



Guidelines for Formulation of

District Disaster management Plan, 2069 BS



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Government of Nepal

Ministry of Federal Affairs and Local Development

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Foreword

Disaster management is an issue that is directly related with the Millennium Development Goals. In recent days, events of natural and man-made hazards as well as the risks created by such hazards seem to be ever increasing. The risks of disasters and climate change are on the increase for a number of reasons such as population growth, haphazard urbanization, unplanned construction of physical structures, over-utilization of natural resources and global warming. In order to reduce such risks and make the development of safer communities effective and sustainable, there is a need for new thinking in order to act accordingly. In this context, this Ministry, in exercise of the powers conferred to it by the Local Self Governance Act, 1999 and on the basis of the National Strategy for Disaster Risk Management, 2009, has approved and brought into effect this **“Guidelines for Formulation of District Disaster Management Plan, 2012”**.

These Guidelines aim at institutionalising the process of reducing short term and long term impacts of disasters and assist in sustainable development of the districts in Nepal. It is expected that the district disaster management plans to be formulated in line with these guidelines will help in mainstreaming disaster risk management into the district periodic and annual plans. It is believed that these guidelines will go a long way in motivating the District Development Committees (DDCs) to play a vital and lead role for undertaking the disaster risk management activities as part of the district development process. I expect that the DDCs will carry forward the process of planning, implementation and budgeting of disaster management in line with these guidelines and contribute to reduction of impacts of disasters through disaster risk management as well as of the volume of the expenditures to be incurred in responding to them.

I would like to extend my sincere thanks to Mr. Reshmi Raj Pande, Joint Secretary, Mr. Chakra Pani Sharma, Deputy Secretary and Mr. Khem Raj Bishta, Section Officer of this Ministry for playing an important role in development of these guidelines. Similarly, I would like to express my special thanks to Mr. Ram Chandra Neupane, Chairperson of ECHO Nepal for providing his services as an expert, United Nations Development Programme Nepal for their financial assistance for development of these guidelines and Mr. Man Bahadur Thapa from the Comprehensive Disaster Risk management Programme as well as to other organizations and

individuals who have directly or indirectly have supported us in preparing it. I believe that all stakeholders from governmental agencies, non-governmental organizations and development partners will extend their helping hands in development of disaster resilient communities through effective implementation of district disaster risk management plans developed in line with these guidelines.

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Sd/....

Shanta Bahadur Shrestha
Secretary

Date: January 13, 2013

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Preface by the Ministry

“Guidelines for Formulation of District Disaster Management Plan, 2069

Introduction

Nepal is included in the list of the countries which are affected by disasters frequently. In terms of the risks of earthquakes, water induced disasters and climate change, Nepal, out of the 198 countries, ranks 11th, 30th and 4th respectively. Most of the areas of the country are prone to the hazards of floods, landslides, epidemics, fires, cold waves, glacial lake outburst floods, avalanches and earthquakes. In this context, there is a need for attaching special importance to the disaster management activities as per the provisions made in the “National Strategy for Disaster Risk Management, 2009” adopted by the Government of Nepal. In line with the National Strategy, it is imperative to continue efforts for development of disaster resilient communities by mainstreaming the disaster risk management systems into the various sectoral areas of development. Therefore, it is expedient to realize the fact that there is a need for mainstreaming the risks created by the climate change and other disasters into development policies and programmes at all levels for ensuring sustainable development and making the disaster risk management participatory, transparent, accountable inclusive and responsible through maximum utilization of local resources and capacities. Taking into consideration the spirit of the National Strategy for Disaster Risk Management, 2009 and in exercise of the powers conferred to it by the Local Self Governance Act, 1999, the Ministry of Federal Affairs and Local development has adopted and brought into effect this **“Guidelines for Formulation of District Disaster Management Plan, 2012”**.

Chapter - 1

Preliminary

1. Short Title and Commencement: (1) These guidelines shall be called “Guidelines for Formulation of District Disaster Management Plan, 2012”.

(2) These Guidelines shall come into effect immediately.

2. Definitions: Unless the subject or context otherwise requires, in these Guidelines:

- (a) “Act” shall mean the Local Self Governance Act, 1999.
- (b) “Regulations” shall mean the Local Self Governance Regulations, 2000.
- (c) “Ministry” shall mean the Ministry of Federal Affairs and Local Development.
- (d) “Sectoral Ministries” shall mean the ministries of the Government of Nepal related with development, construction works and service delivery other than the Ministry of Federal Affairs and Local Development.
- (e) “National Strategy” shall mean the “National Strategy for Disaster Risk Management, 2009” adopted by the Government of Nepal.
- (f) “Development Partners” shall mean the bilateral and multilateral donors, UN agencies, Red Cross and international non-governmental organisations etc. providing assistance in cash and kinds and technical assistance as per the agreements concluded with the Government of Nepal.
- (g) “Local Bodies” shall mean the District Development Committees, municipalities and Village Development Committees formed according to the Local Self Governance Regulations, 1999.
- (h) “Disaster” shall mean the catastrophic situation created by natural or non-natural factors as well as by the climate change including the situations of calamity caused by the serious disruption of the functioning of a community causing widespread human and material losses which exceed the ability of the affected people and communities to cope with their effects using their own resources and need external assistance.
- (i) “Climate Change” shall mean the a change in the natural climate variability observed over comparable time periods attributed directly or indirectly to human activity that alters the composition of the global atmosphere.
- (j) “Natural Disasters” shall mean the disasters caused by natural factors such as snowfalls, avalanches, glacial lake outburst floods, heavy rain, storms, droughts,

cold waves, heat waves, lightning, hailstorms, earthquakes, volcano eruptions, landslides and sinking of the land.

- (k) “Non-natural Disasters” shall mean epidemics, famines, forest fires, insect/vector borne disasters, terror created bacteria, animal and bird flu, pandemic flu, snake bites, terror created by wild animals, mine accidents, air or road or water accidents, industrial accidents, fires, leakage of poisonous gas or chemicals, radiation, gas explosions, intake of poisonous foods, environmental pollution, deforestation, loss of physical structures and accidents occurred in course of rescue operations during disasters.
- (l) “Disaster Management” shall mean all activities related with disaster management and reduction, disaster preparedness, disaster response or recovery.
- (m) “Disaster Risk Reduction” shall mean the disaster risk analysis and evaluation, prevention and mitigation of disasters and mainstreaming of disaster risk reduction activities into the development activities.
- (n) “Preparedness” shall mean all kinds of activities and measures taken prior to the occurrence of disasters for disaster response including the activities carried out for likely risk management and risk reduction.
- (o) “Disaster Response” shall mean the activities carried out for provisions of livelihoods, rehabilitation, reconstruction and sustainable development after the events of disasters.
- (p) “Plan Formulation Committee” shall mean the committee constituted under the provisions of these Guidelines for formulation of district disaster management plans.
- (q) “Plan” shall mean the plans formulated under the provisions of these Guidelines.
- (r) “Grant” shall mean the conditional or unconditional grants-in-aid provided to District Development Committees, municipalities and Village Development Committees including the financial, technical and material assistance made available by various ministries, programmes, development committees, funds and donor agencies.
- (s) “Target Group” shall mean the women and children from the poorest sections of the population and all the marginalized people from those sections of the

population and ethnic groups lagging behind in terms economic and social development (senior citizens, Dalits, indigenous nationalities, ethnic groups, Madhesis, Muslims and persons from excluded communities, persons with disabilities, single women etc.), communities affected by disasters or those vulnerable and the sections of the population or communities prescribed “as the target group” by the Government of Nepal.

3. Objectives of the Guidelines:

The primary objective of these Guidelines is to mainstream disaster management process into the periodic and annual plans of the district. Its specific objectives are as follows:

- (a) Set the minimum criteria for making the disaster management plan of the DDCs realistic,
- (b) Provide assistance in conducting the analysis of vulnerabilities and risks to disasters and climate change and capacities, identifying of primary areas for disaster risk management and making special arrangements for incorporation of these areas thus identified into development plans and, thereby, supporting sustainable development of the districts,
- (c) Contribute to the development of disaster resilient society by mainstreaming the disaster risk management process into development process in order to reduce the loss of life and property to be caused by climate change and disasters,
- (d) Ensure proportionate participation of all areas and sections of the population in development activities in order to institutionalise the disaster management and climate change adaptation,
- (e) Avoid duplication in implementation of programmes and ensure proper utilisation of investments made in this area by implementing the disaster management and climate change adaptation programmes in an integrated manner.

4. Implementation of the Guidelines: The district disaster management plans developed in line with these Guidelines shall be incorporated into the periodic and annual policies and programmes of the district. The District Development Committees will make the use of these Guidelines in planning, implementation, monitoring and evaluations as well as in providing services and facilities to the people affected by disasters in coordination with the District Natural Calamity Relief Committees in the districts.

Chapter - 2

Formulation and Implementation of Disaster Management Plan

- 5. Preliminary Preparations:** The District Development Committee shall complete the following processes at the first stage of planning of district disaster management plan:

5.1 The first meeting and formation of the Plan Formulation Committee:

- (a) The District Development Committee concerned, in order to protect life and property by undertaking activities for managing disasters that are likely to occur in the district in accordance with the “National Strategy for Disaster Risk Management, 2009” and other established legal principles, shall organize a discussion programme in coordination with and with participation of all stakeholders in the district including the District Natural Calamity Relief Committee, district based sectoral offices, civil society, private and non-governmental sectors and development partners engaged in implementation of climate change adaptation and community development programmes in the district.
- (b) The District Development Committee concerned shall constitute a “District Committee for Formulation of Disaster Management Plan” as per the Annex-1 in the discussion programme held pursuant to the Clause (1).
- (c) If the Plan Formulation Committee deems necessary, it may form a “Plan Formulation Task Force” consisting of expert/s in disaster management as per the Annex-2.

5.2 Provision for technical manpower

- (a) For the services of experts required to formulate the district disaster management plan, services of experts available in the line agencies of the district shall be enlisted. However, services of an external consultant may be obtained in case the local experts cannot accomplish it.
- (b) The Plan Formulation Committee, in order to collect information, data and issues related with disasters and climate change for formulation of the plan, shall mobilise VDC secretaries and volunteers active at the local level.
- (c) A training course in vulnerability and capacity analysis shall be organized for persons selected for collection of information, data and

issues at the VDC level. The basic contents of the training shall be as per the details given in Annex 3.

6. Analysis of Disaster Risks and Capacity analysis: At the second stage of planning, the following processes shall be followed:

6.1 Technical studies and risk analysis:

- (a) In order for disaster risk identification, mapping and analysis upon completion of the studies on the overall situation of the district such as geographical and geological conditions, watershed management, land use systems, impacts of climate change as well as the frequency and trends of disasters, methods and tools available in Annex-4 shall be applied for disaster risk analysis.
- (b) While conducting the analysis of natural, geographical and geological risks in the district, impacts being felt or that will be felt in future on sectors related with development such as agriculture, forest and environment, physical infrastructures, education and social sectors, industries, water resources and tourism and five assets (natural, human, social, physical and financial) shall be analysed.
- (c) In course of studies on impacts experienced in the area of livelihoods due to climate change and disasters, attempts shall be made in the analysis to find the answers to the questions such as which municipalities or VDCs are at risk and what the causes of risks are. Then, risk ranking of municipalities or VDCs shall be conducted.
- (d) On the basis of study reports conducted pursuant to the Clause A (1), social and economic analysis of the district shall be conducted. This analysis shall be conducted by applying the methods stipulated in the Clause 6 (B).

6.2 Social and economic risk analysis:

- (a) Data shall be collected as per the Annex-5 by adjusting the risks identified by the study reports pursuant to clause 6 (A) with the community based norms, learning and prevailing development processes.
- (b) While analyzing the social and economic vulnerabilities in the district, tools for the analysis of vulnerabilities, risks and capacities as given in Annex-6 shall be applied for collection of information, issues and data on disasters and climate change at the VDC level.

- (c) While analyzing the social and economic vulnerabilities in the district, impacts that are likely to be felt in shall be analysed on the basis of impacts experienced in the past on sectors related with development such as agriculture, forest and environment, physical infrastructures, education and social sectors, industries, water resources and tourism and five assets.
- (d) Hazard ranking of municipalities or VDCs shall be done in the framework as given in Annex-7 on the basis of findings from the social and economic analysis pursuant to the Sub-clauses (B) (1), (2) and (3).
- (e) If municipalities and VDCs have already developed the local disaster risk management plans in line with the Guidelines for Formulation of Local Disaster Risk Management Plans, 2012, district disaster management plans shall address the programmes prioritized in the local level plans and be developed accordingly.
- (f) If municipalities and VDCs have yet to develop the local disaster risk management plans in line with the Guidelines for Formulation of Local Disaster Risk Management Plans, 2012, they shall be provided with necessary assistance and facilitation to develop such plans at the local level.

6.3 Capacity Analysis of the District:

- (a) In order to develop disaster resilient communities by coping with the effects of disasters and climate change, existing resources and capacities required shall be identified and analysed.
- (b) In course of analysis of capacities in the district, indigenous knowledge, skills, technology and methods adopted to cope with the impacts of disasters and climate change in the past shall be identified. Utilisation of such knowledge, skills, technology and methods shall be appropriately synchronized and capacities shall be enhanced to the extent the economic, social, educational and physical resources in the district can afford to support.
- (c) Analysis of the capacities available in the district shall be conducted by applying the tools as described in Annex-6 on the basis of analysis of resources, means, equipment, human resources etc. available for disaster preparedness, response, recovery and disaster management along with

plans, policies, procedures and institutional structures being implemented for disaster management activities in the district and on the basis of agency-wise natural, human, physical, social and financial resources including that of municipalities and VDCs.

6.4 Preparation of the profile of vulnerabilities, risks and capacities

- (a) A profile of vulnerabilities, risks and capacities shall be prepared as per Annex-8 by integrating the findings of the analysis of risks to be created by disasters and climate change as well as the analysis of existing capacities pursuant to the Sub-clause (A), (B) and (C).
- (b) While analyzing the vulnerabilities, risks and capacities as well as the impacts that are likely to be felt in future shall be analysed taking into consideration the nature of disasters and climate change and on the basis of impacts experienced on sectors related with development such as agriculture, forest and environment, physical infrastructures, education and social sectors, industries, water resources and tourism and five assets.
- (c) The actual situation of the risks shall be identified through the analysis of impacts likely to be felt in each phase of the disaster cycle in such a way that provisions to be made for the whole disaster cycle are addressed and analysis of impacts to be felt in future on people and their livelihoods as well as the analysis of capacities to cope with those impacts shall be conducted.
- (d) The profile shall give clear indications on risks of disasters and climate change in municipalities and VDCs of the district and measures to be taken for risks management in the sectoral areas of local development.

7. Preparation of the District Disaster Management Plan:

- (1) The task force shall prepare the draft of the District Disaster Management Plan by giving priorities to disaster management and climate change adaptation activities to be undertaken from the district level in municipalities and VDCs which are at high and medium level risks on the basis of resources and capacities available in the district for solutions to the problems as identified in the profile of vulnerabilities, risks and capacities.

- (2) In course of preparation of district disaster management plan, the district disaster preparedness and response plan developed as per the “Guidelines for Formulation of District Disaster Preparedness and Response Plan” shall be inserted as a separate part and updated by reviewing it on the basis of the analysis of vulnerabilities, risks and capacities in coordination with the agencies involved in response activities.
 - (3) The task force shall submit the draft plan prepared pursuant to the Sub-clause (1) to the District Committee for Formulation of Disaster Management Plan for their consideration.
 - (4) The District Disaster Management Committee shall organise a workshop to hold discussions on the draft plan submitted by the District Committee for Formulation of Disaster Management Plan with wide participation of all sections of the population from all areas as well as of representatives from the municipalities and VDCs which are at high and medium level vulnerabilities. The draft plan shall be finalized by incorporating the feedback received from the workshop and submitted to the District Development Committee.
- 8. Approval of the Plan:** Due processes shall be followed to get the district disaster management plan prepared by the District Committee for Formulation of Disaster Management Plan approved by the District Council in coordination with the District Natural Calamity Relief Committee and in consultation with sectoral committees, Integrated Plan Formulation Committee and District Development Committee by incorporating necessary revisions in the plan.

9. Provisions for Budget:

- (1) The District Development Committee and sectoral offices shall incorporate in their annual programmes, allocate budget with priority and implement the programmes accordingly.
- (2) The local partners shall make budget allocations for the priority programmes as stipulated in the disaster management plan and implement those programmes accordingly in coordination with the District Development Committee and in compliance with its directives.
- (3) Activities identified and budget allocated by the “National Priority Programmes for Disaster Risk Reduction”, “National Adaptation Programme” and “Local Adaptation Programmes” of the climate change shall be mobilized for it.

10. Implementation of the Programme:

- (1) The District Development Committee may implement the disaster plan as approved by it through local bodies, line agencies and other local partners.
- (2) The non-governmental organisations and development partners working for disaster management in the district shall implement the disaster management plan as approved under the direct guidance of the District Development Committee.
- (3) The non-governmental organisations and development partners working for disaster management in the district shall hold discussions on their annual programmes and budget with the District Committee for Formulation of Disaster Management Plan and align their programmes with local needs and priorities at each phase of local development planning process.

11. Monitoring and Evaluation:

- (1) The District Development Committee, while monitoring and evaluating its own policies and programmes, shall monitor and evaluate the implementation of the district disaster management plan on regular basis.
- (2) The Monitoring Committee formed by the District Development Committee shall evaluate also the effectiveness of disaster management programmes and submit its recommendations to the District Development Committee.
- (3) Monitoring and evaluation shall be conducted according to the indicators approved by the “National Priority Programmes for Disaster Risk Reduction” for monitoring and evaluation of the programmes.
- (4) Governmental and non-governmental agencies implementing the disaster management activities in the district shall make provisions for reviewing of their activities in the review programme of the District Development Committee.
- (5) The organisations implementing the disaster management plan shall submit the report of monitoring and evaluation to the District Development Committee concerned as well as to the agency which has given the responsibility of its implementation to them.

12. Plan Review and Updates:

- (1) In order to address vulnerabilities, risks and impacts on capacities due to the disasters occurred in any part of the district, the plan shall be reviewed every year and annual programmes and plans be developed accordingly.

- (2) The district disaster preparedness and response plan shall be considered as complementary to the disaster management plan and reviewed with participation of all stakeholders involved in disaster response under the leadership of the District Disaster Management Committee and the District Emergency Operation Centre.

Chapter - 3

Miscellaneous

13. Provisions for Manpower and Resources for Plan Formulation:

- (1) Pursuant to the Sub-clause (2) of Clause 5, arrangements for the services of an expert as required by identifying the means and resources available in the district shall be made.
- (2) In the event of the lack of resources and means in the district, technical services may be obtained with assistance from development partners.
- (3) In the event of technical services obtained for plan formulation with assistance from the development partners, the Plan Formulation Committee and the Task Force shall utilise such assistance in such a way that it is used at the optimum level.
- (4) In the event of technical services obtained for formulation and implementation of the plan with assistance from the development partners, the District Development Committee shall also make arrangements for mobilization of its own resources or formulation and implementation of the plan.

14. Responsibility of the Ministry: The responsibility of the Ministry in regard with disaster management shall be as follows:

- (1) Adjust and cause to adjust the disaster management programmes into the development policies, plans and programmes,
- (2) Assist in capacity building by developing resource manuals for formulation of the disaster risk management plans and their implementation at the levels of the district Development Committees, municipalities and Village Development Committees.
- (3) Maintain coordination among the central level agencies providing support to disaster management at the local level and avoiding overlapping and duplication in resource allocations.
- (4) Motivate District Development Committees to implement capacity building programmes required for formulation and implementation of the disaster management plans.

(5) Monitor and evaluate the disaster management programmes on regular basis.

15. Responsibility of the District Development Committee: The responsibility of the District Development Committee in regard with disaster management shall be as follows:

- (1) The District Development Committee shall select the municipalities and Village Development Committees identified as high risk municipalities and Village Development Committees in the plan, get the plan approved by the District Council and develop the said municipalities and Village Development Committees as the “Model Disaster Management Towns and Villages” through integrated disaster management.
- (2) Model disaster management towns and villages may be developed in collaboration with development partners.
- (3) The District Development Committee shall establish a fund for disaster management, develop guidelines for operation of the fund and allocate it every year accordingly. The District Development Committee shall provide assistance and support in establishing such funds in the municipalities and Village Development Committees as well.
- (4) It shall organize orientation programmes in disaster management for the office bearers and members of the District Disaster Management Committee, District Committee for Formulation of the Disaster Management Plan and the Task Force, staff members of the municipalities and Village Development Committees and office bearers of the Local Disaster Management Committees.
- (5) It shall prepare a list of the groups consisting of the skilled manpower and independent experts working for agencies active in the field of disaster management in the district as well as those engaged in organisations working under those agencies.
- (6) It shall carry out or cause to carry out the disaster management programmes by incorporating them with priority in the annual and periodic plans of the district.
- (7) It shall encourage the municipalities and Village Development Committees to formulate and implement the disaster risk management plans at their levels.

- (8) It shall monitor and evaluate the disaster management programmes implemented in the district on regular basis.
- (9) It shall coordinate, monitor, review and evaluate the programmes being implemented by governmental and non-governmental organisations and private sector.
- (10) If disaster management plans are not already developed in municipalities and Village Development Committees, it shall assist them to formulate such plans at their levels.
- (11) It shall maintain coordination, in course of formulation and implementation of disaster management plan, with District Disaster Management Committee, sectoral offices, security agencies, and agencies engaged in health service delivery, Town Development Committees, schools, NGOs and private sector.
- (12) It shall create the environment for effective mobilization in the management of natural or man-made disasters in the district of organisations and associations working in the district, civil society, non-governmental organisations, international non-governmental organisations, Red Cross, Scouts etc. in close coordination with the District Natural Calamity Relief Committee.

16. Responsibility of Municipalities and Village Development Committees: The responsibility of the Municipalities and Village Development Committees in regard with disaster management shall be as follows:

- (1) They shall provide timely information such as data, facts and major problems encountered as required concerning disasters in their respective areas to the District Committee for Formulation of Disaster Management Plan and the Task Force.
- (2) They shall provide factual information on the geographical situation of their respective areas to the facilitators, enumerators and technicians deployed by the District Committee for Formulation of Disaster Management Plan and the Task Force and arrange field visits as required.
- (3) They shall provide financial and technical assistance for formulation and implementation of disaster risk management plans at the level of vulnerable wards, residential areas and communities in municipalities and Village Development Committees.

- (4) They shall develop capacity building programmes and implement them accordingly for implementation of local disasters and carry out them as an integral part of district disaster management plan.
- (5) They shall mobilise the representatives of Ward Citizen Forums, Citizen Awareness Centres, development partners/community based organisations and social mobilisers for collection of data and information in course of formulation of the disaster management plan in order to make it realistic.

17. Duties of other Agencies Concerned: (1) It shall be the duty of all concerned to formulate and implement the programmes and cause to do so in compliance with fundamental principles stipulated in these Guidelines.

- (2) In course of formulation and implementation of the development plans in the district, all programmes of disaster management shall be implemented in such a way that they complement to each other.
- (3) All stakeholder agencies, organisations and community based organisations shall formulate and implement all disaster management plans and programmes to be carried out in the district in accordance with these Guidelines.

18. Alterations and Amendments: In case of difficulties faced in connection with implementation of these Guidelines, the Ministry shall, for the purpose of removing such difficulties, may interpret, alter, amend or change the provisions made in it as required.

19. Saving: The disaster management plans formulated and programmes implemented before these Guidelines came into force, shall be deemed to have been done under these Guidelines.

Annex-1

(Relating to Clause 5.1 (b))

Composition, Functions, Duties and Powers of the District Committee for Formulation of Disaster Management Plan

1. Composition of the District Committee for Formulation of Disaster Management Plan

(1)	Local Development Officer	Coordinator
(2)	Officer Representative, District Administration Office	Member
(3)	Chief, District Police Office	Member
(4)	Chief, Armed Police Forces Office	Member
(5)	Chief, Nepal Army Barrack Office	Member
(6)	Chief, District Education Office	Member
(7)	Chief, District Agricultural Development Office	Member
(8)	Chief, District Public Health Office	Member
(9)	Chief, District Forest Office	Member
(10)	Chief, District Veterinary Service Office	Member
(11)	Chief, District Soil Conservation Office	Member
(12)	Chief, Water Induced Disaster Prevention Division Office	Member
(13)	Chief, District Agricultural Development Office	Member
(14)	Chief, District Technical Office	Member
(15)	Chiefs, Municipalities in the District	Member
(16)	Chief, Housing and Urban Area Development Division Office	Member
(17)	Chief, Women and children District Office	Member
(18)	Chiefs of two highly vulnerable VDCs nominated by DDC	Member
(19)	Chairperson, District Chamber of Commerce and Industries	Member
(20)	President, Nepal Red Cross district Branch	Member
(21)	One representative each from 3 organisations engaged in Disaster management nominated by the DDC	Member
(22)	Disaster management Expert nominated by the DDC	Member
(23)	Planning, Monitoring and Administrative Officer of the DDC or in his absence, officer nominated by District development officer	Member Secretary

2. Functions, Duties and Powers of the Plan Formulation Committee

- (1) Play a lead role in formulation of district level disaster management plan and provide advice and suggestions to the Task Force on regular basis.
- (2) Take initiatives for mobilisation of financial and technical support for plan formulation through potential development partners as well as from other sectors.
- (3) Ensure representation of communities at risks of disasters, women, senior citizens, persons with disabilities and all ethnic groups and sections of population in each phase of plan formulation.
- (4) Submit the disaster management plan prepared by the Task Force to the District Development Committee through the District Disaster Management Committee.

Annex-2

(Relating to the Clause 5.1 (C))

Composition, Functions, Duties and Powers of the Task Force for Formulation of Disaster Management Plan

1. Composition of the Task Force for Formulation of Disaster Management Plan

(1) Local Development Officer	Coordinator
(2) District Education Office Chief	Member
(3) District Agricultural Development Office Chief	Member
(4) District Public Health Office Chief	Member
(5) District Forest Office Chief	Member
(6) District Soil Conservation Office Chief	Member
(7) Officer Representative, District Administration Office	Member
(8) District technical Office Chief	Member
(9) District Level Representative, Nepal Red Cross Society	Member
(10) Representative nominated by DDC from among Development Partners	Member
(11) Representative, District Chamber of Commerce and Industries	Member
(12) Disaster Management Expert nominated by DDC	Member
(13) Planning, Monitoring and Administrative Officer of the DDC or in his absence, officer nominated by District development officer	Member Secretary

(2) Functions, Duties and Powers of the Task Force for Plan Formulation

- (1) Maintain coordination on regular basis with District Disaster Management Committee, District Development Committee, District Committee for Formulation of Disaster Management Plan, sectoral offices and other stakeholder agencies and collect suggestions from them.
- (2) Coordinate regularly with the planning consultant and carry on the plan formulation activities as advised by him/her.
- (3) Collect information and data for participatory risk and capacity analysis to be conducted at municipalities and Village Development Committees and analyse them as advised by the consultant.

- (4) Formulate the disaster risk management plans for the communities, wards, municipalities and the Village Development Committees on the basis of information and data collected by applying the processes and methods to be adopted for formulation of local disaster risk management plans.
- (5) Ensure representation of vulnerable wards affected by disasters, women, senior citizens, persons with disabilities and all ethnic groups and sections of population in each phase of the plan formulation.
- (6) Develop work schedules with responsibilities, complete the necessary procedures and formulate the plan.
- (7) Submit the disaster management plan prepared, upon completion of the prescribed processes and methods as far as possible District Committee for Formulation of Disaster Management Plan.

Annex-3

(Relating to the Clause 5.2 (c))

Basic Contents of the Training for Formulation of Disaster Management Plan

Session	Programme	Time
First Day		
0	Arrival of participants/Registration	0
1	Objectives of training, introduction of participants, training rules and group formation	1 hour
2	Terminology used in disaster management	1:30 hour
3	Disasters: Introduction, types, causes and impacts	1:30 hour
4	Disaster Management: Needs, importance and disaster management cycle	1:30 hour
5	District Disaster Management Plan: Objectives, importance and formulation process	1:30 hour
Second Day		
11	Information on the approach and process of vulnerability, capacity and risk analysis	1:30 hour
12	Tools and their application methodology of vulnerability and capacity analysis	3:00 hours
13	Methods for collection of information and data at VDC and municipality levels	1 hour
14	Discussion on the format of report on vulnerability and capacity analysis	1 hour
15	Discussion and preparation on field exercise and practice	30 min.
Second Day		
0	Departure for fieldwork on vulnerability and capacity analysis	1 hour
16	Group exercise on application methods of tools Disaster listing and ranking, disaster calendar preparation, preparation of historical timeline of disasters, Social mapping, problem tree analysis, transect walk, institutional development or pie chart, Focus group discussion, dynamics mapping and direct observation	7 hour
Fourth Day		
1	Existing policies and structures for disaster management	1:30 hour
2	Writing of findings of field exercise and group work for report preparation	3:30 hours
3	Report presentation, discussion and adoption	2:00 hours
4	Preparation of plan action, conclusion	30 min.

Note:

1. Training schedules and training sessions may be adjusted or revised as per the training needs.
2. Under the capacity building programme, training materials covering the subject of climate change adaptation developed by the Ministry of Science, Technology and Environment may be included.

Annex-4

(Relating to the Clause 6.1 (a))

Technical Methods and Tools for Disaster Risk Analysis

1. Flood Analysis

For the technical analysis of floods in the district, following methods and tools shall be applied:

- 1.1 Literature review
- 1.2 GIS & remote sensing
- 1.3 GPS
- 1.4 Water flow measurement & gauze reading of major rivers
- 1.5 Hydro meteorological data analysis
- 1.6 River morphology Analysis
- 1.7 Numerical modeling analysis
- 1.8 Flood level marking

2. Landslide Analysis

For the technical analysis of landslides, following methods and tools shall be applied:

- 2.1 Literature review
- 2.2 GPS
- 2.3 GIS & remote sensing
- 2.4 Numerical modeling analysis
- 2.5 Dimension measure
- 2.6 Slope measurement
- 2.7 Curvature measurement
- 2.8 In situ test
- 2.9 Lab test

3. Soil Erosion Analysis

- 3.1 Literature review
- 3.2 GPS
- 3.3 GIS & remote sensing
- 3.4 Numerical modeling analysis
- 3.5 Sedimentation analysis
- 3.6 Canopy coverage

4. Land use and watershed management)

- 4.1 Literature review

- 4.2 GPS
- 4.3 GIS& remote sensing
- 4.4 Vegetation distribution
- 4.5 Existing situation of land use practice
- 4.6 Agricultural/cultivation system
- 4.7 Bio technology
- 4.8 Existing situation of water use practice

5. Earthquake risk analysis

- 5.1 Literature review
- 5.2 GPS
- 5.3 Geological studies
- 5.4 Fault analysis
- 5.5 Historical Timeline
- 5.6 Numerical modeling analysis

Note:

The technical methods and tools mentioned above may be applied in such a way that impacts of climate change are included in it as per the local needs.

Annex-5

(Relating to Clause 6.2 (a))

Format for Data Collection of Disasters and Climate Change in Village Development Committees and Municipalities

(First 25 years and of the last five years)

Village Development Committee/Municipality:

Hazard:

S. No.	Details of Loss	First 25 Years	Last Five Years					Methods of Verification	
			5	4	3	2	1		Total
1	Loss of human lives								
1.1	No. of deaths								
1.2	No. of missing								
2	No. of displaced and affected families								
3	No. of houses fully destroyed								
4	Property lost (Rs.)								
4.1	Personal property lost (in Rs. thousands)								
4.2	Bridges (in costs)								
4.3	Trails/roads (in costs)								
4.4	Schools (in costs)								
4.5	Hospitals and health posts (in costs)								
4.6	Community Buildings (in costs)								
4.7	Standing crops lost (in Rs. thousands)								
4.8	Cattle heads lost								
	Cows								
	Buffaloes								

	Goats								
	Others (specify)								
5	Loss of agricultural land and forest areas (Bigha or Ropani)								
6	Social impacts of disasters								
6.1	Violence against women due to disasters								
6.2	Theft, violence and other social crimes after disasters								
6.3	Social organisations rendered inactive to due to disasters								

Note:

1. While collecting the information, separate formats shall be used for each hazard.
2. The analysis of data and information of the last 25 years may be collected for obtaining information on impacts of climate change and ways of adaptation.

Annex-6

(Relating to Clause 6.2 (b))

Tools for Analysis of Social Vulnerability, Risks and Capacities

1. Hazard Mapping and Ranking

A list of hazards shall be prepared on the basis of events of disasters and the loss of life and property in the district. For mapping and ranking of hazards in the Village Development Committees and municipalities, the following table shall be used:

Hazards	Landslides	Floods	Fires	Storms	Epidemics	Earthquakes	GLOFs	Cold Waves	Terror from wild animals
Landslides									
Floods									
Fires									
Storms									
Epidemics									
Earthquakes									
GLOFs									
Cold Waves									
Terror from wild animals									
Total Score									
Ranks									

2. Hazard Calendar

The type of the hazards and months of their occurrence shall be assessed and a list of these hazards that occur in the municipalities and Village Development Committees of the district prepared. Then, their timeline shall be developed and period in which they occur shall be established. For this purpose, the following table shall be used:

Hazards	Apr.- May	May- Jun	Jun- Jul	Jul- Aug	Aug- Sept	Sept- Oct	Oct- Nov	Nov- Dec	Dec- Jan	Jan- Feb	Feb- Mar	Mar- Apr
Floods												
Landslides												
Fires												
Storms												
Epidemics												

Earthquakes													
GLOFs													
Cold Waves													
Terror from wild animals													
Total Score													
Ranks													

3. Historical Timeline

In order to get information on the types of disasters as well as of hazards causing those disasters in municipalities and Village Development Committees in the past, historical timeline shall be prepared. The historical timeline shall help collect information on trend of recurrence of hazards, loss caused by them, indications as to the climate change and their impacts. For this purpose, the following table shall be used:

Hazard: VDC/Municipality/District:

S. No.	Year	Geographical location	Descriptions of loss (Deaths, injured, damaged houses, standing crops, affected families, displaced families, physical property lost, damaged agricultural land, other social impacts)
1			

4. Hazard Analysis

Hazards that occur in municipalities and Village Development Committees as well as their causes and impacts need to be identified. Based on identification of hazards mentioned above, months in which hazards occur and historical timeline, nature of hazards, their recurrence, impacts of climate change and their primary causes shall be identified and mentioned in the format given below:

S. No.	Hazards	Situation of climate change	Causes	Impacts	Probable ways of solutions
1					

5. Mapping of Social Resources and Identification of Vulnerabilities and Capacities

In order to identify the vulnerabilities and capacities existing in the community, a social map with natural and non-natural resources and means existing in the community shall be prepared with direct participation of representatives of the community and, then, actual situation of the

village analysed. In the map thus prepared, location of communities, rivers and streams, ponds, agricultural land, trail and road networks, community buildings, schools, health centres, forest areas, building of municipalities and Village Development Committees, electricity lines, safe evacuation centres or appropriate places for evacuation, conditions of drinking water and sanitation shall be clearly shown. Based on the information thus collected, risks in the communities and wards as well as the capacities shall be prepared as follows:

Village Development Committee	Wards and Toles/ Settlements	Likely Disasters	Sectoral Areas which were Affected by Disasters	Activities carried out to Cope with Effects of Disasters

6. Analysis of the Problem Tree

Analysis of the problem tree shall be applied as a major tool for the analysis of the origins of the existing problems of disasters and climate change in the district, their causes and impacts. In this method, the stem of the tree shall represent problems, roots causes and branches and leaves impacts and thus the reality assessed. This tool shall be applied to find out the root causes of the problems for management of disasters. The findings obtained by applying this tool shall be filled up in the following table:

S. No.	Problems	Root Causes of Problem	Impacts on Communities	Remarks

7. Analysis of Institutional Capacities

By applying this tool, services and facilities required during the time of disasters, governmental agencies providing security or security agencies, availability and linkages with Nepal Red Cross Society, local organisations, other organisations providing humanitarian services, financial institutions, cooperatives, health centres etc. are analysed. In this way, social relationships and their importance shall be measured. This tool shall be used to analyse the access to social and public agencies in the context of disaster management. The findings obtained from this analysis shall be filled up in the following table:

S. No.	Offices and Organisations	Address	Likely Contributions in Disaster Risk Management
a	Within the District		
1			

.....			
b	Regional and National Level		
1			
2			
.....			

8. Focus Group Discussion

Focus Group Discussion (FGD) is the discussion with the target group in a small group held to review, monitor or test and find out the points missed in the information and data gathered by applying a number of tools for analysis of vulnerabilities and capacities as mentioned above. Such discussions shall be held with participation of women, marginalised, elderly people, people with disabilities, Dalits and people from indigenous nationalities. All participants in the discussion shall be encouraged to express their views and opinions on equal footing. Information collected from this process shall be listed in the following format:

VDC/Municipality: Group: Women/Disabled/Dalits etc.

S. No.	Problems (Points mentioned below are examples only)	Causes	Impacts	Probable ways of solutions	Remarks
1	Disasters and disaster issues				
2	Livelihoods and food security				
3	Drinking water, sanitation and epidemics				
4	Climate change and its effects				

9. Direct Observation

Direct observation method shall be applied for review and testing of the findings obtained by applying the tools mentioned above. This tool shall be used for identification of vulnerable areas and communities, natural resources and means, physical structures, public property and appropriate measures to be taken for risk management. Findings obtained during the direct observation shall be listed and analysed in the format as follows:

S. No.	VDC/Municipality Observed	Major Problem of Disasters	Available Capacities	Community Needs
1				

.....				

10. Mapping of Local Knowledge, Skills and Technology

List of the methods applied to cope with the effects of disasters by the communities of the Village Development Committees and municipalities prepared on the basis of using several tools for vulnerabilities and capacities as mentioned in this Annex shall be listed and presented in the following format:

S. No.	Types of Disasters	Year/Month of Disaster Occurrence	Preparedness and Risk Management Activities Undertaken Prior To Disasters	Methods Applied for Disaster Management during and after disasters
1				
2				
.....				

Annex-7

(Relating to the Clause 6.2 (d))

Vulnerability Ranking of Village Development Committees and Municipalities in the District

a. Vulnerability Ranking

After the numerical analysis of data of the loss caused by disasters in the past, vulnerability ranking of municipalities and Village Development Committees shall be done on the basis of the said analysis. The weightage of 300 in total shall be the basis for numerical analysis of the loss. Of the total score, 25% or 75 score shall be for the loss of human lives and 15% or 45 score for the loss of each type of other five types of losses. The scores thus obtained on the basis of the calculation made in below (b), vulnerability ranking shall be done.

District Development Committee: Disaster:

Nature of Loss	Loss of Human Lives	Affected and Displaced Families	Damaged Houses	Economic Loss	Loss of agricultural land and forest areas	Social Loss	Total Score	Weightage	Vulnerability Ranking
Weightage	25 Per Cent	15 Per Cent	15 Per Cent	15 Per Cent	15 Per Cent	15 Per Cent	100 Per cent	Minimum & Maximum Weightage	
Total Score	75	45	45	45	45	45	300	0.33 to 1.00	
S. No.	VDC/ Municipality								
1									
...									

b. Vulnerability Ranking – Score Calculation

Scores shall be given as specified below for the six types of losses as mentioned above. Total weightage may be obtained if the scores given is added and then divided by 300. On the basis of weightage, vulnerability ranking shall be done as mentioned under (c) below.

S. No.	Elements at Risk	Number of Loss	Scores to be Obtained
1	Human Loss (No. of deaths and missing)	1 -5 persons	25
		6 -10 persons	50
		Over 11 persons	75
2	Displaced and affected families	Up to 200 families	15
		Over 501 families	30
			45
3	Damaged houses	Up to 100 houses	15

		101 – 200 houses	30
		Over 201 houses	45
4	Economic loss	Up to Rs. 2,500,000	15
		Rs. 2,500,001-3,500,000	30
		Over Rs. 3,500,000	45
5	Agricultural land	Up to 100 Ropanis	15
		101 – 300 Ropanis	30
		Over 301 Ropanis	45
6	Social impacts	If violence against women	15
		Theft with violence against women	30
		Violence against women theft and organisations rendered inactive	45

c. Vulnerability Ranking

On the basis of scores obtained from the calculations described above, vulnerability ranking shall be done as follows:

S. No.	Total weightage	Level
1	0.8 – 1.00	Highly Vulnerable
2	0.6 – 0.79	Medium level Vulnerable
3	Less than 0.59	Less vulnerable

Annex-8

(Relating to the Clause 6.3 (a))

Vulnerability of the District and Risk and Capacity Profile

1. Major Vulnerability of the District

- Condition and impacts of climate and weather conditions.
- Natural resources such as water resources, lakes, ponds, forest resources and minerals etc.
- Rivers and streams flowing down through municipalities and Village Development Committees and their impacts
- Condition of roads: Black-topped: km., Fair weather: km., Trails: km.
- Land use: Agriculture, forest, waste land, areas covered by water, pastures, housing etc.

2. Details of Population Structure

2.1 Ethnicity-wise Population

(It should be mentioned as per the profiles of municipalities and Village Development Committees or District Development Committee)

VDC/ Municipality	Dalits				Indigenous Nationalities				Madhesi & Minorities				Others			
	HHs	Female	Male	Total	HHs	Female	Male	Total	HHs	Female	Male	Total	HHs	Female	Male	Total
Total																

2.1 Age-wise Population

(It should be mentioned as per the profiles of municipalities and Village Development Committees or District Development Committee)

VDC/ Municipality	Pregnant	Under 1-year	Under 5-year	6-12 Years	13-19 Years	20-59 Years	Above 60 years	Total

2.3 Details of Disability

(It should be mentioned as per the profiles of municipalities and Village Development Committees or District Development Committee)

VDC/ Municipality	Type of Disability	Female	Male	Total

3. Situation of Hazards (Findings of Hazard Calendar, Hazard Ranking, Historical Hazard Timeline and Analysis should be mentioned)

4. Availability and Access to Resources

The following form shall be filled up to find out the capacities existing in the municipalities and Village Development Committees or communities. List of all the resources available in municipalities and Village Development Committees shall be prepared and, then, the list of overall capacities of the district shall be prepared.

Descriptions	Place of Storage	Office or Agency In which materials are stored	Number (How many/much)	Capacity	Condition
Physical resources (Items not included in the following list may be added)					
Buildings					
Health Centres/Hospitals					
Warehouses					
Bridges					
Roads					
Dams					
School buildings					
Madarasas					
Safe evacuation and places for it					
Community toilets					
Means of communications					
Modes of transportation					
Early warning system					
Life jackets					
Boats					
Other necessary rescue items					
Human resources (Resources and capacities not included in the following list may be added)					
Manpower trained in light search and rescue					
Manpower trained in disaster response in district					

Trained swimmers					
Health workers					
Rural Female Health Workers					
Trained agriculture technicians					
Teachers					
Civil servants					
Volunteers					
Carpenters					
Masons					
Social resources (Resources and capacities not included in the following list may be added)					
Community buildings					
Public inns					
Public tap stands					
Temples/monasteries					
Financial resources (Resources and capacities not included in the following list may be added)					
Trade and commerce					
Industries and factories					
Service					
Saving groups					
Disaster management fund					
Banks and financial institutions					
Natural resources/social resource (Resources and capacities not included in the following list may be added)					
Agricultural land					
Others(specify)					
Private ponds					
Natural springs					
Springs					
Rivers/streams					
Lakes and ponds					
Irrigation canals/resources					
Forests (Hectare or Ropani)					
Major crops cultivated	Cultivation time	Harvesting time	Production (M. tons)	Fertilizer used	Seed availability
Rice					
Maize					
Wheat					

5. Main Part of the Profile

In the profile, suggestions shall be presented in such way that vulnerabilities, risks and capacities of the district based on phases, methods and tools as outlined in these Guidelines. All annexes shall be given at the end of the profile.

Annex-9

(Relating to the Clause 7 (1))

District Disaster Management Plan

District Disaster Management Committee

..... Development Committee

Prepared on: Date:year Month

Message: If the message from the Ministry concerned is received, include it.

Acknowledgements: The chiefs of the District Disaster Management Committee and the District Development Committee shall express their opinions in it.

Table of Contents: Mention contents as per the plan.

Part – 1: Introduction

1.1 Background: Give a brief introduction of the district with data based on the report of vulnerability, risk and capacity analysis.

1.2 Plan Objectives: General and specific objectives shall be mentioned. Set objectives of the plan as per the geographical, social, economic and cultural conditions of the district.

1.3 Importance of Plan: Describe why plan was developed and what the plan does.

1.4 Limitations of Plan: Explain briefly the methods applied in formulation of the plan and limitations in its effectiveness and financial resources. This will pave the way for plan implementation, monitoring and evaluation.

1.5 Plan Formulation Process: Describe briefly the processes adopted for formulation of the plan.

1.6 Plan Implementation Strategies: Make clear the issues such as ways of implementation of the programmes described in the plan, provisions of budget to be made under annual programmes of the district and mobilisation of municipalities, Village Development Committees, communities and stakeholders.

1.7 Monitoring, Evaluation and Review of the Plan: Regular monitoring, evaluation and reviews shall be conducted as directed in these Guidelines. Review and revisions of the plan shall be done in a period of five years.

Part – 2: Analysis of Vulnerabilities, Risks and Capacities in the District

2.1 Identification and Ranking of Disasters: Mention major disasters as described in the profile.

2.1 Analysis of Disasters: The findings obtained on the basis of disaster analysis as described in the Annexes 6 and 8 shall be given in the following format:

S. No.	Disaster	Causes	Sectoral Impacts	Major Problems	Ways Identified for Management

Table No.: Vulnerability Ranking of Municipalities and Village Development Committees in the Context of hazard

Vulnerability and hazard ranking of municipalities and Village Development Committees has been done as follows:

S. No.	Municipality/ VDC	Highly Vulnerable	Medium Level Vulnerable	Less Vulnerable	Means of Verification
1					
2					
3					

2.4 Capacity Analysis of the District: There shall be a need for identification of existing capacities in the district in order to cope with vulnerabilities and risks as analysed above and manage risks. Conclusions shall be drawn on the basis of a comparative study of the condition of resources, knowledge, skills and technology that exist within the municipalities and Village Development Committees and are in a condition to be used when required in the district.

2.5 Risk Identification and Analysis: The gaps that exist between the overall vulnerability and capacity will be the actual picture of risks. On the basis of risk identification and analysis, necessary activities for disaster risk management shall be determined. That is why there shall be a need for analyzing the actual risks as well as its impacts on development sectors and assets in the district.

Part – 3: Disaster Risk Management Plan

In the disaster risk management plan, primary areas of local development such as ‘local infrastructure development, agriculture, education and social development, industry, forest and environment conservation’ shall be covered in disaster management programmes and activities directly linked to development of resilient society through sustainable development of natural assets, human assets, physical assets, social assets and financial assets.

3.1 Strategic Plan

3.1.1 Policy Provisions

Programmes shall be developed by identifying activities and prioritising them for policy development in order to find solutions to the major issues and problems of disaster management in the district and shall be mentioned in the format given below:

Major Disasters	Major Risks	Activities for Policy Management	Order of Priority	Main Responsibility	Resource Provisions		Timeframe
					Internal	External (Participating)	

3.1.2 Public Awareness

In order to manage properly the disasters, necessary activities shall be determined and mentioned in the following format for raising public awareness in all areas of the district in general and in municipalities and Village Development Committees at high and medium level risks in particular. Issues that need special attention in public awareness raising shall also be decided.

Major Disasters	Place (Municipality/ VDC)	Major Risks	Management Activities	Order of priority	Main Responsibility	Resource Provisions		Timeframe
						Internal	External (Participating)	

3.1.3 Human Resource Development

Programmes and activities to be carried out for the development of human resources required for disaster management shall be determined in order of priority and mentioned in the format as follows:

Major Disasters	Place (Municipality/ VDC)	Major Risks	Management Activities	Order of priority	Main Responsibility	Resource Provisions		Timeframe
						Internal	External (Participating)	

3.1.4 Development of Early Warning System

Social networking shall be expanded in order to develop early warning and information system in the municipalities and Village Development Committees in general and in those municipalities and Village development Committees which are at the level of high risks and medium level risks. For this purpose, it has to be made clear about kinds of networks, methods and technology to be used. Then, they shall be prioritised and presented in the following format:

Major Disasters	Place (Municipality/ VDC)	Major Risks	Early Warning Technology and Networks	Order of priority	Main Responsibility	Resource Provisions		Timeframe
						Internal	External (Participating)	

3.1.5 Exploration and Promotion of Indigenous Knowledge, Skills and Technology

A list of indigenous knowledge, skills and technologies practiced by the community from the past to cope with effects of disasters and measures to be taken for their optimum utilization shall be prepared. Then, strategic programmes to promote them shall be decided and presented in the following format:

Major Disasters	Place (Municipality/ VDC)	Major Risks	Indigenous Practices	Activities for utilization and promotion	Main Responsibility	Resource Provisions	
						Internal	External (Participating)

Note: Strategic activities to be carried out to solve the problems of the district may be added in the above format according to subject areas and sectors.

3.2 Mainstreaming of Disaster Management in Development Process

In order to ensure that the disaster management programme has been mainstreamed into the development plans to be implemented by municipalities, Village Development Committees and the District Development Committee on the basis of findings of vulnerability, capacity and risk analysis, activities to be carried out before, during and after disasters shall be prioritised. Then, plan shall be accordingly.

3.2.1 Activities to be carried out before Disasters

Major Disasters	Place (Municipality/ VDC)	Major Risks	Disaster Management	Order of priority	Main Responsibility	Resource Provisions		Timeframe
						Internal	External	

	VDC)		Activities				(Participating)	
3.2.1 Agriculture development								
3.2.2 Local Development Infrastructures								
3.2.3 Education and Social development								
3.2.4 Industry, Forest and Environment								

3.2.1 Activities to be carried out after Disasters for Recovery and Long Term Disaster Management

Major Disasters	Place (Municipality/ VDC)	Major Problems	Disaster Management Activities	Order of priority	Main Responsibility	Resource Provisions		Timeframe
						Internal	External (Participating)	
3.2.1 Agriculture development								
3.2.2 Local Development Infrastructures								
3.2.3 Education and Social development								
3.2.4 Industry, Forest and Environment								

3.3 Sustainable Management of Assets in Disaster Management

Disaster management shall be effective through sustainable management of natural assets, human assets, social assets, physical assets and economic or financial assets identified particularly for livelihood promotion and socio-economic development. Activities to be carried out for this purpose shall be identified, prioritised and developed accordingly.

3.3.1 Activities to be carried out before Disasters

Major Disasters	Place (Municipality/ VDC)	Major Problems	Disaster Management Activities	Order of priority	Main Responsibility	Resource Provisions		Timeframe
						Internal	External (Participating)	
3.3.1 Natural Asset Management								
3.3.2 Physical Asset Management								
3.3.3 Human Asset Management								
3.3.4 Social Asset Management								
3.3.5 Financial Asset Management								

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3.3.2 Activities to be carried out after Disasters for Recovery and Long Term Disaster Management

Major Disasters	Place (Municipality/ VDC)	Major Problems	Disaster Management Activities	Order of priority	Main Responsibility	Resource Provisions		Timeframe
						Internal	External (Participating)	
3.3.1 Natural Asset Management								
3.3.2 Physical Asset Management								
3.3.3 Human Asset Management								
3.3.4 Social Asset Management								
3.3.5 Financial Asset Management								

3.4 Emergency Preparedness and Response Plan

The plan to be developed for response during and after disasters shall be an integral part of the “District Disaster Management Plan”. In course of preparation of district disaster management plan, the district disaster preparedness and response plan developed as per the “Guidelines for Formulation of District Disaster Preparedness and Response Plan, 2011” shall be inserted as a separate part and updated by reviewing it on the basis of the analysis of vulnerabilities, risks and capacities in coordination with the agencies involved in response activities. However, strategic programmes prioritised in the disaster preparedness and response plans may be incorporated in the disaster management plan itself.

Some Important Terms Used in Disaster Management

English Terms	Nepali Terms
Building Code	भवन निर्माण संहिता
Capacity	क्षमता
Capacity Building	क्षमता विकास
Climate Change	जलवायु परिवर्तन
Emergency Management	आपत्कालीन व्यवस्थापन
Coping Capacity	सामना क्षमता
Disaster	विपद्
Disaster Risk	विपद् जोखिम
Disaster Management	विपद् व्यवस्थापन
Disaster Risk Management	विपद् जोखिम व्यवस्थापन
Early Warning System	पूर्व चेतावनी प्रणाली
Environmental Degradation	वातावरणीय ह्रास
Exposure	सम्मुखता
Forecast	पूर्वानुमान
Geological Hazard	भौगर्भिक प्रकोप
Hazard	प्रकोप
Preparedness	पूर्वतयारी
Prevention	रोकथाम
Recovery	पुनर्लाभ
Resilience	उत्थानशील
Response	प्रतिकार्य
Retrofitting	प्रबलीकरण
Risk	जोखिम
Risk Assessment	जोखिम विश्लेषण
Risk Management	जोखिम व्यवस्थापन
Risk Transfer	जोखिम स्थानान्तरण
Vulnerable/Vulnerability	सङ्कटासन्न / सङ्कटासन्नता