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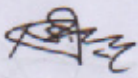
Guideline  
on  
Disaster Management

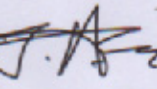
for

**Research Evaluation And Development Initiative (READI)**

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**March 2016**

  
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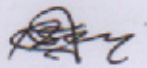
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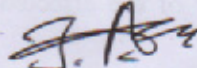
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## Local Terminology and Abbreviation

ADAB	Association for Development Agency of Bangladesh. An umbrella organisation of Bangladesh NGOs
CBO	Community-Based Organisation. A voluntary group of local people who come together for self-benefit.
CO	Centre Office
DC	Deputy Commissioner. The head of District Administration
DMB	Disaster Management Bureau
HO	Head Office
NGO	Non-Governmental Organisation. A group which has been organised for the benefits of other people or for a cause.
SWOT	Analysis of Strength, Weakness, Opportunities, and Threats
TL	Team Leader.
UNO	Upazila Nibahi Officer. Head of Upazila local administration
Upazila	Administrative unit under District in rural areas of Bangladesh
UP	Union Parishad. Elected board of union comprised of 10-12 members and one chair person.

  
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## 1. Introduction

Research Evaluation and Development Initiative-READI is the renamed organization of Prodip Shikha Shangstha-PSS. PSS starts its activities in 1998 at Baniarchar village under Muksudpur upazila of Gopalganj district in Bangladesh. Up to 2014, PSS implements different types of projects including Human rights, HHN, Education, Agriculture, Micro-credit and Income generation. As an acute need, the policy makers of PSS changed its registered name as READI with the new vision, mission and long term strategic plan. Now it has been working to promote and protect the condition and position of its target participants in the working area. The sister concerns of READI is ARK Impex Ltd., Favor Bangladesh Ltd., Fresh Dry Fish Ltd and Banglar Shishu Paribar.

### Vision

To establish an environment friendly, gender balanced poverty free and fair secular society where poor people can meet their basic needs and live with human dignity.

### Mission

READI aspires that all the Beneficiary groups and inter group structures come up as independent Institution; and capable to run their programs without any external assistance, take the challenge to meet their own interest through empowerment and emancipation of the poorest people of the project area irrespective of sex, religion, caste and creed towards the establishment of a free and fair society where the common people can ensure full participation and have the opportunity of latest information and technology.

Naturally South west costal part is cyclone prone area and it is being vulnerable due to unplanned embankment, soil erosion, use of pesticide, shrimp farming and increasing of salinity, moreover due to global warming sea level is going to high and it has been predicted that if the water goes one meter high than this part of Bangladesh will be under water. So, it is a big challenge to aware people and to activate government mechanism to improve the overall situation for reducing the vulnerability.

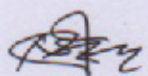
This "Guideline on Disaster Management," for READI is prepared with the assistance of Concern through a workshop describing the procedure of responding to disasters in an appropriate and timely manner. It is expected that this guideline will establish unambiguous criteria as to what type of disasters, when, where and how READI will respond. It is also agreed that after two years this guideline will be reviewed to make necessary rearrangement of procedure in accordance with the practical experience as well as the subsequent changes of READI's policy.

Please note that it is not possible to generalise everything from various criteria to the management structure of activities, when the type and size of disasters is so widely diversified, and when READI will work under different environments. Therefore, this guideline should be taken literally only as a guideline, rather than a rigid set of rules.

## 2. Definition of Disaster

A situation of hardship and human suffering arising from events which cause physical loss or damage, social and/or economic disruption with which the country or community concerned is unable to fully cope alone (UNICEF).

An event, natural or man-made, sudden or progressive, that seriously disrupts the functioning of a society, causing human, material, or environmental losses of such severity that the affected community has to respond by taking exceptional measures. The disruption, (including essential services and means of livelihood) is on a scale that exceeds the ability of the affected society to cope with using only its own resources (Bangladesh Govt.).

  
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### 3. Purpose of the Guide

The purpose of this guide is to assist READI's Management team and staff to manage an emergency response and to implement the preparedness programme effectively.

### 4. Type of Disaster

READI is committed to responding to any type of disasters (either natural disasters or man-made ones) if deemed necessary to intervene. To clarify READI's strategy on the response, all types of disasters are classified into three kinds: minor, major and national.

The following criteria depict some of the common features, but are not meant to be the rigid criteria of categorisation. The conditions significantly vary, depending on the magnitude and intensity of disasters and on the capacity of people to cope with disasters.

#### Minor Disaster

- Damages estimated as between Tk.30, 000 – 100,000
- The death toll less than 10.
- Affected households between 10% -15%.

#### Major Disaster

- Damages estimated as between Tk. 100,000 and Tk. 2,000,000
- The death toll between 10 and 30.
- Affected households between 15% and 40%.
- Government appeal (either national or international)

#### National Disaster

- More than one government administrative division affected
- Damages estimated as more than Tk. 2,000,000
- The death toll more than 30
- Affected households more than 40%.
- Government declare state of calamity (international appeal)

### 5. Strategy

#### 5.1 Implementation strategy—to cover all working areas of READI

READI's strategy is to respond to the needs of disaster affected people of READI's working area. To achieve this ambitious task, the following strategy is prepared. Firstly, in head office a team will be working for coordinating emergency response programme and in every centre office there will be an emergency team who will implement the emergency response programme at the time of disaster. Initially Field team will work for their working area and if it is required they will be deputed in other area for implementing programmes. All staff and selected community volunteers will be trained on disaster management and they will be responsible for implementing response programme accordingly. Secondly, Central team will maintain a close liaison with different programme, Field team, CBOs, Govt and other national/international agencies for mobilising external and internal resources effectively and will be implementing programmes in consultation with the READI advisory board.

Type of Team	Team Formation	Team Leader
Head Office Team	<ul style="list-style-type: none"><li>• It will be comprised of five members</li><li>• Coordinator and one person from accounts should be in the team.</li><li>• Team should be gender balanced.</li></ul>	Project Director
Filed Team	<ul style="list-style-type: none"><li>• It will be comprised of three members</li></ul>	Coordinator



- |  |                                   |  |
|--|-----------------------------------|--|
|  | • Team should be gender balanced. |  |
|--|-----------------------------------|--|

## 5.2. Summary of Disaster Response Process

### Minor Disaster


- Assessment:** Team Leaders (TL) and One assistant (e.g. Supervisor, Field worker etc.)
- Response:** Respond, if the initial assessment recommends.
- Funding:** From READI's Contingency Budget ( up to Tk 50,000.00 )  
In case of requiring more, central team will mobilize fund from internal/external sources. .
- Implementation:** Implementation is done by centre office staff in collaboration with community volunteers, local club, partner etc. One member from central committee will be responsible for monitoring and supervision.  
TL is responsible for all implementation activities and reports to Central Committee..  
Team leader of central committee will co-ordinate with advisory board and among other relevant agencies.
- Time frame:**
- |                 |                    |
|-----------------|--------------------|
| Assessment:     | One day or shorter |
| Relief:         | Up to Two weeks    |
| Rehabilitation: | Six months         |

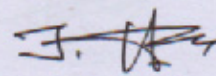
### Major Disaster

- Assessment:** Team Leaders (TL) and One assistant (e.g. Supervisor, Field worker etc.)
- Response:** Respond, if the initial assessment recommends.
- Funding:** From READI's Contingency Budget ( up to Tk 200000.00 )  
In case of requiring more, central team will mobilize fund from internal/external sources. .
- Implementation:** Implementation is done by centre office staff in collaboration with community volunteers, local club, partner etc. One member from central committee will be responsible for monitoring and supervision.  
TL is responsible for all implementation activities and reports to Central Committee..  
Team leader of central committee will co-ordinate with READI advisory board and among other relevant agencies.
- Time frame:**
- |                 |                   |
|-----------------|-------------------|
| Assessment:     | One – two days    |
| Relief:         | Up to three weeks |
| Rehabilitation: | Six months        |

### National Disaster

- Assessment:** Teams will be formed as required.  
Team members include Team Leaders, Supervisors, Field worker staff, etc.
- Response:** Respond.
- Funding:** In assistance with the advisory board Central team will mobilize fund from

  
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internal/external sources.

**Implementation:** Implementation is done by centre office staff in collaboration with community volunteers, local club, partner etc. Central committee will be responsible for monitoring and supervision.  
TL is responsible for all implementation activities and reports to Central Committee..  
Team leader of central committee will co-ordinate with READI advisory board and among other relevant agencies.

**Time frame:**      **Assessment:**      One – two days per team (Three – seven days on the total)  
                         **Relief:**              Up to two month  
                         **Rehabilitation:**      One year

## 6. Damage and need assessment

### 6.1. Information collection (Where to begin)

When a disaster occurs, it is first necessary to collect secondary information as soon as possible. Secondary information sources include radio/TV news, newspaper, local government offices, other NGOs, etc. Team Leader of CO is responsible for collecting information and reporting to HO Team.

### 6.2. Initial assessment

#### Purpose of initial assessment

- To identify the impact which a disaster has had on a community and the ability of that community to cope.
- To determine whether or not to respond to the disaster.
- To identify the urgent requirements and potential methods of providing them most effectively.

#### Assessment Team

Each assessment team normally comprises of two staff members and it is recommended that team members should be selected with consideration of gender balance. The team is expected to contact HO Team every day to share the updated information. If the scale of disaster is very large, more than one assessment team may be required.

#### Methods

To assist teams with conducting assessment in a timely and organised manner, READI has produced a format (See Annex I). The format assumes that the team collects the information through the following three methods.

#### 1) Interviews with stakeholders

The assessment team is to talk informally with different types of people: direct affected people (men, women, elderly people, etc.), teachers, village leaders, government officials, religious leaders, etc. Among them, the team should first talk to UNO to get secondary information. In addition, the team should try to identify the condition of socially vulnerable people like elderly people, disabled people, and female-headed households.

#### Important Note:

1. It is extremely important to let affected people analyse their condition.



2. Let affected people compare their present condition with their normal situation when no disaster hit. In other words, attempt to distinguish emergency needs from chronic needs.
3. Keep in mind that there are different needs for different people (e.g. men and women, adult and children, settled families and marooned families, etc.)
4. Don't start talking with affected people, by asking, "What do you need?" because they need everything they can possibly receive as relief. This question, if asked frequently without caution, will only raise their expectation for relief; thereby, increase vulnerabilities

**Sample questions:**

- What are the damages like, compared to the previous similar disasters?
- What have you lost, and what do you still have?
- How have you been surviving?
- How do you survive in this time of year normally, when no disasters occur?
- What are you planning to do (assuming there is no relief coming in)?
- Are there people who are affected more severely than others? If so, who are they? How are their conditions different?
- Are women affected differently from men? If so, how?

**2) Direct observation**

The team is also to observe the extent of damages in various parts of affected areas. All of the following points are included in the format, but the observation points include:

**Key Observation Points**

Remaining stock:	rice, dal, vegetable, and other food.
Remaining assets:	houses, animal, crop, trees, vegetables, etc.
Infrastructure:	roads, bridges, embankment, electricity supply, etc.
Mortality and morbidity:	death toll, diarrhoea, dysentery, etc.
Water and Sanitation:	water source, sanitation condition, etc.
General mood:	panic, under control, etc.

**3) Interviewing with other agencies**

The team first identifies which agency (either government or NGO) is responding to the disaster. If possible, the team member should talk to staff of responding agencies to find out their action plan and the size of operation. In case it is not possible to meet the concerned staff members, ask other stakeholders (e.g. village leaders, UP members, etc.) about what other agencies are doing.

**Time frame and timing**

The initial assessment should be conducted quickly, by collecting only the relevant and necessary information according to the format. Time frame of an initial assessment can vary from a few hours to a few days for each team, depending on the magnitude of the disaster.

Timing may affect the accuracy of an assessment since situations and needs can change dramatically from day to day. Keeping in this mind, situations must be continuously observed, as emergency operations are established.

**6.3. Analysis (How to determine whether to respond?)**

**Response Criteria**

READI determines whether it responds to a disaster with the following criteria.

- Local community people lack capacity to cope with the situation

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- No other agency (either NGOs or government) is responding in the proposed operating area or insufficient responses from other agency.
- Request received from government or community people

### Assessing the needs

From the initial assessment, three types of needs should be identified: namely, immediate, short-term, and long-term needs.

#### Immediate needs:

Immediate needs are related to immediate survival of affected people. Without meeting immediate needs, their very survival may be at stake.

#### Immediate needs

- |              |                |
|--------------|----------------|
| • Rescue     | • Dry food     |
| • Shelter    | • Winter cloth |
| • First aid  | • Candles      |
| • Safe water | • Pot          |
| • ORS        |                |

#### Short-term needs:

Short-term needs are the requirement for temporary solutions to the survival. Provision of short-term needs reduces immediate suffering of affected people.

#### Short-term needs

- |                    |           |
|--------------------|-----------|
| • Dry food         | • Clothes |
| • Safe water       | • Fodder  |
| • Polythene sheet  | • Fuel    |
| • Cooking utensils |           |
| • Blanket          |           |

#### Long-term needs:

Long-term needs are related to vulnerabilities of affected people. A disaster may have increased their vulnerabilities for future disasters. In this case, Concern considers addressing the long-term needs to restore the normalcy in their life; thereby, reduces their vulnerabilities.

#### Long-term needs

- |                               |                            |
|-------------------------------|----------------------------|
| • Housing                     | • Afforestation            |
| • Agricultural rehabilitation | • Repairing infrastructure |
| • Cash (or food) for work     | • Income generation        |
| • Sanitation                  | • Livestock                |

## 7. Planning activities

### Selecting distribution materials

Materials will be selected as per people's need and organizational capacity.

### Feeding Centre

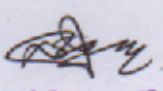
Establishing feeding centres is considered under the following circumstances.

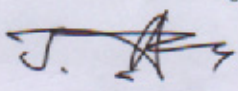
- Where affected people can find no place to cook.
- Unavailability of cooked, ready food (*fried rice*, bread, biscuits, etc.)
- Scarcity of fuel/firewood.
- Unavailability for cooking utensils.

Feeding centres under an emergency situation normally target malnourished children, pregnant women, and lactating mothers.

### Fund Mobilization

READI maintains a separate bank account for the emergency response programme, executive director will nominate three staff member as signatories for operating this account accordingly. For mobilizing an emergency fund some potential options could be considered as follows

  
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#### **External Sources:**

- Community campaign
- National agencies
- International agencies
- Government

#### **Internal sources:**

- Staff contribution
- Programme contribution
- % of individual/group saving

### **8. Beneficiary Selection**

#### **Criteria of the beneficiaries**

- Those who were severely affected by disasters (e.g. those who have lost houses by destruction or erosion, displaced people, marooned people, etc.)
- Those without a stock of food and also lacking purchasing capacity
- Landless and daily labourers
- Pregnant/ lactating mother
- Socially vulnerable people (e.g. female headed households, disabled people, widow, divorced, elderly people, ethnic minority, other minority groups, etc.)
- Those of whose families have no member capable of working as wage labourers
- Those who have been unable to receive assistance from other agencies

#### **Door to Door survey**

Beneficiaries can be selected in several ways, but the most common method is a house-to-house survey. Each survey team normally consists of one male and one female staff, and more than one team is formed according to the needs. Female workers often have easier access to the households, and two people can discuss with each other to cope with problems they face. Time frame of a survey varies according to the situation, but the team should estimate the required time before starting the survey in order to complete it in a reasonable period. To facilitate the survey, team leader will arrange an orientation to the team members and after the survey is completed, team members will select beneficiaries according to the criteria.

After the selection, the READI director's nominated person will sign identification cards /team leader and it will be issued to beneficiaries. Different colour distribution cards can be used for different categories of beneficiary. Female members will be considered as cardholder and they will bring the card with them to the distribution centre, and distributed items should be provided in exchange for the card.


In some cases, however, men may be asked to show up in the distribution centre. The following is some of the examples.

- When the distribution centre is very far, and beneficiaries need to walk for a long distance with heavy materials.
- The selected households have no adult female.
- Female members of the selected households are physically too weak to come to the distribution centre.

#### **Other methods of beneficiary selection**

The above mentioned method is by no means the only way to select the beneficiaries. The selection procedure must be determined flexibly according to the situation. The following is some of the examples.

- In the extreme case, where immediate relief is necessary for virtually all affected people, relief may be distributed without survey.
- If the situation necessitates relief urgently, the survey team issues distribution cards directly to the selected beneficiaries during the house-to-house survey.

  
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- When the disaster is a slow-onset one (e.g. drought, flood), village people may set their own criteria and select beneficiaries in their respective village.

## 9. Logistics

### Definition of logistics

The control and management of all supplies that are used in READI programmes, enabling the effective and timely implementation of an emergency programme.

### 9.1 Purchase

All purchase of materials is done by the purchase committees, which consist of three people. There are two possible levels in forming the committees: one in the head office (HO) level and the other in the field level. The HO-level committee is assigned by Director and this committee will be formed including one senior staff, one midlevel staff and one frontline staff. Field level committee will be formed including Centre manager, Supervisor and one front line staff.

The main responsibility of the committee lies from purchasing of materials to the delivery. Their work details are shown as follows.

- Collect at least three quotations and samples from different suppliers.
- Verify each quotation and sample to secure the best quality of materials.
- Confirm supply order to the supplier, by signing a standard deed of agreement, which spells-out details of terms and conditions.
- Conclude another deed of contract with Transport Company for timely transport of materials at the central warehouse. The following means of transport can be considered.

### 9.3 Storing

#### How to store goods

- Store food items on bamboo or timber platforms.
- Keep food items one and a half feet away from the wall.
- Store each item separately.
- Do not mix food items with other non-food items.
- Maintain a stock book and always mark the weight/quantity of each item received and distributed.

#### Where to store (Location of warehouse)

Warehouse location should be in such a place where it is easy to transport goods (i.e. near a main road or river.)

- Use a fire-proof building, if possible.
- Lock the store, and the key should be kept with the staff in charge.
- Do not store goods in damp place.
- Do not store goods in open space, as items may be stolen.

### 9.4 Distribution

Distribution centres have to be carefully selected to make sure that all beneficiaries can come without difficulties. For example, if the centre is very far, it is difficult or costly for the beneficiaries to pick up materials.

#### Examples of distribution centre

- School
- Cyclone/flood centre
- Union Parishad office
- Community centre/club



- Premise of READI office
- Open field (as a last option)

#### Community people can help in different way

- Help packing goods for distribution.
- Check the quality and quantity of goods.
- Help organise beneficiaries' queue.
- Organise and clean the storage.
- Provide safeguards of the materials.
- Verify muster rolls.

#### 9.5 Weighing and measuring

It is advisable to use measuring pots for speed up the distribution process. The examples include:

- Tin/plastic buckets.
- Empty tin cans (milk pot, oil pot, biscuit tin etc.)
- Mugs

Before distribution, appointed staff must check measuring pots to ensure proper measurement. Also, he/she should weigh goods frequently during the distribution.

#### 9.6 Master roll

Muster roll is the most important document that proves the materials has been distributed to the target beneficiaries. The muster roll also allows proper monitoring after the completion of the project. The following is the procedures for filling out the muster roll.

- 1) The distributing staff will write relief materials and quantity in Bangla in presence of beneficiaries at the distribution centre.
- 2) Each beneficiary will give their signature or thumb impression when receiving the materials.
- 3) Provide distribution good *after* the above processes complete.

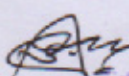
An original of the muster roll should be submitted to the UNO, and the completion certificate should be collected from the respective UNO. The original copy of the muster rolls should be stored safely in the Head Office for at least five years


## 10. Management

### 10.1. Role of Implementing Actors

#### Disaster Management Team (HO)

- Monitor the disaster condition and prepare situation reports periodically to submit to senior management.
- Form an assessment team, in discussion with senior management.
- Maintain regular contacts with government (DMB and Relief and Rehabilitation Ministry), ADAB, Disaster Forum, CBOs, local Govt and other NGOs to monitor the overall situation and to better co-ordinate to each other (e.g. sharing information, avoiding duplication, etc.).
- Submit FD forms (2,6, or 7) to NGOs Bureau ( if it is needed ) for receiving necessary approval.
- Collect a request letter or No Objection Certificate (NOC) prior to launching a project and Certified Letter after completion of the project from UNO/DC.

  
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- Select the operation area in discussion with senior management.
- Arrange necessary logistics support (carrying, storing, delivery, distribution, etc.)
- Second necessary staff members to the affected area for technical support. Types of support include logistics, engineering, and monitoring. Other supports are considered according to the needs of the situation.
- Organize meetings with staff members/senior management if is needed
- Edit a completion report (submitted by Filed team) and submit to Director, READI.
- Communicate with press and media for information dissemination.
- Organise an evaluation (either internal or external) in case of large-scale operations.
- Make occasional field visit to monitor the progress and to provide feedback.

### Community

During the disasters, community people may involve in disaster response programmes in different ways;

- Early warning.
- Rescue.
- Managing the shelter.
- Fund raising.
- Form disaster management committee.
- Information collection.
- Need Assessment.
- Community mobilization.
- Beneficiary's selection.
- Maintain discipline during distribution.
- Follow up/monitoring.

### 10.2 Monitoring

Monitoring is conducted in three levels. Firstly, Filed team leader responsible for day-to-day monitoring in conjunction with the HO team. Monitoring could be done in form of daily meetings, on-the-spot observation, verification muster roll, and like that.

Secondly, HO team/HO team leader visits the field sites regularly to discuss with field staff members as well as community/stakeholder and send progress reports to Director, READI.

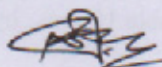
Thirdly, in case of major or national disasters, Advisory board may provide technical support on monitoring if necessary. READI senior staff may visit fields to monitor the overall progress of large-scale response programmes. Monitoring formats may be prepared to make it easy to compile all monitoring information. At the end of completion, follow-up workshop may be organised to learn from the experience. This type of workshop is intended to produce recommendations for future interventions, by conducting a SWOT analysis.

#### *What to discuss in daily meetings?*

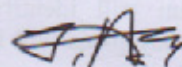
- Updated condition of disasters and affected people
- Project progress
- Problems encountered
- Suggestion from field staff
- Information sharing from HO Team.
- Plan for the next day

### 10.3 Reporting

Reporting is an important tool to highlight the progress of response activities and to allow rapid decision-making. Government and donors also use reports as an important tool to judge the quality of



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response activities and the capacity of operating organisations. The table below summarises the reporting requirements.

Report	By whom	To whom	Remark
1 Initial assessment report (Annex-I)	TL	Director, READI	HO team reviews the report before submission.
2 Project Proposal	Selected personnel	Donors	In case of large intervention.
3 FD-2,6,7	TL (HO)	NGO Bureau	If it is needed
4 Completion Report	TL(HO)	Director, READI	
5 Financial Report	TL/Accountant	Director, READI	Assistance from Account Department.

## 11. Preparedness Activities

### 11.1. Nature of activities.

READI has been implementing the disaster preparedness programme with Concern and after withdrawing Concern's support the programme will be continuing with READI's own resources by initiating activities as:

- Providing training to new staff members on disaster preparedness.
- Select community volunteers.
- Activate upazilla / Union/Village level disaster management committee.
- Disaster preparedness message dissemination through weekly meeting.
- Arrange cultural programme for raising awareness.
- Disaster preparedness day observation.
- Prepare community/group level action plan on disaster preparedness.

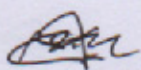
### 11.2 Capacity building

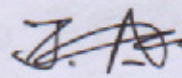
It is essential to build the capacity of staff members as well as community people in order to respond effectively to disasters. READI developed two training personnel with assistance of Concern and will continue capacity building activities in consultation with advisory board in following issues.

Training Subject	Contents	For whom
1) Relief and Rehabilitation Management	Needs assessment, beneficiary selection, logistics, etc.	Newly recruited staff
2) Disaster Preparedness	Preparing for disasters to lessen damages (early warning, etc.)	New staff, community people

### 11.3. Contingency Plan

Developing a contingency plan in the working area significantly mitigates the damages caused by disasters. This is because, from the contingency plan, the community people will learn what to do and where to go in case of disasters, and because staff will learn what actions they need to make. The team will identify vulnerable Unions in the READI working area. Then, Union-wise contingency plans will be developed in the highly vulnerable Unions, by conducting capacities and

  
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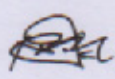


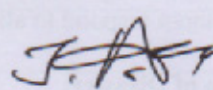
vulnerabilities analysis of the locality with all the stakeholders so as to conduct and co-ordinate disaster work efficiently and effectively.

The contingency plan is to include the following information.

- The procedures of rescue, including the roles of every stakeholder
- Location of shelters in locality
- Availability of various services (medical facilities, market, school, embankment, roads, etc.)
- Location and the number of the most vulnerable people without coping capacity.
- Location of highly disaster-prone areas as well as moderately disaster-prone areas.
- Possible content of relief package.
- Co-ordination of relief works among NGOs and government (i.e. identify possible working areas of every agency to avoid duplication of relief distribution.)
- Responsibilities of every stakeholders during disaster response.

As a part of contingency plan, every CO will establish an emergency storage with 02 Emergency Kit Bags. [See Annex II]

  
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## ANNEX I—Initial Assessment for Disaster Response

### Purpose of initial assessment

- To identify the impact which a disaster has had on a society and the ability of that society to cope.
- To determine whether or not to respond to the disaster.
- To identify the urgent requirements and potential methods of providing them most effectively.

### General advice in times of assessment

- 1) Focus on what people *have* rather than what they do not have.
- 2) No need assessment is accurate without an accurate capacity analysis.
- 3) Need assessment must address the human needs, problems and *capacities*.
- 4) Too much is usually more damaging than too little.
- 5) In every society, there are traditional mechanism of kinship and self-help which are often the primary contributors to a community's survival in the context of an emergency.
- 6) Not responding, but actively monitoring may be the most helpful response in some situation.
- 7) We cannot respond to all assessed needs.

### Description of Disaster:

(a) Type of disaster	
(b) Date disaster initiated	

### Location of disaster

District	Upozila	Fully Affected Unions	Partially Affected Unions
1.	1.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.
	2.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.
	3.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.

\*If more than one district was affected, attach additional sheets of paper.

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**General Condition:**

(a) Number of affected families :	
(b) Number of killed/injured people:	
(c) Public services disrupted (e.g. water, electricity, transportation, etc.)	
(d) General mood (e.g. panic, under control)?	
(f) Present political situation?	

**Asset Damages**

a) # of houses fully damaged	
b) # of houses partially damaged	
c) Extent of crop damages	
d) Extent of livestock damages	
e) Extent of fisheries damages	
f) Extent of tree damages	

**Infrastructure Damages**

a) Roads	
b) Electricity	
c) Bridge/Culvert	
d) Embankment	


**Health Condition**

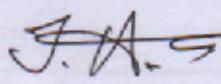
a) Damages/contamination of water source	
b) Present drinking water source	
c) Conditions on sanitation	
d) Possibility of epidemic outbreak	
e) Needs of medical assistance	

**Presence of NGOs and Government in the affected area/community**

NGO	Action on disaster response
1	
2	
3	
4	
5	

Annex-2

  
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Govt.	Action on disaster response
1	
2	
3	

Is there any change in the commodity price after the outbreak of disaster? Yes ☐ No ☐

**Recommendation**

Necessity of response:

Yes ☐ No ☐

If no, explain the reasons for not responding.


If yes, recommended action with estimated budget

Immediate needs

Sl no	Item	Quantity	Unit Cost	Total Cost

Short-term needs

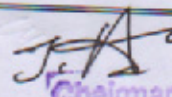
Sl no	Item	Quantity	Unit Cost	Total Cost

Long-term needs

Item	Quantity	Unit Cost	Total Cost

- Is there a usable warehouse located in proximity to the disaster site? Yes ☐ No ☐
- What is the capacity of warehouse? \_\_\_\_\_

  
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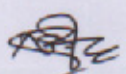
Assessment Conducted by: \_\_\_\_\_

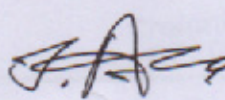
Written by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Guideline Disaster Management

  
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## ANNEX II—Emergency Kit Bag

SL.	ITEM NAME	QUANTITY	REMARK
<b>INSIDE THE BAG</b>			
1	BAG (EMERGENCY)	1 No	
2	LOCK & KEY	1 Nos	
3	FIRST AID BOX	1 Box	
4	FIRST AID BOOK	1 Nos	
5	TORCH LIGHT	1 Nos	
6	BATTERY	3 Nos	
7	RAIN COAT	1 Nos	
8	CANDLE	1 pk	
9	LIGHTER	1 Nos	
10	SCISSORS	1 Nos	
11	KNIFE	1 Nos	
12	BED SHEET	1 Nos	
13	MOSQUITO NET	1 Nos	
14	AIR PILLOW	1 Nos	
15	TOILET PAPER	1 Roll	
16	WATER BOTTLE		
17	ALUM (FITKIRI)	1 Pk	
18	CASH BOOK	10 Page	
19	CASH PAYMENT VOUCHER	1 Nos	
20	CASH RECEIVED VOUCHER	1 Nos	
21	CALCULATOR	1 Nos	
22	CLIP BOARD	1 Nos	
23	SURVEY FORMS	2000 Family	
24	STOCK REGISTER	1 Nos	
25	DISTRIBUTION CARD	500 Family	
26	MASTER ROLL	700 Family	
27	STAMP PAD	1 Nos	
28	STAMP PAD INK	1 Nos	
29	READI STAMP	1 Nos	
30	READI ENVELOP	20 Nos	
31	WRITING PAD (LINE)	4 Nos	
32	READI PAD	1 Nos	
33	Y. ENVELOP(SMALL/BIG)	50 Nos	
34	CARBON PAPER	10 Page	
35	BALL PEN (BLACK/RED)	6 Nos	
36	WOOD PENCILS	2 Nos	
37	SHARPENER	2 Nos	
38	ERASER	2 Nos	
39	JAMES CLIP	1 Pk	
40	PUNCHER	1 Nos	
41	STAPLER	1 Nos	
42	STAPLER PIN	1 Pk	
43	PIN REMOVER	1 Nos	
44	RULER	1 Nos	
45	FORMAT FILE	1 Nos	
<b>OUTSIDE THE BAG</b>			
46	LIFE JACKET		
47	GUMBOAT		
48	UMBRELLA		
49	CAMERA		
50	LYLONE ROPE		