responsible persons for training, drills and plan updation have been identified as detailed below.

**Table 5.2 Training**

<b>Needs</b>	<b>Resources available</b>	<b>Additional Requirements</b>
Search & Rescue		
First Aid		
Sanitation		
Other - specify		

**Table 5.3 Mock Drill Plans**

<b>Planned Times</b>	<b>Process</b>	<b>Responsible person</b>
	(Explain how it is organised)	

**Table 5.4 Plan Update**

	<b>Time</b>	<b>Process</b>	<b>Responsible person</b>
Review	After a major disaster	Review meeting of main and sub committees	GN
Updating	½ Yearly (May & Nov)	Update changes of main & sub committee members, other contact persons and their addresses, telephone numbers etc.	GN
Revision	Once in ... years or as needed after review	After review GN with assistance of main & sub committee members, NGOs, CBOs etc.	GN

## **6.0 Resources in the ..... GN Division**

The resource inventory is important in terms of assessing local capacities available within the GN Division which can be harnessed and enhanced for disaster preparedness and response. This includes – Government Offices, health, education, water, sanitation, electricity, communications and transportation facilities, trained manpower etc.

### **6.1 Resources Generally Available in the GN Division**

Details of resources generally available in the GN division are given in **Annexures IV-1 to IV-6**. These will be updated from time to time as stipulated in this plan.

- Infrastructure within the GN Area
- Other Resources
- Village Organizations
- Private Professionals
- Storing facilities
- Financial Institutions

Include other resources as identified

### **6.2 Resources Identified for Response Activities in the GN Division**

The following resources identified for response in case of a disaster are given in **Annexures V-1 to V-10**. These will be updated from time to time as stipulated in this plan.

- Identified Safe Shelter Places
- Alternative / safe routes for hazards prevalent in the area
- Important Names and Phone Numbers useful in disaster management
- Offices in the Village
- Bus Owners in the village
- Truck Owners in the Village
- Van and Car Owners in the Village
- Tractor Owners in the Village
- Boat Owners in the Village
- Jeeps Owners in the Village

Include other resources as identified

### **6.3 Contact Details Outside the GN Division**

Contact details of Divisional Secretariat and other GN Divisions for requesting assistance in case of a disaster are given in **Annexures VI-1 to VI-3**. These will be updated from time to time as stipulated in this plan.

## **7.0 Reporting Procedure at different stages**

In a disaster situation at different stages the Grama Niladhari will be required to send different kinds of reports to the Divisional EOC getting information from other agencies. The formats required for reporting from GN Division are given in **Annexure VII**. When required District and Divisional Secretaries will obtain reports from agencies providing Infrastructure Services and Public Utilities and these Reporting Formats for Infrastructure Services and Public Utilities are also given in **Annexures VII**. Grama Niladhari will be able to get these situation reports as and when required regarding services in the area.

**Map of GN Division Showing Areas Affected by Natural Disasters**



**Annexure II**

**Members of the GN Division Disaster Management Committee**

<b>No</b>	<b>Name of members</b>	<b>Profession / Capacity / Status</b>	<b>Sex</b>	<b>Age</b>	<b>Contact Address and Phone No.</b>

## Annexure III

### Members of GN Division Disaster Management Sub-committees for specific tasks

#### III-1 Early Warning Dissemination Sub-committee

No	Name of members	Profession / Capacity / Status	Sex	Age	Contact Address and Phone No.

#### III-2 Search & Rescue and Evacuation Sub-committee

No	Name of members	Profession / Capacity / Status	Sex	Age	Contact Address and Phone No.

#### III-3 Shelter and Relief Management Sub-committee

No	Name of members	Profession / Capacity / Status	Sex	Age	Contact Address and Phone No.

#### III-4 Health & First Aid Sub-committee

No	Name of members	Profession / Capacity / Status	Sex	Age	Contact Address and Phone No.

#### III-5 Water, Sanitation & Carcass Disposal Sub-committee

No	Name of members	Profession / Capacity / Status	Sex	Age	Contact Address and Phone No.

**III-6 Patrolling/ Vigilance Sub-committee**

No	Name of members	Profession / Capacity / Status	Sex	Age	Contact Address and Phone No.

## Resources Generally Available in the GN Division

### IV-1 Infrastructure within the GN Area

(If there are more than one, then provide information in additional rows)

No	Type of Infrastructure		Yes / No (v or X)	Category & Address	Tel. No. if available
	District Secretariat				
	Divisional Secretariat				
	Schools				
	Community center				
	Buddhist & Hindu Temples, churches				
	Electricity Supply				
	Telephone connectivity				
	Cooperative store				
	Grocery Shop				
	Post Office				
	Police Station				
	Health Facilities	Health Clinics			
		Government Dispensary			
		Village Hospital			
		Nurse			
		Mid wife			
		Volunteer Health Workers			
		Private Medical Practitioner			
		Registered Medical Practitioner			
		Traditional Medical Practitioner			
		Other			
	Veterinary Clinic				
	Road Connectivity				
	Any Other - specify				
	TV / Radio / News Paper				

**IV-2 Other Resources** (If there are more than one, then provide information in additional rows)

<b>Resource Type &amp; Details</b>	<b>Nos.</b>	<b>Owner's name</b>	<b>Tel. No. if available</b>	<b>Remarks</b>
<b>Transportation and Communication</b>				
Bullock cart				
Tractors				
Small tractors (3-wheel)				
Rowing Boats				
Motor Boats				
Rafts				
Three Wheelers				
Buses				
Lorries				
Vans				
Cars				
Jeeps				
Any other				
<b>Containers</b>				
Plastic Boxes				
Plastic Overhead Tanks				
Plastic bottles				
Plastic cans				
Other Plastic vessels / bowls				
<b>Cleaning / cutting equipment</b>				
<b>Search &amp; Rescue Equipment</b>				
Hand saws				
Large saws				
Mechanical saws				
Big knives				
Hand Axes				
Large axes				
Showels				
Ropes				
Tree Cutters				
Gas Cutter				
Reinforced Cement Concrete Cutter				
Torches				
Gloves				
Dumper				
Bulldozers				
Back hoe				
Chains				
Heavy Hammbers				
Crowbars				
Ladders – short and long				
Excavators				
Tractors				
Tractors with Trailers				
Loaders				
JCB				
Cranes				
Other (specify)				
<b>Other resources</b>				
Generator				
Water Pump				
Lantern				
Petromax				

Resource Type & Details	Nos.	Owner's name	Tel. No. if available	Remarks
Gas light				
Kerosene lamps				
Other (specify)				
<b>Temporary Shelter</b>				
Tents				
Tarpaulins				
Bamboo				
Polythene				
Asbestos sheets				
GI sheets				
Other (specify)				

#### IV-3 Village Organizations

No.	Name of Organization	Type (Financial / CBO / NGO)	No. of Members	Field of Specialization	Contact Address	Tel. No.	Remarks

#### IV-4 Private Professionals

Expertise	Name	Specialty	Address	Tel. Nos.	Service facilities available
Doctor					
Health practitioner					
Ex-service man					
Professional - Civil / Mechanical / Electrical engineer, Architect, other specify					
Volunteers trained in Rescue operations					
Volunteers trained in operating special equipments					
Volunteers trained in First Aid					
Skilled Mechanics					
Skilled mason / carpenter / plumber / electrician / other					
Drivers					
Boat operators					
Divers					
Other - specify					

**IV-5 Storing facilities**

No.	Type of warehouse	Location	Capacity	Owner/authority	Address	Tel.

**IV-6 Financial Institutions**

No	Name of Institution	Address	Telephone

## Resources Identified for Responase Activities in the GN Division

### V-1 Identified Safe Shelter Places

No	Type of shelter/School Cum Cyclone Shelter	Single/ multi Storied	No. of Rooms	Capacity (Possible No. of persons)	Contact person and Phone no.	Facilities available

### V-2 Alternative/ safe routes

No.	Name of the main route	Details of alternate route	Remarks

### V-3 Important Names and Phone Numbers useful in disaster management

Name of Personnel	Designation & Department	Address	Office Phone No.	Residence Phone No.	Fax No.	Contact Person

### V-4 Offices in the Village

Name of the Office	Address	Contact person	Telephone		Alternative Communication
			Office	Res.	

### V-5 Bus Owners in the village

Name of the Bus Owner	Name of the Village	Address and Phone No.

### V-6 Truck Owners in the Village

Name of the Truck Owner	Name of the Village	Address and Phone No.



**V-7 Van and Car Owners in the Village**

<b>Name of the Van / Car Owner</b>	<b>Name of the Village</b>	<b>Address and Phone No.</b>

**V-8 Tractor Owners in the Village**

<b>Name of the Tractor Owner</b>	<b>Name of the Village</b>	<b>Address and Phone No.</b>

**V-9 Boat Owners in the Village**

<b>Name of the Boat Owner</b>	<b>Name of the Village</b>	<b>Address and Phone No.</b>

**V-10 Jeep Owners in the Village**

<b>Name of the Jeeps Owner</b>	<b>Name of the Village</b>	<b>Address and Phone No.</b>

## Annexure VI

### Contact Details Outside the GN Division

#### VI -1 Contact Particulars of the District Secretary and District Emergency Operations Centre (EOC)

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

#### VI -2 Contact Particulars of the Divisional Secretary and divisional Emergency Operations Centre (EOC)

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

#### VI -3 Needs and Contact Particulars of Grama Niladharis requesting for Assistance

Needs	Process	Contact person
Boats		
Equipment		
Transport		
Tents		
Other - specify		

## **GN Level Reporting Formats**

## Grama Niladhari Level Incident Reporting Format

(For reporting within 24 hours)

**Instructions:**

1. After an incident within one day fill this form and send to Divisional Secretariat
2. 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	

<b>Comments:</b>			<b>Date</b>	
<b>Prepared</b>	<b>Name:</b>	<b>Approved</b>	<b>Name:</b>	

	<b>Signature:</b>		<b>Signature:</b>
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**Form GN-2**

**Grama Niladhari Level Incident Reporting Format**  
(For reporting after 1 week)

**Instructions:**

3. 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**

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

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### 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.

  

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			

<b>Comments:</b>			<b>Date</b>	
<b>Prepared by</b>	<b>Name:</b>	<b>Approved by</b>	<b>Name:</b>	
	<b>Signature:</b>		<b>Signature:</b>	

## Daily Relief Report from GN Division

Relief report GN

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

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			

Name of GN:

Signature: