UNDP India
Disaster Preparedness and Response Plan
[Version 45.0]

| Last Updated on: |
| 17th July, 2007 |

This plan is to be reviewed in the first Monday of every month.

United Nations Development Programme
India
55, Lodi Estate, New Delhi –110003
Phone: 91-11-24628877, Fax: 91-11-24627612; email: fo.ind@undp.org

Preface

This is the 45th version of a dynamic manual for **[Disaster Preparedness and Response](#)** for the UNDP India team. It is based on the experiences we have gained over the years, recent workshops we participated and interaction with our partners. We want this document to help guide the team and serve as a resource for our partners as well. Crisis prevention, recovery and response plans require holistic approaches with all actors.

This plan will help us develop our own capacity. There is a lot more for us to learn and as a learning organization we would welcome any contributions and recommendations you may have.

Deputy Country Director (O)
&
UNDP India Disaster Management Focal Point

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Mandate

UNDP has been given a clear mandate by the General Assembly as the United Nations focal point for strengthening national capacities related to disaster mitigation, prevention and preparedness, including advocacy to this end.

UNDP India and Disaster Management

Disasters lead to severe erosion of developmental gains in the form of loss of lives and livelihoods. In the wake of several disasters in the last few decades in the country, UNDP India has been called upon to play a pivotal role in coordination and sectoral interventions supporting initiatives of the national and state governments. Increased frequency of disasters has resulted in UNDP developing its own capacity to be able to respond to natural disasters that the country is prone to.

UNDP is also the convener of the UN Disaster Mitigation Team and thus it has to provide the platform for coordination and information sharing among all UN agencies and also developing joint UN disaster preparedness and response plans. UNDP as a knowledge-based organization would have to equip itself to be able to provide the leadership and vision to UNDMU. It is in this perspective that UNDP India has attempted this preparedness and response plan for an efficient and effective response, as and when the governments to participate in the national and sub national efforts for disaster prevention, preparedness and response call it upon.

Mission Statement

UNDP India will endeavor to achieve a disaster-resistant human society through policy-based interventions at all levels through multiple partnerships with governments--national, state and local, and civil society organizations with optimum utilization of human resources.

<p style="text-align:center">Emergency Contacts</p>

UNDP India Emergency Contacts:
- **Deputy Country Director (Programme**) [Mr. Jo Scheuer] Tel: 91-11-24628877
- **Deputy Country Director (Operations)** [Mr. Jerome Sauvage] Tel 91-11-24628877

UNDP Disaster Management Focal Point:

Delhi Office: **Defence colony Tel: 91-11-24628877; Fax: 91-11-24633042**
- **Assistant Resident Representative** [Mr. Sushil Kumar] Tel : 91-11-24628877 (o) Mobile : 9818534995
- **Emergency Analyst** [Mr. G Padmanabhan] Tel: 91-**24628877**Mobile: 98104 02937
- **Emergency Information officer** [Ms. Irene Stephen] Mobile: 9818648418
- **Programme Associate (Operation)** [Mr. Sushil Chaudhury] Tel: 91-11-**24628877**, Mobile: 91- 9818314045
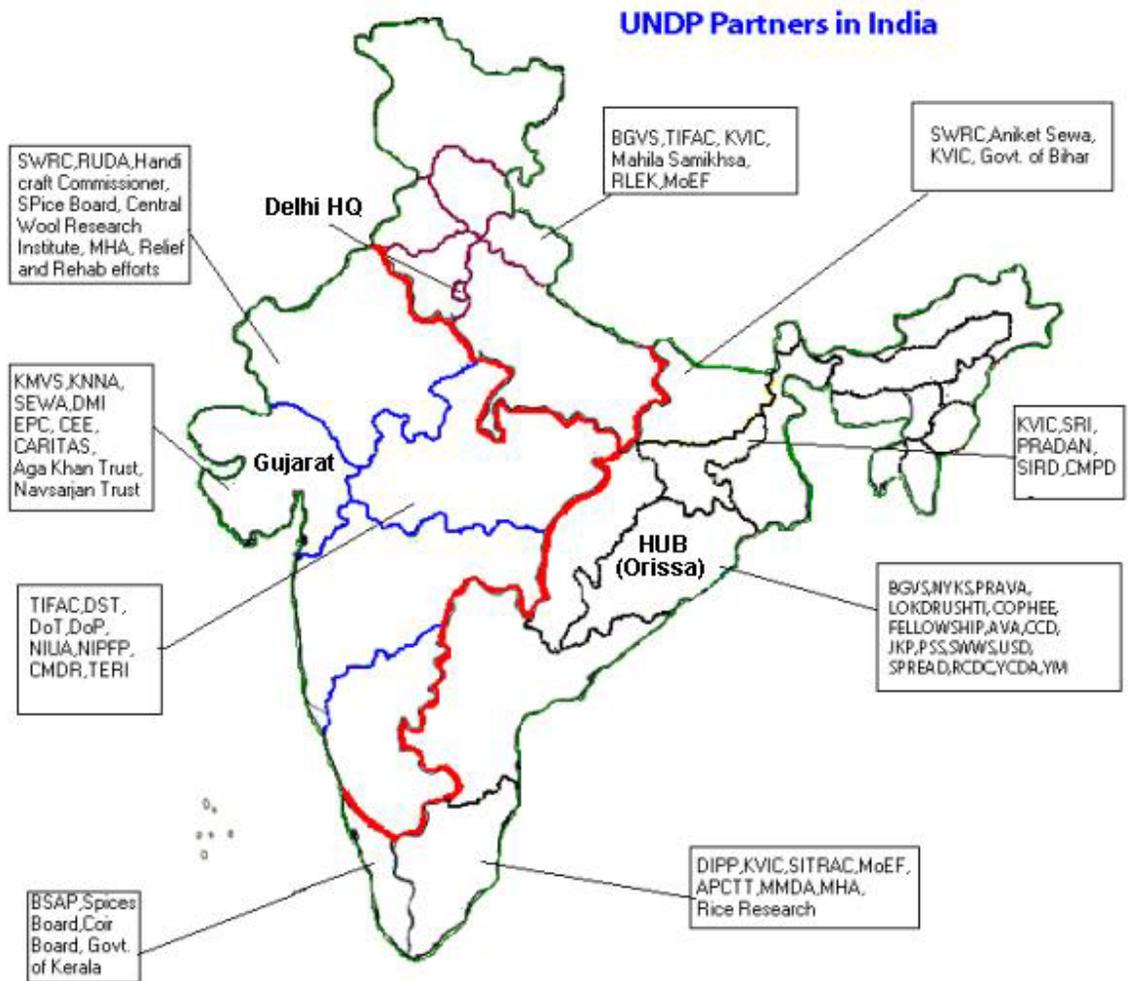
  Sat phone: +882 16 21 11 05 27(Voice)
    o   +882 16 21 11 05 28(Data)
    o   +882 16 2111 05 29(Fax)

UNDP India Field Emergency Focal Points

Orissa Hub: **Tel: 91-674-2595850 / 5851 / 5255, Fax: 91-674-2595254**

- **Team Leader (Orissa Hub)** [Mr Pradeep Ku. Jena], Mobile: 9437018368 **[24-HOUR HELPLINE]**
- **Emergency Information Officer:** [Ms. Parimita Routray] Mobile: 093374-05857
- **Logistics Officer** [Mr. Deepak Tripathy] Mobile: 09937025280
- **Sat Phone:** +882 16 21 11 05 46(Voice)
            +882 16 21 11 05 47(Data)
   +882 16 2111 05 48 (Fax)

UNDP Partners in India

SWRC,RUDA,Handi craft Commissioner, SPice Board, Central Wool Research Institute, MHA, Relief and Rehab efforts

KMVS,KNNA, SEWA,DMI EPC, CEE, CARITAS, Aga Khan Trust, Navsarjan Trust

TIFAC,DST, DoT,DoP, NIUA,NIPFP, CMDR,TERI

BSAP,Spices Board,Coir Board, Govt. of Kerala

BGVS,TIFAC, KVIC, Mahila Samikhsa, RLEK,MoEF

SWRC,Aniket Sewa, KVIC, Govt. of Bihar

KVIC,SRI, PRADAN, SIRD,CMPD

BGVS,NYKS,PRAVA, LOKDRUSHTI,COPHEE, FELLOWSHIP,AVA,CCD, JKP,PSS,SWWS,USD, SPREAD,RCDC,YCDA,YIM

DIPP,KVIC,SITRAC,MoEF, APCTT,MMDA,MHA, Rice Research

Delhi HQ

Gujarat

HUB
(Orissa)

Contact Details of The UNDP *Programme* Partners
Map source: www.mapsofindia.com

Disaster profile of the country

Hazard profile: Based on the Vulnerability Atlas 1997 prepared by Building Materials and Technology Promotion Council [BMTPC] India, multi-hazard maps have been prepared for all the states in the country. Map showing multi-hazard zones in India is shown below.

MULTI-HAZARD ZONES DISTRICT AND BLOCK-WISE
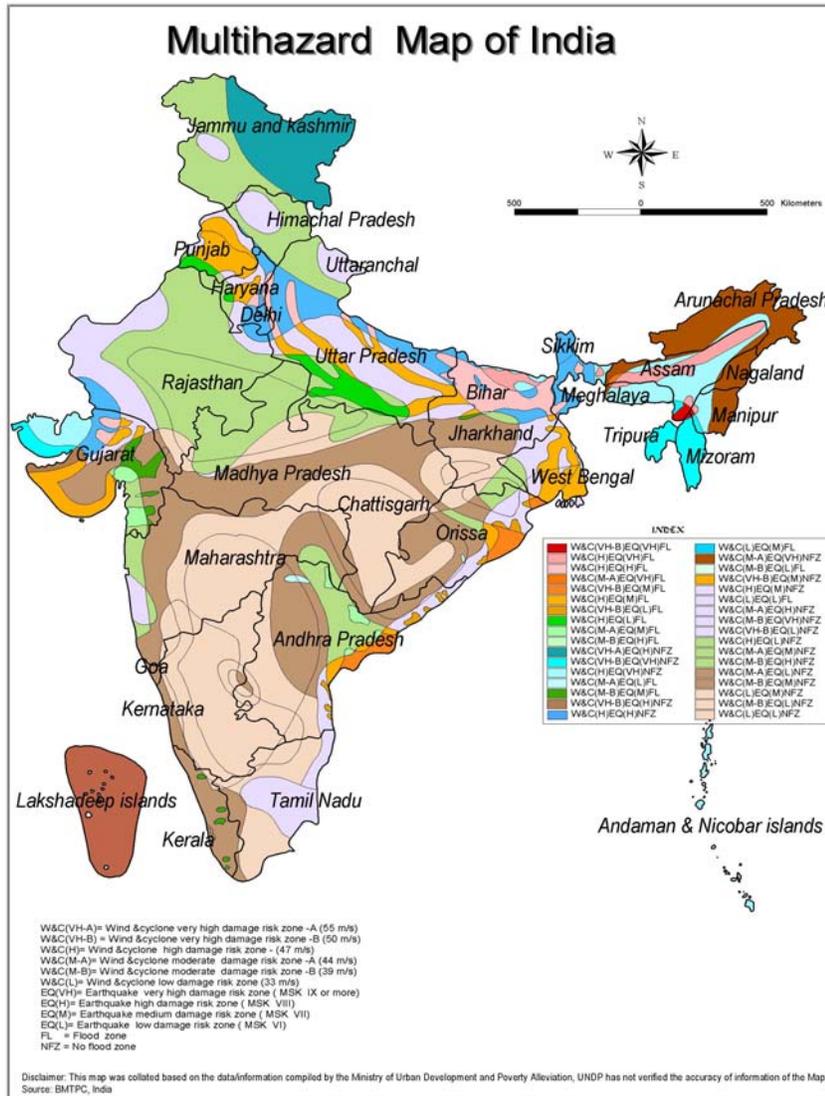
[Source: Vulnerability Atlas of India, BMTPC]

Hazard seasonality: Floods, droughts, cyclones, earthquakes and landslides and avalanches are some of the major natural disasters that increasingly affect India and have resulted in loss of lives and livelihoods. The seasonality calendar of natural hazards in India is shown in the table below:

Different Scales of Disasters

State	January	February	March	April	May	June	July	August	September	October	November	December	Earthquake
Andhra Pradesh					Cyclone	Cyclone	Flood	Flood	Cyclone	Cyclone	Cyclone		4
Arunachal Pradesh							Landslides	Landslides	Landslides				5
Assam							Flood	Flood	Cyclone + Flood	Cyclone	Cyclone		5
Bihar							Flood	Flood	Flood				4
Chhattisgarh							Drought	Drought	Drought				4
Goa													4
Gujarat					Cyclone	Cyclone	Flood	Flood		Cyclone			5
Haryana									Flood	Flood			3
Himachal Pradesh							Cloud burst	Cloud burst					5
Jammu & Kashmir									Flood	Flood			5
Karnataka					Cyclone	Cyclone							3
Kerala					Cyclone	Cyclone							3
Madhya Pradesh							Flood + Drought	Flood + Drought	Flood + Drought				3
Maharashtra							Flood	Flood					4
Meghalaya							Landslides	Landslides	Landslides				5
Manipur							Landslides	Landslides	Landslides				5
Mizoram							Landslides	Landslides	Landslides				5
Nagaland							Landslides	Landslides	Landslides				5
Jharkhand													3
Orissa					Cyclone		Flood	Flood	Cyclone + Flood	Cyclone	Cyclone		3
Rajasthan							Flood	Flood					3
Punjab								Flood	Flood				4
Sikkim							Landslides	Landslides	Landslides				4
Tamil Nadu											Cyclone	Cyclone	2
Tripura													5
Uttar Pradesh							Flood	Flood	Flood				4
Uttranchal													4
West Bengal						Flood	Flood	Flood	Flood	Cyclone	Cyclone		3
A & N Islands													5
Chandigarh													3
D & N Haveli													3
Daman & Diu													3
Delhi													4
Lakshawadeep													4
Pondicherry													3

Legend

Color	Disaster
Yellow	*Cyclone*
Teal	*Flood*
Grey	*Cyclone + Flood*
Orange	*Drought*
Dark olive	*Flood + Drought*
Green	*Landslides*
Light blue	*Cloud burst*

Earthquake *(Lowest-1, Highest-5)*

Vulnerability profile of the country

Unique geo-climatic and socio-political conditions of the Indian sub-continent make the region vulnerable to both natural and man-made disasters. India has suffered on average, direct losses of over 1billion USD each year during the past twenty years. Disasters eroded nearly 2 per cent of the country's GDP during 1996-2001 and consumed 12 per cent of the Government's revenue. The annual exposure to disasters impacts 6 per cent of the population directly while nearly 60 million people are annually affected on an average[i]. Table 1 below, maps out the key vulnerabilities India is exposed to annually/ periodically, across various regions.

INDIA'S KEY VULNERABILITIES

Hazard	Vulnerable regions
Cyclone	Coastal areas –East & West are affected by 80% of all the cyclones in this region
Flood	Indo-Gangetic plains and Brahamaputra basin (approx. comprises 40 million hectares i.e. 12% prone to floods
Drought	Across the country(approx. 68% of cropped area affected)
Earthquake	Across the country with moderate – high intensity (over 59%)
Landslide	Sub-Himalayan region & western Ghats in particular
Industrial and chemical disasters	Across the country
Tsunami	Across the coastal region

Data Source: **Tenth five year plan 2002 -07**

During the last 15 years India was affected by a spate of natural disasters with calamitous effects on communities and developmental processes.   Disasters occurred in vulnerable area with more intensity, in particular, the Orissa super-cyclone of 1999, Bhuj earthquake of 2001, Tsunami of 2004, and the South Asian earthquake of 2005. In 2001 as a whole, India suffered 73.1% of all disaster-related deaths in Asia (IFRC 2002). According to World Bank estimates, direct losses of public and private infrastructure in India have amounted to approximately $30 billion over the past 35 years (World Bank 2003. According to the same study, 2.25% of the GDP and 12.15% of the national revenue were lost because of natural disasters from 1996-2001. This has serious implications for overall macroeconomic management and development planning. Table 1 gives an idea of the cost of disasters from 1996 to 2001.

Annual Damage Due To Natural Disaster (For the Year --- 1985-1999)

Year	No. Of people killed or missing	No. Of people affected (in millions)	No. Of houses and buildings partially or totally damaged	Amount of property damage (Rs. Billion)	Amount of property damage ($ million)
1985	1804	59.56	2,449,878	4.06	86.38
1986	1200	55.00	2,049,277	3.74	79.57

1987	1835	48.34	2,919,380	2.57	54.68
1988	4533	10.15	242,533	4.63	98.51
1989	1718	03.01	782,340	2.41	51.28
1990	1855	03.17	1,019,930	1.71	36.38
1991	2299	34.27	1,190,109	1.90	40.43
1992	2257	19.09	570,969	2.05	43.62
1993	9936	26.24	1,529,916	5.80	123.4
1994	2344	23.53	1,051,223	1.83	38.94
1995	2508	54.35	2,088,355	4.73	100.6
1996	3789	54.99	2,376,693	5.43	115.5
1997	1881	44.38	1,103,549	n.a	n.a.
1998	2062	52.17	1,563,405	n.a.	n.a.
1999	3965	50.17	3.104,064	n.a.	n.a.

This is a densely populated country with 313 people per sq km and average per capita income 240 USD. 54 % of the land is vulnerable to earthquakes and 40 million hectares of the land is vulnerable to floods. High level of risk as illustrated above combined with low levels of local coping mechanisms result in major disruption or loss of lives and livelihood. Annual damage due to natural disasters for the period 1985-97 *[Source: IDNDR Review, NCDM, 2000]*

Disaster history by major hazards in India, 1996-2001

Hazard	No of events reported	('000)	People affected ('000)	Losses reported($ million)	No of reports of loss submitted	% reported	Average loss per report($ million)
Windstorms	15	14.6	25,213.7	5,619	15	100	374.6
Floods	29	8.9	150,980.3	2,928	18	62	162.7
Earthquakes	3	20.1	16,367.0	4,707	6	200	784.5
Drought	4	-	90,000.0	588	-	-	-
Other	24	5.9	356.9	-	3	13	-
Total	**75**		**282,917.9**	**13,842**	**-**	**56**	**329.6**

Source: World Bank (2003)

National policies, objectives and standards

Constitutional and legal framework: Disaster management as a subject does not find mention in any of the three lists in the 7th schedule of the Indian constitution. *The primary responsibility for the management of any disaster is borne by the state government with assistance from the central government as per the recommendations of the Finance Commission.* There is no enactment either by the central or the state government to deal with management of disasters. The High-powered committee constituted by the Govt of India has recommended several measures in this regard. The Government decided to enact a law on disaster management to provide for requisite institutional mechanism for drawing up and monitoring the implementation of the disaster management plans, ensuring measures by various wings of Government for prevention and mitigating effects of disasters and for undertaking a holistic, coordinated and prompt

response to any disaster situation. The Disaster Management Act, 2005 was enacted and notified on December 26, 2005

The Disaster Management Act, 2005 passed by the Parliament in December 2005 has been enacted as the central Act to deal with the management of disasters.As mandated by the Disaster Management Act 2005, NDMA has been set up as the apex body for Disaster Management in India, and is headed by the Prime Minister of India.

At the central level, the Natural Disaster Management Division within the Ministry of Home Affairs acts as the nodal Department for Natural Disaster Management. In the department, the Union Home Secretary functions as the nodal officer to coordinate relief operations for all natural disasters, also as the Chairperson of the National Executive Committee.

At the state level, the Relief Commissioner, now redesignated as the Disaster Management Commissioners are in charge of the relief and rehabilitation measures in the wake of natural disasters in the states.In some states Secretary, Department of Revenue is in charge of the Relief. The State Governments have been mandated to set up the State Disaster Management Authorities to be headed by the respective Chief Ministers as the nodal agency for disaster management in the states. The Chief Secretary of the State is the Chairperson of the State Executive Committee, acting on behalf of the SDMA in all matters relating to disaster management.

District administration is the focal point for implementation of all government plans and activities. Considerable powers have been vested in the District Collector to carry out relief operations in the shortest possible time, including the charge of the District Disaster Management Authority as its Chairperson. The Sabhapati of the Zilla Parishad is also the Co-Chairperson of the DDMA. Every district prepares an advance contingency plan depending on the type of disaster likely to affect the district. District Collector exercises coordinating and supervising powers over all departments at the district level.

At the state level, many states have created "State Disaster Management Authorities" to undertake rehabilitation and reconstruction including preventive measures. Other states are also setting up similar structures.

Objectives and standards of emergency response have been set out in the state relief or emergency codes. These codes provide an enabling framework to prevent physical deterioration in living standard and destitution of the people and provide assistance to resume their normal or ordinary pursuits of life. These codes do provide the quantum of food assistance and compensation for loss of lives and livelihoods to be paid to the victims. [Each member of the UNDP disaster response team should be familiar with the provisions of the state specific codes]

Government Structures for Warning and Emergency Response

Indian Meteorological Departments [IMD] in different states are the nodal organization for broadcast of early warning to the nodal department of the Government at the central and state levels. Early warning messages are also broadcast through print and electronic media. The main

control room for natural disaster emergency response is located in the Ministry of Home Affairs at the central level and in the office of Relief Commissioner / Secretary Relief at the state level. These control rooms function round the clock and they are responsible for dissemination of early warning to the line ministries and the district level officials. Dissemination of the early warning from the district control room to the area likely to be affected is done by the police and the civil authorities through the micro phone. As well there is increasing degree of awareness about the use of Internet based weather sites for updates.

Emergency response is essentially a state function and Special Relief Commissioner is solely in charge of the entire operation. The response is broadly outlined in the state relief codes, which are known by different names in different states in the country. Typical response includes early warning dissemination, evacuation, search and rescue, relief, and rehabilitation assistance. Depending on the degree of the disaster, armed and para military forces are also requisitioned by the state Government.   Civil Society Organizations are being increasingly involved in emergency response by the nodal Government Functionaries.

Other External and National Assistance Organizations

International assistance is welcomed by the national govt. UN agencies, bilateral and international NGOs provide humanitarian assistance depending on the magnitude of the disasters. Some of the important organizations* providing humanitarian assistance are

UNCT	WFP	JICA	OXFAM
UNDP	UNFPA	SDC	WORLDVISION
UNICEF	**Bilateral**	NORAD	EFICOR
WHO	**Agencies**	**NGO's**	CRS
ILO	USAID	IFRC/ IRCS	CARITAS
UNHCR	AUSAID	CARE INDIA	CONCERN
FAO	DIFID	ACTIONAID	

List of IRCS, NYKS & NSS

The national assistance organizations include – national and state level NGOs, National civil defence organization etc. Some of the prominent NGOs and national organizations* are:

Ram Krishna Mission   Bharat Gyan Vigyan Samiti
Bharat Sewa Samaj   Swami Narayan Trust
Arya Samaj
Nehru Yubak Kendra Sangathaan
Tata Relief Committee

These are only illustrative and not exhaustive

For details visit- www.ndmindia.nic.in

Baseline data on disaster prone areas in the country

India maps are available on
http://www.mapsofindia.com/ http://www.censusindiamaps.net/,
http://in.maps.yahoo.com, http://www.satellite-sightseer.com/country/India
UNDP has also prepared multi-hazard maps with baseline data based on the Vulnerability Atlas of India 1997. All disaster response team members will also have a copy of the Census data of 2001---the website address is **www.censusindia.net**. Other relevant websites for this purpose are http://www.imd.gov.in, http: //www.cwc.nic.in and **http://goidirectory.gov.in/ , http://www.idrn.gov.in**

<div align="right">

Census 2001

</div>

Partners and locations

UNDP has ongoing initiatives in several states in the country under national programmes. In the post-disaster situations of Orissa and Gujarat, it has stepped up its support to state and local institutions for effective disaster preparedness and response. Constant dialogue with these partner institutions for effective post-disaster response would be ensured. Efforts would be made to involve these partners in all preparedness and mock drills for better understanding during emergency situations.

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Partners and locations

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Reconnaissance of disaster prone areas

Reconnaissance of the cities, towns and villages in multi-hazard prone districts would be carried out with particular reference to **routes, modes and alternate means of transportation and communication**; **mapping of vulnerable areas within the district and local disaster management plan**; **existing command, control, communication and information network**. It may not be practical to visit all the districts for surveillance but a detailed map study of the area must be carried out by all (through computerized GIS package). A movement plan database would be created to include movement time to all the cities, towns and villages during the normal times and during emergencies using all available means of transportation and communication. Minimum time required for moving in emergency situation using the speediest mode of transportation and communication must be noted.

Operational Area
For reconnaissance visits during preparedness phase

Name of the State / UT	UNDP
Delhi	Del
Orissa	Hub
Gujarat	Guj
Andhra Pradesh	OH
Arunanchal Pradesh	OH
Assam	OH
Bihar	OH
Chhattisgarh	OH
Goa	Guj
Haryana	Del
Himachal Pradesh	Del
Jammu and Kashmir	Del
Jharkhand	OH
Karnataka	Guj
Kerala	OH
Madhya Pradesh	Guj
Maharashtra	Guj
Meghalaya	OH
Manipur	OH
Mizoram	OH
Nagaland	OH
Punjab	Del
Rajasthan	Guj
Sikkim	OH
Tamil Nadu	Del
Tripura	OH
Uttar Pradesh	Del
West Bengal	OH
Uttaranchal	Del
A & N Islands	OH
Chandigarh	Del
D & N Haveli	Guj
Daman & Diu Daman	Guj
Lakshdeep	OH
Pondicherry	OH

* UNDP Programme Partners

Del: DELHI   **Guj: GUJARAT**   **OH: ORISSA HUB**

The objective of the exercise will be

I. To study and record
  a) Routes and modes for transportation
  b) Alternate means of communication.
  c) Existing command, control, communication and information network
  d) District and local disaster management plan
  e) Inventory and location of important equipments needed in emergency
  f) **Emergency Contacts**

Chief Secretaries of states in India
Special Relief Commissioners of states
Resident Commissioners of states
UN Agencies, International Agencies and Embassies
UNDP, Delhi, Uttar Pradesh, Gujarat, Maharashtra, Rajasthan, Uttaranchal,)
UNDP, Orissa, Assam-Bihar-Sikkim-West Bengal, Tamil Nadu, Meghalaya, Andhra Pradesh
Project Officers, UEVRP
State Disaster Management Authorities
Disaster Management Institutes
Administrative and Training Institutes
Weather Forecasting Departments/Institutes
Weather Websites
News Websites
Seismological centres in India

II. Create awareness (about the hazard/vulnerability) among
  a) District Administration
  b) Local NGOs
  c) Local Communities

Expected outputs of reconnaissance visits
- Type of assistance which would be required during emergencies
- Number and composition of taskforces and requirement of specialized manpower in each group
- Details of equipments for each man and each group including communication equipment ensuring adequate spare backup communication
- Contact with nodal government agencies with which linkage and co-ordination would need to be established during emergencies.

Emergency preparedness plan

Control rooms in Delhi, Gujarat and Orissa will get activated as soon as the warning for any natural disaster is received from IMD or any other reliable source at all the three locations. In the case of sudden disasters, control rooms at head quarter and hubs will get activated within six hours.
Roles and responsibilities of the staff members of the control room

(i) Officer-in-charge of the control room
- Identify/Decide the emergency role of current staff.
- Assist Disaster Focal Point in conducting DMU meetings [national/sub-national if any]
- Information sharing among all staff members in the office and also field staff on decisions taken by UNDP and UNDMU
- Supervise functioning of help lines during emergencies.
- Information inflow and outflow to be facilitated along with sharing of the same with all UN agencies, Government organizations, donors and NGOs

(ii) Information Officer (always present in the Control Room)
- Prepares the base line report with the help of IT officer for the areas likely to be hit, based on maps and database.
- Places all this information on an updateable section of DMU Message board.
- Attends all possible meetings with DRR (O) and/or DMU in Charge.
- Takes minutes of the meeting.
- Mails the same to necessary people with the help of IT teams.
- Posts the minutes on the Information Message Board and files a copy of the same.

(iii) Help line desk [communication with stakeholders]
- Share info and updates with civil society organizations and the media
- S/he should have a copy of all contact rosters.
- S/he handles UNDP internal contacts, Donor contacts, and field messages.
- S/he would report to the DMU officer on hourly basis or as and when needed.

(iv) Logistics Officer: (may be assistant to admin/purchase dept. maybe deputed here)
- Help the DMU in Charge to complete the Manpower (Table 1.1.3) matrix and post the same on control room notice board.
- Provide a logistics message board where DMU members can write their names, demands and urgency. Identify the stationary need-gap and procure the need-gap with the help of Logistics assistant.
- Explore all possible options to travel to the site of Disaster and make the arrangements for the same when necessary. Put the chart of all options on the message board.
- Provide all other infrastructure support necessary for the control room and as well as travel of advance and assessment/coordination teams

Setting up Control Room

(i) Head Quarter -Control Room [India Office]
Location*:*

India International Centre , 40 Lodhi Estate, 2nd Floor, Max Mueller Marg, New Delhi-110003, Phone : 91-11-24628877, Fax : 91-11-24633042

Setting up Control Room

(i) Head Quarter -Control Room [India Office]
Location*:*
UNDP Vulnerability Reduction and Sustainable Environment Unit
India International Centre , 40 Lodhi Estate, 2nd Floor, Max Mueller Marg, New Delhi-110003, Phone : 91-11-24628877, Fax : 91-11-24633042

Manpower:

Sl No	Manpower	Available
1	UNDMT focal Point	G Padmanabhan
2	Emergency Information Officer	Irene Stephen
3	Operations	Sushil Chaudhary
4	System Analyst/ IT Facilitator/IT Assistant	Niranjan Biswal /Ayaskanta Bhanja /Goutam Bannerjee

- *Equipments for the control room in disaster management section Delhi:*

No	Equipment(s)_	No	Available	Mobilization plan
1.	Computers (With intra and internet connection)	7	5+2 laptop	7
2.	Fax machines	1	1	
3.	Satellite phone	1	1	
4.	Bulletin boards for display of maps, base line info, contact numbers of the agencies etc	3	3	
5.	Fire extinguisher	1	1	
6.	Generator [portable]	1	1	

(ii) Control room (Orissa)
Location:

UN HOUSE II, 256, Forest Park, Bhubaneswar-9, Orissa
Tel: 91-674-2595850/2595851/2595255/2595015/2595627; Fax: 91-674-2595254

Sl No	Control room [Orissa Hub]	Available	Backstopping	Mobilization plan
1.	OIC Control room	Pradeep Jena	Kalika Mohapatra	NUNVs from the field to be mobilized
2.	Information Officer	Parimita Routray	Devyani Dey	
3.	Help line Desk	Dr. Anita Anasuya	Dr. Deepa TM	
4.	Logistics Officer	Deepak Tripathy	Rajendra Samal	

- **Equipments for the control room in Orissa hub:**

No	Equipment(s)_	No	Available	Mobilization plan
1.	Computers (With intra and internet connection)	2	2+ 2 laptop	Available
2.	Fax machines	1	1	Available
3.	Bulletin boards for display of maps, base line info, contact nos of the agencies etc	3	3	Available
4.	Fire extinguisher	6	6	Available
5.	Generator [portable]	1	1	Available

(iii) On site control rooms to be set up by the advance team

- **Location**: *Nearest to the site of the disaster or as advised by local Govt authorities to be finalized in consultation with other partner agencies. This must be operational at least within 48 hours of the disaster. Human Resource for the control rooms would be in the advance team/coordination teams*
- **Equipments for the on-site control rooms**

No	Equipment(s)	No.	Mobilization plan	Installation
1.	Laptop Computers	2	Hq. or hub to mobilize as per the operational area	Take the assistance of partner organization in setting up the control rooms at site
2.	Telefax machines	1	--Do--	
3.	Satellite phone with data Communication	2	Hq. to mobilize	
4	Generator [portable]	1	To be procured	
5.	Video Phone	1	To be Procured	
6.	Ready to Move Kits for the Response Team [List attached]	5	In Phase of Procurement.	
7.	Solar Panels & Extra Battery Packs for Laptops.		Hq. to mobilize	

FIELD RESPONSE – Coordinated by HUB under command and control of DRR [O]
Zone 1: Head Quarter;   Zone 2: Orissa;   Zone 3: Gujarat

Situation- 1	Zone	Advance team	Assessment and Coordination Team # 1	Assessment and Coordination Team # 2
No UN agency has an office at site of occurrence or in the State	1	G Padmanabhan+	Sushil Chaudhary Irene Stephen	
	2	Kalika Mohapatra + Deepa TM	Parimita	
	3	BR Patel, Sarat Panda,		

DMU meets in Delhi and reviews the situation—may constitute a team in which UNDP should have members as per the deployment plan mentioned above.

UNDP advance team, under intimation to the UNDP Disaster Management Coordinator (DRR-O), should be able to move at once after the early warning/occurrence of the disaster and establish contact with Govt counterparts and local NGOs and perform functions as per the tasking mentioned earlier. The team should keep all logistics and communication requirements in mind. Team will report hourly/6-hrly/daily to UNDP Delhi and 'hub'. Team will also establish contact with UN offices in the region, which have programmes in the region.

Situation- 2	Zone	Advance team	Assessment and Coordination Team # 1	Assessment and Coordination Team # 2
UN office at site or in the State, but no UNDP office	1	G Padmanabhan+	Sushil Chaudhary Irene Stephen	
	2	Kalika Mohapatra + Deepa TM	Parimita	
	3	BR Patel, Sarat Panda,		

Situation- 3	Zone	Advance team	Assessment and Coordination Team # 1	Assessment and Coordination Team # 2
UNDP office in the State with or without other UN agencies	1.	G Padmanabhan	Sushil Chaudhary Irene Stephen	
	2.	Kalika Mohapatra + Deepa TM	Parimita	
	3.	BR Patel, Sarat Panda,		

Mobilization of Human Resource for Assessment and Coordination in Pre, During and Post-Disaster Situations

Population at Risk
Most important assessment element in any disaster would be the population at risk, disaster disrupts the critical elements of survival and normal community and social support systems. Water, food, health care, immunization, shelter, and sanitation get severely affected and thus increase the risk of the population. Particular attention should be paid to the special needs of women and children, and the displaced people.

Assessments
Initial assessment for sudden or slow onset disasters will include the purpose, types and elements of an assessment; collecting and analyzing data; preparing recommendations for UNDP response. The assessment exercise will include both damage and need assessment.

Purpose of an Initial Assessment
The purpose of an initial assessment is to provide UNDP with information and recommendations to make timely decisions on the disaster response. This exercise shall include
   a) Identification of the impact of disaster on the community and the ability of the community to cope
   b) Identifying the most vulnerable population that needs to be targeted for assistance.
   c) Identification of the level of response by the affected state and the country and its internal capacities to cope with the situation.
   d) Priorities of the affected community and their strategies to meet these priorities.
   e) Identification of the level of response from other donor countries, NGOs and international organizations.
   f) Identify the priority actions and resources needed for immediate response.
   g) Strategies for facilitating and expediting recovery and development.
   h) Areas suggested for in depth assessments.

Types of assessments
Every assessment will have two angles. Damage assessment, which identifies the magnitude and the extent of disaster and its effect on the society. The other equally important angle is the **N**eed assessment. This identifies the level and the type of assistance required for the affected population. Both of these aspects could be handled concurrently at all levels of assessment.

A quick response based on this information helps reduce excessive death rates and to stabilize the nutritional, health, and living condition among the population at risk.

Source of Information:
   ▪ At National Level: National Authorities (NCDM, NDM) and responsible ministries like Home Affairs, UNDP/ UNDMU, UN Agencies, Geographical institutes, department of meteorology/hydrology, bilateral aid agencies, I/NGOs,
   ▪ At State Level- State Disaster Mitigation Authorities, Nodal Agencies, Special Relief Commissioner, Revenue Department, Water Recourses Department, State Metrological Department, I/NGOs

- At District / Local Level – District / local authorities, Local leader/ village elders, Police, Army, Fire Services, Civil Defence, I/NGOs, Hospital, Health Centres, Sanitary Post, Birth / Death registration office

Broadly there are three types of assessments

A) **Situation Report:** (First report to be sent as soon as the Advance team reaches the site of occurrence). This is a brief report providing a snapshot of the disaster site. It essentially covers the nature of disaster, area affected, and govt. administration handling the disaster, status of international assistance and other such broad issues.

Depending upon the magnitude of the disaster, for the first three days, Situation reports would be updated. The subsequent updation of situation reports should indicate the unmet needs of disaster victims. It should indicate needs that can be met locally. The need gap analysis help in estimating requirement of any international assistance.

Flow of information: This field situation report gathered from the different sources like: Community, Government, UN agencies and NGOs is forwarded to the HUB (Orissa, Gujarat, Delhi) => UNDMU Delhi => RR/RC => OCHA Geneva and others.

Situation Report Format
India Flood SITREP

B) **Rapid Assessment:** (To be conducted between Day 3 and Day 7). This assessment should help in determining the extent of a disaster and its impact on the population as well as needs for international assistance during the immediate <u>relief and survival phase</u>. During this phase exceptional measures have to be taken to meet the basic needs of survivors with regards to search and rescue, medical assistance, water supply, immediate food needs, shelter and sanitation.

Rapid   Assessment   Need Format
Shelter Assessment Bihar

C) **Detailed (Joint) Assessment**: (from 7 to 15 days). Detail Damage assessment may refer to both situation and needs assessment, which usually starts after the initial surveys and will cover critical sectors that have to be addressed for medium and long term <u>relief as well as rehabilitation and reconstruction assessmen</u>t.   The specialists in the sectors concerned carry out In-depth assessment.

Damage (Detailed Joint) Assessment Format

Within the UN system, every UN agency has developed expertise under its mandated sector of operation. These specialized agencies have the responsibility of and the capacity for the respective sectors as explained below.

Sectors	UN Agencies

Health, Food and Nutrition, Supplementary feeding, Child rights, Water, Sanitation and environmental services, Camp planning, Refugees, Livelihood, Habitat, Infrastructure and Rehabilitation, Agriculture and Fishing	WHO, UNICEF, UNHCR, UNDP, FAO, UNFPA, ILO, WFP,

Elements of an Assessment

a) **Preparedness Planning**

The assessment teams must familiarize themselves with standard survey techniques; questionnaires, checklists and procedures prepared pre disaster. This will ensure that all sectors are examined. It will also help in avoiding duplication arising out of different terminologies and classifications used.

Checklists for the Assessment team members (Please Refer to page 23)
Formats to be used for the Assessment team
(Sit Rep, Rapid, Detailed Assessment)

b) **Surveys and Data Collection**

While collecting the data, the team members should look for patterns and indicators of potential problems.

Sources of all the information collected should be recorded. This will help in authenticating and interpreting the data.

c) **Interpretation**

Once the data is collected, analysis/interpretation of the data helps in identification of trends and indicators of problem. The trends and the indicators identified are linked with action programmes.

d) **Forecasting**
Forecasting helps in estimation of the development of the situation caused due to disaster. This would require the experience of experts in the field for developing future contingency plans to mitigate negative impacts.

e) **Reporting**

Reports are prepared based on the interpretation and forecasting of data/information in a structured format. This helps the disaster managers in formulating plans and projects.

f) **Monitoring**

Assessment would have to be a continuous process and goes on even after the detail damage and needs assessments have been completed. This is essentially to reevaluate the needs and appropriateness of the responses to the disasters.

Information Collation and Data Collection Methods for Assessment

The source, methodology used to collect the data and quality will have a bearing on the interpretation and forecasting the needs to respond to disasters. The assessment team will be briefed at the head quarter/Hub office (depending on where the assessment team is originating). During this period some preliminary information is to be gathered depending on type and first hand information on intensity of the disasters including;

1. Situation reports [SITREP] of any UN agency
2. Press clipping/info
3. Government press release/ information bulletin

Weather reports:
1. NOAA weather scan
2. IMD weather scan/ Satellite images
3. Site specific web search such as for Earth Quake, Drought, Flood, cyclones etc
   - Early warning reports
   - Current status
   - Forecasting for next one week (depending on disasters)

If the team originates at the Hq level then the following has to be collected at state/Hub level; otherwise it will be supplied at hub level.

Weather Websites (http://www.npmocw.navy.mil/npmocw/prods/jtwc.html, www.imd.ernet.in, http:// imd.gov.in , www.weather.com, http://www.cwc.nic.in/

General:
1. Paper Map/digitized maps (if possible with road network, important infrastructure facilities in 1:50,000 scale)
2. Population data
3. Season, rainfall, *latlong*, altitude, temperature, crop basic info if possible
4. Health and medical info, food balances sheet/supply etc.

As far as possible, before the assessment team starts the field visit, secondary information collation and data collection is to be done. Preferably there should not be any gap in geographical and population coverage. Critical change in data in food production and supply, market wages etc. concerned officials would be requested asked to explain with justification/logic.
At this stage a note is to be prepared for translating the data into INFO.

Field trip of the assessment team would be a **strong tool** to **collect primary data** to fill the gap in secondary data and for **cross checking the secondary data**.

There are several different types of sample surveys:

Simple Random Sampling: every member of the target population is equally likely to be selected, and the selection of a particular member of the target population has no effect on the other selections.

Systematic Random Sampling: every fifth, or tenth, member on a numbered list is chosen

Stratified Random Sampling: the population is divided into categories (or strata); members from each category are then selected by simple or systematic random sampling; then combine Q to give an overall sample.

Cluster Sampling: the sampling unit is not an individual but a geographical area, as "cluster"; for each of the geographical areas chosen, members are selected by simple or systematic random sampling. Cluster samples are then combined to get an overall sample.

A combination of the above methods needs to be used for the purpose and the assessment teams' briefing should include this as well.

Assessment Checklists

For a quick and comprehensive assessment of the disaster, it would be essential to have information relevant for immediate response as per the mandate of the UNDP. While UNDP does play an active role in providing a **coordination** platform, it also has programmes for **restoration of shelter and livelihood** for quick transition from relief to recovery stage. As the chair of DMU, it also has to facilitate joint UN assessment if the damage and the corresponding needs are multi-sectoral.

While the format attached does provide an elaborate framework for 'initial', 'rapid' and 'detailed damage assessment'; assessment and coordination teams would keep the following important sectoral roles of UNDP in mind:

Coordination and Information Management

Terms of reference

This is an important function for UNDP response team in emergency operations. The team would be expected to achieve the following:
1. Assess the existing coordination system and need for UNDP supported coordination among all stakeholders.
2. In consultation with govt. focal point, explore UNDP assistance for compiling and analyzing information and preparing reports on needs for and use of international assistance.
    (a) Establishing and operating a more comprehensive management and information system in support of the responsible govt. authorities – Use of

CRI-INFO is advisable by the team. This is a simple spreadsheet which helps in tracking various post disaster activities

CRIINFO Spread sheet
Coordination Role of UNDP

(b)   Convening information and coordination meetings involving govt., donors, I/NGOs and UN agencies, secretarial service to be provided if required.

(c)   Help direct the attention of NGOs to areas and activities, where they can make the greatest contribution.

3.   Provide local representatives for potential donors with details of unmet needs for international assistance. Help them to understand the priorities; how resources could be channeled and used; inform them of what is not needed.

4.   Arrange joint field visit with donor representatives to increase awareness of the needs, what is to be done and what remains to be done.

5.   Regular tracing of needs, pledges and contributions along with an efficient information and dissemination system

Sectoral Assessment and Coordination—Shelter and Livelihood

Shelter assessment would form a very important part of UNDP's post disaster activities and thus assessment team would have to keep the sectoral coordination and Programme needs in mind. UNDP might be called upon to play following role in this sector:

Shelter
Terms of reference

- Assist in planning, implementation and monitoring of all shelter and habitat programs
- Submission of periodical reports on all shelter programmes to donors and UN agencies concerned.
- Assist in Development of necessary IEC and advocacy materials on shelter issues.
- Develop MIS for all shelter and habitat interventions in affected areas.
- Formulate programme proposals to meet the gaps in this sector, outlining the elements to be addressed for activities and implementation modalities
- Assist UNDP to establish synergy with the activities of other development partners, including national and state government agencies.
- Assist in the identification of specific areas of intervention by different UN agencies.

Livelihood

Terms of reference
1. Planning of activities of district-wise and sectoral rehabilitation programme.
2. Formulate sustainable livelihood rehabilitation strategy and work plan such as desalination, use of land and water resources etc. to bring back normal crop,

livestock and other production systems through input assessment and distribution, production package, extension etc.

3. Supervision of the rehabilitation team members and provide technical administrative guidance to field workers, farmers etc. for proper implementation of the programme.
4. Provide technical backstopping to the rehabilitation team members, Agriculture Department officials, NGOs field workers etc. whenever sought
5. Maintain contact with the authorities in the agriculture, animal husbandry., fishery and forestry departments both in state HQ and in the affected districts for their support and co-operation
6. Provide feedback and assessment reports on the activities carried out by rehabilitation team on a regular basis.
7. Liaison with other UN agencies, Govt. Bodies, NGOs, CBOs etc working in the field.
8. Submit periodic monitoring and evaluation report and assist field missions in the assessment and also to prepare a field project completion report at the end.

<h2 style="text-align:center; color:#8B0000;">Team composition</h2>

(i) Advance group:
- **Composition:** This will comprise of:

Disaster Management Focal Point (01) – To liaison with the NGOs/INGO and the government officials in the area and coordinate with the DMU on hourly basis.

Skill Set:
(a) If the decisions have to be made at a policy level, the DM FP should have minimum 10-15 years of experience at a senior level post, preferably in a government outfit. At least five years of experience in the field of disaster management would be desirable. The candidate should have excellent communication skills, be aware of latest technologies and their use. Knowledge of local language and area would be preferable.

Job Responsibilities:
- Interact with senior government officials and take quick decisions.
- Interact with the various nodal agencies that would be present during the disaster situation
- Interact with INGOs /relief agencies and other UN agencies in order to coordinate the relief work.
- Send regular updates to the County Office along with requisition for men and material. Lay down requirements for the follow up team.,
- Attend meetings and delegate duties to the team members present.
- Identify the emergency role of each staff member for disaster situation.
- Synergy among all partners including UN agencies, INGOs and bilaterals.

Logistics Officer (01)- To look after the needs of the UNDP staff in the field as well as to carry out coordination for material requirements in the affected area. S/he shall be looking

after the requirements of the team that goes into the field as well as general requirements in the area

Skill Set:
(a) The LO should have knowledge of local language and area, should be proficient in computers (especially in MS word and Excel), should have a background in finance, with strong presentation and communication skills.

(b) Should be a commerce graduate with two to three years' relevant experience. Should have the ability to take quick decisions.

Job Responsibilities
- Arranging for equipment/contacting vendors/arranging for transport and such.
- Organize coordination meetings between various offices in order to maintain the flow of material and matter.
- Conduct different and relevant activities – trainings
- Long-term: Provide logistical support to organizations working in the area.
- Accounting of distribution of material in consultation with the government (same matter to be applied in the database being created).
- Prepare grounds for the arrival of the assessment team.
- Maintain the office setup and filing system
- Liaison with the finance person for orders and procurements
- Look after the needs of the staff in disaster situation.

Information Officer (01) - To keep track of the activities undertaken by various agencies as well as the geographical areas and sectors they are working in. The IO will be looking after the regular updation of information. This includes information from the government, NGOs/INGOs and collating it with that of the UN agencies.

Skill Set:
(a) Minimum three years' experience in database management and application development, with strong presentation skills.
(b) A candidate with BE in computers/Masters in Information Technology would be preferred. Should have strong presentation skills, good communicator and be able to handle multi-task situations.

Job Responsibilities:
- Interact with these agencies on regular basis in order to update the information mentioned above. Also a part of the coordination mechanism.
- The IO will also be creating maps of sectors and affected areas to help in carrying out damage assessments.
- Database management to have a comprehensive list of actions taken by different agencies and ensures that there is no duplication of work.

Tasking for the advance team
1. Preliminary assessment of damage

2. Liaison with the government
3. Assessment of assistance;
4. Immediate passage of information to the DMU Delhi office, UNDP Hub and other UN agencies;
5. Form base for deployment of other groups in consultation with the government;
6. Reconnaissance for establishment of resource and logistics centers and first aid camps;
7. Constant up-gradation of information; database and dissemination;
8. Prepare ground for joint UN assessment

Equipment:
- Satellite phone (1);
- Mobile hand set (3);
- VHF set (1);
- Walkie talkie (3);
- Lap-top with accessories (1);
- Life jackets (3);
- Helmet with torch light (3);

- Nylon single man tent (3);
- Emergency torch (3);
- First aid box (1);
- Clothing rations and logistics backup for the entire duration;
- Satphone-1

Mode of travel: Preferably by air, adequate prior arrangement with IA/ civil air crafts/ IAF must be carried out to ensure immediate availability of aircraft, for immediate assessment of situation, Team Leader's team (for overall coordination), rescue and relief team, logistics and resource mobilization team, Coordination, reporting and press briefing team.

Assessment and Coordination Groups 1 & 2

- **Composition:**

One of the experienced members of the team will be declared as the **Team Focal Point.**

Livelihood Specialist
1. Possess an advanced degree in Agriculture, Fisheries, Forestry and Livestock from a reputed university / Institution, preferably a Ph.D.
2. Must have 12 or more years of experience in rural and agricultural development work with Govt. Agencies / International Organizations / NGOs with some exposure to the calamity rehabilitation / reconstruction work.
3. Should have high interpersonal capabilities, communication and advocacy skills as well as adequate computer operations skills.
4. Fluent in English and working knowledge of Hindi and other Indian local language.

Shelter Specialist
Skill Set: Should be a BE (civil engineering) with 4-5 years of relevant experience in shelter construction and management; experience in application of disaster resistant technologies would be preferred; Knowledge of local area/ Hindi and local language would be preferable.

Information Officer (01)-
1. Act as the focal point for information sharing among all partners
2. Develop MIS for media tracking and analyze for the media response

NGO Coordinator (01) - To liaison with the NGOs/INGOs for coordination of relief and rehabilitation work in the affected area. Organize meetings with the sectoral/agencies head. Be a part of the coordination mechanisms and meetings along with the Disaster Management focal point.

Skill Set: With a background of Social Sciences, the NGO coordinator must have 10 years of work experience with NGOs. Knowledge of Hindi and Local Language is a must. The NGO Coordinator must have background in PR/Media Relations.

Job Responsibilities:

- Set up a coordination mechanism where in regular meetings can be organized with the various agencies involved in the task
- Interact with NGOs/partner agencies/government offices and collect information on the damage, action by various NGOs and other agencies.
- Organize interactions between all the agencies involved in the relief and rehabilitation work in order to avoid overlap. Interact with the international relief and donor agencies willing to work in the disaster affected area.
- To interact with various agencies to gather information, and communicate the same to the media.
- Create updated reports through the IT database and disseminate to the various agencies like GO, NGOs, INGOs.

Tasking for the Assessment and Coordination Teams
1. Finalize composition of assessment and coordination groups based on the assessment of the advance group.

2. Move after clearance from the advance group
3. Establish linkage with the advance group immediately on arrival
4. Occupy bases selected by the advance group
5. Establish contact with other Government and NGOs in the area of operation
6. Coordinate operation and report to focal point and team leader
7. Suggest additional assistance in terms of men, material and resources required
8. Constant monitoring and coordination of operations
9. Facilitate joint UN assessment and UNDP to contribute in livelihood, environment, habitat assessment
10. Donor proposal: Immediately on receipt of assessment from the advance group the project proposal will be submitted to UNDP

Equipment:
- Satellite phone (1);
- Mobile handset (7);
- VHF set (3);
- Walkie talkie (7),
- Global Positioning System (1);
- Laptop with accessories (1);
- Life jackets (7);
- Helmet with torch light (7);
- Nylon single man tent (7);
- Emergency torch (7);
- First aid box (3);
- Clothing rations and logistics backup for the entire duration;
- V-satellite (1);
- Inflatable boats (optional- 03)

Mode of travel: Preferably by air in order to be effective in shortest possible time.

Additional groups: Depending on the assessment carried out by the advance group and availability of uncommitted manpower with UNDP hubs, additional teams can be mobilized locally with composition and task as above.

Capacity Building of Response Teams through Information Sharing, Training & Mock Drills

Following important parameters must be strictly adhered to for ensuring a organized, effective and functional disaster management taskforce to face any eventuality at any time:
- Maximum personnel of all groups must visit all identified disaster sites
- Training in the respective task under respective team leaders
- Procurement of all equipment and resources and maintaining them in working conditions at all times.
- Training of specialists in their respective specialization

- Training material regarding disaster management, mitigation, preparedness to be regularly shared amongst the teams.
- Training to be provided to the entire staff for disaster situation while clarifying their respective emergency roles and responsibilities on the basis of skills and expertise.
- Mock drills: Certain selected places should be identified in the state, having resemblance to various types and sites of disasters in the region and all the groups should be rehearsed depicting realistic conditions and their state of preparedness assessed. Two mock drills are suggested for each office and one of the two should be a combined one.
  Mock drills to be carried out in all field offices every six months or with reference to disaster sensitivity. Check the equipments every two months.

Regular interaction between all relevant field offices

1. Exchange visits
2. Audio-video conferencing
3. Bulletin Boards
4. E-groups
5. Structured Self study

Every UNDP DMU employee should carry the pocket size manual of this plan.

Electronic Storage Device:

Every UNDP DMU employee should have a CD of this plan which includes-
- Checklist
- Data formats
- **Samples of Reports and Proposals**   **(Bihar flood Emergency Response)**
  (Rajasthan Recovery Plan.)
  (Bihar Sustainable Recovery)
- Data Analysis Tools.
- Emergency Contacts
- Important Website Links
- Census Data Summary (to start with district wise)
- Multi-hazard maps (state wise maps-block level)

A Floppy/ CD with the checklist and data assessment formats would also be provided.
One nodal person in DM section in UNDP HQ would be responsible for updating the plan every month.
Use of Internet Technology.

Website:
This plan will be uploaded on the website with email address as the log in and email address password as the password for this login. Any UNDP member with access to net can download this plan.RR/DRR may like to get feedback from UNDP global expert staff on this (UNDP India Emergency Preparedness and Response Plan). Access to this plan on the website would help in this exercise.

Important Websites on Emergency Preparedness and Response

E-group:

There would be email groups: E- group 1: This would be an email group for all field Disaster Management focal points and the team leaders in field (Hubs) and at HQ (Delhi).

Experience has shown that exercises like UNDP administrator Kemal Dervis sending regular mails to all Global UNDP staff and RR, DRR sending regular mails to All India staff has helped a lot in bridging the information gap between the people working at strategic level and those at the operational level. This initiate of ours will fulfill the same.

Bulletin Boards:

This is an electronic meeting place where ideas on Disaster Management plans can be shared not only with UNDP staff but also with other stakeholders.

This board will help many Non Governmental organizations to interact with each other on the bulletin board, which will help them in better coordination in terms of preparedness initiatives.

Same bulletin board will be of great importance in sharing information in warning dissemination (not necessarily to vulnerable section but to I/NGOs and donors to be prepared to offer help) and in post disaster phase.

Audio-video Conference:

A weekly audio-video conference would be held on every Friday evening on the status of the Disaster Management Preparedness.

Exchange of People:

UNDP India has worked in almost every possible natural disaster facing India. In Gujarat it is working Earthquake and Drought where as in Orissa it is Flood and Cyclone. Exchange of people with an objective of sensitizing to the context and sharing of best practices is advisable. Team Leader of Gujarat and Orissa hub in consultation with Delhi Office would decide on the number and frequency of the exchange.

Operations and finance

The advance team will be provided with a petty cash advance of 1000 USD by the hq or the hub office as the case may be. The disaster focal point of the team [or the Team Leader as the case may be] would be empowered to incur expense from this account. Petty cash account cashbook would be maintained by the advance and following teams as well and would be submitted to the hq or the hub for replenishment as and when felt necessary.

Early Warning:

Channels of communication: Must be established with the existing government network (State and district Control Room) of all identified likely disaster sites at regular intervals and duplicated. Communication with DMU Delhi to ensure speedy dissemination of to and fro early warnings. Constant monitoring of IMD website and updation of GIS will ensure timely early warning. The advance team will move out with in eight hours in receipt of early warning and the two assessments and coordination teams will be mobilized by twelve hours. Round the clock functional control center will be established at the team head quarter.

Weather Related Websites (http://www.npmocw.navy.mil/npmocw/prods/jtwc.html, www.imd.ernet.in, www.weather.com, http://www.wsicorp.com)

Response to Disasters:

UNDP's responds to any natural disaster and sends it's advance team to the site of the disaster only when there is request from the concerned Ministry of Govt. of India to the UN Disaster Management Team, and then UNDMT to communicate to the different UN agencies in India for necessary measures.

In the response stage the operation would be conducted in the following sequence

1. Dispatch of advance group within eight hours
2. Mobilization of assessment and coordination teams along with equipment and resources within twelve hours [after hearing from the advance team]
3. Movement of assessment and coordination teams to respective areas of responsibilities
4. Coordination with the local government bodies
5. Establishment of bases for operation
    a. Cordon and security of the area (govt.)
    b. Rescue operation
        ▪ Coordination and deployment of team and equipments
        ▪ First aid and resuscitation center
        ▪ Medical assistance: Prioritization of casualties (1) Cases needing immediate live saving assistance (2) Cases requiring amputation (3) Cases with fractures, damage to limbs (4) cases requiring only first aid
        ▪ Evacuation as per priority to medical centers / hospitals
    c. Establishment of medical camps with composite of medical, surgical and orthopedic teams.
    d. Establishment of relief camps for shelter, food and basic amenities
6. Establishment of communication network
    • Radio communication
    • Satellite communication
    • Restoration of line communication with government assistance
7. Resources control center: Assist government in establishment of control center for control, reception, accounting; prioritization of need and transportation and control

of all resources in terms of men, equipment and material received from other states, center, private organization, donor agencies, other countries.

* Suppliers items: Tents, tarpaulins, blankets, dry food, family kits, ORS & halogen tablets, plastic jerry cans, temporary latrines, hygiene and sanitation chemicals, ropes and rope ladders

8. Regular task, database updating and reporting
9. Joint assessment of damage by all UN agencies, if possible with INGOs and, or assist government in assessment if requested.

Institutional arrangement

Deputy Resident Representative [Operations] is the UNDP Disaster Management Focal Point for India. The entire preparedness and response activities of UNDP would be under his command. He would be assisted by the Disaster management section in Delhi office for all pre and post-disaster operations.

The field offices in Gujarat and Orissa would act as the two "hubs" for immediate and prompt response. The Team Leaders of the two hubs would establish contact with DRR [O] immediately in the event of an emergency and further steps would be initiated in consultation with him. If time permits, they would receive briefing from DRR before proceeding to the site. Video-conferencing would be organized for briefing of the Advance team before the teams move on to the filed.

Each hub office will keep the advance and coordination teams in constant state of readiness. Team Leader in the hubs will identify staff members for the advance team, assessment and coordination teams for the operational area identified for them.

Situation analysis

FIELD RESPONSE – Coordinated under command and control of DRR [O]

Zone 1: Head Quarter;   Zone 2: Orissa   Zone 3: Gujarat

Situation- 1	Zone	Advance team	Assessment and Coordination Team # 1	Assessment and Coordination Team # 2
No UN agency has an office at site of occurrence or in the State	1	G Padmanabhan+	Sushil Chaudhary Irene Stephen	
	2	Kalika Mohapatra + Deepa TM	Parimita	
	3	BR Patel, Sarat Panda,		

DMU meets in Delhi and reviews the situation—may constitute a team in which UNDP should have members as per the deployment plan mentioned above.

UNDP advance team, under intimation to the UNDP Disaster Management Coordinator (DRR-O), should be able to move at once after the early warning/occurrence of the disaster and establish contact with Govt counterparts and local NGOs and perform functions as per the tasking mentioned earlier. The team should keep all logistics and communication requirements in mind. Team will report hourly/6-hrly/daily to UNDP Delhi and 'hub'. Team will also establish contact with UN offices in the region, which have programmes in the region.

Situation- 2	Zone	Advance team	Assessment and Coordination Team # 1	Assessment and Coordination Team # 2
UN office at site or in the State, but no UNDP office	1	G Padmanabhan+	Sushil Chaudhary Irene Stephen	
	2	Kalika Mohapatra + Deepa TM	Parimita	
	3	BR Patel, Sarat Panda,		

DMU meets in Delhi and reviews the situation—may constitute a team in which UNDP should have members as per the deployment plan mentioned above

UNDP advance team, under intimation to the UNDP Disaster Management Coordinator (DRR-O), should be able to move at once after the early warning/occurrence of the disaster and first establish contact with UN agency which has an office at the site and then also meet

Govt counterparts and local NGOs and perform functions as per the tasking mentioned earlier. However entire coordination and assessment framework would have to be spelt out in more details in consultation with the head of the UN agency and define the roles on the basis of strengths of each UN agency. The team should keep all logistics and communication requirements in mind. Team will report hourly/6-hrly/daily to UNDP Delhi and 'hub'. Team will also establish contact with UN offices in the region, which have programmes in the region.

Situation- 3	Zone	Advance team	Assessment and Coordination Team # 1	Assessment and Coordination Team # 2
UNDP office in the State with or without other UN agencies	1.	G Padmanabhan+	Sushil Chaudhary Irene Stephen	
	2.	Kalika Mohapatra + Deepa TM	Parimita	
	3.	BR Patel, Sarat Panda,		Kirti Mulani, Rishi Kaushik, Jitendra Singh

DMU meets in Delhi and reviews the situation—may constitute a team in which UNDP should have members as per the deployment plan mentioned above

UNDP advance team, under intimation to the UNDP Disaster Management Coordinator (DRR-O), should be able to first establish contact with UN agency (ies) which has offices in the State after the early warning/occurrence of the disaster and then also meet Govt counterparts and local NGOs as a local DMU and perform functions as per the tasking mentioned earlier. However entire coordination and assessment framework would have to be spelt out in more details in consultation with the heads of all UN agencies and define the roles on the basis of strengths of each UN agency. The team should keep all logistics and communication requirements in mind. Team will report hourly/6-hrly/daily to UNDP Delhi and 'hub'. Team will also establish contact with UN offices in the region, which have programmes in the region. Possibility of a satellite office (UNDP/UN) would also be explored if the site of occurrence is far away from the base office of UNDP.

Response within 24 hours of the disaster

1. The advance team is deployed to the affected area within four (depending upon the requirements and location of the disaster) hours of getting information. This team shall perform following functions:

In the field, after arrival 0-24 hours
- Immediately establish contact with the field office.
- Establish contact with the government/partner agencies in the affected area. Take required permissions from the government offices to set up camp. Involve partner UN agency or NGO in the same (they could possibly provide the initial space and infrastructure)
- Identification of area where the base office will be set up, in consultation with the government and partner UN agency. (The container).
- Temporary office is created (with tents) and equipment offloaded.
- First meeting is organized between the TL/partner agency/government bodies to explain UNDP's mandate in the disaster area.
- Collection of damage information/immediate requirements in terms of material, manpower and resources. Create and maintain database of the same.
- First situation report created and sent to field office within two hours of reaching the affected area.
- The base office tries to restore the communication lines with assistance from the government.
- Assist the government in prioritization of requirements, identification of needs in terms of manpower, resources etc.

Information required
- General maps of the area
- Demographic profiles
- Vulnerability maps

- Safe area maps
- Essential needs maps (hospitals/banks/fire stations/railway station/airport/bus stands/taxi stands/chemists/blood banks/big buildings – schools and such)
- Important contact numbers – Government/NGOs working in the area/Police
- Essential services in the surrounding areas and distances – modes of transportation

In the field office – 0-24 hours

- **UNDP maintains links with the UN agency working in the affected area**
- First meeting is held with government officials, partner NGOs (representatives), INGOS who have shown willingness to help within three hours of the disaster.
- First situation report (a compilation of report received – if any - from the control room) is created and sent to the DMU within four hours of the disaster.
- Requirement of staff and equipment is analyzed and passed on to the DMU
- Updation of reports from the control room
- **Help line**: A telephone line will be converted into a dedicated help line to respond to people's queries

The advance team is able to form the base for the arrival of the assessment team.

On the third day -
After the arrival of the assessment team, an overlap time period of about two days is required from the advance team in order to hand over the work.
The assessment team is identified and the container is lifted so as to place it in the location identified for setting up the base camp.

The assessment team will comprise –
1. Livelihood/habitat/environment specialist – to assist the government in damage assessment
2. Information officer – To collate information available with the other NGOs, the UNDP camp office as well as the government for the media as well as other agencies
3. IT support/information support officer – to assist in collection of data and its dissemination
4. Assistant
5. Programme Manager

Possibility of having two representatives of each sector should be explored. This is keeping in mind the fact that the teams will be working 24 hours and relief time for each would be required.

The assessment team will move to the affected area once clearance is given from the advance team. The assessment team will continue to maintain linkages begun by the advance team.

Carry out coordination activities in consultation with the Team Leader of the advance team. Monitoring and coordination of disaster assessment activities being undertaken by the other agencies and the government.

Field office 24-72 hours

- Continue sending sitreps
- Send details of the requirements to the DMU in order to pass funding proposals to donor agencies
- Help line to be maintained
- Interaction with the media/press briefings (in conjunction with the NGOs/Government) keeping in view the policies of UNDP
- Action taken reports
- Need assessment reports

UNDP India Response Plan
Checklists for the Members of Country Disaster Response Team

(-) 72 hrs to 0 hrs.	Early warning from National Agencies (IMD, TV, AIR) & Weather Sites
	DELHI OFFICE
RR	• Briefing by DRR • Contact all heads of agencies **(HOAs)** • Apprise OCHA, BCPR and other on India office assessment • Review & Assess UNDP's response plans with DRR • Preparation for International Media
DRR [0]	• Keep RR informed of the situation
	• Activate Control Room operations
	• Open info lines for joint UN agency meetings and delegation of functions for each agency
	• Convene daily UNDMU meeting • Suggested DMU meeting agenda – 1st meeting **DRR supported by ARR** • Govt. Assessment of the situation • Agencies preparedness • Probable impact and agencies response
	• Organize /Meetings & conference of all the UNDP offices
	• Plan Advance Team Movement to the site of occurrence

ARR [DM VR	• Contact nearest Hub office for stand by.
	• Review of personnel required for response
	• Briefing to the advance team/ teams.
	• Updating DRR and RR and donors
	• Contact MEA and line ministries concerned
	• Contacting State governments and other stakeholders
	• Updating day to day situation to UNDMT
	• Networking others states for resource mobilization
	• Assess response capacity of Hub and requisition for additional support for DMU/other Hub/other UN agencies
	• Be in regular touch with focal points of all UN agencies and also the nodal ministry
	• Dissemination of Warning to the Field staff, assess field staff preparedness and rush necessary articles as per the assessment.
	DMU, Delhi
Officer-in Charge (Disaster Management Unit)	• Activate DMU operations, maps of possible affected areas, projection of losses (Human, Cattle, Infrastructure) Prepare route chart information (road, rail, air) • Inform all sections of the UNDP office about areas to be affected and probable impact and support required from partners located near probable disaster site.
	• Need assessment of Logistical Support- Equipment, HR, Travel, Finance
	• Briefing of all members of DMU section
	• Assist DRR in conducting UNDMU Meeting
	• Status reports for RR/DRR/Other UN agencies
	• Set-up ' Help lines ' if felt necessary or else make necessary preparation for the same
Information Officer	• Generate Baseline Report (basic information on probable disaster with help of IT and inform PO/ DRR/RR • Prepare synthesis of all reports for UNDP and UNDMU
	• Update DMU Message Board
	• Attend all meetings with the DRR (O)
	• Prepare Minutes of the Meeting and circulate by post or e-mail
	• Maintaining log of staff movement chart and personnel tracking
	• Prepare Maps of possible affected areas along with database of the areas for DRR and RR and later for DMU Meeting
	• Provide information for Advance team moving from Delhi or the hub
	• Warning Forecast updates

	• Maintain relevant database
	• Info analysis from the print and electronic media
	• Update UNDP-DMU website
Help Line Desk	• Assisting the communication officer and Information officer in gathering and dissemination of information
	• Facilitate all seeking information on impending disaster and guide them to reach responsible SMs
	• Handle & log all internal/field/UNDMU/Donor communication)
IT Assistant	• Setting up the communication equipments (land phones, fax, computers with internet, Sat phones, mobiles, Ham Radio through the procurement officer and test the same
Logistic Officer	• Plan/Schedule for movement of Staff (Am Ex) to the affected areas from Delhi, where necessary.
	• Equipment mobilization & procurement/Hire locally (Procurement officer)
	• Coordinate with onsite logistic officer for onsite needs and follow up
	• Maintain all transport schedules- Rail, Air and Road with route charts
	• Supporting transportation as situation demands
	• Obtaining necessary permission for delivery of materials and reduce the bottlenecks
State office	
TEAM LEADER	• Establish contact with local UN agencies, INGOs and Red cross including bilateral agencies
	• Attend / Facilitate meeting of the Local UN agencies
	• Meet Govt. counterparts along with all UN agencies and be informed about government actions
	• Activate the process of UN – Govt. NGO co-ordination along with DMA-Govt.
	• Control Room operation in the state office and designate OIC (CR) to start operations
	• Linking with local partners/CSO in the areas to be affected.
	• Allocation of personnel for CR, Advance Team, Assessment and Coordination and then movement plan.
	• Ensure SITREP reporting to UNDMU twice a day by emergency focal point
	• Facilitate Co-ordination with neighbouring State for mobilization of Support Resources where necessary
	• Ensure common media strategy
	• Supervise projection of Emergency Response of Financial Statement.
	• Briefing with Key Staff on problems on preparedness

	• Briefings to visiting delegation of INGOs & other mission teams
	• Identification of location of site offices at the site of the impending disaster
	• Staff rotation plans for control room & field operations.
Control Room (State Office / Site of Occurrence)	• Activate the control room as per the roster existing in the office. • Fixing responsibilities of the Staff along with the roster • Ensure weather tracking at regular intervals through IMD Bulletins and weather websites
	• Maps, Database, Route Chart covering area of design and location of possible affected areas • Collect, Collate, analyze and disseminate information on the emergency based on early warning need.
	• Decide mode/frequency of Communication from Field Staff
	• Briefing to Team Leader about the field situation, evacuation plan for staff where necessary
	• Constant contact with nodal govt. agencies
	• Supervise report generation and dissemination by Control Room among NGOs / INGOs/ bilateral agencies
	• Information of other agencies, other basic service providers- PHC, Police, Transport agencies, agencies having volunteers
	• Attend meeting if required.
Duty Officer (Control Room)	• Receiving and recording all in coming and out going calls **(Format Attached)**
	• Convey information updates to Information Manager
	• Update message board
	• Collect Information from Govt/NGO/IMD/Other Sources/UNV (RC/FCC/DC/HC)
Information Manager – Cum – NGO Coordinator	• Prepare daily situation Report twice a day based on the information received
	• Maintain a Log on meetings attended, events
	• Maintain a log of staff Movements/Volunteer movement
	• Weather Tracking
	• Communicate hazard status to all/ OIC control Room & Team Leader
	• Co-ordinate with Logistics Officer
	• Media management- Press briefing & Press release on UN action
	• Reports on Hazard situation
	• Compiling & Analyzing Media Reports
	• Updating OIC on Media affairs
	• Establish the point of contacts with groups- Govt./NGOs/ CSOs including communication link with location

	• Strengthen co-ordination between Govt./NGOs/CSOs
	• Update the database of NGOs with operation of areas
Logistics Officer	• Prepare List of Equipments which could be required for site office etc.
	• Establish Contact with Vendors/transport association
	• Make travel arrangements/mobility for the SMs
	• Maintain a log of vehicle movement with number and driver name
	• Procurement of equipments in consultations with Team Leader and OIC
	• Prepare status list of stock pile items and its use
	• Train staff (external recruits) on use of equipments
	• Plan for flow of material from procurement point to field & its return (Format)
	• Plan Suitable Warehouse for Storage of Materials (Check list)
	• Arrange for Petty Cash for teams being deployed
	• Projection of Human resource for delivery of materials
	• Plan for obtaining permission for movement of materials
	FIELD
ADVANCE TEAM FOR THE STATE (Where UNDP is not Present)	• **One Disaster Management Coordinator** • **Incident Commander** • **One Information officer** • **One Logistic Officer** • **4 Doctors** • **2 Engineers** • **Skilled persons**
Disaster Management Coordinator	• Updated information /Regular reports regarding the expected Hazard to Team Leader- State office office
	• Establish contact with Govt.-DMA, UN existing partners, NGOs, RCR, FCC, IMD, CSOs
	• Meeting with partners and other UN agencies/Meeting minutes to sent to state office
	• Appraise local Govt. on UNDP/UN Emergency Response Plan
Incident Commander	• Request for Human resource, equipments and financial support.
	• Prepare Plan for movement of the staff & material to the anticipated disaster site
	• Advance /standby team to be ready
	• Set-up Control room

Field Team (UNVs)	• Establish Linkages with Govt. Authorities
	• Support local Govt authorities & NGOs/CBOs in warning dissemination and planning evacuation strategies
	• Facilitate Correct Warning Dissemination
	• Expected site maps, basic information about the areas, route chart with alternative routes submitted to state office office
	• Assist Govt authorities in debriefing of all volunteers reporting for assistance.

0- 7 Days	First Seven days of Disaster
	DELHI OFFICE
RR	• SITREPs sharing with GoI/Donor/OCHA/Embassies
	• Contact State government
	• Update UN headquarter on the Disaster and action taken twice a day
	• Resource Mobilisation
	• Brief Media
DRR	• Convene UNDMU meeting
	• Review of the situation and plan response for different agencies and joint assessment
	• Assess the need for other external UN agencies movement
	• Maintain regular contact with the State office/Field office and brief RR
	• Coordinate (UNDMU & State office/Field Office) for Rapid Assessment -Including other INGOs
ARR	• Supporting Assessment Team
	• Conceptualizing emergency response, recovery plan and long term programme
	• Supporting the team at field
Officer-in Charge (Disaster Management Unit)	• Internal Review with Control Room
	• Keep DRR informed about the Situation
	• Prepare Situation Reports on actual impact
	• Prepare a modified TOR for Rapid Assessment according the need
	• Coordination for setting up on site operation centre
	• Facilitate the movement of UNDMU members/other Delegate to affected site along with state office/field office

Information Officer /IT Officer (1)	• Update status report twice a day- gathered from field, Indian weather reporting Institutes, websites
	• Send the status report to OIC-DRR-RR-UN hq.; UNDMU members; INGOs; Donors
	• Update message boards: maps/website information download
	• Press briefing Draft for DRR/RR
	• Info analysis from: print, television, electronic media
	• Updating UNDMU website
	• Maintaining log of staff movement chart and personnel tracking
IT Assistant	• Help the Information officer collection of data and updating the information
Help Lines (2)	• Assisting the Communication officer and Information officer in gathering and dissemination of information
	• Handle & log all internal/field/UNDMU/Donor communication)
Logistic Officer	• Plan/Schedule for movement of Staff (Am Ex) to the affected areas from Delhi, where necessary
	• Equipment mobilization & procurement/Hire (Procurement officer)
	• Coordinate with onsite logistic officer for onsite needs and follow up
	• Maintain all transport schedules- Rail, Air and Road with route charts
	• Arranging transportations as and when situation demands
	• Obtaining necessary permission for delivery of materials and reduce the bottlenecks
STATE OFFICE	
TEAM LEADER	• Attend/ Contact Government for meetings
	• Coordinate UN Agencies meeting at fixed time
	• Contact UN agencies/INGOs/Partners for Rapid Assessment
	• Facilitate strategic/contingency/operational planning and adaptation of plans to changing conditions
	• Report to OIC -DMU (UNDP) twice a day
	• Sent First Sitrep-Damage & Need assessment (Encl: format)
	• Review action taken report by Field staff and advise accordingly
	• Ensure regular media briefings
	• Briefings to visiting delegation of INGOs & other mission teams

	• Share staff position with the DMU section/ UNDP • Initiate the process of recruitment of NUNVs/Specialist as required
	• Review Security measures and take appropriate measures
	• Resource Mobilization from Internal and External agencies
OIC (CONTROL ROOM)	• Identification of most affected /marooned areas and do a need assessment
	• Contact Field Manager operation site
	• Need assessment and Movement for emergency response-equipments, manpower (Encl: equipment list)
	• Review of control room situation
	• Reallocation of staff as and when required
	• Briefing to Team Leader on Field Situation
	• Review of Evacuation of staff from affected areas
	• Plan for movement of Advance team to affected site
Duty Officer (Control Room)	• Receiving and recording all in coming and out going calls (Format Attached)
	• Pass Information to Information Manager
	• Message Board Updating
	• Collect Information from Govt/NGO/IMD/Other Sources/UNV (RC/FCC/DC/HC)
Information Manager cum NGO Coordinator	• Prepare daily situation Report twice a day based on the information received by Communication Manager
	• Weather Tracking and updating on Hazard situation
	• Communicate hazard status to all/OIC control Room & Team Leader
	• Maintain a Log on meeting attended, events
	• Maintain a log of staff Movements/Volunteer movement
	• Co-ordinate with Logistic Officer
	• Updating and follow up on the available list of the Specialists
	• Coordinate information flow from the NGOs/ CBOs/CSOs on the situation and the Gap to the Govt. (Gap Analysis Format) • Also dissemination of the information of the Govt. to the NGOs
	• Provide support to the Govt. in holding daily co-ordination meetings of NGOs/INGOs.
	• Event Management in the UNDP office/ other places supported by UNDP

	• Update the database of the NGOs and the area of their operation (CRI info//MitInfo)
	• Media management- Press briefing & Press release on UN action
	• Updating OIC on Media affairs • Compiling & Analyzing Media Reports
Logistic Officer	• Coordination with Delhi office
	• Initiate procurement of equipments and materials available locally
	• Operationalising the plan/schedule drawn for transportation/movement of staff, equipments (survival kit, communication equipment).
	• Submit daily report to OIC on availability of funds, procurement of materials, etc.
	• Coordinate materials flow to the site • Maintain a register on the amount and movement of material
	• Update stock position
	• Provide necessary support to the field office/ operational site
	• Plan for obtaining permission for movement of materials
	FIELD
ADVANCE TEAM FOR THE STATE (Where UNDP is not Present)	• **One Disaster Management Coordinator** • **Incident Commander** • **One Information officer** • **One Logistic Officer** • **4 Doctors** • **2 Engineers** • **Skilled persons** • Leaves for the site of Disaster with • Assessment formats • Survival kits • Maps and information of the disaster site
Disaster Management Coordinator	• Meet the State Government Officials for their assessment of situation
	• Sharing Assessment Plan and Format with government
	• Update Government on the action taken
	• Review the post disaster scenario with partners and other UN agencies/Meeting minutes to pass onto state office.
	• Pass on information /Regular reports regarding Hazard to Team Leader- State office office

Incident Commander	• Set up field camp
	• Visit the Disaster Site to do a Rapid Assessment
	• Need assessment and sent request for Human resource, equipments and financial support.
	• Implement the movement plan of the staff & material to the disaster site
	• Advance /standby team is moved
	• Share staff position with the State office office
	• Co-ordinate and monitor the field activities
Field Team (UNVs)	• Regular Contact with POs/Control Room with information measures taken by the Govt./NGOs/CSOs (Format)
	• Co-ordination among NGOs/CBOs relief, evacuation & rescue operation
	• Helping the local government in gathering first hand information
	• Update affected site maps, basic information about the areas, route chart with alternative routes submitted to state office office
	• Disease Surveillance started and reported to the field control room
	• Preliminary Need Assessment started.
Specialist	
Coordination	• Contact the team leader and get a general briefing of the prevailing situation
	• Meet all the concerned personnel in the Govt./ INGOs to get an understanding of the Collaborating Organisations
	• Ensure proper linkages with the Government, UNDP agencies, NGOs, & INGOs
	• Encourage efforts to highlight the efforts of all organisations to ensure transparency which will restrict negative feedback in long run: Report Sharing including financial implications
	• Help the team leader in conducting the meetings
Livelihood (Land and Water)	• Department coordination with Agriculture Department, Water Mission and other relevant agencies.
	• Collate information from the Media and other sources
	• Initial assessment within seven days for identification of need for situation on the food security, breach closure/Water harvesting structures etc.
Shelter	• Coordinate the situation with PR department
	• Update and contact house building materials stock lists: Temporary & Permanent
	• Collate information from the Media and other sources

	• Initial assessment for identification areas where there is need for shelter
UNV	• Support existing field staff • Start contacting Ex-UNVs for support • Collection of Bio-data for future recruitment • Keep in readiness sample contracts and TOR.
Environment	• Contact Department of Forest and Environment to initial assessment of the damage • Collate information from the Media and other sources related to Environment • Initial assessment within three days for identification of short term needs
Livelihood (non-farm & off Farm)	• Contact relevant Department for initial assessment of the damage to Handicrafts & textile industry, Cottage industries, small industries, Weavers co-operatives etc. • Collate information from the Media and other sources related to Environment • Conduct an initial assessment within seven days for identification of need
Information Technology	• Help the Information officer collection of data and updating the information
	• Assisting the Communication officer and Information officer in gathering and dissemination of information
	• Handle & log all internal/field/UNDMU/Donor communication)
	• Setting up the communication equipments (land phones, fax, computers with internet, Sat phones, mobiles, Ham Radio through the procurement officer and test the same
Health	• Assessing the health situation on site of disaster and immediate setting up of health control rooms.
	• Disease Surveillance established and reporting to field control room

7-14 Days	**Second Week of Disaster**
	DELHI OFFICE
RR	• SITREP sharing with GoI/Donor/OCHA/Embassies continues
	• Updating to UN headquarter on the Disaster and action once a day
	• Resource Mobilisation intensified

	• Regular Briefings to Media
DRR	• Daily UNDMU meeting continues
	• Joint assessment teams finalized and move to the disaster site.
	• Areas of support by external UN agencies identified and mobilized
ARR	• Reports of the Rapid assessment collated and shared in the UNDMU meeting/ other INGOs/Govt/ OCHA/Donor
	• Maintain regular contact with the State office/Field office and brief RR
	• Updating donors/ GoI /state govt. about the situation
	• Supporting in emergency response
UNDMU	
PO (Disaster Management)	• Internal Review with Control Room
	• Keep DRR informed about the Situation
	• Prepare Rapid Assessment report
	• Prepare a modified TOR for Rapid Assessment according the need
	• Coordination for setting up on site operation centre in the States where there is no presence of UNDP
	• Facilitate the movement of UNDMU members/other Delegate to affected site along with state office/field office
	• Process the Concept notes/Proposals sent by the State office office and identify possible donors
Information Officer /IT officer (2)	• Update status report once a day- gathered from field, Indian weather reporting Institutes, websites
	• Send the status report to OIC-DRR-RR-UN hq.; UNDMU members; INGOs; Donors
	• Update message boards: maps/website information download
	• Press briefing Draft for DRR/RR
	• Info analysis from: print, television, electronic media
	• Updating UNDMU website
	• Maintaining log of staff movement chart and personnel tracking
IT Assistant	• Help the Information officer in collection of data and updating the information

Help Lines (2)	• Assisting the communication officer and Information officer in gathering and dissemination of information
	• Handle & log all internal/field/UNDMU/Donor communication
Logistic Officer	• Plan/Schedule for movement of Staff (Am Ex) to the affected areas from Delhi, where necessary
	• Equipment mobilization & procurement/Hire (Procurement officer)
	• Coordinate with onsite logistic officer for onsite needs and follow up
	• Maintain all transport schedules- Rail, Air and Road with route charts
	• Arranging transportations as and when situation demands
	• Obtaining necessary permission for delivery of materials and reduce the bottlenecks
STATE OFFICE	
TEAM LEADER	• Attend Government meetings
	• Continue UN Agencies meetings at fixed time
	• Facilitate Sector wise Damage Assessment by UN agencies, INGOs and Govt.
	• Report to OIC -DMU (UNDP) once a day
	• Send the Rapid assessment Report to the UNDMU team (Encl: format)
	• Review action taken report by Field staff and advise accordingly
	• Ensure regular media briefings
	• Prepare presentations and Briefings to visiting delegation of INGOs & other mission teams
	• Recruit NUNVs/Specialist as required
	• Send Concept notes to UNDP, Delhi and other Agencies for funding according to the need
	• Resource Mobilization from Internal and External agencies
OIC (CONTROL ROOM)	• Provide assistance as planed to the marooned and worst affected blocks
	• Maintain regular contact Field Manager operation site to latest update on the ground situation
	• Movement for emergency response started with delivery of equipments, & manpower

	• Review of control room situation
	• Reallocation of staff as and when required
	• Briefing to Team Leader on Field Situation
	• Keeping contact with the advance team for latest updates
Duty Officer (Control Room)	• Receiving and recording all in coming and out going calls (Format Attached)
	• Pass information to Information Manager
	• Maintain regular Message Board Updating
	• Collect Information from Govt/NGO/IMD/Other Sources/UNV (RC/FCC/DC/HC)
Information Manager cum NGO Coordinator	• Prepare daily situation Report once a day based on the information received by Communication Manager
	• Weather Tracking and updating on Hazard situation
	• Forward the daily situation report to all UN agencies via email as well as to key civil society organizations
	• Maintain a Log on meeting attended, events
	• Maintain a log of staff Movements/Volunteer movement
	• Co-ordinate with Logistic Officer
	• Update the website daily
	• Coordinate information flow from the NGOs/ CBOs/CSOs on the situation and the Gap to the Govt. (Gap Analysis Format)
	• Also dissemination of the information of the Govt. to the NGOs
	• Initiate a meeting of UNDP partners NGOs for Need assessment in their field of operations.
	• Events Management in the UNDP office or any other replace supported by
	• Provide support to the Govt. in holding daily co-ordination meetings of NGOs/INGOs.
	• Update the database of the NGOs and the area of their operation (CRI info//MitInfo)
	• Media management- Press briefing & Press release on UN action

	• Updating OIC on Media affairs • Compiling & Analyzing Media Reports
Logistic Officer	• Coordination with Delhi office
	• Initiate procurement of equipments and materials available locally
	• Operationalising the plan/schedule drawn for transportation/movement of staff, equipments (survival kit, communication equipment).
	• Submit daily report to OIC on availability of funds, procurement of materials, etc.
	• Coordinate materials flow to the site
	• Maintain a register on the amount and movement of material
	• Update stock position
	• Provide necessary support to the field office/ operational site
	• Plan for obtaining permission for movement of materials
ADVANCE TEAM FOR THE STATE (Where UNDP is not Present)	• Start a detailed Damage Assessment with the help of Field Staff, Govt. and the INGOs/NGOs
	• Follow up the assessment being done by the Govt.
	• Identify the Sectors where specialist are need to do the assessment
FIELD	
Field Manager	• Pass on Regular reports regarding situation to Team Leader- State office office
	• Ensure regular meeting with partners and other UN agencies/Meeting minutes to pass onto state office
	• Update Government on the UN action taken
	• Share Preliminary findings of the rapid assessment report with the State government
	• Co-ordinate and monitor the field activities
Field Team (UNVs)	• Maintain regular Contact with POs/Control Room with information measures taken by the Govt./NGOs/CSOs (Format)
	• Maintain a database of the relief materials received and distributed,: how, where, when and to whom
	• Disease Surveillance started and reported to the field control room

	• Coordinate and Monitor the UN relief assistance
Specialist	
Coordination	• Facilitate the process of procurement and delivery of the materials • Ensure proper co-ordination with the Government, UNDP agencies, NGOs, & INGOs • Serve as Focal Point for Policy Issues, developing background analysis, co-ordinating inputs, adopting and updating formulated policies • Co-ordinate the development and implementation of Joint assessment surveys.
Livelihood (Land and Water)	• Implement livelihood activities to ensure food security of the affected • Initiate the process of proposal writing for short term and long term measure needs • Identification of NGOs for being partners along with the Govt.
Shelter	• Based on the gravity of the situation process proposals for short term and long term support • Monitor setting up of temporary shelters for vulnerable people • Assess involving community the need for Family Relief Kits and what it should contain • Involve strategy for Community based construction of temporary shelters using locally available resources through FFW initiative. • Facilitate the discussion with Govt., INGOs NGOs/CBOs for taking up construction of permanent houses at the earliest
UNV	• Recruit and orient the UNVs • Modify the TOR for various sectors according to the need • Prepare the contact papers for the new staff • Monitor the work of the UNVs • Provide them with the necessary support as and when required
Environment	• Initiate a detailed Assessment to identify the long term impacts of the disaster on the community and the environment as a whole • Write concept notes/proposals for Funds based on the above assessment
Livelihood (non-farm & off farm)	• Initiate a detailed assessment of the damage to the livelihood based on off farm and on-farm activities with the help of Govt. and the NGO network

	• Prepare concept notes for channelising funds based on initial assessment

CHECKLIST FOR INCIDENT COMMANDER

Incident Commander I	• Request for Human resource, equipments and financial support.
	• Prepare Plan for movement of the staff & material to the anticipated disaster site
	• Advance /standby team to be ready
	• Set-up Control room
Incident Commander II	• Set up field camp
	• Visit the Disaster Site to do a Rapid Assessment
	• Need assessment and sent request for Human resource, equipments and financial support.
	• Implement the movement plan of the staff & material to the disaster site
Incident Commander III	• Advance /standby team is moved
	• Share staff position with the State office office
	• Start a detailed Damage Assessment with the help of Field Staff, Govt. and the INGOs/NGOs
	• Follow up the assessment being done by the Govt.
	• Identify the Sectors where specialist are need to do the assessment
	• Pass on Regular reports regarding situation to Team Leader-State office office
	• Ensure regular meeting with partners and other UN agencies/Meeting minutes to pass onto state office
	• Update Government on the UN action taken
	• Share Preliminary findings of the rapid assessment report with the State government
	• Co-ordinate and monitor the field activities

Format for In Going and Out Going Messages

OUT

Sl. No.	Time	Name of the persons		Phone/Fax/Mail	Message	Action Taken
		From	To			

IN

Sl. No.	Time	Name of the persons		Phone/Fax/Mail	Message	Action Taken
		From	To			

SITUATION REPORT

1. *Nature of the disaster: (Sitrep 1 only)*

   Specify: Event, cause, magnitude/intensity when applicable, date, time, and place. Give both Greenwich Mean Time and as precise a location as possible related to a feature easily found on maps.

2. *Area affected: (Sitrep 1, adjustments later if needed)*
   Specify: Name, size, climate, topography, estimated total population of affected area, worst affected areas.

3. *Impact: (Sitrep 1, additional details later as available)*

   3.1 *Damage by Sector*

   Buildings (Type of construction)
   Lifeline and critical facilities:
   i. *Transport and logistic infrastructure (roads, railways, bridges, ports and airports)*
   ii. *Telecommunication network*
   iii. *Health Facilities*
   iv. *Public Utilities (electricity, gas, fuel, water supply, sanitation)*
   Agriculture and fisheries (crops, livestock, irrigation, fishing boat and equipment)

   3.2 *Effects on population*
   No of dead, missing, injured, and people affected in specific ways, e.g. homeless

4. *Projected evolution/Secondary Threats:*

   How situation is expected to develop, including possible secondary effects/threats (e.g. further flooding or population movements, forthcoming seasonal conditions, potentially hazardous sites, release of toxic/hazardous substances – specify population at risk – if possible)

II. *NATIONAL RESPONSE:*

5. *Organization (Sitrep 1, additions/changes later if needed)*

   Specify: the authorities responsible for overall direction and for particular aspects, coordinating structures, and focal point for international assistance etc.

6. *Administrative Measures (an early situation report, additions/changes later if needed)*

Nature and expected outcome of measures taken, e.g. declaration of emergency, requisition of means of transport, restriction on movement of prices)

7. *Operations/Mobilization of resources*

    Search and rescue actions, evacuation, assessment, mobilization of local resources, transport, distribution of relief items, allocation of emergency funds, etc.

8. *Constraints (Areas where national/local response capacity seems to be overburdened)*

III.   *COUNTRY-LEVEL INTERNATIONAL RESPONSE:*

9. *Resources Mobilized\Contributed locally*

    Funds, materials, transport, personnel – specify origin, amount, destination, expected duration etc.
    In particular actions of United Nations Disaster Management Team (DMT) and agencies
    Field visits, technical and operational assistance, etc., by UNDMT and individual United Nations agencies, NGOs or other foreign aid organizations.

10. *Co-ordination*

    Mechanisms for coordinating operational teams, donors, Government and local authorities, significant meetings and decisions.

11. *Constraints (Problems encountered with international assistance provided so far)*

IV.   *REQUIREMENTS FOR INTERNATIONAL ASSISTANCE*

12. *Government Requests*
13. *Priority Needs*
14. *Assistance/items that are not needed*

V.   *CHANNELS FOR DELIVERY OF INTERNATIONAL AID*
        (An early sit rep., additions/changes subsequently if needed)

15. *Cash contributions*

    Specify: Exactly to whom and where cash contributions should b remitted (giving bank account number where appropriate)

16. *In-kind contributions*

        -       *Consignee addresses for particular types of supplies to be delivered to different (specified) ports/airports.*
        -       *Clearance formalities, costs, likely delays.*
        -       *Details of airport facilities handling international relief personnel an supplies.*

- *Accessibility of disaster zones (including transport facilities – fuel etc.)*
- *Indicate location and capacity of storage facilities.*

VI.   INTERNATIONAL PLEDGES AND CONTRIBUTIONS

List new pledges/contributions. For each item, specify:

- *Whether it has actually been delivered*
- *Its announced ETA (Expected Time of Arrival)*
- *Whether delivery has not yet been scheduled, or*
- *Whether the contribution itself is subject to confirmation*

VII.   OTHER INFORMATION

17. Field Office Contact: (Changes later, if needed)

Name, title, office and home telephone numbers of principal contact in field office and, if different, in UN-DMT.

18. Expected date of next report

Rapid Assessment

*Type of Disaster*_____*; Date:* _____*; Time*_____
*Team Member*_____

1. **Name of the location**	
2. **Administrative Unit and Division**	
3. **Local Authorities interview (with name, address, designation)**	
4. **Estimated total population**	
5. **Worst affected areas (No of Blocks, G.P, Village**	
6. **Areas currently inaccessible**	
7. **Type of affected areas**	
8. **Effect on population** (a) *Primary affected population* (b) *Dead* (c) *Injured* (d) *Missing* (e) *Homeless* (f) *Displaced* (g) *Orphans* (h) *Destitute* (i) *Traumatised population* (j) *Children under 5 yrs* (k) *Pregnant women* (l) *Lactating Mother* (m) *Evacuated*	
9. **Building** (a) *Major Damaged / Destruction* (b) *Minor*	

10. Infrastructure
    (a)   Road Damaged / destroyed – (Km)
    (b)   Bridge
    (c)   Communication Network
    (d)   Electricity Network
    (e) Telecom Network	

11. Health Facilities
    (a)   Infrastructure damage
    (b)   Condition of equipments
    (c)   Staffs affected
    (d)   Availability of medicine/drugs
    (e)   Vaccination/ Immunisation
    (f) Major Health Problem	

12. Water Sanitation
    (a)   Availability of safe drinking water
    (b)   Availability of sanitation facilities
    (c)   Environmental Sanitation
    (d)   Availability of Disinfectant
    (e)   Condition of water supply system
    (f)   Repairer Status of water supply system
    (g) Portable water system	

13. Crop/ Agriculture Damage
    (a)   Crop Damaged – (Type, Ha, %)
    (b)   Livestock loss
    (c)   Health service for livestock
    (d)   Cattle feed/ fodder availability
    (e) Damage to agricultural infrastructure	

14. Food/ Nutrition
    (a)   Adequate availability of food
      (1) Family (2) Relief (3) PDS (4) community Kitchen
    (b) Requirement of Baby food	

15. Secondary Threats
    (a)   Potentially hazardous sites
    (b)   Epidemics
    (c)   Scarcity of Food/Water
    (d) Any other	

16. Response
    (a)   Local: Govt. / NGOs/CSOs – Type of assistance
    (b)   National: Govt. / NGOs/ CSOs – Type of assistance
    (c) International: NGOs/ CSOs – Type of assistance	

17. Logistic and Distribution system
    (a)   Availability of Storage facilities
    (b)   Means of transportation
    (c)   Availability of Fuel
    (d) Distribution of criteria	

18. Priority Needs *Search and Rescue:*	

(a) *Need of Search and Rescue – Local S/R /E response deployed* (b) *Need of Team/Boats/ Special Equipments / Heavy equipments /Transportation for S/R/E* (c) *Need of protection – temporary and permanents Shelter* *Clothing:* (a) *Children Clothing* (b) *Adult clothing* (c) *Winter clothing* **Food Item: Quantities / Specification** (a) *Type of food* (b) *Baby food* (c) *Specialised food* (d) *Cattle feeds/fodder* *Water / sanitation:* (a) *Portable water* (b) *Chlorine powder and disinfect* (c) *Latrine, soap, detergent* (d) *Insecticides, sprier* (e) *Man power for repair of drinking water points* (f) *Disinfestations of water body* **Health:** (a) *Medical staff* (b) *Drug, IV fluid, ORS, equipments* (c) *Mobile unit* (d) *Immunization vaccine* (e) *Cold chain system* **Education:** (a) *Infrastructure – temporary / permanent* (b) *Teacher kits* (c) *Reading materials* **Crop/ Agriculture:** (a) *Need of seeds* (b) *Fertiliser, Pesticide* (c) *Implements* **Infrastructure:** (a) *Repair of roads, Railways and bridges, Power supply, Telecommunication* (b) *Equipments required for restoration* (c) *Manpower required*	

- ***Observation:***
- ***Source of Information:***
- ***Site visit:***
- ***Interaction with affected population:***
- ***Assessment Carried By:***

Damage Assessment Format

[In-depth sectoral Assessment to have medium and long-term relief, rehabilitation and reconstruction assistance for critical sectors, assessment to be carried out by specialist]

Administrative Unit and Division *Local Authorities interview (with name, address, designation)*	
Nature of disaster: (a) *Main event* (b) *Occurrence time* (c) *Duration* (d) *Intensity of disaster* (e) *Subsequent events* (f) *Weather condition* (g) *Expected development* (h) *Weather forecast* (i) *Development- aftershocks/water level rising/falling/ flooding* (j) *Others*	
Affected Areas: (a) *Name of the districts* (b) *Name of the blocks* (c) *Maps* (d) *Reference points* (e) *Major city/urban areas/ Villages* (f) *Specify the areas – flat, low-lying coastal, mountain, other* (g) *Socio-economic characteristics of the of the population (source of livelihood)* (h) *Worst-affected areas* (i) *Condition of the affected areas- accessible / inaccessible*	
Victim/displaced Population Profile: (a) *Population affected estimated* (b) *Affected children under 5 years* (c) *Affected pregnant women* (d) *Affected Lactating mothers* (e) *Dead* (f) *Injured* (g) *Missing* (h) *Homeless* (i) *Displaced* (j) *Evacuated* (k) *Orphans* (l) *Destitute* (m) *Traumatised population*	
Building: (a) *Predominate type of structure and construction materials*	

(b) Type of structure damaged – Mud & thatched, masonry building, reinforced concrete building, steel structure, timber structure and other (c) Type of roof and covering (d) Indicate the % of damage (e) Indicate whether the buildings are suitable for habitable or not (f) Indicate whether the buildings are reparable or not (g) Private building / Public building	
Food aid and Nutrition: (a) Normal food consumption pattern of the affected population (b) Indicate food is available with the house hold (c) Indicate food is available with the market (d) Indicate food is available with Government agencies (e) Storage facilities at the affected site (f) Nature of storage facilities (g) Food availability for all categories of population- specify the special food scarcity (h) Find out the equal distribution of food at house hold level- same share for women/girls (i) Availability of cooking utensils at household level (j) Community kitchen for all or for few (k) Energy for cooking (l) Local coping mechanism	
Health: (g) Infrastructure damage (h) Facilities available for emergency (i) Condition of equipments - specific key equipments (j) Staffs affected (k) Availability of medicine/drugs (l) Supply of stocks (m) Vaccination/ Immunisation (n) Condition of cold chain (o) % of vaccination (p) Incidence of diarrhoea among children and adult (q) Skin diseases (r) Major Health Problem for children, women and adolescent girls (s) Health problem of aged (t) Type of epidemiological surveillance (u) How many death after disaster (v) How many child death after disaster (w) Main cause of death	
Water & sanitation: (a) Water supply systems – individuals supply, public supply, (b) Dug well- individual and common, (c) Water treatment facilities,	

(d) Damage to supply system (e) Supply of disinfectants (f) Cleaning of water body (g) Testing of water condition (h) Cleaning of environments (i) Availability and Use of toilets (j) Sanitary sewer system – treatment facilities, pumps, pipes	
Crop/Agriculture: (f) Crop Damaged – (Type, Ha, %)- standing crop, crop ready to harvest, assess the extend of damage (g) Due for harvesting of next crop (h) Estimate the loss of stored food grains (i) Why it is lost (j) Availability of seeds (k) Livestock loss (l) Type of livestock (m) Assess the extent of damage of fisheries (n) Type of fishing equipments damaged (o) Estimate the loss of fishing catch (p) Health service for livestock (q) Cattle feed/ fodder availability (r) Damage to agricultural infrastructure (s) Salinity/sand casting of field (t) Local coping mechanism	
Shelter: (a) Where evacuees are taking shelter (b) Availability of temporary shelter (c) Availability of house building materials (d) Price of the materials (e) Criteria for selling – restricted or free for all (f) Support from local government (g) Any other sources	
Education: (a) Condition of Educational Infrastructure (b) Availability Alternate arrangement (c) Reading materials available with student (d) Teaching materials availability with teachers (e) Motivational level of teacher and student (f) Education started or not (g) What is the source of engagement of children	

Infrastructure: Life line and critical facilities
    (a) Transportation facilities-Road, Rail, Port communication networking status
    (b) Telecommunications networking status
    (c) Medical facilities
    (d) Electric power generation and distribution
    (e) Gas, fuel, oil distribution facilities
    (k) Police station and fire fighting
    (f) Government buildings
    (g) Industries damaged	

Response:
    (d) Local: Govt. / NGOs/CSOs – Type of assistance
    (e) National: Govt. / NGOs/ CSOs – Type of assistance
    (f) International: NGOs/ CSOs – Type of assistance
    (g) Local coping mechanism	

Priority Needs:	

Clothing:
    (d) Children Clothing
    (e) Adult clothing
    (f) Winter clothing
 	
Food Item: Quantities / Specification
    (e) Type of food
    (f) Baby food
    (g) Specialised food
    (h) Cattle feeds/fodder
    (i) Storage facilities
 	
Water / sanitation:
    (g) Portable water
    (h) Chlorine powder and disinfect
    (i) Latrine, soap, detergent
    (j) Insecticides, sprier
    (k) Man power for repair of drinking water points
    (l) Disinfestations of water body
    (m) Regular water testing
Health:
    (f) Medical staff
    (g) Drug, IV fluid, ORS, equipments
    (h) Mobile unit
    (i) Immunization vaccine
    (j) Cold chain system
    (k) Disease surveillance
 	
Education:
    (d) Infrastructure – temporary / permanent
    (e) Teacher kits
    (f) Reading materials	

(g) Training of teachers
 	
Crop/ Agriculture:
    (d) Need of seeds
    (e) Fertiliser, Pesticide
    (f) Implements
    (g) Training for teachers
    (h) Clear of sands
    (i) Desalination
 	
Livelihood restoration:
    (a) Restoration of livelihood rather than agriculture
    (b) Revival of handicraft
    (c) Restoration production unit
 	
Infrastructure:
    (d) Repair of roads, Railways and bridges, Power supply, Telecommunication
    (e) Equipments required for restoration
    (f) Manpower required
    (g) Availability Materials
    (h) Revival of industries	

The websites of State Disaster management Department

Ministry of Home Affairs Disaster Management Management Division
http://www.ndm.nic.in
National Institute for Disaster Management, New Delhi http://www.nidm.net
Gujarat State Disaster Management Authority (GSDMA)http://www.gsdma.org
Orissa State Disaster Management Authority (OSDMA) http://www.osdma.org
Delhi Disaster Management Authority http://ddma.delhigovt.nic.in
Department of Relief & Rehabilitation, Govt of Bihar http://disaster.bihr.nic.in
Department of Revenue –Pondichery   http://pondicherry.nic.in/tsunmai
Disaster Management and Mitigation - Revenue Department , Tamil Nadu
http://www.tn.gov.in/tsunmai
Department of Revenue - Kerala http://www.kerala.nic.in/tsunami
Disaster Management Cell - Revenue Department, A&N Administration
http://tsunami.and.nic.in
Relief and Rehabilitation, Government of Maharashtra http:// mdmu .maharashtra.gov.in
Revenue (Scarcity) Department - Uttar Pradesh http://upgov.up.nic.in/rahat
North - East Council Disaster Management Department http://necouncil.nic.in/dimnec/
Disaster Mitigation and Management Centre, Uttaranchal http://gov.ua.nic.in
Disaster Management and Relief Department - Government of Rajasthan
http://rajreleif.nic.in
The GoI-UNDP Project in Jalandhar http://jalandhar.nic.in
Assam Disaster Management http://sdmassam.nic.in
 District Administration of Indore Madhya Pradesh http://indore.nic.in

NEWS WEBSITES FOR INDIA RELATED NEWS

www.ndtv.com   www.saharasamay.com
www.zeenews.com   www.timesofindia.com
www.assamtribune.com
www.thesentinel.com
www.timesofindia.com
www.aajtak.com
www.newindpress.com
www.cnn.com
www.reuterasia.com
www.hindu.com
www.hindustantimes.com
www.bihartimes.com
www.patnadaily.com
www.bbc.com
www.samaj.com
www.sambad.com
www.starnews.com
www.dharitri.com
www.samachar.com

NAME OF THE ORGANISATION	WEBSITE
Alertnet	http://www.alertnet.org
Disaster Information	http://www.disasterinfo.net
Disaster Relief	http://www.disasterrelief.org
Disaster Research Centre	http://www.udel.edu/drc
Emergency Preparedness information Exchange	http://www.hoshi.cic.sfu.ca/epix
Federal Emergency Management Agency	http://www.fema.gov/homepage.html
Floodplain management Association	http://www.floodplain.org
Gujarat Cyclone of June 1998	http://www.cyclonegujarat98.net
Care India	http://www.careindia.org
International Association of Broadcast Meteorology	http://www.iabm.org
International Federation of Red Cross	http://www.ifrc.org
Internet Conference on Cities at risk	http://www.eqipu.net:1996
Internet Conference on Water:	
Too much, Too little	http://www.eqipu.net:1997
Mount Etna live Camera	http://www.iiv.ct.cnr.it/files/cam_intex
Natural Hazards Information Centre	http://www.colorado.edu/hazards
Regional Disaster Information Centre,Costa Rica	http://www.netsalud.sa.cr/crid
Risk assessment tool for diagnosis in urban areas against seismic Disasters	
http://www.geohaz.org/radius	
Tropical Strom Watch	http://www.wsicorp.com
UN Department of Humanitarian Affairs	http://www.reliefweb.in
UN Global Programme for Integration of	
Public administration and the science	
of Disasters	http://www.globalwatch.org/ungp
Asian disaster Preparedness Centre	http://www.adpc.ait.ac.th/Default.html
	http://www.ns.noaa.gov/NESDIS/
	http://www.esri.com/hazards
	http://www.emforum.org
	http://www.coe.tamc.amedd.army.mil
	http://www.156.106.192.130/dha.ol
	http://www.unige.ch/idndr
	http://www.oas.org/en/prog/nhp
	http://www.cdera.org
	http://www.epc-pcc.gc.ca
	http://www.ema.gov.au
	http://www.dqundia.com/apr/3096/3hd2211101
	http://www.aoml.noaa.gov.hrd/project97
	http://www.spatial.maine.edu/ucgis/testproc
	http://www.ceos.noaa.gov/minutes-1st.mtg.html
	http://www.hishi.cic.sfu.ca/
	http://www.vita.org
	http://www.disaster.org
World Health Organization	http://www.who.ch
Joint Typhoon Warning Center, Guam	
	http://www.npmocw.navy.mil/npmocw/prods

United Nations   *www.un.org*
United Nations Development Programme   *www.undp.org*
United Nations Development Programme, India   *www.undp.org.in*
Orissa State Disaster Management Authority   *www.osdma.org*
Gujarat State Disaster Management Authority   *www.gsdma.org*
National Centre for Disaster Management   *www.ncdm.org*
For Maps on Indian roads network, whether
and other relevant maps   *www.mapsofindia.org*
Weather Site   *www.weather.com*
Indian Meteorological Department   *www.imdernet.in*
Earthquake site   *www.usgs.gov*
Earthquake News   *www.earthquakenews.com*
      http://www.emsc-csem.org

CHIEF SECRETARIES GOVT. OF INDIA

STATE'S/ UT'S	CHIEF SECRETARY	ADDRESS	CODE	PHONE OFFICE
ANDAMAN AND NICOBAR	SH S K SHERIFF	CHIEF SECRETARY UT ANDAMAN AND NICOBAR	3192	234087
ANDHRA PRADESH	SH J HARINARAYAN	CHIEF SECRETARY, GOVT OF ANDHRA PRADESH, HYDERABAD-500001	40	23455340
ARUNACHAL PRADESH	SH TABOM BAM	CHIEF SECRETARYGOVT OF ARUNACHAL PRADESH ITANAGAR-791111	360	2212595
ASSAM	SH P C SHARMA	CHIEF SECRETARYGOVERNMENT OF ASSAM GUWAHATI-781006	361	2261120
BIHAR	SH A K CHOUDHARY	SECRETARY GOVERNMENT OF BIHAR PATNA-800015.	612	2223804
CHATTISHGARH	SH R P BAGAI	CHIEF SECRETARY, GOVT OF CHATTISHGARH, DKS BHAWAN, MANTRALAYA, RAIPUR- 492001	771	2221207
CHANDIGARH	LALIT SHARMA (ADVISER TO THE ADMINISTRATOR)	CHIEF SECRETARYGOVT OF PUNJAB CHANDIGARH-160019	172	2742001
DADRA NAGAR HAVELI	SH R.K. VERMA	ADMINISTRATOR,DADRA & NAGAR HAVELI ADMN. SILVASSA-396230	260	2230700
DAMAN DIU	SH R.K. VERMA	ADMINISTRATOR,DAMAN & DIU ADMN, DAMAN-396220	260	2230700
DELHI	SH R NARAYANSWAMY	CHIEF SECRETARYGOVT OF NCT OF DELHI I.P. ESTATE, 'A' WING,NEW DELHI	11	23392100
GOA	SH J P SINGH	GOVERNMENT OF GOAPANJIM, GOA-403001	832	2223168
GUJARAT	SUDHIR MANHAD	CHIEF SECRETARYGOVERNMENT OF GUJARAT SACHIVALAYA, GANDHINAGAR-10	79	23220372
HARYANA	SH PREM PRASHANT	CHIEF SECRETARYGOVERNMENT OF HARYANA CHANDIGARH-160019	172	2740118

HIMACHAL PRADESH	S.S PARMAR	CHIEF SECRETARYGOVT OF HIMACHAL PRADESHSHIMLA-171002	177	2621022,
JAMMU & KASHMIR	SH CHEWANG PHONSOG	CHIEF SECRETARY,GOVT OF JAMMU & KASHMIR,JAMMU	194	2546773
JHARKHAND	SH MANOJ KUMAR	CHIEF SECRETARY GOVT OF JHARKHAND	651	2400240 / 2400250
KARNATAKA	SH P B MAHISHI	CHIEF SECRETARYGOVT OF KARNATAKABANGALORE-560001	80	2252442
KERALA	MS LIZZIE JACOB	CHIEF SECRETARYGOVERNMENT OF KERALA THIRUVANANTHAPURAM-695001	471	2327376
LAKSHADWEEP	SH A K WASNIK(ADMINISTRATOR)	ADMINISTRATORLAKSHADWEEP ADMN,KAWARATTI-682555	4896	262255
MADHY PRADESH	SH R C SHANI	CHIEF SECRETARYGOVT OF MADHYA PRADESHBHOPAL-462003	755	2441370
MAHARASTRA	SH D K SANKARAN	CHIEF SECRETARY,GOVT OF MAHARASHTRA,MUMBAI-400001	22	22025042
MANIPUR	JARNAIL SINGH	CHIEF SECRETARYGOVT OF MANIPURIMPHAL-795001	385	2221144
MEGHALAYA	SH S K TEWARI	CHIEF SECRETARYGOVT OF MEGHALAYASHILLONG-793001	364	2224801
MIZORAM	SH HAUZEL HAUKHUM	CHIEF SECRETARYGOVT OF MIZORAM,AIZWAL-796001	389	2322411
NAGALAND	SH LALHUMA	CHIEF SECRETARYGOVT OF NAGALANDKOHIMA-791001	370	2270082
ORISSA	SH AJIT KUMAR TRIPATHI	CHIEF SECRETARYGOVT OF ORISSABHUBANESWAR-751001	674	2536700
PONDICHERRY	SH PRADIP MEHRA	CHIEF SECRETARY,PONDICHERRY ADMINISTRATION, PONDICHERRY-605001	413	2335512
PUNJAB	SH K R LAKHANPAL	CHIEF SECRETARYGOVT OF PUNJABCHANDIGARH-160019	172	2740156
RAJASTHAN	ANIL VAISH	CHIEF SECRETARYGOVT OF RAJASTHANJAIPUR-302005	141	2227254
SIKKIM	N.D CHINGAPA	CHIEF SECRETARYGOVERNMENT OF SIKKIMGANGTOK-37001	3592	222315
TAMIL NADU	SH L TRIPATHY	CHIEF SECRETARYGOVT OF TAMIL NADUCHENNAI-600009	44	25671555
TRIPURA	SH SHASHI PRAKASH	CHIEF SECRETARYGOVT OF TRIPURAAGARTALA-799001	381	2323200
UTTAR PRADESH	SH NC BAJPEI	CHIEF SECRETARY GOVT OF UTTAR PRADESH	522	2238212
UTTARANCHAL	SH S K DAS	CHIEF SECRETARYGOVT OF UTTRANCHAL DEHRADUN	135	2712200
WEST BENGAL	A K DEB	CHIEF SECRETARYGOVT OF WEST BENGALCALCUTTA-700001	33	22145858

RELIEF COMMISSIONERS IN INDIA

	STATE/UT	RELIEF COMMISSIONER	PHONE	FAX
1	ANDAMAN & NICOBAR	SH. DHARAMPAL, RELIEF COMMISSIONER GOVERNMENT OF ANDAMAN & NICOBAR, ANDAMAN & NICOBAR ADMINISTRATION, SECRETARIAT,PORT BLAIR – 744101	03192 23 2623 03192 22 7047(R)	03192 23 6390 03192 23 6808
2	ANDHRA PRADESH	MRS. P.T.SUDAN, SPECIAL SECRETARY, DISASTER MANAGEMENT EX-OFFICIO SECRETARY, REVENUE (DISASTER MANAGEMENT DEPARTMENT), ANDHRA PRADESH SECRETARIAT, HYDERABAD - 500001	040 2345 6006 040 23451819	040 2345 2044
3	ARUNACHAL PRADESH	SHRI TABOM BAM SECRETARY (RELIEF & REHABILITATION AND DISASTER MANAGEMENT) DEPARTMENT OF RELIEF AND REHABILITATION GOVERNMENT OF ARUNACHAL PRADESH, CIVIL SECRETARIAT,ITANAGAR – 791111	0360 221 2540 0360 221 5719 0360 221 7824(R)	0360 221 5719
4	ASSAM	.SHRI C. K. DAS, ADDITIONAL CHIEF SECRETARY, SECRETARY, RELIEF & REHABILITATION DEPARTMENTGOVERNMENT OF ASSAM, ASSAM SECRETARIAT, DISPUR, GUWAHATI-781006	0361 226 1302 0361 226 0900 0361 223 0683	0361 223 0683 0361 233 7010 (TELEFAX) 0361 226 1677

5	BIHAR	MR. ALOK KUMAR SINHA, IAS(1979) SECRETARY DISASTER MANAGEMENT AND RELIEF COMMISSIONER,GOVERNMENT OF BIHAR, DEPT. OF RELIEF & REHABILITATION, OLD SECRETARIATPATNA-800 015	0612 222 6945	0612 222 5786
6	CHANDIGARH	SHRI R. K. RAO, IAS(1991), DEPUTY COMMISIONER, GOVERNMENT OF UT OF CHANDIGARH, CHANDIGARH ADMINISTRATION,SECRETARIAT CHANDIGARH	0172 270 9000 0172 278 4222(R)	0172 270 4548 (TELE-FAX)
7	CHATTISHGARH	SHRI R. C. SINHA, IAS(1982) RELIEF COMMISSIONER, REVENUE (RELIEF) DEPARTMENT, GOVERNMENT OF CHATTISGARH,D. K. S. BHAWAN,CHATTISHGARH MANTRALAYA, RAIPUR –492001	0771 4080 255(O) 0771 2242 867(R)	0771 2221 255(TELE-FAX)
8	DADRA & NAGAR HAVELI	MR. A.K.SINGH, COLLECTOR & DISASTER RELIEF COMMISSIONER, DADRA & NAGAR HAVELI,SECRETARIAT, SILVASA - 396 230	0260 264 2721 0260 264 1678(R) 0260 2642721	0260 264 2787
9	DAMAN & DIU	DR. M. MODASSIR RELIEF COMMISSIONER AND COLLECTOR, GOVERNMENT OF DAMAN AND DIU SECRETARIAT, MOTI DAMAN - 396 220	0260 223 0698 0260 223 0600(R)	0260 223 0689
10	DELHI	SMT. MANI JAYASEELAN, DIVISIONAL COMMISSIONER & SECRETARY (REVENUE),GOVERNMENT OF NCT OF DELHI, 5, SHAM NATH MARG,DELHI – 110054	011 2398 6143(DIRECT) 011 2396 2825	011 2393 1269
11	GOA	MR. RAJEEV JADUBANSHI, SECRETARY (REVENUE), DEPT. OF REVENUE, GOVERNMENT OF GOA, GOA SECRETARIAT, PANAJI-403 001	0832 241 9422 0832 242 5971(R)	0832 241 9649

12	GUJARAT	SHRI RAJESH KISHORE, IAS(1980) (STATE RELIEF COMMISSIONER) CEO, GSDMA CUM PRINCIPAL SECRETARY(REVENUE	079 2325 9502 079 2325 9202 079 23251509 07923251503	079 2325 9275 079 2325 9302
13	HARYANA	MRS. PROMILLA ISSAR, FINANCIAL COMMISSIONER (REVENUE) AND PRINCIPLE SECRETARY,GOVERNMENT OF HARYANA, R.NO.211, NEW SECRETARIAT, SECTOR - 17 CHANDIGARH – 160017	0172 271 1925 0172 254 5938(R) 0172 2743707 0172 271 4002 (TELE-FAX)	0172 271 1694 0172 271 4002
14	HIMACHAL PRADESH	SHRI SUBHAS NEGI, IAS(1978), FINANCIAL COMMISSIONER CUM SECRETARY (REVENUE) & RELIEF COMMISSIONER, DEPARTMENT OF REVENUE, GOVERNMENT OF HIMACHAL PRADESH, SHIMLA-171 002	0177 288 0724 0177 262 1006(R)	0177 262 1907 (TELE-FAX)
15	JAMMU &KASHMIR	SHRI MASAUD SAMOON, SECRETARY TO GOVERNMENT, DEPARTMENT OF REVENUE, GOVERNMENT OF JAMMU & KASHMIR, CIVIL SECRETARIAT, JAMMU	0194 245 9372 0194 259 9372 0191 2544 543 0191 2544543	0194 247 3828 0191 257 9981
16	JHARKHAND	SHRI JAYANT MUNIGALA, IAS(1986), RELIEF COMMISSIONER, GOVERNMENT OF JHARKHAND, PROJECT OFFICE BUILDING, H E C,DHURWA, RANCHI-834004	0651 240 3218 0651 244 3617(R)	0651 240 3231
17	KARNATAKA	SMT. G.LATA KRISHNARAO, RELIEF COMMISSIONER, DISASTER MANAGEMENT GOVERNMENT OF KARNATAKA, SECRETARIAT,M.S BUILDING,DR. B.R. AMBEDKAR VEEDHI,BANGALORE-580 001	080 2225 2731 080 22353980	080 2225 6384
18	KERALA	DR.NIVEDITHA P HARAN,PRINCIPAL REVENUE COMMISSIONER,GOVT: OF KERALA-0471-2325992,+919847029003)	0471 251 8700 0471 251 8549 0471 2325 239 0471 251 8700	0471 233 3017 0471 233 3115

19	LAKSWADEEP	SHRI ABRAHIM VARICKAMACKAL, COLLECTOR & DEVELOPMENT COMMISSIONER, GOVERNMENT OF UT OF LAKSHADWEEP, SECRETARIATKAVARATTI, LAKSHADWEEP - 682555	04896 26 2256 04896 26 2348(R)	04896 26 2140
20	MADHYA PRADESH	DR. POKHRAJ MARU, IAS(1980) PRINCIPAL SECRETARY (REVENUE) CUM RELIEF COMMISSIONER, GOVERNMENT OF MADHYA PRADESH,M P MANTRALAYA, VALLABH BHAVAN, BHOPAL-462 004	0755 244 1582 0755 244 1335 (R)	0755 245 2280
21	MAHARASHTRA	SHRI B.P. PANDEY PRINCIPAL SECRETARY, RELIEF AND REHABILITATION, GOVERNMENT OF MAHARSAHTRA, ROOM NO. 502, 5TH FLOOR, MAHARASHTRA MANTRALAYA, MUMBAI – 400032	022 2202 5274	022 2285 5920 022 2202 3623 (GEN)
22	MANIPUR	DR. SUHEL AKHTAR COMMISSIONER, RELIEF & DISASTER MANAGEMENTGOVENMENT OF MANIPUR, SOUTH BLOCK MANIPUR SECRETARIAT IMPHAL-795 001	0385-2450968	0385-2452629
23	MEGHALAYA	SHRI W M S PARIAT, PRINCIPAL SECRETARY (REVENUE), DEPARTMENT OF REVENUE AND REHABILITATION, GOVERNMENT OF MEGHALAYA, CIVIL SECRETARIAT MAIN BUILDING, ROOM NO 3,SHILLONG - 793001	0364 222 6349	0364 222 6349 (TELE-FAX)

24	MIZORAM	SHRI K. RIACHHO SECRETARY, DISASTER MANAGEMENT AND REHABILITATION RELIEF AND REHABILITATION DEPARTMENT, GOVERNMENT OF MIZORAMMIZORAM CIVIL SECRETARIATAIZAWL, MIZORAM- 796001	0389 232 5710(O) 0389 232 0628(R) 0389 2322776	0389 231 8572
25	NAGALAND	MRS. BANUO ZAMIR PRINCIPAL SECRETARY,HOME DEPARTMENT, GOVT OF NAGALAND,CIVIL SECRETARIAT KOHIMA – 797004	0370 227 0068 0370 224 2983(R)	0370 227 0071
26	ORISSA	SHRI NIKUNJA KISHORE SUNDARY, RELIEF COMMISSIONER & MANAGING DIRECTOR, GOVT OF ORISSA,SECRETARIAT, BHUBANESHWAR – 751001	0674 240 4320 0674 2531 628(R) *0674 253 6721* 0674 240 1773 0674 240 1769 0674 240 0369	0674 241 5292 0674 240 1871 0674 240 6681
27	PONDICHERY	SHRI S.KUMARASWAMY, SECRETARY, RELIEF & REHABILITATION DEPARTMENT, GOVERNMENT OF PONDICHERRYS ECRETARIAT, BEACH ROAD, PONDICHERRY – 605001	0413 233 4143 0413 233 4144	0413 222 4355
28	PUNJAB	SHRI G.S.CHEEMA, FINANCIAL COMMISSIONER (REVENUE) & RELIEF COMMISSIONER, DEPARTMENT OF REVENUE, GOVERNMENT OF PUNJAB,PUNJAB CIVIL SECRETARIAT,ROOM NO 8, 3RD FLOOR, CHANDIGARH – 160001	0172 274 3854 0172 277 3711(R)	0172 274 1762
29	RAJASTHAN	SHRI C.K.MITHEW, PRINCIPLE SECRETARY (DISASTER MANAGEMENT & RELIEF) GOVERNMENT OF RAJASTHAN, SECRETARIAT, MAIN BUILDING,JAIPUR- 302 001	0141 222 7380 0141 270141 0141 2227110	0141 222 7230

30	SIKKIM	SHRI K. N. SHARMA, SECRETARY, LAND REVENUE & DISASTER MANAGEMENT, GOVERNMENT OF SIKKIM TASHILING SECRETARIATGANGTOK-737 101	03592 20 2664 03592 202664 03592 20 2932	03592 20 2932 03592 20 2932
31	TAMIL NADU	SHRI R. SANTHANAM, IAS(1972), SPECIAL COMMISSIONER & COMMISSIONER REVENUE ADMINISTRATION,, DISASTER MANAGEMENT AND MITIGATION DEPARTMENT,GOVERNMENT OF TAMIL NADU, EZHILAGAM, CHEPAUK,CHENNAI- 600 005	044 2852 3299	044 2854 6624 044 2841 0577 044 2851 1593 044 2851 1594
32	TRIPURA	SHRI PRAVIN SRIVASTAVA PRINCIPAL SECRETARYDEPARTMENT OF REVENUE, GOVERNMENT OF TRIPURA,SECRETARIAT BUILDING, AGARTALA – 799001	0381-2324185	0381-232 4185 (FAX) 0381 232 3359 (TELE-FAX)
33	UTTAR PRADESH	SHRI DEEPAK TRIVADI, RELIEF COMMISSIONER, GOVERNMENT OF UTTAR PRADESH, F BLOCK, BAPU BHAWAN, 6TH FLOOR, CIVIL SECRETARIAT,LUCKNOW-226 001	0522 223 8200	0522 223 8084 (TELE-FAX)
34	UTTRANCHAL	SHRI N. S. NAPALCHYAL, IAS(1975), PRINCIPAL SECRETARY (DM), GOVERNMENT OF UTTARANCHAL, SECRETARIAT CAMPUS, RAJPUR ROAD,DEHRADUN – 248001	0135 271 2094	0135 271 2113
35	WEST BENGAL	SHRI ATANU PURKAYASTHA, IAS(1983), SECRETARY, RELIEF DEPARTMENT GOVERNMENT OF WEST BENGAL, F - BLOCK, 4TH FLOOR, WRITERS BUILDING, KOLKATA – 700001	033 2214 3674	033 2214 1075

RESIDENT COMMISSIONERS GOVT OF INDIA

DESIGNATION, STATE & ADDRESS	TELEPHONES
RESIDENT COMMISSIONER/ REPRESENTATIVE OF STATES	
SPECIAL REPRESENTATIVE, <u>ANDHRA PRADESH</u> ANDHRA BHAVAN, 1 ASHOKA ROAD, NEW DELHI - 110 001	**OFF**: 23384188 **PBX**: 23382031, **FAX**: 23388175
RESIDENT COMMISSIONER, <u>ARUNACHAL PRADESH</u> ARUNACHAL BHAVAN, KAUTALIYA MARG, CHANAKYAPURI, NEW DELHI - 110 021	**OFF**: 23013915, 23014136 **PABX**: 23012915/ 2152/ 3786 **FAX**: 23013956
PRINCIPAL RESIDENT COMMISSIONER, <u>ASSAM</u> ASSAM BHAVAN, S.P. MARG, NEW DELHI - 110 021	**OFF**: 26116444 **FAX**: 26117059
RESIDENT COMMISSIONER, <u>BIHAR</u> BIHAR BHAVAN, 5 KAUTILYA MARG, CHANAKYAPURI, NEW DELHI - 110 021 BIHAR NIVAS, CHANAKYAPURI, NEW DELHI - 110 021	**OFF**: 23014945, **FAX**: 23015035 **PBX**: 23010147/ 48, 23010959 **FAX**: 23015035/ 2274 **PBX**: 26115251/ 9720/ 9534
RESIDENT COMMISSIONER, <u>CHATTISGARH</u> 7, S.P. MARG, CHANAKYAPURI, NEW DELHI - 110 021	**OFF**: 26110590, 26110595 **FAX**: 26873651
RESIDENT COMMISSIONER, <u>GOA</u> GOA SADAN, 18 AMRITA SHERGIL MARG, NEW DELHI - 110 003	**OFF**: 24629964, **FAX**: 24629956
RESIDENT COMMISSIONER, <u>GUJARAT</u> A/6, STATE EMP. BLDG., BKS MARG, NEW DELHI - 110 001	**OFF**: 23343147, **FAX**: 23742482
RESIDENT COMMISSIONER, <u>HARYANA</u> HARYANA BHAVAN, COPERNICUS MARG, NEW DELHI - 110 001	**OFF**: 23384354 **PBX**: 23386131-41, **FAX**: 23384913
RESIDENT COMMISSIONER, <u>HIMACHAL PRADESH</u> HIMANCHAL BHAVAN, 27 SIKANDRA ROAD, NEW DELHI - 110 001	**OFF**: 23716574 **PBX**: 23716124, **FAX**: 23715087
RESIDENT COMMISSIONER, <u>JAMMU & KASHMIR</u> J&K HOUSE, 5, PRITHVIRAJ ROAD, NEW DELHI - 110 003	**OFF**: 24611506, **FAX**: 24627047 **PBX**: 24611210

RESIDENT COMMISSIONER, <u>JHARKHAND</u> 202, HOTEL ASHOKA, CHANAKYAPURI, NEW DELHI - 110 021	**OFF**: 26887054
RESIDENT COMMISSIONER, <u>KARNATAKA</u> KARNATAKA BHAVAN, 10, KAUTILYA MARG, CHANAKYAPURI, NEW DELHI - 110 021	**OFF**: 26889814 **PABX**: 24103701-02-03, **FAX**: 26889030
RESIDENT COMMISSIONER, <u>KERALA</u> KERALA HOUSE, 3 JANTAR MANTAR ROAD, NEW DELHI - 110 001	**OFF**: 23368581, FAX: 23368934 **PABX**: 23362100
RESIDENT COMMISSIONER, <u>MADHYA PRADESH</u> B-8, STATE EMP. BLDG. BKS MARG, NEW DELHI - 110 001	**OFF**: 23019899
SPECIAL COMMISSIONER, <u>MAHARASHTRA</u> MAHARASHTRA SADAN, COPERNICUS MARG, NEW DELHI - 110 001	**OFF**: 23388075 **PBX**: 23387285-89 **FAX**: 23782804
RESIDENT COMMISSIONER, <u>MANIPUR</u> MANIPUR BHAVAN, 2 SARDAR PATEL MARG, NEW DELHI - 110 021	**OFF**: 26873009, 26114151 **PH.**: 26873311/ 26870122 **FAX**: 26111808
PRINCIPAL RESIDENT COMMISSIONER, <u>MEGHALAYA</u> MEGHALAYA HOUSE, 9 AURANGAZEB ROAD, NEW DELHI - 110 011	**OFF**: 23015503 **PBX**: 23015605
RESIDENT COMMISSIONER, <u>MIZORAM</u> MIZORAM HOUSE, PT. UMA SHANKAR DIXIT MARG, NEW DELHI - 110 021	**OFF**: 23016408 **EPABX**: 23015951/ 5725 **FAX**: 23012331
RESIDENT COMMISSIONER, <u>NAGALAND</u> NAGALAND HOUSE, 29 AURANGAZEB ROAD, NEW DELHI - 110 011	**OFF**: 23012296
PRINCIPAL RESIDENT COMMISSIONER, <u>ORISSA</u> 4, BORDOLOI MARG, CHANAKYAPURI, NEW DELHI - 110 021	**OFF**: 23019771, 23018498, **FAX**: 23010839
RESIDENT COMMISSIONER, <u>PUNJAB</u> PUNJAB BHAVAN, COPERNICUS MARG, NEW DELHI - 110 001	**OFF**: 23383804, FAX: 23782448
PRINCIPAL RESIDENT COMMISSIONER, <u>RAJASTHAN</u> BIKANER HOUSE, PANDARA ROAD, NEW DELHI - 110 003	**OFF**: 23073747, **FAX**: 23381802
RESIDENT COMMISSIONER, <u>SIKKIM</u> SIKKIM HOUSE, 12, PANCHSHEEL MARG,	**OFF**: 26113747 **PABX**: 26883026

NEW DELHI - 110 021	**FAX**: 26110679
RESIDENT COMMISSIONER, <u>TAMIL NADU</u> TAMIL NADU HOUSE, KAUTILYA MARG, NEW DELHI - 110 021	**OFF**: 23011087 **FAX**: 23016822
RESIDENT COMMISSIONER, <u>TRIPURA</u> TRIPURA BHAVAN, KAUTILYA MARG, NEW DELHI - 110 021	**OFF**: 23012693, **FAX**: 23793827
PRINCIPAL RESIDENT COMMISSIONER, <u>UTTARANCHAL</u> 104, INDER PRAKASH, 21 BARAKHAMBA ROAD, NEW DELHI - 110 001	**OFF**: 23738498
RESIDENT COMMISSIONER, <u>UTTAR PRADESH</u> 409, AMBADEEP, 14 K.G. MARG, NEW DELHI - 110 001	**OFF**: 23310408, 23715604
RESIDENT COMMISSIONER, <u>WEST BENGAL</u> A-2, STATE EMP. BLDG., BKS MARG, NEW DELHI - 110 001	**OFF**: 23344269 **FAX**: 23747203
RESIDENT COMMISSIONER/ REPRESENTATIVE OF UTS	
JT. RESIDENT COMMISSIONER, <u>ANDAMAN & NIKOBAR ISLANDS</u> 12, CHANAKYAPURI, NEW DELHI - 110 021	**OFF**: 26119590 **PBX**: 26878120 **FAX**: 26882116
RESIDENT OFFICER, CHANDIGARH 21-B, TELEGRAPH LANE, K.G. MARG, NEW DELHI - 110 001	**OFF**: 23353359, 23736017
LIAISON OFFICER, <u>DAMAN & DIU</u> F-308, CURZON ROAD HOSTEL, K.G. MARG, NEW DELHI - 110 001	**OFF**: 23385369, 23385761 **FAX**: 23381086
LIASON OFFICER, <u>LAKSHADWEEP</u> F-301, CURZON ROAD HOSTEL, K.G. MARG, NEW DELHI - 110 001	**OFF**: 23386807, **FAX**: 23782246
RESIDENT COMMISSIONER, <u>PONDICHERRY</u> PONDICHERRY HOUSE, 3 S.P. MARG, CHANAKYAPURI, NEW DELHI - 110 021	**OFF**: 26118174, 26118195 **FAX**: 26112331

Annexure –10

UN AGENCIES

S. NO.	NAME AND DESIGNATION	TELE NO. (OFF ICE) AREA CODE: 011
1.	MS MAXINE OLSON DESIGNATED OFFICIAL (DO)UN RESIDENT COORDINATOR/UNDP RES.REP.	24628877
2.	MR. JO SCHEUER SDRRUNDP	24628877
3.	MR. JEROME SAUVAGEDRR (OPERATIONS)UNDP	24628877
4.	DR. S. J. HABAYEBWHO REP TO INDIA	91-11-23061955,
5.	MR CECILIO ADORNACOUNTRY REPRESENTATIVE UNICEF	24622847
6.	DR. DENIS BROUN COUNTRY COORDINATORUNAIDS	24628877
7.	MS. CHANDNI JOSHI REGIONAL PROG. DIRECTOR UNIFEM	2464 9165/9752
8.	MR.PHILIPPE SCHOLTES, REPRESENTATIVE UNIDO	24628877
9.	MS SHARAREH AMIRKHALILI ACTING REPRESENTATIVE UNFPA	24646782
10.	MS. SHALINI DEWAN DIRECTORUNIC	24623439
11.	MR. GARY LEWIS REG. REPRESENTATIVE UNODC	24104970/73
12.	CAPTAIN HARIJUOJA MATTI (LIAISON OFFICERUNMOGIP LIAISON OFFICE DELHI	23385084
13.	MS. LEYLA TEGMO-REDDY DIRECTOR ILO	4602102-3
14.	GIAN PIETRO BORDIGNON REPRESENTATIVE /COUNTRY DIRECTOR WFP	6150000
15.	MINJA YANG DIRECTOR & REPRESENTATIVE UNESCO	26713000
16.	PROGRAMME OFFICERUNV	-2462-8877
17.	DR. (MRS) VEENA JHA COORDINATORUNCTAD	24633658 24635054
18.	MS CAROL BATCHELOR CHIEF OF MISSION UNHCR INDIA	43530444
19.	MR .ABHIJIT LAHIRI OFFICER IN CHARGEAPCTT	2696 6509
20.	MR. RACHID BENMESSAOUD ACTING DIRECTOR WORLD BANK	24619491,
21.	MR. JOSHUA FELMAN RESIDENT REPRESENTATIVE IMF	23023646/47
22.	MR. IYAD MALAS	26111306/4111000

	DIRECTOR, SOUTH ASIA DEPARTMENT.	
23.	MR. TADASHI KONDO COUNTRY DIRECTOR ASIAN DEVELOPMENT BANK	2410 7200
24.	MR. DANIEL GUSTAFSON REPRESENTATIVE INDIA AND BHUTAN FAO	2462 8877