

Guidance Note

DISASTER PREPAREDNESS AND RESPONSE PLANNING

2011

Conceptual Framework for Disaster Preparedness Planning



Government of Nepal
Ministry of Home Affairs
Disaster Management Section



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Date: April 5, 2011

FORE WORD

Ministry of Home Affairs (MOHA) is leading the preparedness initiatives jointly with other Government agencies, UN agencies, national/international organizations, civil societies, DP-Net etc. As a result, National workshop in 2010 recommended 21 points and approved by Central Disaster Response Committee (CNDRC) for an effective disaster preparedness initiatives at district, regional and national levels. One of the recommendation was to make "District Lead Support Agencies (DLSA)" in 67 districts among the national and international agencies with an objective to support DDRC for preparing "district disaster preparedness plan". It has resulted very positive feedbacks from all the actors. As a result, more than 60 districts completed the preparation of Disaster Preparedness Plan including five regional authorities drafted the Standard Operating Procedure (SOP) in 2010. It has been realized that these preparedness initiatives have achieved major success in responding the flood and landslides affected people in 2010.

The lesson learned from a series of joint meetings suggested for amending the existing Guidance Note 2008 to include the multi-hazard scenarios planning including EQ as a mandatory to all 75 districts. The Guidance Note 2008 was focused only on flood disaster. Based on the feedbacks from all humanitarian partners, the amended Guidance Note 2011 is formulated for preparing the Disaster Preparedness and Response Plan (DPR Plan 2011) and expected to continue at least for next five years (2015). During the process of amendments, the taskforce was formed under the leadership of Under Secretary/Disaster Management Section/MOHA with the representative from UN agencies (OCHA), Nepal Red Cross, AINTDGN and DPNet. The taskforce drafted the guidelines and shared with all concerned partners before sharing final document in the National Workshop held in 18 March 2011. The recommendations of the National workshop (25 points) are also the part of this Guidance Note 2011.

I hope the DPR Plan will be developed in all 75 districts and humanitarian agencies will play the important roles of District Lead Support Agency (DLSA) as usual. Further to this, DDRC take the lead role jointly with District Development Committee for all necessary supports required for preparing DPR Plan in the districts. The DPR Plan should be taken as living document and need to be reviewed and amended every year for better response.

Lastly, I would like to express my sincere gratitude towards Mr Ram Prasad Luetel, Disaster Response Specialist/UNOCHA together with the taskforce members and the participants of National Workshop in March 2011 for their suggestion and involvement. I thank to all district stakeholders for the application of the Guidance Note 2011 and wish for success.

Shankar Prasad Koirala
Joint Secretary



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FORE WORD

Different hazards such as flood, landslides, fire, storm, cold wave and epidemics are causing enormous loss of lives and properties in Nepal every year. The entire country from East to West is highly prone to earthquake disaster and already faced several small to mega earthquake disasters in the past. It is possible to mitigate the impacts of mega disasters with the application of structural and non structural measures. In order to cope the impact of major disasters, we should have better preparedness for an effective response to reduce human sufferings and property losses. Considering the facts, we have started the preparation of disaster preparedness plans at national, regional and district levels in the past few years. As a result of this initiative, National Disaster Preparedness Planning Workshop, Regional Workshops in five regions and district level workshops in more than 60 districts completed in the past few years.

I am happy that "The Guidance Note 2011 is prepared for conducting "Disaster Preparedness and Response Planning initiatives (DPR Plan)". I urge all DDRC members, district line agencies, national and International humanitarian actors, civil societies, political parties and local communities to support in the process of preparing the DPR Plan. I am further expecting support to expand the preparedness initiatives in all 75 districts in coming days.

I do hope that the collaborative efforts would increase our capacity on preparedness for better response in order to reduce human sufferings and property losses. At the end, I would like to express my gratitude to all officials of Ministry of Home Affairs and members of humanitarian agencies involved in this effort. Thank you.

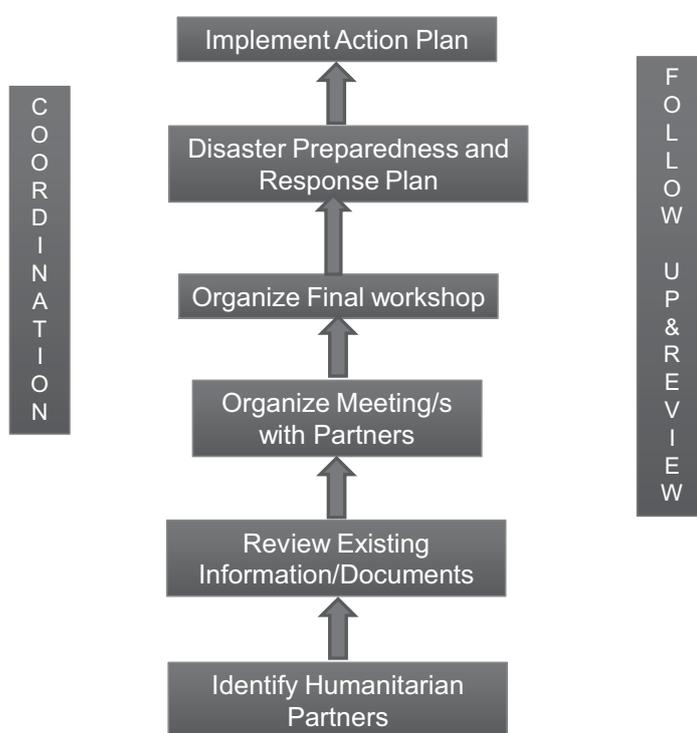
Dr. Govinda Prasad Kusum,
Secretary

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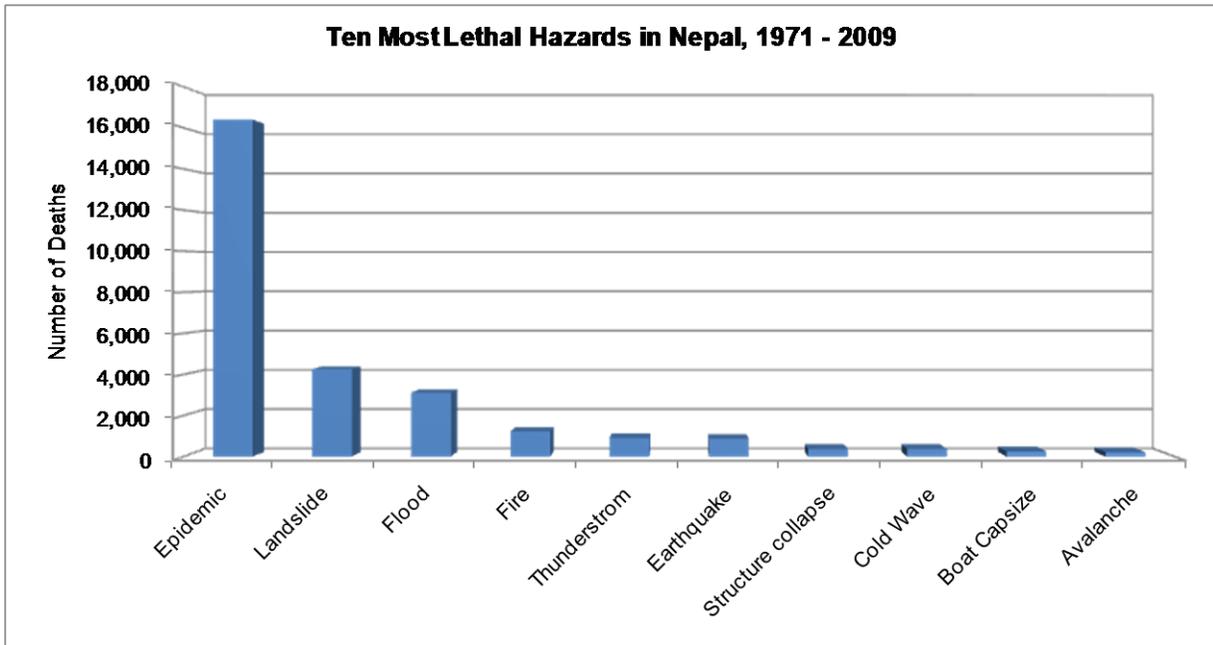
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1 BACKGROUND

Nepal is highly prone to natural hazards such as floods, landslides, fires, extreme weather events and earthquakes. Disaster preparedness activities are important as a precursor for a more effective humanitarian response and for reducing humanitarian caseloads during disasters. Experience confirms that an effective humanitarian response at the onset of a crisis is heavily influenced by the level of preparedness planning of responding agencies, as well as the capacities and resources available at all levels.



Source: Nepal DesInventar Database, NSET 2011

Nepal should therefore be prepared in case of emergencies and disasters due to natural hazards as mentioned above or man-made causes (e.g. urban fire) to protect its people from personal injury and loss of lives and protect property from damage. Emergency and Disaster Preparedness is one important component of Disaster Risk Reduction. It consists of actions intended to increase the coping capacity of districts and make them more resilient to disasters.

Since 2008, the Ministry of Home Affairs (MOHA) has chaired a series of meetings with UN agencies, AIN members, the Red Cross Movement and Government officials on the process, methodologies, organizational roles and responsibilities of responders in order to strengthen response capacities of the stakeholders involved in disaster risk reduction. In April 2010, MOHA compiled the outcomes of workshops held at the district, regional and central levels and forwarded the results to the Central Natural Disaster Relief Committee (CNDRC) for endorsement. Under the instruction of CNDRC, MOHA then circulated 21 action points to all 75 districts, 5 regional authorities, concerned *Ministries, Departments and other* humanitarian agencies for implementation (*Table 1: CNDRC recommended actions through Ministry of Home Affairs on Disaster Preparedness initiatives*). As a result, more than 60 districts and five regional authorities initiated disaster preparedness planning jointly with other humanitarian partners. One of the recommendations was the allocation of District Lead Support Agency (DLSA)

amongst UN agencies, INGOs, and the Nepal Red Cross Society in every district to support the District Disaster Relief Committees (DDRCs) for disaster preparedness initiatives. As a result, disaster response during the monsoon season in 2010 was handled and coordinated locally by the DDRCs in coordination with local Government and humanitarian partners in affected districts.

However, these preparedness initiatives need to be strengthened in terms of quality and consistency among the districts and regions. Equally, institutionalization of these initiatives with proper documentation for the future is urgent. The existing Guidance Note of 2008 is limited to general preparedness for flood disaster scenarios. The Guidance Note of 2008 therefore requires updating to include multi-hazard scenarios for response planning. This document will be circulated to all districts, departments, Ministries and other partners working on disaster preparedness and is named as “Guidance Note 2011 - Disaster Preparedness and Response Planning”.

2 HOW TO USE THIS GUIDANCE NOTE 2011

The Guidance Note 2011 is aimed at assisting Government officials, the Red Cross movement, I/NGOs and UN agencies who will be engaged in the disaster preparedness and response planning process at the district level. The document is an important resource material for all DDRC members to manage disaster preparedness planning initiatives in the districts annually. The end product of the planning process is the Disaster Preparedness and Response Plan (DPR Plan). Moreover, the Guidance Note 2011 can be shared with VDCs or municipalities as applicable. The common template for preparing the DPR is suggested in *Table 2: Content of Disaster Preparedness and Response Plan*. The Guidance Note 2011 is organized in two major parts:

2.1 Disaster Preparedness Planning

The first part of this document highlights preliminary activities which need to be completed in preparing the general preparedness plan. For example agency mapping; reviewing existing reports related to previous disasters; hazard and risk mapping; scenarios and assumptions planning; identification of Cluster/Sectors; roles and responsibilities of every agency involved; resource mapping; preparing contact lists (3W); commodity tracking; priority preparedness actions; and gap identification.

General preparedness planning aims to establish a standing capacity to respond to a range of different situations that may affect a country or region by putting in place a broad set of preparedness measures. General preparedness planning is a continuing activity which all humanitarian partners are expected to undertake and maintain. These plans and systems should be assessed and reviewed regularly.

A Disaster Preparedness Plan consists of policies and procedures developed to promote the safety and welfare of the community and protect property in the event of an emergency or disaster. The Plan assures the protection and safe care of communities before, during, and immediately after a threatened or actual emergency or disaster.

2.2 Scenario Based Response Planning

The second part of this document highlights the process for preparing a “*Scenario Based Response Plan*”. These processes include basic and minimum levels of preparedness for a better response against major disaster situations. Every cluster/sector should prepare separate Scenario Based Response Plans as advised in the template (*Table 3: Scenario Based Response Plan*). The process of scenario based planning is similar to the preparation of the district contingency planning process. However, the district contingency plan is the product of more rigorous and in depth planning compared to the scenario based response planning processes. The template suggested for *Scenario Based Response Planning* is adopted from the contingency planning process document.

The *Scenario Based Response Plan* is also a summarized form of the District Contingency Plan (DCP) but not the alternative. Thus, DDRC should encourage cluster leads and members to prepare District Contingency Plans if possible and feasible within the district. In some districts, every cluster CP may not be possible due to limited agencies working in the area. The cluster contingency plan should contribute to the overarching goal of the DPR Plan and will include a detailed analysis of resources, capacities and gaps. Based on the findings, response mechanisms and roles and responsibilities will be assigned and defined. In some districts, the cluster approach may not be effective due to the limited number of agencies working in the area.

Contingency planning is a management tool used to analyze the impact of potential crises and ensure that adequate and appropriate arrangements are made in advance to solve problems that typically arise during humanitarian response in an effective and timely manner. Humanitarian agencies/organizations are encouraged to establish or create linkages between existing early warning systems and their contingency planning processes

3 EXPECTED OUTCOMES

The key outcome of this document is to facilitate the process for preparing Disaster Preparedness and Response Plans at district and VDC/Municipality levels. During the process, stakeholders will achieve the followings outcomes:

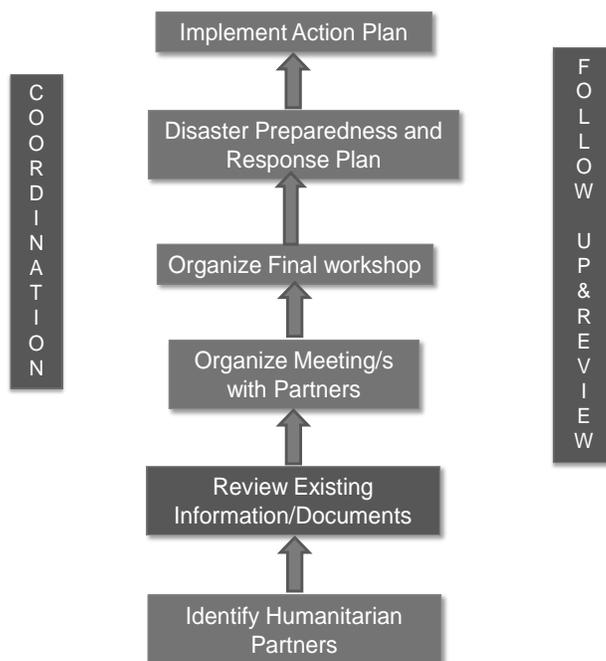
Steps or Processes	Expected Outcomes of Planning
1. Identify humanitarian partners in districts	<ul style="list-style-type: none"> - Familiarisation with humanitarian partners - District Lead Support Agency selected - Coordination meetings and mechanisms established
2. Review documents	<ul style="list-style-type: none"> - Collected disaster history for better planning
3. Organize a series of general meetings prior to the final workshop	<ul style="list-style-type: none"> - Prepared list of partners by cluster/sector and lead agencies - Identified roles of every agency - Hazard and risk mapping - Scenarios and assumption planning - Contact lists of partners developed - Agency focal persons established - DDRC instruction to all cluster leads to prepare Scenario Based Response Plan as part of DPR Plan - Commodity tracking completed - Work calendar of every cluster for further meetings - Agenda setting for the final workshop

4. Organize Cluster Specific Meetings	- Prepared "Cluster specific Scenario Based Response Plan" as per the suggested template or framework
5. Workshop	- Consensus on the draft prepared by the above meetings - Needs and gaps identified - Agreement on common assessment tools like IRA, MIRA, cluster specific assessment, damage and needs assessment - Agreed the common standards for response (Sphere Standards) - Evacuation sites identified for displaced people - Basic search and rescue team established - DPR plan prepared and endorsed by plenary session
6. Documentation	- Final product written, printed and shared with all partners (who)
7. Endorsement	- DDRC members endorsed DPR Plan in workshop plenary - DDC, as a member secretary of DDRC agree to forward DPR Plan for further endorsement from District Development Council with an objective of budget allocations for every preparedness action

4 PLANNING PROCESSES

The process of preparedness planning is not just the "*plan*" but an important part of awareness raising and reinforcing regular reviews and updating of the existing planning components. As mentioned earlier, the end product of the planning process is the District DPR Plan. The DDRC at the district level is the responsible authority for preparing the DPR Plan in coordination with humanitarian partners working in the districts. The Guidance Note 2011 suggests the following steps for the preparation of the DPR Plan.

Conceptual Framework for Disaster Preparedness Planning



4.1 Identify humanitarian partners in the district

The first step is to identify stakeholders and potential partners in the district for a series of meetings and workshops related to disaster preparedness. In general, the participants are DDRC member agencies, Red Cross District Chapters, UN agencies, I/NGOs, Nepal Army, Nepal Police, Armed Police Force, Civil Societies, Corporate Sectors, representatives of political parties and representatives of disaster affected communities. More importantly, the representatives of different clusters/sectors like Health, Water and Sanitation (WASH), Food, Nutrition, Protection, Shelter, Education, Logistics, SAR etc) must be involved from the beginning of the planning process. These cluster/sector lead members have the key responsibility for preparing the Scenario Based Response Plan. The first general meeting is to identify a District Lead Support Agency (DLSA) for better coordination between Government and Non-Government actors related to disaster preparedness and response initiatives. The DLSA may or may not be the same organisation every year.

4.2 Review existing Information/documents

The DDRC must meet with key stakeholders to review relevant documents including preparedness and contingency plans (if they exist). These documents may vary with the districts and the past history of preparedness activities. In general, it is recommended to review the following documents where available to highlight key best practices, identified gaps and major lessons learned. (*Table 4: Key Outcomes of the Document Review*):

- | | |
|----|---|
| 1 | <i>National Strategy on Disaster Risk Management - NSDRM</i> |
| 2 | <i>The Guidance Note 2011 for preparing the DPR Plan</i> |
| 3 | <i>Previous District DP Plans and cluster specific District Contingency Plans</i> |
| 4 | <i>District disaster history (flood, landslides, epidemic or others)</i> |
| 5 | <i>Lessons learned documents including good practices in disaster management</i> |
| 6 | <i>Hazard and Risk Analysis of the district (if it exists)</i> |
| 7 | <i>District vulnerability maps showing disaster affected VDCs and Municipalities</i> |
| 8 | <i>District map showing road networks, river systems, and VDC boundaries;</i> |
| 9 | <i>Agency mapping (3W – Who, What, Where); Go, UN, I/NGOs, Red Cross, others etc</i> |
| 10 | <i>Demographic reports (census data), in particular for vulnerable VDCs</i> |
| 11 | <i>Model Agreement concerning measures to expedite import, export and transit of relief consignments and possessions of relief personnel in the event of disasters.</i> |

4.3 Organise meetings with Partners

DDRC members need to agree on the methodologies for preparing District DP and Response Plans. In most cases, 2 or 3 meetings should be enough for drafting the Disaster Preparedness and Response Plan and sharing the draft for endorsement. These meetings should not be limited to theoretical discussions; the main objective of the meeting is to ensure that agencies develop a level of preparedness that is sufficient for humanitarian response to an anticipated emergency. Most of the steps or processes for preparing DPR Plans should be discussed in these meetings prior to the workshop.

The above meetings and/or workshops should be in close consultation between CDO (Chief District Officer) and DDC (Local Development Officer) offices. LDO, as a member secretary of DDRC, should send invitations to the participants for a series of meetings and/or workshop with an

approval of CDO. DDC (District Development Committee) is accountable to furnish or coordinate the required resources for various meetings and workshop in the Districts. Various Non-Government humanitarian agencies working in the Districts are responsible to support decisions by DDRC in DPR Planning processes.

Tentative agenda for General Meetings and Cluster Specific Meetings are:

i. **First general meeting:**

DDRC organizes the first general meeting with key humanitarian partners including DLSAs and discusses cluster/sector responsibilities and the roles of all agencies. This meeting also forms task forces of experienced persons for hazard and risk mapping, scenario planning and reviewing the existing reports on disasters. These task forces prepare and share their outcomes in the second general meeting. The meeting also decides the date and venue for the next general meeting.

ii. **Second general meeting:**

DDRC calls second general meeting with a wider participation of humanitarian partners. Basically, this meeting tries to reach a consensus on the reports prepared by the task force teams. The agenda of this meeting will be to finalize the list of partners or agencies, confirm roles of every agency, agree on hazard and risk analyses, prepare commodity tracking sheets, agree on worst case scenarios and caseload planning, and agree on cluster leads and work calendars for cluster specific meetings. More importantly, DDRC should give clear instructions to all cluster/sector leads to conduct a series of Cluster Specific Meetings for completing the Scenario Based Response Planning exercise.

iii. **Cluster specific meetings:**

As per the decisions made in the above general meetings, every cluster organizes a series of separate cluster specific meetings and prepares cluster specific “*Scenario Based Response Plans*” as per the suggested template. The cluster leads are fully responsible to manage the cluster specific meetings in close cooperation with cluster members. The key agenda items of every cluster meeting are:

Suggested agenda of the cluster specific meetings:

- 1 *Introduction of the cluster*
- 2 *Name of the cluster lead and member agencies*
- 3 *Scenarios and planning assumption (caseloads)*
- 4 *Cluster objectives against the agreed scenarios*
- 5 *Prepare response time interval in the aftermath of disasters*
- 6 *Prepare priority emergency actions against the agreed scenarios*
- 7 *Prepare priority preparedness actions to address emergency actions*
- 8 *Identify existing gaps to address the above preparedness actions*
- 9 *Cluster work plans for implementing priority preparedness actions*
- 10 *Key responsible agencies for implementing emergency actions during disasters and preparedness actions before a disaster*
- 11 *Cost estimate for every preparedness action (if possible)*

iv. **Third general meeting:**

A third general meeting will be organized if the second meeting could not finalize or complete the discussion on the listed agenda. In such situations, the agenda of the third

general meeting will be the same as in the second general meeting to finalize the proposed draft by the task force on different areas. These meetings will decide the modality of the workshop; date, venue, agenda setting, session facilitators, resources, etc.

4.4 Organize the final Workshop

DDRC calls for a workshop among agencies involved in the planning process and other relevant stakeholders like media, political leaders and corporate sectors. The workshop participants will divide the agenda for plenary discussion and for several cluster specific group's works.

Suggested agenda of the workshop

- i. *Registration and Introduction*
- ii. *Workshop Objectives*
- iii. *Key Outcomes of Document Review*
- iv. *Hazard And Risk Analysis*
- v. *Resource Mapping By Agency*
- vi. *Agency Mapping And 3Ws Tools (Who, What, Where)*
- vii. *Commodity Tracking*
- viii. *Scenario Planning and Caseload Identification*
- ix. *Identify Clusters/Sectors Feasible In The District*
- x. *Cluster Specific Group Discussion*
- xi. *Role And Responsibilities of the Agencies Involved*
- xii. *Identify General Preparedness Actions to Address Emergency Action Plans*
- xiii. *Needs Assessment and Gaps Identification*
- xiv. *Cross Cutting Issues and gender in preparedness*

Explanation of the above suggested agenda

i. Registration and Introduction

The registration of the participants helps to prepare the detailed contact list for future communication. Thus, it is recommended to prepare the registration sheet with the contact details of names, designation, agencies, office and mobile numbers, email address, signature etc. (*Table 5: Registration Sheet*)

ii. Workshop objectives

- To share the Guidance Note 2011 for preparing the DPR Plan
- To brief on the progress of preparing the DPR Plan
- To make consensus of DPR Plan drafted in the various meetings
- To link DPR Plan in line with the LRRD (Linking Relief Recovery to Development) at district level initiatives

Note: It is a continuing process; the objectives will be changed according to the need of the district.

iii. Key outcomes of reviewing the previous documents

The task force members will present the lessons learned of the previous documents according to the suggested template (*Table 4: Key Outcomes of the documents review*) to help the process of preparing the DPR Plan.

iv. Hazard and Risk Analysis

The task force members will share the hazard and risk analysis in the plenary session and reach a consensus for the analysis. The VDC secretaries and representatives must be involved in the process of analysing the hazard and risk situations of different VDC or municipalities. The vulnerability ranking of VDC by type of hazard is recommended in a separate plenary meeting among the VDC secretaries and representatives of the Municipalities and disaster affected communities (*Table 6: Hazard and Risk Analysis*).

Identifying hazards and determining their likelihood and impact is the first step in the analytical process. Even in planning for a specific emergency, it is important to begin with a broad analysis of all the hazards potentially affecting a country or region (e.g. earthquake, flood, or conflict) to ensure that the full range of risks are considered.

Risk analysis considers two dimensions: a) the probability or likelihood of a hazard occurring, and b) the potential humanitarian impact of the hazard on different segments of the population, property and livelihoods.

v. Resource Mapping by agency

Every agency should prepare a list of resources available for disaster preparedness and response during disasters, to help the DDRC coordinate among partners and for future planning. The content of the resource mapping is as stated in the suggested template (*Table 7: Resource Mapping by Agency*).

vi. Agency Mapping and 3Ws tools (who, what, where)

It is essential to prepare the sheet with the name of the agencies, their focused cluster(s), working VDC or areas within the district, name of the focal person on disaster and details of contact list (office location, contact numbers, email addresses, etc) to ensure timely and effective coordination and information sharing in times of disaster (*Table 8: Agency Mapping and 3Ws (Who, where, and what)*)

vii. Commodity Tracking

This is one of the most important information management tools to track the resources of agencies during an emergency response. Resources refer to the pre-positioning of items like NFIs, tarpaulin, health kits, WASH kits, hygiene kits, emergency education kits, etc. (*Table 9: Commodity Tracking by Agency –Pre-positioning*).

viii. Scenario planning and caseload identification

For scenario based response planning, it is necessary to develop scenarios and define planning assumptions based on the hazard and risk analysis. This session is best done in plenary to decide the scenario of the disaster, its magnitude and expected devastation in the district. Developing scenarios explores the implications of a hazard or threat and the different ways it might unfold, as well as its impact on the population. Scenarios are simply tools to describe and analyze the extent of a possible emergency.

Earthquakes do not occur regularly. Therefore, they might not automatically come to people's minds during the hazard analysis session. Earthquakes do have, however, devastating impacts. Nepal is highly prone to earthquakes, not only in the Kathmandu Valley, but in the entire country. Make sure that earthquake scenarios are included in

the disaster preparedness and response planning processes in all districts or VDCs and municipalities.

Thus, every district should select two major hazards for scenario and assumption planning. The first is earthquake based scenario planning and the other is the most common hazard which affects the particular district. The most common hazards might be floods, landslides, or epidemics. These hazards differ in districts due to different geographical locations. For example, Terai districts may focus on floods or cold waves and hill districts on epidemics or landslides. The earthquake scenario is mandatory for all 75 districts.

Develop Scenarios as tools to help explore the implications of a hazard or threat – the different ways it might unfold and its impact on the population. Scenarios are simply tools to explore, describe and analyze the extent of a possible emergency. In this process it is important to consider a range of situations; it is not enough only to look at the most likely outcome.

Define planning assumptions which highlight specific aspects of a possible emergency that are critical in planning a response. This includes specific projections of humanitarian needs (i.e. number of people requiring shelter, food, WASH kits etc.), characteristics of the population (i.e. gender, age, socio-economic status), and capacities of affected communities and government institutions to respond to the situation. The identification of potential operational constraints (logistics, security, communication) should also be included.

ix. Identify clusters/sectors feasible in the district

The Government of Nepal has officially endorsed the cluster approach which is embodied in the National Strategy on Disaster Risk Management 2009 for an effective humanitarian response in Nepal. Moreover, the Cluster Approach had been practiced since the Koshi river disaster in September 2008 with the following operational arrangements:

- *Coordination with national/local authorities, civil society & actors*
- *Participatory and community-based approaches*
- *Attention to priority cross-cutting issues (e.g. age, diversity, environment, gender, HIV/AIDS and human rights)*
- *Needs assessments and gap analysis*
- *Emergency preparedness*
- *Training and capacity building*
- *Provision of assistance or services as a last resort*

Presently, there are 10 clusters identified at central level. Different districts have different numbers of clusters active, based on the district's capacities. A common template is suggested for the list of cluster leads and cluster member agencies in the district (*Table 10: The list of Cluster leads in the district*).

In most cases, the following clusters are in most of the districts:

- *Coordination, Search and Rescue*
- *Food and Agriculture*
- *Emergency Shelter*
- *Emergency Health including Emergency Nutrition*
- *Emergency Protection including child protection and GBV*
- *Emergency Education*
- *Water and Sanitation, Hygiene*
- *Emergency Logistics*
- *Early Recovery Initiatives*
- *Etc..*

x. Cluster Specific Group Discussion

Participants should select the group covering the cluster/sector that their respective organisations are working within. If an organisation works in more than one of the above mentioned sectors, its representative should either find other representatives to join different cluster groups or choose in which group s/he can contribute most. The group work will be followed by a presentation in plenary for consensus from other cluster members as well.

Following the scenario building session, participants will be divided into different working groups according to clusters/sectors identified during the plenary session. The timely completion of the scenario based response plan depends on the continued active participation of all cluster members. As mentioned in the cluster specific meeting, every cluster repeats the same discussion to give the final shape to the Scenario Based Response (*Table 3: Scenario Based Response Plan*).

Note:

Scenario Based Response Plan is applicable only to those clusters which are feasible and possible. It is not mandatory for all the clusters, but should be encouraged for all clusters operating in the district. Some clusters like WASH, health, and education have already started preparing contingency plans in certain districts.

xi. Roles and Responsibilities of the agency involved

The role of DDR member agencies including cluster leads and other humanitarian actors involved in the general process needs to be discussed again in the plenary session and the work calendar of every cluster should be prepared for implementing planned priority preparedness actions. For reference, it is recommended to review the annexes for generic ToRs of the DDRC, cluster leads, and District Lead Support Agencies (DLSA). (*Table 11: The Generic ToRs of DDRC, Table 12: Generic ToRs of Cluster Lead Agency and Table 13: Generic ToRs of the DLSA*).

xii. Identify general preparedness actions to address emergency action plans

In order to ensure better preparedness to address emergency actions during disasters, *a minimum set of priority preparedness actions* should be identified and agreed by all actors in plenary discussion (*Table 14: Key Priority Preparedness Actions and Implementation Work Calendar*). These preparedness actions are more general and not covered by the cluster specific plans. However, the cluster specific preparedness actions should be

discussed and mentioned in the cluster specific “*Scenario Based Response Plan*”. The list below gives examples of possible priority preparedness actions:

- *Train humanitarian partners and staff for joint assessment techniques,*
- *Establish a mechanism for intra and inter-cluster coordination,*
- *Data preparedness: baseline data, disaggregated sets, census data etc,*
- *Training on Search and Rescue techniques for security forces and others,*
- *Prepare awareness dissemination packages through established systems,*
- *Identifying and establishing collaborative arrangements with local implementing partners*
- *Consider cross cutting issues in cluster specific planning - elderly people, PwD, HIVAIDS, and female-headed households etc.*
- *Joint orientation for political leaders and civil society on preparedness.*
- *Periodical review and feedback mechanisms,*
- *Develop an Emergency Response Fund with its operational modalities.*

xiii. Needs Assessment and gap identification

It is crucial to know what is happening and what is needed by the affected population. Therefore, a proper needs assessment is mandatory to efficiently and effectively respond to a situation. For that reason, every cluster/sector should include needs assessment as one of their “priority emergency actions”. If possible, the detailed interventions, roles and responsibilities and resources needed in regard to needs assessment should be coordinated with other sectors. By doing so, joint assessments can be conducted which saves time and avoids duplication. Each cluster has already identified the gaps during the preparation of the Scenario Based Response Plan (*Table 3: Scenario Based Response Plan*).

xiv. Cross Cutting Issues and gender in preparedness

Disasters have very different impacts on women, girls, boys and men. They face different risks and are victimised in different ways. Therefore, paying attention to gender issues is a key which means recognizing the different needs, capacities and contributions of women, girls, men and boys. Gender equality is about ensuring that the protection and assistance provided in emergencies is planned and implemented in a way that benefits men and women equally, taking into account an analysis of their needs as well as their capacities.

While analyzing the root causes of natural disasters, vulnerability assessment, capacity development, and resource mobilization, it is key to consider the needs and capacities of the People with Disabilities (PWD). The humanitarian partners including cluster members need to ensure an active participation of community member including women, girls, men and boys and PWD in planning, implementing and monitoring of the preparedness as well as response activities. There are several standard, guidelines and tools available on the approaches and methodologies.

4.5 Prepare Disaster Preparedness and Response Plan

The major outcome of the whole exercises is about to complete the suggested templates (Annexes) and then prepare the “Disaster Preparedness and Response Plan”. The Plan specifies the actions needed to address each of the disaster preparedness issues and to reach the goals, who/which organization will complete each action and according to what timeline. The plan typically includes who is going to do what and by when and in what order for the disaster response preparedness to reach its strategic goals

i.e, better disaster preparedness. The design and implementation of the plan depend on the outcomes from the above processes.

4.6 Implementation and Follow up Strategy

The outcomes of this session should prepare the timelines for review and a follow-up plan with a list of responsible agencies. In general, there will be two different implementation follow up plans; a general implementation plan (mandatory) and a cluster specific work plan (every possible cluster).

4.6.1 Activation of the DPR Plan

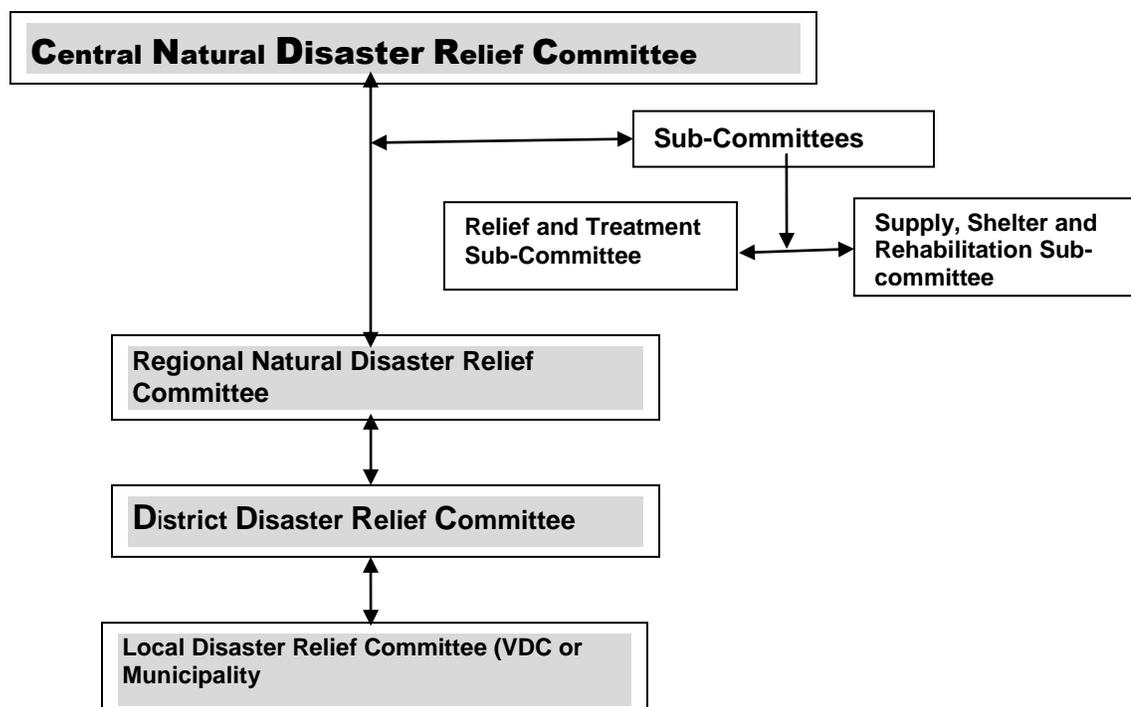
The DPR Plan has two major phases; a) preparedness measures before a disaster and; b) emergency response actions during disasters. The preparedness measures should be activated within the regular activities of all humanitarian agencies, and importantly, the DDRC and cluster lead agencies are responsible to monitor and ensure the implementation of the planned priority preparedness actions in the district or VDCs.

During major disasters, the Chief District Officer (CDO) and chair person of the DDRC is responsible to activate the fully fledged DPR Plan for effective humanitarian response. DDRC instruct to all agencies working in the district (development or humanitarian) to divert their on-going activities to the humanitarian response.

4.6.2 Institutional structure

i. Natural Calamities (Relief) Act, 1982

The legal framework for disaster management has a long history in Nepal with the Natural Calamity (Relief) Act 2039 promulgated in 1982. This Act allocated the responsibility for preparing and responding to disasters in Nepal to the Government. The Act, for the first time in history of Nepal, provided for a disaster management administrative structure in the country. , The structure is like this:



ii. Local Self Governance Act, 1999

The Local Self Governance Act, 1999 has promoted the concept of local-self governance within the decentralization framework for managing the environment-friendly development. The Act has given due emphasis to interrelationship between development process, environment, and disaster explicitly and inexplicitly. The Act encourages local entities, i.e., District Development Committees (DDCs), Municipalities, and Village Development Committees (VDCs) for finding solutions to problems by themselves.

4.6.3 Implementation timelines of the DPR Plan

Effective implementation of the agreed priority preparedness actions mentioned in the DPR Plan must be ensured. Every agency is recommended to have dedicated staff for implementing the agreed priority preparedness actions. (*Table 14: Key Priority Preparedness Actions and Implementation Work Calendar*).

4.6.4 Regular Review and Update of the DPR Plan

The disaster preparedness planning process does not end with the production of a plan. The process must be continued, reviewed and updated, at least once a year. Roles and responsibilities of every agency or individual should be defined and clearly documented in the plan for conducting review meetings. It is recommended to develop a review schedule with meeting dates and names of the key responsible agencies. Each cluster is recommended to develop a review plan (*Table 15: Schedule of DPR Plan Review*).

5 REPORTING AND DOCUMENTATION

5.1 Reporting

With the opening of the National Emergency Operating Centre (NEOC) at central level, it is anticipated that similar structures will be established in the districts in the near future. However, the DDRC in consultation with other partners in the districts can delegate the responsibilities of information management to other partners or individuals as a centre of information management related to emergency and disasters. A few districts have already established Information Centres in the District Development Committee (DDC) and others in the Red Cross offices. One of these information centres will be responsible for preparing situation reports and disseminating information both upwards and downwards within institutions with close guidance of DDRC. An agreed common template for preparing Situation Reports (SitRep) by the DDRC or assigned focal person/agency is suggested (*Table: 16: Daily or Weekly Reporting Format*)

5.2 Communication

DDRC or the agency producing the sitreps (on behalf of DDRC) will share the report to the humanitarian stakeholders, government line agencies, donors and the international community as required.

5.3 Documentation

DDRC with the help of key agencies and the DLSA should compile reports and write the District DPR Plan coherently. Long and extensive documents should be avoided, as the plan needs to be a short and handy document that is easy to follow in times of emergencies (refer to Table 2: Content of Disaster Preparedness and Response Plan). However, every cluster lead is responsible for finalising a “Scenario Based Response Plan” which should not exceed more than two pages.

It is advised to give at least one original copy to all stakeholders involved in the process. The DPR Plan is actually a living document; planned for regular review and amendment every year. Therefore, it is also suggested to have low cost prints or electronic copies available.

5.4 Endorsement process

The DPR Plan is an official document and owned by all the DDRC member agencies and other humanitarian partners in the districts. Most of the partners have mandates of working both in development and also humanitarian fields at local levels. Thus, development and humanitarian programmes should not be viewed separately in the districts. It is recommended to get endorsement of the District DPR Plan from the Distinct Development Council. The process allows every agency to allocate a budget on preparedness initiatives in the district as part of mainstreaming DRR activities into development plans. However, the implementation plan should not be affected by delays in endorsement from District Councils.

6 RESOURCES (ANNEXES)

Resource materials are the recommended templates and information required in the process of preparing the DPR Plan. In general, these templates or information sheets are:

<i>Table 1: CNDRC recommended actions through Ministry of Home Affairs</i>
<i>Table 2: Content of Disaster Preparedness and Response Plan</i>
<i>Table 3: Scenario Based Response Plan</i>
<i>Table 4: Key Outcomes of the documents review</i>
<i>Table 5: Registration Sheet</i>
<i>Table 6: Hazard and Risk Analysis</i>
<i>Table 7: Resource Mapping by Agency</i>
<i>Table 8: Agency Mapping and 3Ws (Who, where, and what)</i>
<i>Table 9: Commodity Tracking by Agency –Pre-positioning</i>
<i>Table 10: The list of Cluster leads in the district</i>
<i>Table 11: The Generic ToRs of DDRC</i>
<i>Table 12: The Generic ToRs of Cluster Lead Agency</i>
<i>Table 13: The Generic ToRs of District Lead Support Agency (DLSA)</i>
<i>Table 14: Key Priority Preparedness Actions with its' Implementation Plan</i>
<i>Table 15: Schedule of DPR Plan Review</i>
<i>Table 16: Daily or Weekly Reporting Format</i>
<i>Table 17: Glossary of Disaster Terminologies</i>

7 GLOSSARY OF DISASTER TERMS

(Source: ISDR, IDRM Glossary of Disaster Risk Management Terminology)

Disaster

A serious disruption of the functioning of a community or a society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources. A disaster is a function of the risk process. It results from the combination of hazards, conditions of vulnerability and insufficient capacity or measures to reduce the potential negative consequences of risk.

Preparedness

The knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions. Disaster Preparedness Activities and measures taken in advance to ensure effective response to the impact of hazards, including the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations.

Hazards

A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Hazards can include latent conditions that may represent future threats and can have different origins: natural (geological, hydro meteorological and biological) or induced by human processes (environmental degradation and technological hazards). Hazards can be single, sequential or combined in their origin and effects. Each hazard is characterized by its location, intensity, frequency and probability.

Vulnerability

The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.

Disaster Risk Reduction Plan

A document prepared by an authority, sector, organization or enterprise that sets out goals and specific objectives for reducing disaster risks together with related actions to accomplish these objectives.

Contingency Planning

A management process that analyses specific potential events or emerging situations that might threaten society or the environment and establishes arrangements in advance to enable timely, effective and appropriate responses to such events and situations.

Relief

The provision of immediate shelter, life support and human needs of persons affected by a disaster

Risk Reduction

“Selective applications of appropriate techniques and management principles to reduce either the likelihood of an occurrence or its consequences, or both”

Support Agency

Agencies that provide essential services, personnel, or material to support a control agency or affected persons

Lead Agency

The agencies identified as primarily responsible for responding to a particular disaster

Risk

The probability of harmful consequences, or expected losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged) resulting from interactions between natural or human-induced hazards and vulnerable conditions.

Conventionally risk is expressed by the notation; Risk = Hazards x Vulnerability.

Some disciplines also include the concept of exposure to refer particularly to the physical aspects of vulnerability. Beyond expressing a possibility of physical harm, it is crucial to recognize that risks are inherent or can be created or exist within social systems. It is important to consider the social contexts in which risks occur and that people therefore do not necessarily share the same perceptions of risk and their underlying causes.

Capacity

“The combination of all the strengths, attributes and resources available within a community, society or organization that can be used to achieve agreed goals”

Resilience

The capacity of a system, community or society potentially exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure. This is determined by the degree to which the social system is capable of organizing itself to increase its capacity for learning from past disasters for better future protection and to improve risk reduction measures.

Disaster Risk Reduction

The conceptual framework of elements considered with the possibilities to minimize vulnerabilities and disaster risks throughout a society, to avoid (prevention) or to limit (mitigation and preparedness) the adverse impacts of hazards, within the broad context of sustainable development.

Mitigation

“Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards”

Emergency Management

The organization and management of resources and responsibilities for dealing with all aspects of emergencies, particularly preparedness, response and rehabilitation called emergency management. It involves plans, structures and arrangements established to engage the normal endeavors of government, voluntary and private agencies in a

comprehensive and coordinated way to respond to the whole spectrum of emergency needs. This is also known as disaster management.

Hazard Analysis

“Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behavior”

Early Recovery

Decisions and actions taken after a disaster with a view to restoring or improving the pre-disaster living conditions of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk. *Recovery* (rehabilitation and reconstruction) affords an opportunity to develop and apply disaster risk reduction measures.

Prevention

“Activities to provide outright avoidance of the adverse impact of hazards and means to minimize related environmental, technological and biological disasters called Prevention”. Depending on social and technical feasibility and cost/benefit considerations, investing in preventive measures is justified in areas frequently affected by disasters. In the context of public awareness and education, related to disaster risk reduction changing attitudes and behaviour contribute to promoting a "culture of prevention".

Risk Assessment

A methodology to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability that could pose a potential threat or harm to people, property, livelihoods and the environment on which they depend. The process of conducting a risk assessment is based on a review of both the technical features of hazards such as their location, intensity, frequency and probability; and also the analysis of the physical, social, economic and environmental dimensions of vulnerability and exposure, while taking particular account of the coping capabilities pertinent to the risk scenarios.

Disaster Risk Management

The systematic process of using administrative decisions, organization, operational skills and capacities to implement policies, strategies and coping capacities of the society and communities to lessen the impacts of natural hazards and related environmental and technological disasters. This comprises all forms of activities, including structural and non-structural measures to avoid (prevention) or to limit (mitigation and preparedness) adverse effects of hazards.

Cluster:

A “cluster” is essentially a “sectoral group” and there should be no differentiation between the two in terms of their objectives and activities; the aim of filling gaps and ensuring adequate preparedness and response should be the same. (*IASC Guidance Note on Using the Cluster Approach Nov 2006*)

Cluster Approach:

The Cluster Approach aims to strengthen humanitarian response capacity and effectiveness in five key ways: i) ensuring sufficient global capacity is built up and maintained in key gap sectors/areas of response; ii) identifying predictable leadership in the gap sectors/areas of response; iii) facilitating partnerships and improved inter-agency complementarity by

maximizing resources; iv) strengthening accountability; and v) improving strategic field-level coordination and prioritization in specific sectors/areas of response by placing responsibility for leadership and coordination of these issues with the competent operational agency. (*IASC Guidance Note on Using the Cluster Approach Nov 2006*)

Cluster Leads:

A “cluster lead” is an agency/organization that formally commits to take on a leadership role within the international humanitarian community in a particular sector/area of activity, to ensure adequate response and high standards of predictability, accountability & partnership. (*IASC Guidance Note on Using the Cluster Approach Nov 2006*)

RESOURCE (ANNEXES)

Table 1: Recommendations of the National Workshop on Disaster preparedness and response planning in 2011

Institutional strengthening and capacity building:

1. Identify Disaster Focal Person and alternate with contact details including personal email in every concerned agency working in the district and region.
2. All humanitarian agencies working in the districts should be invited and expected their strong participation in different meetings or workshops or trainings related to disasters; these agencies are Government line agencies, securities, UN agencies, I/NGOs, and Red Cross movements etc including cluster leads & cluster members.
3. Strengthen the cluster approach for the emergency response preparedness through training and meetings as a part of capacity building training.
4. Identify DLSA (District Lead Support Agency) in district to support the roles of coordination among the Government and Non-Government agencies in terms of managing DPR Plans. The key persons from all DLSAs must be oriented on the recent Guidelines 2011 for preparing DPR Plan for uniformity and consistency in the plan.
5. Organize regional workshop on Disaster Preparedness and Response Planning soon after the National Workshop every year in every development region. The workshop's participants would be from District Administration Office, (CDO), Securities, District Development Committee (LDO), Nepal Red Cross Societies and members of RDRC (Regional Disaster Relief Committee) including key non-government agencies working in the region.
6. DPR Plan is to be endorsed from the district council for wider level sharing and ensuring budget allocation from every humanitarian partner including government line agency.
7. Locals should be trained in Search and Rescue (SAR) with necessary equipments in most vulnerable VDCs/areas before disaster happens.
8. Ensure mainstreaming of disaster preparedness initiatives into development projects,
9. VDC level Hazard and risk mapping is necessary to prepare DPR Plan and need to prepare in close consultation of VDC secretaries (Group discussion).

Response Preparedness

10. Advised all district authorities and humanitarian partners to use the Guidance Note 2011 in preparing District Disaster Preparedness and Response Plan for the quality and consistency across the 75 districts.
11. Orientation of this Guidance Note 2011 is to be organized at central, regional and district levels; and humanitarian partners are requested to support the process of orientation.
12. As usual, District Administration Office and District Development Committee need to work in close consultation for preparing the DPR Plan in every district to

avoid confusion in roles and responsibilities. DDC (Local Development Officer) supports the process of preparing a DPR Plan at operational level where Chief District Officer chairs meetings or workshops.

13. Identify evacuation sites and safe shelter areas alternate to schools and Madarasa.
14. One of the components of DPR Plan is “Scenario Based Response Plan” which is similar to the process of preparing contingency plan. For developing scenario, EQ hazard is mandatory to all 75 districts and other hazard is based on the district vulnerability level. If there are other scenario based plans already done in the past, those should be incorporate into the DRP plan.
15. Identify potential warehouses within the districts for stock piling or pre-stocking of relief materials. For the information, Government has a plan of two ware houses in Dhangadhi and Sunsari districts. However, seeking supports for more number of warehouses in different regions if possible.
16. Involve private sectors and representatives of political parties in the process in disaster preparedness planning in every district.
17. Follow some well established standards on relief packages according to family size and different needs rather than on ad hoc basis.
18. All humanitarian actors both Government and non-government are suggested to use common assessment tools agreed in DPR Plan.
19. Media ought to be well coordinated from the beginning of planning process for better preparedness.
20. Emergency Operating Centre (EOC) is expected to be established in 14 districts under the guidance of National EOC.

Follow up and Monitoring Mechanisms

21. If DPR Plan is prepared earlier, it is suggested either to update or revised the same DPR Plan reflecting the needs of current situations for better humanitarian response. It is further suggested to follow up of the planned preparedness activities at least twice a year or more as per required and implement those plans as capacity building activities.
22. A clear monitoring and follow up plan must be developed and ensured effectively in every district (suggested a team of 5 persons –representatives from Government, Red Cross, UN agencies and I/NGOs, private sectors).
23. Suggested to carry out an awareness campaign on disaster preparedness at district and VDC levels.
24. Strongly suggested to all humanitarian partners at district level to coordinate with and support DDRCs for preparing DPR Plan.

Table 2: Content of Disaster Preparedness and Response Plan

<p>I. BACKGROUND <i>[Brief Summary of the planning exercise, Reference documents]</i></p>
<p>II. EXPECTED OUTCOMES OF THE DPR PLAN</p>
<p>III. GENERAL PREPAREDNESS PLANNING</p> <ol style="list-style-type: none">1. <i>List of humanitarian partners</i>2. <i>Outcomes of the documents review</i>3. <i>Minutes of various meetings</i>4. <i>Hazard and risk analysis</i>5. <i>Scenarios and assumptions planning</i>6. <i>Role and responsibilities of agency</i>7. <i>Information Management</i><ul style="list-style-type: none">○ <i>Resources mapping by agency</i>○ <i>Agency mapping and 3Ws</i>○ <i>Commodity Tracking</i>8. <i>General Priority Preparedness Actions</i>9. <i>Need Assessment and gaps Identification</i>
<p>IV. CLUSTER SPECIFIC SCENARIO BASED RESPONSE PLAN</p> <ol style="list-style-type: none">1. <i>Introduction of the cluster</i>2. <i>List of cluster leads and member agencies</i>3. <i>Scenarios and assumptions planning (caseload)</i>4. <i>Cluster Objectives against the scenarios</i>5. <i>Emergency response plans against to the agreed scenarios</i>6. <i>Preparedness actions to address emergency action plans</i>7. <i>Existing gaps to address preparedness action plans</i>8. <i>Cluster work plan for implementing the preparedness action plans</i>
<p>V. IMPLEMENTATION AND FOLLOW UP STRATEGY</p> <ol style="list-style-type: none">1. <i>Activation of the DPR Plan</i>2. <i>Implementation timelines of the DPR Plan</i>3. <i>Regular Review and update the DPR plan</i>
<p>VI. REPORTING AND DOCUMENTATION</p> <ol style="list-style-type: none">1. <i>Reporting and Communication</i>2. <i>Institutional arrangements</i>3. <i>Documentation</i>4. <i>Endorsement process</i>
<p>VII. RESOURCE MATERIALS (ANNEXES)</p>

Table 3: Scenario Based Response Plan
 [Applicable only to the possible cluster in the district]

Name of the cluster:

Agreed worst case of Scenario:

Anticipated caseload:

Cluster specific objectives:

<i>Aftermath of Disaster</i>	<i>Emergency Actions during disaster (acc to scenario)</i>	<i>Preparedness Actions to address Emergency Actions</i>	<i>Gaps identified to address Preparedness Actions</i>	<i>Key responsible Agencies</i>	<i>Estimated cost of every Preparedness action (optional)</i>
1st day					
2nd day					
1st week					
1st month					
2nd month					
3rd month					
More					

Key information to complete the above columns

After math of disasters: The emergency period is more serious at the beginning and directly related with life saving activities. It is in general divided into 24 hrs, 48 hrs 72 hrs, one week, one month and then continues for at least few months. There are different activities in different period of time intervals.

Priority Emergency Plans/actions against to the agreed scenarios: Some of the examples of emergency actions are:

- Within the first day of disasters, the agency should be able to collect the information on personal safety related to staff and their family, DDRC call for cluster meeting, ask focal person to collect secondary information as much as possible, deploy the SAR teams in the fields, etc...
- Second day, the cluster leads or members should able to organize the cluster meeting, set up the coordination mechanism; if possible every day depends on the level of emergencies. Start doing the resource mapping among the agencies

working in the districts, need assessment and GAPs identification; prepare situation reports by the cluster and focus to have common SitRep in the district,

- Third day of disasters should be able to provide relief assistance to the affected people in planned ways; thus it is suggested to prepare response plan for fund raising, organize joint assessment, start cluster specific response, and continue Cluster meeting and situation reports. It is not limited within these questions, cluster specific meeting will explore as much as we can and keep in the formats. It helps the agencies to prepare for an effective response in case of big disasters. It also helps to identify the priority preparedness actions to address the emergency plans.
- The emergency response will keep on continue until and unless need arises. The response period in general divided into 24 hrs, 48 hrs, 72 hrs, one week, one month and more...

Priority Preparedness Actions to address emergency actions: Few examples of the preparedness actions are:

- Training of the staff and partners on various issues around disasters
- Establish a mechanism for intra and inter-cluster coordination for various purposes,
- Data preparedness: collecting baseline, disaggregated data sets, census data etc
- Train on Search & Rescue to Securities and other Red Cross Volunteers
- Prepare awareness package and disseminate through the established system
- Pre-positioning of the NFRI and other response kits
- Consider the cross cutting issues like elderly people, PwD, HIVAIDs, and female-headed households etc.
- Orientation to political party leaders and civil society on disaster preparedness.
- Periodical review and feedback mechanism on the processes adopted in the districts,
- Suggested to initiate the Emergency Response Fund at district with its' operational modalities, etc..

Gaps identified to address preparedness actions:

The cluster members should discuss and agree on the gaps to address the priority preparedness actions before the on-set of disasters in the district or areas. The agreed gaps will be listed in the table above.

Key responsible Agencies: The key agencies among the cluster members need to decide who does what, who has the resources, take support from the agency mapping template, etc. it is of course, Government line agencies are more responsible to coordinate the required resources for implementing the priority preparedness actions to address the emergency response plans.

Cost estimate for every action: It is expected the agency will allocate resources against the preparedness actions agreed earlier. The district line agencies and other humanitarian partners need to consider the humanitarian needs during the annual planning. However, it is usually difficult to decide at district level due to centralized system of decision making. Thus, it is applicable if possible for budgeting; or it is optional. The partners are suggested to initiate the establishment of Emergency Response Fund at district with its' operational modalities.

Table 4: Key outcomes of documents review for the purpose of preparing DPR Plan

Keep the outcomes only from the key documents

<i>Sno.</i>	<i>Name of key Reports or Documents</i>	<i>Listing of Best Practices</i>	<i>Major Lessons Learned</i>	<i>Any recommendation</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

Table 5: Registration Sheet during workshop
Attendance sheet with details of contacts

S.No.	Name	Agency	Email	Mobile Number	Office Telephone
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					

Table 8: Agency Mapping and 3Ws (who, where and what)

<i>Sno.</i>	<i>Agencies</i>	<i>Focused clusters</i>	<i>Working VDCs/areas</i>	<i>Name of focal person with designation</i>	<i>Contact Details (Fax, telephone, mobile no)</i>	<i>E-mail address</i>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						

Table 10: Contact List of cluster leads in the district

S.N.	CLUSTERS/SECTORS	SECTOR LEADS			
		Organization	Focal Point or person	Contact Details of focal person	Any Comments
1.	Coordination, Search and Rescue				
2.	Food & Agriculture				
3.	Emergency Shelter				
4.	Emergency Logistics coordination				
5.	Water and Sanitation, Hygiene				
6.	Emergency Health and Nutrition				
7.	Emergency Education				
8.	Emergency Shelter / NFI				
9.	Emergency Protection				
10.	Early Recovery Initiatives				
11.	If any others identified by the district				

Approved by (DDRC):Office:Date:

Table 11: Generic ToRs of District Disaster Relief Committee (DDRC)

Who is DDRC?

A committee formed at district level and chaired by Chief District Officer (CDO) having presence of government and non government representative, political parties, civil societies for providing the quick relief to the victims and working for disaster prevention and mitigation tasks. The District Development Committee, as a member Secretary of DDRC, is responsible to organize meetings and workshops in the process of preparing the DPR Plan in close consultation with Chief District Officer (chairperson of DDRC).

The generic ToRs of DDRC

- 1.** Coordinate or direct to be coordinated among Local Committees regarding natural disaster relief works;
- 2.** Formulate District Disaster Preparedness and Response Plans and submit such plans to the Regional and Central Relief Committees through Ministry of Home Affairs;
- 3.** Monitor the disaster relief works being conducted by the Local Committees and support the ongoing works;
- 4.** Provide information to the Regional Committee about natural disaster relief works from time to time;
- 5.** Work in accordance with the directives of the Central and Regional Disaster Relief Committees;
- 6.** Hold coordination meeting with Government as well as non government agencies for external support
- 7.** Organize response review meeting among Gov line agencies, UN agencies, I/NGOs, Red Cross Movements and other

Note: Provided that this terms of reference does not mean to limit or delimit the role and responsibilities as defined in prevailing laws.

Table 12: Generic TOR for Sector/Cluster Leads at the Country Level

Sector/cluster leads at the country level are accountable to the Humanitarian Coordinator for facilitating a process at the sectoral level aimed at ensuring the following:

1. Inclusion of key humanitarian partners: Ensure inclusion of key humanitarian partners for the sector, respecting their respective mandates and programme priorities,
2. Establishment and maintenance of appropriate humanitarian coordination mechanisms
3. Coordination with national/local authorities, State institutions, local civil society and other relevant actors,
4. Participatory and community-based approaches: Ensure utilization of participatory and community based approaches in sectoral needs assessment, analysis, planning, monitoring and response,
5. Ensure integration of agreed priority cross-cutting issues in sectoral needs assessment, analysis, planning, monitoring and response (e.g. age, diversity, environment, gender, HIV/AIDS and human rights),
6. Needs assessment and analysis: Ensure effective and coherent sectoral needs assessment and analysis, involving all relevant partners
7. Emergency preparedness: Ensure adequate contingency planning and preparedness for new emergencies,
8. Ensure predictable action within the sectoral group for identifying the gaps, developing/updating agreed response strategies and action plans for the sector and ensuring that these are adequately reflected in overall country strategies,
9. Ensure that sectoral group participants are aware of relevant policy guidelines, technical standards and relevant commitments that the Government has undertaken under international human rights law,
10. Ensure that responses are in line with existing policy guidance, technical standards, and relevant Government human rights legal obligations.
11. Ensure adequate monitoring mechanisms are in place to review impact of the sectoral working group and progress against implementation plans;
12. Ensure adequate reporting and effective information sharing (with OCHA support), with due regard for age and sex disaggregation,
13. Identify core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives of the HC and other actors;
14. Advocate for donors to fund humanitarian actors to carry out priority activities in the sector concerned, while at the same time encouraging sectoral group participants to mobilize resources for their activities through their usual channels,
15. Promote/support training of staff and capacity building of humanitarian partners;
16. Support efforts to strengthen the capacity of the national authorities and civil society.
17. As agreed by the IASC Principals, sector leads are responsible for acting as the provider of last resort (subject to access, security and availability of funding) to meet agreed priority needs and will be supported by the HC and the ERC in their resource mobilization efforts in this regard,
18. This concept is to be applied in an appropriate and realistic manner for cross-cutting issues such as protection, early recovery and camp coordination.
19. Humanitarian actors who participate in the development of common humanitarian action plans are expected to be proactive partners in assessing needs, developing strategies and plans for the sector, and implementing agreed priority activities. Provisions should

also be made in sectoral groups for those humanitarian actors who may wish to participate as observers, mainly for information-sharing purposes,

Table 12 (a): Adapted ToR for the District Cluster Leads or Agencies

The generic ToR is adapted to our country context as hereunder:

Who is it?

An individual, office or agency with the technical expertise and authority to coordinate the response in the sector will be nominated as cluster lead in the district.

What Do They Do?

1. Establishment and maintenance of appropriate coordination Mechanisms among the cluster member agencies ((including national and international NGOs, the International Red Cross/Red Crescent Movement, Government and the United Nations)
2. Coordination with national/local authorities, state institutions, local civil society and other relevant actors;
3. More importantly, the cluster lead will ensure the development of “Scenario Based Response Plan” in coordination with all the cluster member agencies; it includes scenarios and planning assumption, setting Cluster Objectives against the agreed scenarios, prepare priority emergency actions, prepare priority preparedness actions to address emergency actions, identify the existing gaps to address priority preparedness actions, cluster work plan etc.
4. Ensure adequate contingency planning and preparedness for new emergencies;
5. Ensure that sectoral group participants are aware of relevant policy guidelines and technical standards and responses are in line with these standards;
6. Ensure adequate monitoring mechanisms are in place to review impact of the sectoral working group and progress against implementation plans, and ensure adequate reporting and effective information sharing;
7. Identify core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives of the CDO and DDRC/DDRC;
8. Advocate for donors to fund humanitarian actors to carry out priority activities in the sector concerned, while at the same time encouraging sectoral group participants to mobilize resources for their activities through their usual channels.
9. Promote/support training of staff and capacity building of humanitarian partners;
10. Sector/cluster leads are responsible for acting as the provider of last resort (subject to access, security and availability of funding) to meet agreed priority needs and will be supported by the CDO and DDRC/DDRC in their resource mobilization efforts in this regard, and
11. Inclusion of key partners: Ensure inclusion of key partners for the sector, respecting their respective mandates and programme priorities.

Table 13: Generic ToRs of District Lead Support Agency

Brief Roles and Responsibilities of DLSA:

The overall responsibilities of district lead support agency (DLSA) is to support DDRC to bring all actors working on disaster in a forum and facilitate the joint discussion for preparing the district Disaster Preparedness And Response Plan related to disaster preparedness and response activities in the district.

The specific responsibilities are:

1. Support district disaster preparedness and response planning exercise in collaboration with all actors
2. Coordinate with DDRC and have a series of meetings before the final workshop
3. Coordinate or provide support –technical and financial, data collection for secondary information related to disaster, hazard and risk analysis etc.
4. Coordinate on key principles of minimum standards for effective response preparedness
5. Consider the successes, challenges and gaps highlighted from the experiences of last year's responses
6. Ensure the participation of all cluster leads, member agencies and other stakeholders in the process of preparing the DPR Plan
7. Prepare the outputs of the final workshop and disseminate among the humanitarian agencies working within district, reporting to seniors at regional and central levels and sharing with down to VDC level authorities, etc..

Table 14: Priority Preparedness Actions with its' Implementation Plan
(Applicable to both cases –Scenario Based Response Planning and general preparedness planning)

SN	List of Key Priority Preparedness Actions	Who has key responsibilities?	How will it be done (meeting, training, workshop, etc.)?	When will be done or until when? (work calendar)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Note: *The list of priority preparedness actions could be referred, discussed & summarized from the cluster specific Scenario Based Response Plan*

Table 16: Daily / Weekly Reporting Format

- | | | |
|---------------------|-------------------|-----------------------|
| 1. District: | SitRep No: | Signature (who |
| prepare): | | |
2. **Date of Report:**
 3. **To:** (CDO, LDO, DDRC, Ministry of Home Affairs, etc)
 4. **From:** (CDO, LDO, DDRC, I/NGO, NRCS etc):
 5. **Copied:** (CDO, LDO, DDRC, MOHA, , etc):
 6. **Period Covered** (which date to which date):
 7. **Area Covered by Report** (District, VDCs, etc):
.....
 8. **General Situation** (VDCs affected, number of beneficiaries identified, houses destroyed, etc):
.....
 9. **Assistance Provided till now** (services and materials provided by GoN, NRCS, I/NGOs, UN in area):
.....
 10. **Assistance Planned so far** (services and materials provided by GoN, NRCS, NGOs in area):
.....
 11. **Gaps identified:**
 12. **Suggestion to fill up the Gaps:**
.....

(Pages can be added.)

Table 17: GLOSSARY OF DISASTER TERMS

प्रकोप, जोखिम र विपद् व्यवस्थापन मा प्रयोग हुने शब्दहरूको अङ्ग्रेजी-नेपाली शब्दावली

क्र. सं.	अङ्ग्रेजी शब्द	प्राथमिक शब्द निकाल्न गरिएको नेपाली शब्द
1	Hazard	प्रकोप
2	Disaster	विपद्
3	Risk	जोखिम
4	Vulnerability, Vulnerable	संकटासन्नता, संकटासन्न
5	Exposure	सम्मुखता
6	Capacity	क्षमता
7	Vulnerable Section	संकटासन्न समूह
8	Resilience / Resilient	उत्थानशीलता, उत्थानशील
9	Resistant/Resistance	प्रतिरोधी, प्रतिरोध
10	Fore Shocks/ Pre-shocks	पूर्वकम्प
11	After shocks	परकम्प
12	Retrofitting	प्रबलीकरण
13	Reinforcing	सबलीकरण
14	Mitigation	अल्पीकरण
15	Reduction	न्यूनीकरण
16	Social and Economic Disruption	सामाजिक, आर्थिक अपक्रम
17	Environmental Degradation	वातावरणीय ह्रास
18	Benefit Cost ratio	लागत-प्रतिफल अनुपात
19	Infrared rays	अल्परक्त किरण
20	Building code	निर्माण संहिता
21	Sustainable Development	दिगो विकास
22	Emergency	आपतकाल
23	Emergency Management	आपतकालीन व्यवस्थापन
24	Structural	संरचनात्मक
25	Non-structural	गैर-रचनात्मक
26	Reinforcement of structures	संरचनाको पुनःदृढीकरण
27	Need	आवश्यकता
28	Needs Assessment	आवश्यकताको पहिचान
29	Relief	राहत
30	Recovery	पुनर्लाभ
31	Counter measures	रोक-थामका तरिका
32	Public awareness	जन चेतना
33	Oscillation	दोलन
34	Intensity	तीव्रता
35	Vulnerability/capacity analysis	संकटासन्नता-क्षमताको विश्लेषण

क्र. सं.	अंग्रेजी शब्द	प्राविधिक शब्द निकाल गरिएको नेपाली शब्द
36	Forecast	पूर्वानुमान
37	Technological hazards	प्रौद्योगिक प्रकोप
38	Geological hazard	भौगर्भिक प्रकोप
39	Early warnings	पूर्वचेतावनी
40	Desertification	मरुभूमीकरण
41	Land use Planning	भू-उपयोग योजना
42	Geographic information systems (GIS)	भौगोलिक सूचना प्रणाली
43	Risk Mitigation	जोखिम न्यूनीकरण
44	Risk Analysis	जोखिम विश्लेषण
45	Risk identification and Assessment	जोखिम पहिचान तथा निर्धारण
46	Disaster Risk Reduction	विपद् जोखिम न्यूनीकरण
47	Capacity Development	क्षमता अभिवृद्धि
48	Preparedness	पूर्व तयारी
49	Response	प्रतिकार्य
50	Adverse Condition	विपरित अवस्था
51	Coping Capacity	सामना क्षमता
52	Disaster Mitigation	विपद्
53	Disaster Risk Management	विपद् जोखिम व्यवस्थापन
54	Hazard Risk	प्रकोप जोखिम
55	Acceptable Risk	स्वीकार्य जोखिम
56	Danger	खतरा
57	Degradation	ह्रास
58	Prevention	रोकथाम
59	Prediction	भविष्यवाणी
60	Ecological	पारिस्थितिक, पारिस्थितिकी
61	Earthquake "Go Bag"	"भूटपट भोला"
62	Shaking Table	कम्पन मञ्च
63	Duck, Cover and Hold	घुंडा टेक गुंडुल्क, ओत लाग समात