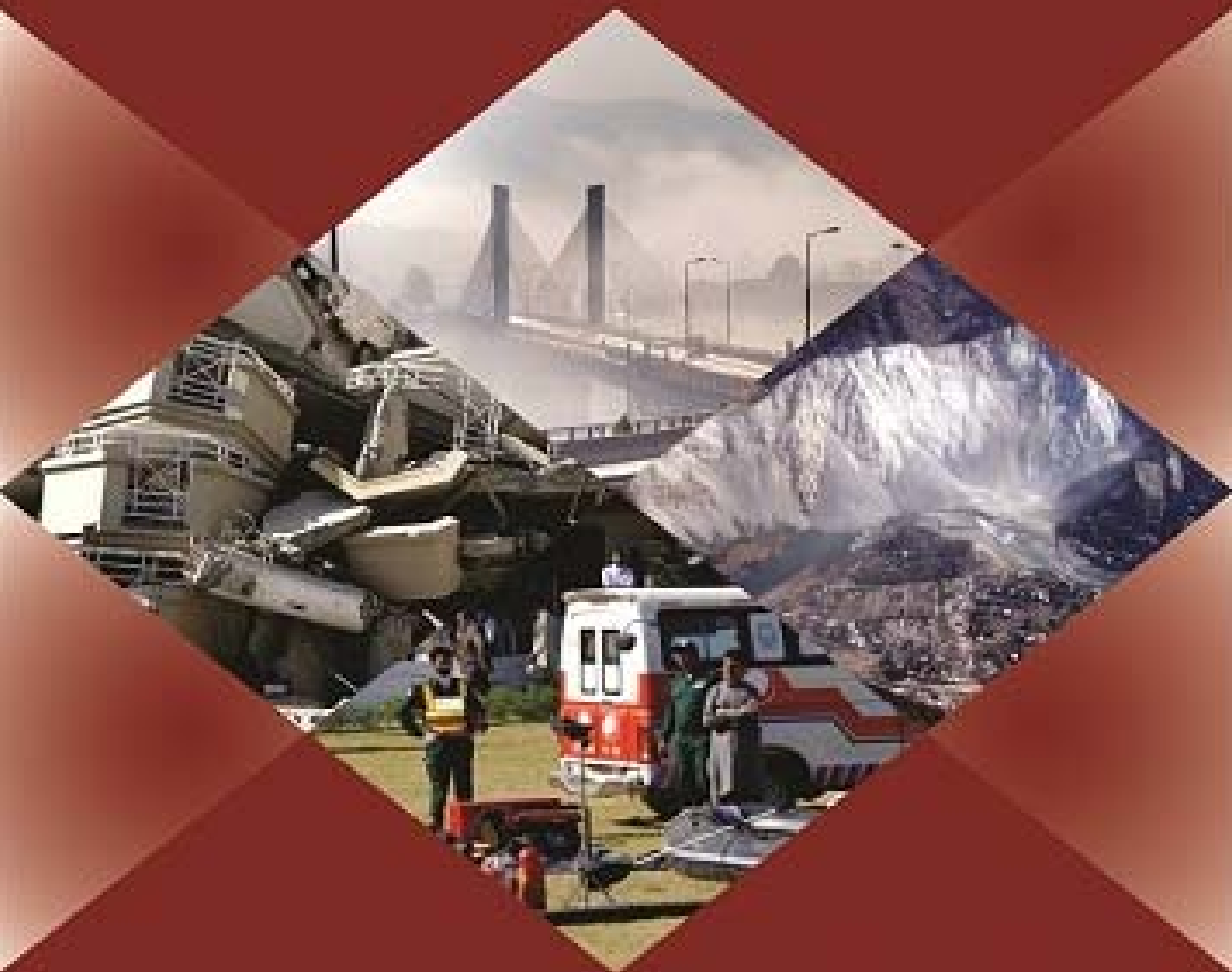




District Disaster Risk Management Plan

2017



District Disaster Management Authority

Muzaffarabad, Azad Jammu & Kashmir

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This Plan has been prepared with the support from the World Bank under “Disaster & Climate Resilience Improvement Project (DCRIP)” in close consultation with State Disaster Management Authority and concerned stakeholders by the consultant firm “**Solutions for Development Support**” comprised of following team:

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Acronyms

AC	Assistant Commissioner
AD	Assistant Director
ADB	Asian Development Bank
AJ&K	Azad Jammu & Kashmir
CBDM	Community Based Disaster Management
CBO	Community Based Organization
CD	Civil Defence
DC	Deputy Commissioner
DDMA	District Disaster Management Authority
DEOC	District Emergency Operations Centre
DFO	District Forest Officer
DM	Disaster Management
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
DRU	District Reconstruction Unit
EOC	Emergency Operations Center
ERC	Emergency Relief Cell
EWS	Early Warning System
GoP	Government Of Pakistan
GSP	Geological Survey of Pakistan
HVCA	Hazard Vulnerability and Capacity Assessment
INGO	International Non-Governmental Organization
LoC	Line of Control
LG&RD	Local Government & Rural Development
MC	Municipal Committee
NDMA	National Disaster Management Authority
NDMC	National Disaster Management Commission
NDMO	National Disaster Management Ordinance
NGO	Non-Governmental Organization
PHED	Public Health Engineering Department
PMD	Pakistan Metrological Department
PRCS	Pakistan Red Crescent Society
SDMA	State Disaster Management Authority
SOPs	Standard Operating Procedure
SSP	Senior Superintendent of Police
SW&WD	Social Welfare & Welfare Department
UC	Union Council

Message by Secretary, Relief, Disaster Management & Civil Defence

The devastating earthquake of October 2005 brought about an acute awareness among government institutions and communities of the critical need of disaster risk management. The tragedies in shape of natural and man-made disasters not only play havoc with life but also expose the extent of vulnerability and inability of the respective communities don't possess appropriate legislation and efficient institutions, which leads towards comprehensive disaster preparedness, response and rehabilitation initiatives. Keeping in view the frequency, intensity and magnitude of need for establishing Disaster Risk Management and response mechanisms to mitigate effects of natural and man-made disasters on human life, infrastructure, livestock, economy and health, we need a collective approach to face upcoming disasters in a most organized manner.



In its commitment to safeguard the lives, properties, livestock, crops and livelihoods of the vulnerable communities of the State of Azad Jammu & Kashmir, a comprehensive Disaster Risk Management Plan has been devised for district Muzaffarabad. The DRM Plan highlights the mechanism of joint efforts of different stakeholders in collaborative and coordinated way to direct our efforts with unidirectional approach and it incorporates strategies to enhance the capacity of all departments / agencies / organizations to more effectively prepare and respond to disaster situations. This can be achieved through the systematic processes of hazard, vulnerability and risk analysis, which facilitates in getting a more real rational base of information upon which to frame operational plans and procedures. This Plan identifies the risk environment and outlines the key institutional and programming components related to effective disaster risk preparedness, management, emergency response and recovery.

All the district officials and departments, civil society and professional experts who extended their cooperation in this whole process are dully thanked. The preparation of the Disaster Risk Management Plan is only the first step towards achieving the broader objective of reducing disaster risks. We are committed to extend all possible support and provisions of resources for effective implementation of this Plan in district Muzaffarabad.



Zaheer Ud Din
Secretary/Director General,
Relief, Disaster Management & Civil Defence, AJK

Message from Deputy Commissioner



The destruction and devastation caused by October 2005 earthquake has diverted our attention towards the objective of disaster risk reduction and to ensure our institutions and communities are equipped with all necessary resources. The development of District Disaster Risk Management Plan for District Muzaffarabad is an undertaking of our commitments towards achieving the overall objective of making communities more resilient against future disaster.

This Plan is a result of an extensive literature review, series of meetings with various officials in district Muzaffarabad, consultative workshop with stakeholders, and technical review by disaster management experts.

The Plan, among other aspects, clearly defines roles and responsibilities in pre, during, and post disaster phases of all stakeholders at the district level. It also outlines Standard Operating Procedures (SOPs) for ensuring efficient and coordinated emergency response. Importantly, it provides medium and long-term strategies and measures for disaster risk management. In short, the Plan aims to save lives and reduce vulnerabilities of people; and protect livelihoods and infrastructure.

I am grateful to the team of State Disaster Management Authority especially, Honorable Director General, SDMA, and other professional experts who were involved in the formulation of such a substantial and valuable document. I hope that all the stakeholders would follow the strategic directions given in the Plan to make Muzaffarabad district safer from disaster risks.

(TEHZEEB UN NISA)
Deputy Commissioner
Muzaffarabad

Acknowledgement

This document has been developed through an extensive process of consultation with district stakeholders. Acknowledgment is due to the following district administration officials, departments and stakeholders who participated in the consultation process for the development of this plan.

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Vision, Mission and Objectives

Vision

Enhance disaster resilience in the District Muzaffarabad, AJ&K

Mission

To reduce vulnerability of human life, property and the environment to natural as well as man-made disasters through awareness, mitigation, preparedness and coordination.

Objectives

- To contribute achievement of sustainable development through minimized human suffering, loss and damage to the economic infrastructure by promoting and strengthening District level capacities for disaster management.
- To localize disaster risk management to the maximum extent possible so as to minimize the impact on life, livelihood and environment
- To enhance institutional capacities at District level including those related to technology, training and human and material resources

Chapter 1: District Profile

Muzaffarabad, the capital of the Azad Jammu and Kashmir, cradled by lofty mountains is positioned on the confluence of the Jhelum and Neelum valleys and the rivers flowing from each valley namely Jhelum and Neelum. The present name of Muzaffarabad has been given to it after the name of Sultan Muzaffar Khan, a chief of Bomba Dynasty (1652). Two forts, namely, Red and Black Fort, are situated on the opposite sides of river Neelum.

The area of the district Muzaffarabad is 1642 sq. kms, which covers 12.4% of the total area of the State. The district Muzaffarabad is divided into two sub-divisions (Tehsils), Muzaffarabad and Pattika (Naseerabad) with a count of 286 and 129 revenue villages respectively. The district Muzaffarabad contains 28 union councils with one Municipal Corporation.

1.1. Location

Muzaffarabad lies between latitude 34.37 and longitude 73.47 coordinates at the elevation of 2418 ft. above sea level. The district is bounded by Khyber Pakhtunkhwa in the west, by the Kupwara and Baramulla districts of Indian administrated Kashmir across LoC in the east, and the Neelum District of AJ&K in the north.

Muzaffarabad is accessible from two roadways one from Rawalpindi / Islamabad which is 138 kilometers and the second from Abbottabad which is about 76 kilometers.

1.2. Terrain

Most of the terrain is mountainous with the highest peaks exceeding 4500 m above sea level (asl). The landscape is deeply dissected with the main valley floors between S500 and N2000 m asl.

District Muzaffarabad can broadly be categorized as

- a) Mountain plateaus
- b) Mountains slopes
- c) Inter-mountainous valleys

Much of this area is highly eroded and characterized by deeply cut ravines and undulating hilly terrain.

Muzaffarabad is drained by the Jhelum River and its two tributaries the Neelum and Kunhar rivers (Kunhar forming the Kaghan Valley). These rivers flow westward forming deep antecedent valleys before flowing southwards along broader valleys to the Indo-Gangetic Plain. These three main rivers flow very rapidly with discharges of approximately 470, 240, and 80 m³/s, respectively. (Pakistan Water Gateway, 2007). This has resulted in intense fluvial incision and resultant high erosion rates, producing steep lower valley slopes that exceed 50°.

1.3. Climate

Generally, in July and August, heavy rainfall occurs with monthly extremes of up to 650 mm leading to rainfall-triggered landslides in the region. In September, rainfall declines, and by November conditions are dry, with minimal rainfall of 4 cm/month. Most of the precipitation in Muzaffarabad occurred during the monsoon season from late June until the end of August and sometimes till the mid of September. Also the cloud bursts can bring as much rain as 100 mm in one shower, causing significant damage in the form of flash floods and debris flows. Intense rainfall patterns can occur throughout the year with the changing climatic conditions. This often results in severe flooding and landslides. During the winter, precipitation falls as snow at elevations above 1500 m asl. Little precipitation occurs in spring, but snowmelt provides abundant surface waters to slopes, which results in erosion and/or infiltration into slopes increasing the height of the groundwater table.

1.4. People and Languages

Many predominant tribes (Rajput, Gujar, Mughal, Syed, Awan, Kashmiri etc.) make the society of Muzaffarabad, each residing in specific/distinct locality in the district.

Urdu being the official language of Azad Jammu & Kashmir is well spoken and understood in Muzaffarabad. The people of this city predominantly speak Hindko, whereas Kashmiri, Gojri and Pahari are also spoken by a minority of people.

1.5. Population

According to the 1998 population census, District Muzaffarabad had a population of 0.455 million, which has grown to 0.725 million in 2015. The population has grown at 2.80% annually during last decade. The

population is predominantly rural with only 15% people residing in cities. The Rural to Urban ratio is 85:15.

The population is spread over 1642 sq. kms. With population density of 442 persons per sq. kms. (2015). This compares to average population density of 336 persons per sq. kms.in the State as a whole. The average house hold size in the district is 5.8 members per house hold compare to 7 at the State level, living mostly in extended/joint family structures. Almost 100% population is Muslim.

The population of District Muzaffarabad mainly concentrated along the valley floors, on river terraces and on areas that have gentle slopes. The high population densities place a severe environmental pressure on the mountain's ecosystems.

POPULATION FEATURES 2015

Projected population of Muzaffarabad. (2015)	0.725 million
Male population (2015)	0.375 million
Female population (2015)	0.350 million
Average Family Size	5.8 Members. (MICS2007-08)
Rural - Urban Ratio	85:15
Growth Rate	2.80 %
Population Density2015 projected	442 Persons/Sq.Km.
Literacy Rate	72 %
Religion	Almost 100% Muslims

Projected on the basis of 1998 Census

Source: i. Population Census Organization, Islamabad.

ii. PSLM 2014-15Survey

Area, Population, Density, Growth Rate & Household-Size
(Projected on the basis on 1998 census)

Area (Sq. Kms)	Population Census 1998 (million)		MICS 2007-08	Projected Population 2015 (million)	Density in 2015 (Persons/Sq. Kms)
	Population	Growth Rate	House-hold Size		
1642	0.454	2.80%	5.8	0.726	442

1.6. Health

The health care coverage of the Districts shows a gap between service providers and population they supposed to serve. On the face of the rapid population growth, 0.726 million heads per 2015 projection, the district has only 3 hospitals, 6 Rural Health Centers and 39 Basic Health Units/Dispensaries having collectively 700 beds averaging one bed per 1037 people.

Number of Hospitals/RHCs/BHUs and Dispensaries with Beds Available

Public Sector					
Hospitals		RHCs		BHUs/Dispensaries	
No.	Beds	No.	Beds	No.	Beds
3	550	6	72	39	78

Source: Directorate of Health, Muzaffarabad and AJK at Glance

Details of Health Institutions in District Muzaffarabad/AJK at Glance

AIMS	CMH	DHQ Hospitals	THQ Hospitals	Dental Hospital	RHCs	BHUs	Dispensaries	FAPs (Approved)	FAPs (Un Approved)	MCH Centers	TB/Leprosy Center	Unani Dispensaries	Dental Centers	EPI Centers	Malaria Centers	Teaching Inst.	In Service Training Centers
01	01	-	-	01	06	39	13	41	13	38	08	01	09	55	44	01	01

Source: Directorate of Health, Muzaffarabad/ AJK at Glance

1.7. Education

The literacy rate of whole of AJ&K is approx. 77% that is significantly higher than 55% Of National average of Pakistan. Whereas the literacy rate of Muzaffarabad is 72%.

The University of AJ&K, Muzaffarabad has played an important role towards the literacy of the residents of the district. In about 21 fields of study over 6000 students are being currently enrolled in the University of Muzaffarabad at the levels from Bachelors to Doctorate. An international recognized medical college was also established in 2012 in the city providing the health education to 481 medical students. Beside the University of AJK there are 15 govt. institutions feeding the educational needs of the district including 2 postgraduate, 6 degree and 7 intermediate colleges. An extensive network of schools is present in the district at each level. There are 283 primary,48 middle ,53 high and 5 higher secondary schools for females while 212 primary,82 middle,58 high and 5 higher secondary schools for boys across the district.

Detail of Colleges (PUBLIC SECTOR)

Post Graduate			Degree			Intermediate			Total
Male	Female	Co-Education	Male	Female	Co-Education	Male	Female	Co-Education	
-	01	01	02	04	-	05	01	01	15

Detail of Schools

Gender	Mosque	Primary	Middle	High	Higher Secondary	Industrial School	Literacy Centre	Village Workshop	Total
Female	4	283	48	53	5	-	-	-	393
Male	142	212	82	58	5	-	-	-	499

1.8. Economic Features

Agriculture

Being mostly hilly and lacking big units of plain agriculture land, people are not usually involved in conventional agriculture in Muzaffarabad. Approx. 76367 acres of land is cropped out of which 90% rain fed and only 10% is irrigated farms. Although some scattered units of plain agricultural lands can be witnessed in the Jhelum valley along the bank of river Jhelum, mostly planted with maize, wheat and rice. Whereas, agricultural trend found in Patika (Naseerabad) on way to Neelum valley are maize and wheat. 60115 acres of land is maize grown, 13018 acres is wheat grown, 1308 acres are paddies and about 1750 acres of land is used to grow vegetable in Muzaffarabad district.

Area Under Cultivation in Muzaffarabad

Unit	Annual Cropped Area	Non-irrigated Area	Irrigated Area	Area Under Maize Cultivation	Area Under wheat	Area Under Rice	Area Under Jawar	Area Under Millet (Bajra)	Area Under Gram	Area Under Vegetables
Acres	76367	63637	6402	60115	13018	1308	0	0	0	1749

Livestock and Domestic Poultry

Livestock rearing and poultry is the one of the most domestic occupation in the district that can be easily assessed by this fact that district Muzaffarabad highest number of cattle and 2nd highest number of goat in AJ&K. Domestic cattle is the main source of milk, beef and goat meet the beef and mutton requirements of the district. Some other animals are also reared especially for load carrying necessities of the local people like horses, mules, etc.

Eventually to handle the problems related to these animals, number of veterinary hospitals, dispensaries and first aid centers are also working within the district.

Number of Animals/Poultry Birds

Cattle	Buffalos	Sheep	Goats	Camels	Horses	Mules	Asses	Poultry
133102	76533	46307	227067	-	3876	2574	8762	696550

Veterinary Facilities in Muzaffarabad

Civil Veterinary Hospitals	Veterinary Dispensaries	First Aid Centers	Tehsil Level Extension office	Extension Centers	A-I Centers	Labs	Livestock Dev. Res. Centre	Poultry Multiplication Centers
8	10	12	2	25	10	2	1	1

Forests

Forests in the district Muzaffarabad covers 0.122 million hectares out of which 0.109 million hectares is only covered by conifers. The predominant species are found deodar, blue pine, spruce, chir, walnut, ash, maple, poplar, willow and oak. Muzaffarabad stands 3rd, when it comes to the forests area after Neelum and Kotli in AJ&K. The residents of the peripheries of the district depend upon these forests to fulfill many of their day-to-day needs.

District	Coniferous	Irrigated Plantation	Riverine Bela Forest	Scrub Forest	Coastal Forest	Range Lands	Total
AJ&K	1.007	-	0.023	-	-	0.376	1.400
Muzaf.	0.109	-	0.001	-	-	0.012	0.122

Industries

As district Muzaffarabad is situated in the mountainous terrain so its access does not allow establishing any big industry. Although tourism, furniture and Kashmiri craft industries prevails here.

Muzaffarabad is a wonderful destination for tourism and trekking point of view. And as Muzaffarabad is gateway to the most beautiful valley in AJ&K and Pakistan that is Neelum valley hence tourists prefer spend a day or two to visits some naturally beautiful places and some historical places like Pir Chinasi, cool and beautiful throughout the hard summers, and the forts on the banks of river Neelum. There are also a number of trekking trails that pass thorough some spectacular scenic spots. In addition to these designated places one can find numerous astounding spots throughout the district.

Kashmiri craft is very well renowned internationally like papier-mâché and the art of beautiful carvings on wood and copper. Due to the availability of quality wood furniture industry has grown rapidly over a period of time.

1.9. Physical Infrastructure

Roads

Muzaffarabad is connected with other districts of AJ&K and Pakistan by the network of roads.

- a) Muzaffarabad – Kohala – Islamabad (138 kms).
- b) Muzaffarabad – Mansehra – Abbottabad (76 kms).

Jhelum valley and Neelum valley are connected with black topped metaled roads. The rugged terrain and intense summer rainfall make transportation extremely difficult through the region. Many roads are constructed along steep slopes often by excavating deep notches into the weathered bedrock and/or on fill that is perched precariously on steep slopes.

Therefore, all the roads connecting Muzaffarabad with other districts and Pakistan are prone to frequent landslides at number of places particularly during the rainy/monsoon season.

Details of roads in the district Muzaffarabad

(i) Metaled Roads (Km)					(ii) Fair-Weather Roads(Km)			Total (i+ii) KM
PWD			LG&RD	Total	PWD	LG&RD	Total	
Double lane Roads	Major Roads	Link Roads						
109	193	254	125	681	54	701	755	1436

Airports

Civil Aviation Authority of Pakistan with collaboration of the Govt. of AJ&K in early1980s has established a small airport about 7 kms away from the Muzaffarabad city. But due to some technical reasons its operation has been suspended till date.

Chapter 2: Hazards, Vulnerability and Risk Assessment

The topographical pattern and geographical position make Muzaffarabad quite vulnerable to certain hazards. Prior to the devastating earthquake of 2005 this district only knew natural and man-made disasters like landslides, avalanches, seasonal and flash floods, cloud burst, drought, lightening, wild fire, road accidents and cross border firing incidents. But the dreadful earthquake on 08th Oct 2005 made the Govt. and all other relative technical agencies to contemplate on the seismic activities of region. These disasters resulting in death or injury to the human lives and damages to public and private infrastructure like buildings, communication network, agricultural land and natural environment of the district.

Year Wise Disaster Losses

Year	Event	Death	Injured	Houses Damaged		Shops	Cattle	Water Mill	Any other Losses
				Fully	Partially				
2005	Earthquake	35803	23138	108157					
2010	Flood	13	4	424	2509	89	0	7	272 House hold items
2012	Heavy Rains	20	11	74	432	0	12	0	0
	Flash Flood	12	9	0	0	0	0	0	0
2014	Heavy Rains	0	1	292	1062	7	19	3	0
2015	Heavy Rains	3	1	12	49	0	0	0	1 Mosque
	Earthquake	0	5	13	7	0	0	0	0
2016	Rains	5	2	157	162	0	14	0	7 Shelter fully & 7 Partially
	Landslide	0	0	113	93	0	0	0	0

2.1. Methodology for Hazard & Risk Assessment

The consultation undertaken for developing District DRM plan has resulted in prioritization of risk faced by area. The hazard matrix was prepared by considering the likelihood of occurrence, extent of impact and its consequences. Beside extensive discussions with the stakeholders, a range of methodological tactics was also adopted to assess the risks

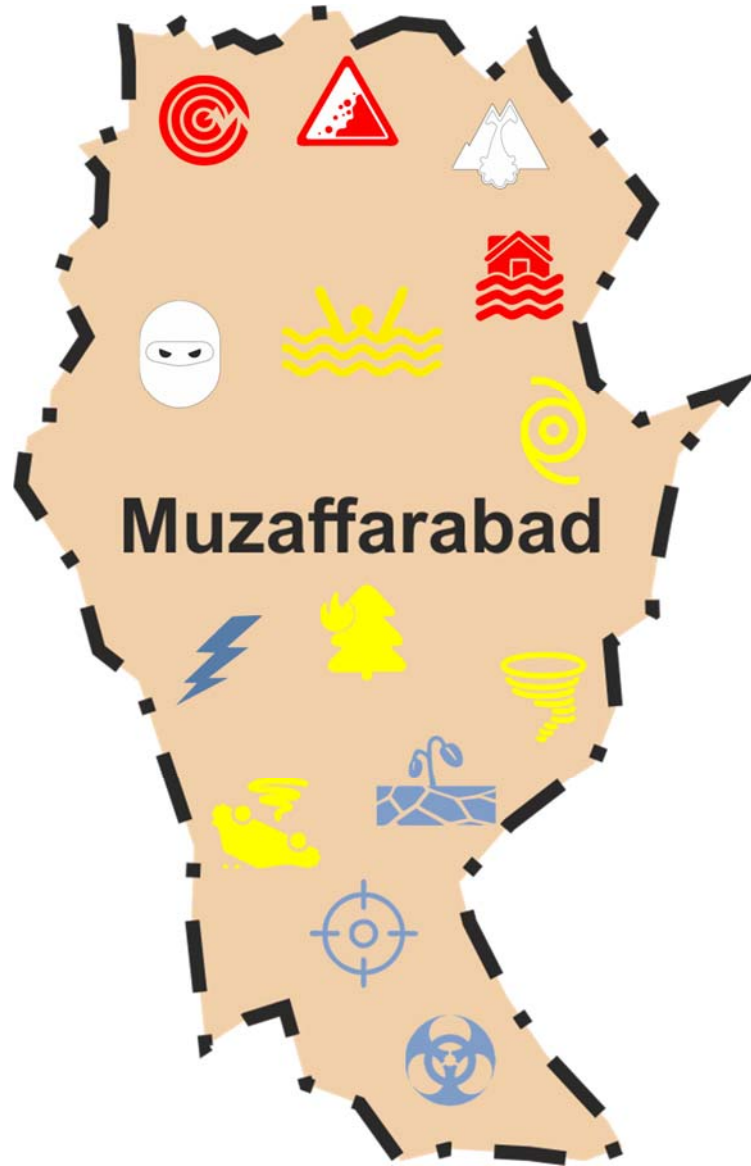
that included analysis of spatial and temporal disaster patterns with future trends. The primary and the secondary data were collected for developing hazard matrix and their geographical extend.
















District Risk Assessment Matrix, drawn after consultation gave an overview of risk assessments associated with different hazards across Muzaffarabad. Earthquake was ranked the most threatening natural hazard followed by the floods as those occur almost every year in the monsoon season. The below given table shows the severity of the hazard to which Muzaffarabad is prone to;

District Risk Assessment Matrix

Natural Disasters										Man Made Disasters				
Geo Metrological Hazards			Hydro Metrological Disasters						Other					
Earthquake	Landslides	Avalanches	Flash Floods	Seasonal Floods	Cloud Burst	Windstorm	Lightening	Drought	Epidemics	Firing along LoC	Road Accidents	Wild Fire	Terrorism	Drowning

Extreme	High	Moderate	Low	Nil



														
Earthquake	Landslide	Avalanche	Flash Floods	Seasonal Floods	Cloud Burst	Wind Storm	Lightening	Drought	Epidemics	Forest Fire	Firing along LOC	Road Accident	Terrorism	Drowning

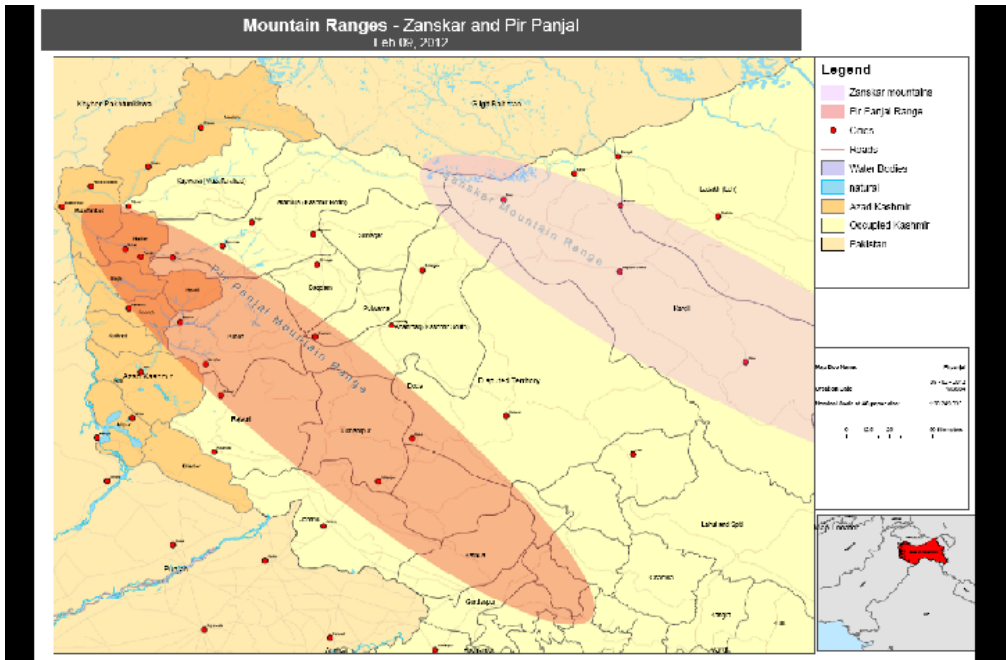
2.2. Risks Associated with Natural Hazards

Earthquake

Muzaffarabad is situated in highly seismic active region where the two gigantic Eurasian and Indian tectonic plates are present and colliding. There are two uncovered fault lines passing through Muzaffarabad, posing immense threat to the capital district. One of those was activated in October 2005 earthquake that has already proved and exhibited its power and intensity measuring 7.6 on the Richter scale leaving 35803 dead and more than 23138 injured in the Muzaffarabad. District Muzaffarabad was indeed, the worst hit area of the quake in terms of casualties and infrastructure damage. The destruction caused in Muzaffarabad was colossal with 38562 pakka and 69,595 kacha structures completely demolished. In Muzaffarabad, private housing sector suffered a huge loss as 89% housing structures were totally destroyed whereas 9% got partially damaged and only 2% remained in liveable condition. The obvious reason for this heavy damage was the location of the epicenter of the earthquake close to Muzaffarabad. Northern parts of Muzaffarabad received the brunt of the shock, resulting in the destruction of many government buildings and structures. Over 12000 education-related buildings were collapsed and more than hundred other government structures were crashed. Most of the standing physical structures were down to rubble and debris in not more than a minute, hospitals, schools, rescue services and communications everything was gone the next moment leaving the injured and dead on the will of the nature.

Research studies indicate that the energy stored along the Himalayan arc suggests a high probability of several massive earthquakes. Various national and international agencies highlighted that this region is still under threat of a big earthquake. As Dr. Rodger Bilham, Colorado University USA suggests in a report (November, 2005) that the 2005 EQ has not released the total cumulative energy that has been developing since last big earthquake in this region in 1555 or before. Still 90% energy is yet to be released and may explode any time causing a huge devastation. Further after Japan Tsunami 2010, Dr. Bilham analyzed tectonic movements and indicated potential EQ / seismic hazard in Pir Panjal mountainous range. He fears that a mega earthquake at 9 rector scale is likely to trigger landslides that could dam the Jhelum valley river, which drains from the Indian occupied Kashmir valley into Pakistan. That could put the valley under water within three months and would also

threaten disastrous flooding in Pakistan if the waters were released too quickly. Bilham fears for the death toll of human being up to three hundred thousand.



(Map showing PirPanjal and Zaskar Mountain Ranges)

The seismic gaps in this region are thought to store the tectonic strain and are candidates for future large earthquakes. The medium range earthquakes (few months to few years) with magnitude 7 and greater are expected along these gaps. The 1100 km long seismic gap between Assam to northern India, 300 km long seismic gap between Northern India to Bagh Azad Kashmir and 250 km long seismic gap between Muzaffarabad to Northern Afghanistan are indicators of the future medium range earthquakes with magnitude 7 and greater.

According to the risk assessment study carried by JICA experts in year 2010-2011, district Muzaffarabad lies under very high risk of EQ Hazard.

Underlying Earthquake Risks

The risk analysis of district Muzaffarabad suggests that following sectors & people are at most risk because of earthquake hazard:

- a) Partially damaged houses & public infrastructure (after earthquake in 2005) still in use for living, offices and public services especially like schools.

- b) Communities living on edges and steep slopes.
- c) Communities settled in far-flung areas and those on high altitude are at higher risk of not receiving immediate relief in case of earthquake.
- d) Energy and communication distribution links/network

Vulnerability & Risk Factors

Cognitively whole region is characterized by generalized pattern of common institutional, social and cultural vulnerabilities, which are applicable across different hazards and groups. The general vulnerabilities are as follow:

- a) Absence or weak implementation arrangement of policies, legal instruments and codes (such as building codes) for risk conscious development planning.
- b) Availability of limited safe land with increasing growth of settlements in non-safe areas.
- c) Illiteracy, poverty and limited access to social services for communities and financial constraints for public agencies to improve access to services.
- d) Absence of contingency or departmental emergency preparedness plans.

Landslides

Muzaffarabad badly faces the risk of landslides which has been worsened after the earthquake 2005. Due to the weak geological structures (limestone, silt and clay), steep slopes, tectonic uplift, intense rainfall; district Muzaffarabad is highly susceptible to landslides. Prior to earthquake of 2005 the mountains and the earth was comparatively compact but the 2005 earthquake where brought the structures down to the ground it also altered the compaction status of the mountains rendering a great threat of land sliding to the area. Now even a small jolt of an earthquake can trigger a massive landslide. These landslides are not only seismic shock reliant but also many other natural and man caused activities like torrential rains, human vibratory factors (blasting) during road making or for any other developmental activity. Another major cause that aggravates the situation is deforestation that makes the mountains bald and barren leaving slopes highly susceptible to landslides. Landslides not only pose threat to the human lives but are also dreadful for the roads and other networks, which are hit hard resulting in road blockade, electrical and communication especially to the peripheral areas

of Muzaffarabad. Consequently, mobility, supply and relief works suffer badly.

There are numerous instances where landslides were triggered at the several locations due to heavy down pour killing people and destroying their houses and damaging their livelihoods. Slide triggered at the Danna, SarliSacha and Surgan villages are among of the worst case in point. A huge landslide generated at Danna village which is located about 45 km southeast of capital city of Muzaffarabad, Azad Jammu and Kashmir has posed serious life threat to the population. This was a massive landslide which ran over very steep topography having debris flow in 2 sq. Km area. Initially, the area has experienced massive earth flow type landslide and sinking of land mass in August 2015, resulted from varying triggering factors. The geological, geomorphologic, and hydro geological structures of the area are major contributing factors caused landslide activity and affected the local inhabitants and the environment of the area.

On 22nd Feb 2016, in Baffa area, this earth flow type landslide was remobilized at the lower slope and huge cracks were developed in the area besides the tumbling of land. This sinking of land and resulted earth movement have uprooted many of forest trees, destroyed 35 houses, and rendered many others under potential risk.

The affected area has characterized moderate to steep slopes and uneven topography while saturated base of the slope is a probable cause that has contributed earth detachment and sinking of area.

In the district noticeable landslides occur during the monsoon season (months of July to September) due to torrential rainfall. Kohala, Barora, Kulian and Rara are major landslides at Kohala-Muzaffarabad road. Kamsar, Kahori, Chalpani, Davlian and Noseri are threatening types of landslides at Muzaffarabad - Neelum road. Lohar gali is one of the worst landslide located on Muzaffarabad-Mansehra road. These landslides not only threaten the human lives but also hamper the communication network. Mostly roads become temporary blocked causing mobility issues for the inhabitants of the area. Other consequential impacts are houses, buildings and infrastructure collapse.

Vulnerability & Risk Factors

The risks associated with landslide hazards within the vulnerability context of these areas suggest that life, livelihoods and built infrastructure are all at risk owing the combined effects of hazard and

vulnerability context of the region. The key risks associated with set of hazards are as following:

- a) Life, livelihoods and property risks to communities settled at steep slopes (in potentially avalanche & landslide zones).
- b) Communication network like roads, bridges linking the main road arteries to the remote destinations of district Muzaffarabad.
- c) In-accessibility to cut off communities resulting in delayed rescue, evacuation & delivery of relief supplies.
- d) Limited institutional capacity for landslide clearance and rebuilding emergency communication and civic amenities.

Floods

Muzaffarabad is severely exposed to the variety of hydro-meteorological disasters. Flash, Seasonal floods, Cloudburst & Lightning are rain-induced hazards, which have been grouped together as they are inter-linked at times in terms of occurrence and impact. Intense/heavy rains, catchment bursts, steep slopes, soil texture and unguarded deforestation induce severity to their destructions. The flash floods at times turn into hill torrents and wreck havoc with settlements and infrastructure that comes in their way. Often flash floods trigger secondary hazards like land/mudslides, soil erosion and sometimes avalanches.

Floods have become the most common form of natural hazard that Muzaffarabad has experienced over a period of last few years. Flood in 2010 and flash flooding in 2012, 2014, 2015 and torrential monsoon downpour caused extensive damages to human lives, private houses and livestock in 2016.

Flood risk enhancing factors:

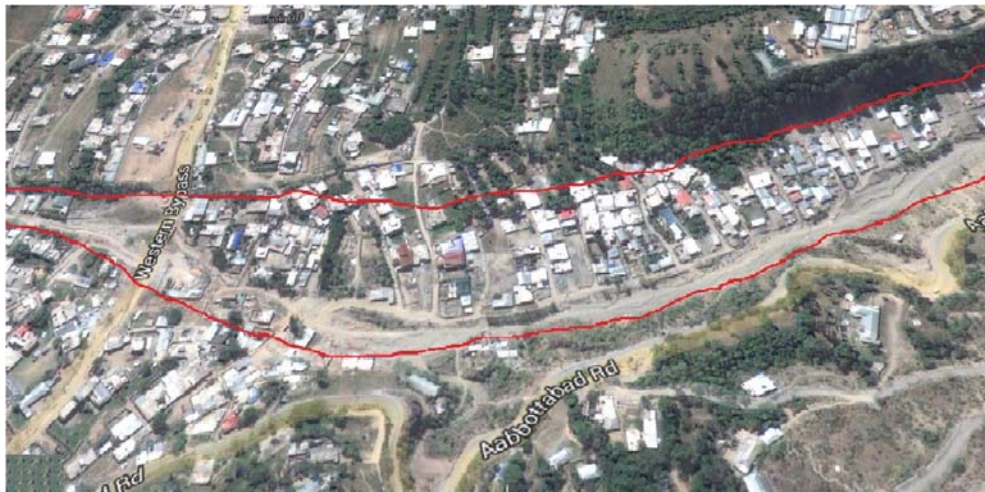
Land encroachments along the rivers banks and nullahs beds in the urban and semi-urban areas.

- a) Most of the losses (life and property) occurred as a result of unchecked massive encroachments and intrusion of population along river banks and different Nallahs, partly along the flood prone hill blocked and heavily encroached drainage systems of settlements also played a major role in inundation and consequent destruction. The district administrations and other Authorities are obligated to initiate coercive measures for clearing natural water flowing channels and outlets and to put a stop on illegal occupation of land exposed to natural floods and hazards. Following pictures barefaced the prevalent trend of encroachments over natural water



flows in Muzaffarabad city.

GojraNullah in year 2005



Encroachment at GojraNullah, Muzaffarabad

- b) Unplanned construction of rural roads in particular, without strictly adhering to the geomorphologic parameters i.e. wildly cutting of hills toes/slopes
- c) Large scale deforestation and insufficient reforestation/Afforestation
- d) Use of vulnerable and marginal lands for inhabitation purposes
- e) Massive Environmental Degradation

Vulnerability & Risk Factors

The risks associated with activation of flood hazards in given vulnerability context are as follow:

- a) Life, livelihoods and property risks to communities settled at steep slopes (In potentially flash flood zones); also communities settled in and around river channels.
- b) Limited access for immediate rescue and relief due to wider dispersion of settled population.

Wind Storms and Droughts

In district Muzaffarabad the frequency, intensity and impact of windstorms has been observed increased in the recent times. Though no scientific explanation is available to substantiate the statement, most of the environmentalist's term deforestation, extreme weather and temperature variations as causative factors for wind storms.

Drought is an insidious hazard of nature, although it has scores of definitions. Drought originates from a deficiency of precipitation over an extended period of time, usually a season or more. This deficiency results in water shortages for limited livelihood activities.

District Muzaffarabad remained in the grip of prolonged drought between the year 2000 to 2004, which caused extensive damage to rain-fed crops. It affected the orchards and livestock also, which added to the economic woes of drought. The drought 2000-2004 is associated with regional climatic change processes whereby the whole region remained in the grip of Elnino effect (source reports of Pakistan Meteorological Department).

Drought can be expected again in district Muzaffarabad due to the extensive de-vegetation and low rainfall.

Vulnerability & Risk Factors

The peculiar vulnerabilities of people from wind storms and droughts are outlined below:

- a) Residents of makeshift shelters with CGS sheets as rooftops
- b) Communities and families living at mountain tops and slopes
- c) Drought related vulnerabilities are loss of livelihoods, land and land degradation.
- d) Loss of potable water because of drying of springs

Epidemics

In post-earthquake 2005 scenario, incidences of localized epidemics have registered a steady increase in Muzaffarabad mainly for reasons such as unsafe potable water, poor sanitation and changed housing/living pattern. The wider spread of population in the urban area of Muzaffarabad together with weak institutional arrangement for immunization and field-based surveillance of disease trends are key vulnerabilities. All such conditions make district Muzaffarabad prone to acute respiratory infections and water borne diseases like diarrhea/dysentery, enteric fever, hepatitis A&E and worm infestation. There are occasional reports of scabies and rabies epidemics in certain areas.

2.3. Risks Associated with Human Induced Hazards

Road Accidents

Accident is defined as an unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury. These are considered as manageable emergency events but not the disasters. The cumulative impact of accidents is not considered because natural disasters are of sudden occurrence and attract people by the force of their immediate consequences whereas accidents taking toll of human lives and economy are often unreported, unnoticed and the victims of these accidents are ill compensated. Roads in the district Muzaffarabad are of single lane and are with blind corners other than the city hence the road accidents occur frequently. There are multiple reasons of the accidents in the district like rash driving, sharp and blind curves, dying condition of the vehicles, bad condition of the roads and overloading. All of these causes attribute towards the accidents in the district. Whereas

the Govt. of AJ&K has followed nearly all the possible SOPs needed to prevent accidents.

Road accidents are increasing day by day with the increase in the number of vehicles and heavy traffic movements due to certain developmental activities in the district Muzaffarabad. Furthermore, many roads in the remote areas are not black topped making the transportation extremely difficult on the steep sloppy roads. Overloading is also another cause of the accidents. The vehicles are inadequate when compared to the number of passengers travelling towards the peripheries of the district, so the passengers are more inside and at the top of vehicles exceeding the load bearing capacity of the vehicle causing acute imbalance to the vehicle. Such factors in the steep and rugged hilly roads resulting in the accidents with the loss of innocent lives.

In conclusions road accidents in the district is one of the biggest problems that aggravate the disastrous situation in the district.

Firing Along the LoC

AJ&K is an unresolved agenda on UN Security Council since independence of sub-continent. AJ&K holds strategic importance both to Pakistan and India for her resources, hence is a source of continued hostilities between two neighbors.

Only two revenue villages having the population of 5300 in district Muzaffarabad are located at LoC and are exposed to Indian firing. This population residing along the LoC of district often suffers the grave consequences of border skirmishes and Indian firing in terms of life losses, permanent injuries and disabilities, property and livelihood losses. However, the rest of the district is out of this hazard.

Old, Vulnerable Buildings

During the earthquake EQ 2005 in district Muzaffarabad, the collapse of structures like houses, schools, hospitals and public buildings resulted in the widespread loss of lives and damages. Over 95 per cent of the lives lost in Muzaffarabad were due to the collapse of buildings those were not earthquake-resistant.

Although after earthquake of 2005 most of the public sector buildings are newly constructed in Muzaffarabad, but there are still some old and

perilous buildings potentially vulnerable to collapse standing in the heart of the city, posing serious threat to this densely populated area.

Chapter 3: Challenges and Opportunities for Disaster Risk Management (DRM)

Although disaster management related institutions have been set up at State and District Level under the legitimate cover of State Disaster Management Act 2008. The District Disaster Management Authorities have been notified but there is desperate need to build the capacities of this tier of disaster management to make those fully functional. Major challenges for steady progress are limited financing available for the DRR interventions both at State and district level. Besides, there is need to put more emphasis on addressing the underlying causes of vulnerabilities, such as poverty, unplanned urbanization and environmental degradation. This is of extreme importance to have a well-established and robust DRM system in AJK as the State faces frequent natural disaster. Moreover, other challenges include lack of coordination among the response institutions, advocacy campaigns, insufficient research in DRM, no proper hazard risk assessment and mapping and no mechanism for risk transfer and risk insurance. To alleviate the suffering of people, an efficient Disaster Risk Management (DRM) System is of utmost importance at the district level in the AJ&K especially after the devastating earthquake of 2005. But unfortunately there are numerous challenges those are directly or indirectly averting the disaster resilience to achieve. These challenges can be categorized as following:

- Institutional Challenges
- Operational & Capacity Challenges
- Planning & Policy Challenges

3.1. Institutional Challenges

- Re-active approach has remained pre domination way of dealing with disasters before devastating earthquake of 2005 in the State and disaster situations were mainly dealt with calamity Act of 1958.
- The Earthquake 2005 exhibited the need of disaster management institutional arrangements in the region. After promulgation of the State Disaster Management Act 2008, although State & District Disaster Management institutions have been established, but capacity of these organizations is yet to build in terms of human and capital resources.

- Dedicated District Disaster Management Officials at DDMA level to assist the deputy commissioner in disaster risk management related activities.
- Lack of skilled manpower, resources and enough capacities including financial resources to deal with the disaster/emergencies.

3.2. Operational & Capacity Challenges

Scarcity of technical operational resources and lack of trained human resources hinders the development of disaster risk management at district level. Inadequate capacity nearly in every sector is another challenge to the disaster risk management system.

- Limited operational resources and technical capacities to mainstream disaster risk management into development planning and practice.
- Inadequate financial support for preparedness, disaster risk reduction e.g. pre-positioning of stocks, emergency response toolkits and lack of emergency response funds etc.
- Limited trained human resources to coordinate and plan relief, recovery and reconstruction phases in post emergency situations.
- Challenges posed by the climate change and global warming result in observing abnormalities in the monsoon rainfall pattern and weather system.
- Duplication of efforts and influx of recourses by the donors and I/NGOs.
- Lack of capacities of the government organizations to plan and execute projects.

3.3. Planning & Policy Challenges

- Need to strengthen the weak coordination mechanism among the lead stakeholders to deal with disaster situation.
- Absence of budgetary allocation dedicated for disaster risk management in I development plans.
- Lack of awareness and resources to mainstream disaster risk reduction interventions into planned developmental activities.
- Absence of multi hazard, vulnerability and risk assessment which acts as foundation for the development practices.
- Absence of sectoral contingency response plans to deal with the sector specific emergencies.
- Lack of simulation exercise involving all district level stakeholders so

- an effective emergency response should be ensured.
- Reliance on external resources and dependency on donors leading towards latent/lethargic response.

3.4. Strengths and Opportunities for Disaster Risk Management

New DRM system was introduced in the State after the establishment of Disaster Management Authorities at State and District level in 2008. From then to on, significant capacities have been built-up to cater for various aspects of the DRM, however, the capacity is yet to be fully harnessed to address all aspects of the Disaster Risk Management. There is a dire need to invest in disaster risk management and mainstream DRR into development.

Although the Government of Azad Jammu & Kashmir has been instrumental in putting together its efforts and resources in order to increase the capacities of all the stakeholders involved in DRM system, it has been realized that there is still a lot to be done for making the hazard prone communities resilient to disasters.

Following are some of the strength and opportunities which provide window opportunity to fully functionalize the disaster risk management system.

- Disasters provide development opportunities and there is lot to learn from the recent disasters that happened one after another in the State.
- Paradigm shift approach from re-active to pro-active and as a result institutions are in place to more focus on preparedness and mitigation and well-coordinated emergency response.
- Heightened awareness and commitment at all levels and most importantly amongst decision makers about disaster risks and vulnerabilities.
- Hands on experience and lot to share with International communities in the form of built back better after the devastating 2005 earthquake. Massive flood response, recovery rehabilitation and reconstruction experience.
- Influx of resources and I/NGO investments on community mobilization/organization combined with technical expertise in certain sectors offer potential for enhanced community capacities to contribute to disaster risk management and effective response.
- Availability of trained and experienced human resource both in Public sector agencies and I/NGOs for future DRM work.

- Communities are more proactive and eagerly take part in DRM and other development activities.

Chapter 4: Institutional Systems for Disaster Management in District

4.1. District Disaster Management Authority (DDMA)

District Disaster Management Authorities (DDMAs) have been established in all the ten districts of AJ&K in accordance with the AJK Disaster Management Ordinance 2007, later on became AJK Disaster Management Act 2008.

The DDMA is the focal organization and authority in the conduct and implementation of activities and actions on disaster management in District Muzaffarabad. In pre, during and post disaster stages the DDMA holds primary importance. Basically along with its Town / Tehsil and UC tiers, the DDMA is responsible for three main objectives.

- Pre disaster preparedness
- During the disaster immediate response
- Post disaster rehabilitation activities

The DDMA is a coordinating mechanism for all government agencies and non-governmental organizations operating in a district and have functions which are important for disaster risk reduction as well as disaster response.

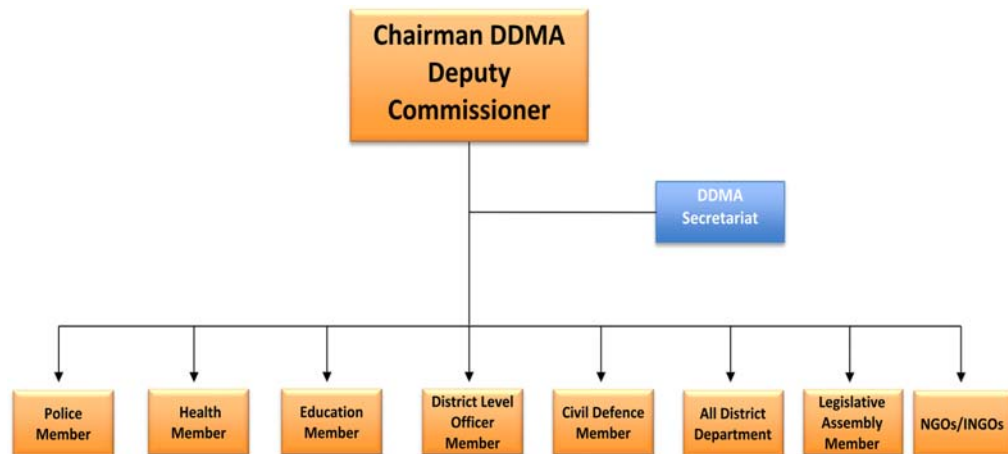
If the scale of disaster is limited, DDMA need to handle everything by themselves, however, if the scale of disaster gets larger and several districts are affected at once, SDMA need to coordinate their activities. However, DDMA's are the most forefront organizations so that enhancement of their organization is one of the most important activities to be implemented at the earliest possible time.

4.1.1 Composition of District Disaster Management Authority (DDMA)

As per section 13 of AJK DM Act 2010, the Deputy Commissioner of Muzaffarabad will serve as the chairman-ex officio of District Disaster Management Authority, Muzaffarabad along with following members of

the Authority for effective disaster risk management planning and implementation:

- Member of the legislative assembly from the respective constituency, ex officio - advisors
- Senior/Superintendent of police of the district, member ex officio
- District Health Officer, member, ex officio
- Assistant Director Civil Defence, member, ex officio
- Such other district level officers, to be appointed by the government

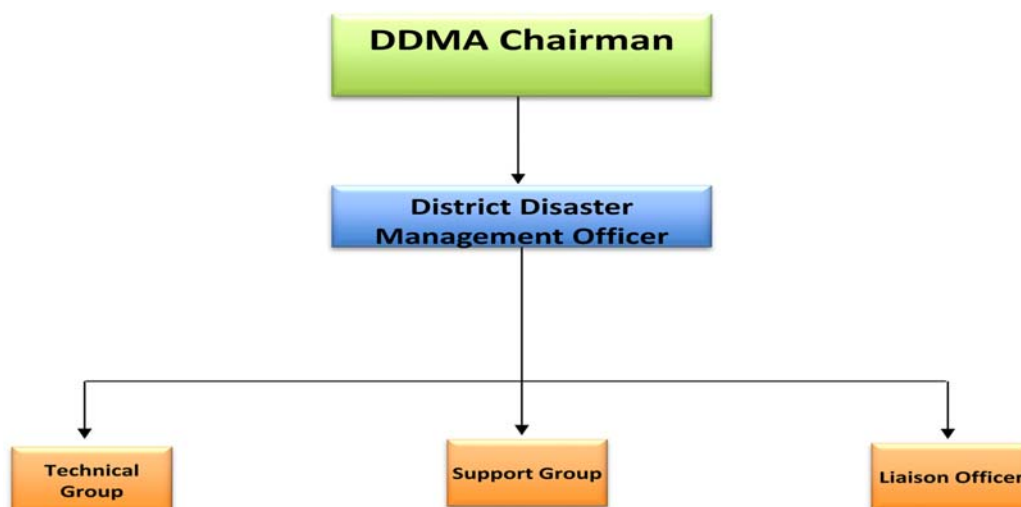


DDMA members will include designated representative of all line departments and NGOs/INGOs operating in the district.

4.1.2 The Office / Secretariat of the District Disaster Management Authority Muzaffarabad

The Deputy Commissioner (DC) is the head of the District Disaster Management Authority. To assist the Deputy Commissioner, a secretariat is proposed to support the day-to-day operations of DDMA. A District Disaster Management Officer (DDMO), qualified and experienced in disaster risk management, is proposed to appoint who will provide administrative support and will work directly under the supervision of Deputy Commissioner of Muzaffarabad. DDMO should have a dedicated team of minimum three staff members who will be incharge of three vital tasks i.e. technical support (Training & Education), operational support and Finance and admin support so that the DDMA works efficiently throughout the year.

The number of required staff, procedures and ToRs of the secretariat will be developed by the DDMA.



4.1.3 Functions of DDMA

Powers of Chairperson of District Disaster Management Authority (DDMA)

The Chairperson of the District Authority under section 14 of AJK DM Act 2008 shall, in the case of an emergency, have power to exercise all or any of the powers of the District Authority but the exercise of such powers shall be subject to ex post facto approval of the District Authority.

Powers and functions of District Disaster Management Authority (DDMA)

Subject to the provision under sub- section (1) of section 15 in AJK DM Act 2010, The District Disaster Management Authority shall be the district planning, coordinating and implementing body for disaster management and take all measures for the purposes of disaster management in the district in accordance with the guidelines laid down by the Authority.

As per sub-section (2) section 15 of Act, without prejudice to the generality of the foregoing provisions, the District Authority will perform following functions.

- a) Prepare a disaster management plan including district response plan for the district.
- b) Coordinate and monitor the implementation of the Policy, and Plan.

- c) Ensure that the areas in the district vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of its effects are undertaken by the departments of the Government at the district level as well as by the local authorities.
- d) Ensure that the guidelines for prevention, mitigation, preparedness and response measures as laid down by the Authority are followed by all departments of the Government at the district level and the local authorities in the district.
- e) Give directions to different authorities at the district level and local authorities to take such other measures for the prevention or mitigation of disasters as may be necessary.
- f) Lay down guidelines for preparation of disaster management plans by the departments of the Government at the districts level and local authorities in the district.
- g) Monitor the implementation of disaster management plans prepared by the Departments of the government at the district level.
- h) Lay down guidelines to be followed by the Departments of the Government at the district level.
- i) Organize and coordinate specialized training programmes for different levels of officers, employees and voluntary rescue workers in the district.
- j) Facilitate community training and awareness programmes for prevention of disaster or mitigation with the support of local authorities, governmental and non-governmental organizations.
- k) Setup, maintain, review and upgrade the mechanism for early warnings and dissemination of proper information to public.
- l) Prepare, review and update district level response plan and guidelines.
- m) Coordinate with, and give guidelines to, local authorities in the district to ensure that pre-disaster and post-disaster management activities in the district are carried out promptly and effectively.
- n) Review development plans prepared by the Departments of the Government at the district level, statutory authorities or local authorities with a view to make necessary provisions therein for prevention of disaster or mitigation.
- o) Identify buildings and places which could, in the event of disaster situation be used as relief centres or camps and make arrangements for water supply and sanitation in such buildings or places.
- p) Establish stockpiles of relief and rescue materials or ensure preparedness to make such materials available at a short notice.

- q) Provide information to the Authority relating to different aspects of disaster management.
- r) Encourage the involvement of non-governmental organizations and voluntary social-welfare institutions working at the grassroots level in the district for disaster management.
- s) Ensure communication systems are in order, and disaster management drills are carried out periodically; and
- t) Perform such other functions as the Government may assign to it or as it deems necessary for disaster management in the District.

For the purpose of assisting, protecting or providing relief to the community in response to any disaster, the District Authority has additional mandates as follows;

- a) Give directions for the release and use of resources available with any department of the Government and the local authority in the district.
- b) Control and restrict vehicular traffic to, from and within, the vulnerable or affected areas.
- c) Control and restrict the entry of any person into, his movement within a disaster area.
- d) Remove debris, conduct searches and carry out rescue operations.
- e) Provide shelter, food, drinking water and essential provisions, healthcare and services.
- f) Establish emergency communication systems in the affected area.
- g) Make arrangements for the disposal of the unclaimed dead bodies.
- h) Direct any Department of the Government of the AJK any authority or body under that Government at the district level to take such measures as are necessary in its opinion.
- i) Require experts and consultants in the relevant fields to advise and assist as it may deem necessary.
- j) Procure exclusive or preferential use of amenities from any authority or person.
- k) Construct temporary bridges or other necessary structures and demolish structures which may be hazardous to the public or aggravate the effects of the disaster.
- l) Ensure that the non-governmental organizations carry out their activities in an equitable and non-discriminatory manner.
- m) Take such other steps as may be required or warranted to be taken in such a situation.

4.2. Local Authorities

Section 19 of AJK Disaster Management Act 2010 sets functional responsibilities for local authorities. Subject to the directions of District Authority, the local authority will perform following functions.

- a) Ensure that its officers and employees are trained for disaster risk management.
- b) Ensure that resources relating to disaster risk management are so maintained as to be readily available for use in the event of any threatening disaster situation or disaster.
- c) Ensure that all construction projects under it or within its jurisdiction conform to the standards and specifications laid down for prevention of disasters and mitigation by the Authority and the District Authority.
- d) Carry out relief, rehabilitation and reconstruction activities in the affected area in accordance with the district plan.

The Local authority may take such other measures as may be necessary for disaster management

In case of any unfortunate disaster communities always are the first to act with the support of basic administrative units like Tehsil Disaster Risk Management bodies, Union Council DRM bodies and Community Organizations. So it is of prime importance to strengthen these bodies in every way including basic and required knowledge and skills and have access to adequate physical, technical and financial resources to plan and manage disaster management activities well on time. These bodies are the actual tools of any Management Authority without which the risk management is nearly impossible. These grass root level management bodies work under the platform of three levels:

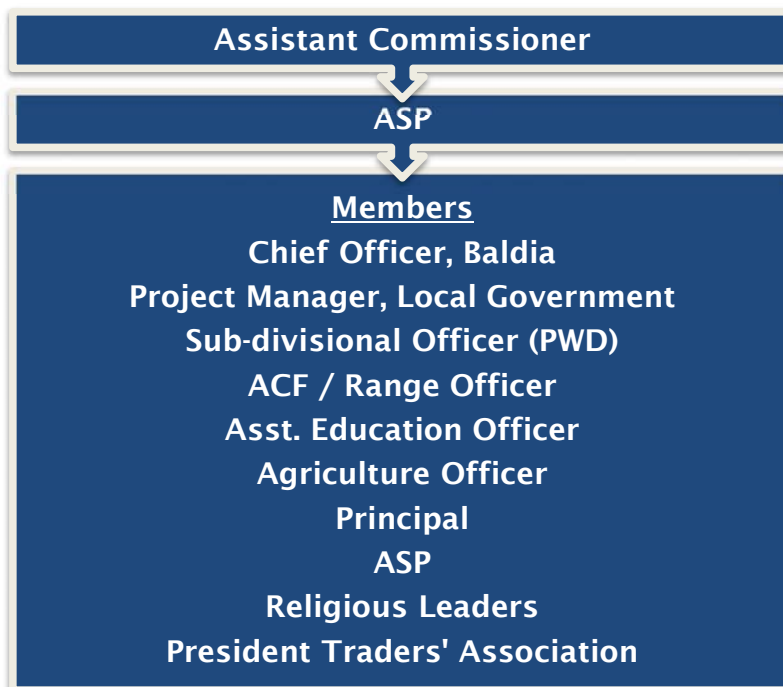
- a) Tehsil Disaster Management Committee/ Body.
- b) Union Council Management Committee/ Body.
- c) Community Organizations.

4.2.1 Tehsil Disaster Management Committee (TDMC)

Committees at this level are the frontline of disaster risk reduction and response. Tehsil Authorities play a prime role in organizing and delivering emergency response and relief before, after and during the disaster. This is the lowest administration level for many of government departments

where they directly interface with communities. Extension workers of agriculture, education, health, police, revenue and other departments can play vital role in risk reduction, awareness raising, damage assessment, loss of life and recovery need assessment. Chairperson Tehsil DM committee will lead the risk reduction and response operation with the help of other members in consultation with DDMA. For Tehsil Level Disaster Management Committee, it is proposed that Assistant Commissioner may be proposed as Chairman along with the Instructor Civil Defense and Project Manager Local Government as members of Tehsil Committee.

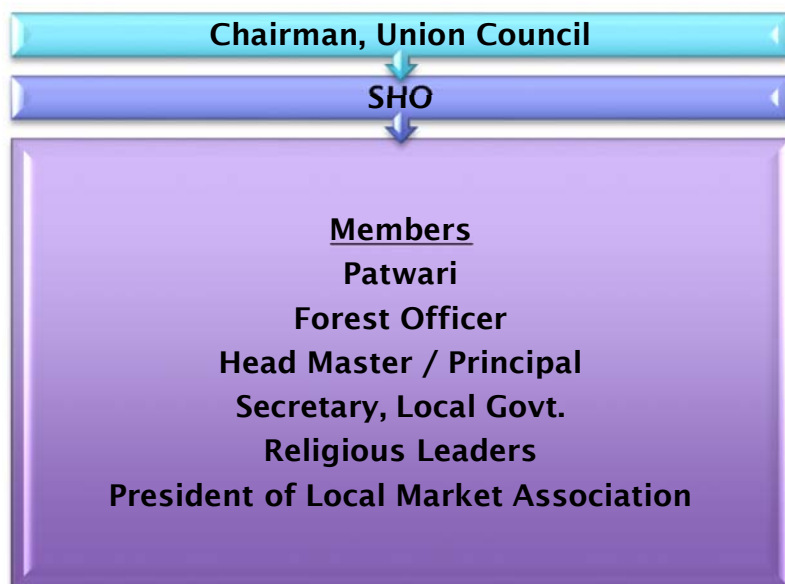
Proposed Organogram of TDMC



4.2.2 Union Councils Disaster Management Committee (UCDMC)

Union Councils are the lowest tier in the governance structure. At Union level, Union Councils Disaster Management Committee (UCDMC) will be established responsible for coordination and implementation of disaster management activities. It is recommended that Secretary of UCs may be designated as Chairman of a UC level Disaster Management Committee along with Patwari, Field Assistant from Livestock & Agriculture departments, Health representatives at UC level as members of UC Disaster Management Committee.

Proposed Organogram of UCDMC



4.2.3 Village Disaster Management Committee (VDMC)

The Village Disaster Management Committee (VDMC) will play a pivotal role being the first responder to any eventuality. VDMC will act as forefront line entity against disasters.

It will be responsibility of DDMA to constitute VDMC and bring these in corporal shape. VDMC can be comprised on Headmaster of village level school as chairman along with Imam Masjid, Lady Health Worker and prominent residents of respective village as members of this committee. The formulated VDMC will be registered with DDMA and SDMA accordingly.

For selection of VDMC members from village/volunteer the following Terms of Reference ToRs can be adopted.

- a) Member should be the permanent resident of the respective village.
- b) Only one member from one household should be designated as member of VDMC.
- c) Preferably should be literate.
- d) Should possess the willing to take active part in capacity building initiative and relief work.
- e) In VDMC representation should must be given to women, vulnerable groups and person with disability.

- f) Notable, educated and enthusiastic personal could be preferred.

4.2.4 Community Based Organizations (CBO)

Community Based Organizations are the non-governmental bodies created from within the community. Tehsil level authorities develop and promote the capacity of CBO in order to reduce risk and damage. CBOs will be trained about local early warning system, evacuation, first aid, search and rescue, firefighting etc. Linkages would be developed between CBOs and relevant local agencies; e.g. agriculture, banks, health and veterinary services to promote disaster preparedness. Skills and knowledge of CBO leadership will also be developed in financial management, people management, resource mobilization, interpersonal communication and presentation and negotiation skills. The provision of Citizen Community Boards (CCBs) in Local Government Ordinance (LGO 2001) provides a good opportunity to organize communities and mobilize resources for issues like local level disaster risk management.

4.3. Individuals

The basic principle of the disaster management practices is to save an individual at the time of disaster. And that is the time when the closest of all is the individual himself of his family or neighbor hence it naturally understandable that until and unless an individual is not educated and trained about the disasters and counter measures against disasters every effort in the way will go fruitless. One well-trained individual can educate a community, a village, which could minimize the losses and damages at the time of any disaster. Therefore, to promote effective disaster management skills, individuals need to participate in disaster management drills and trainings.

Chapter 5: Roles and Responsibilities of Key Stakeholders

The key disaster management activities that all the line government departments, NGOs/INGOs and other relevant stakeholders operating in district, required to perform at each stage of disasters have been compiled in this section in consultation with respective agencies. The roles to be performed at each stage of disaster by all district line departments and organizations have been prepared with objective of making concerned departments understand their duties and responsibilities regarding disaster management at district levels. All departments and agencies will prepare their own action plans in respect of their responsibilities for efficient implementation.

Generally, government departments should integrate the following set of common activities in relation to disaster risk management and response being the institutional members of DDMA:

- a) Designate one Liaison Officer in the Department as the Disaster Management Focal Point to ensure the active participation in disaster-related activities and meetings organized and coordinated by DDMA.
- b) Allocate funds in annual budget for implementation of disaster risk management activities in hazard prone areas within the District in relation to their sub-sector.
- c) Establishment of Emergency Centre in their own departments for the coordination with DDMA and for timely response in case of any emergency.
- d) Map out all technical and material resources available with the department that can be utilized /deployed for disaster preparedness, response, recovery and rehabilitation phase.
- e) Availability of standby skilled trained and qualified staffs that have the capacity of deal with any type of disaster.
- f) Develop linkages and partnership with humanitarian organizations/NGOs working in district to have their support for disaster related activities e.g. training, institutional support for response & recovery.
- g) Prepare and update departmental specific contingency plans.
- h) Restoration of all the functions of department and bring those back to the normal after disaster.

In addition to common disaster management activities, each department/organization will focus on undertaking following specific activities in relation to disaster risk management as per their own mandate and jurisdiction:

5.1. District Disaster Management Authority

The DDMA is the focal organization and authority in conducting and implementing activities and action on disaster management in district Muzaffarabad. In the event of emergency situations, the deputy commissioner (chairperson DDMA) will coordinate among district level officers of different departments, international and non-governmental agencies working in district. In order to demarcate roles and responsibilities in disaster management, DDMA is the most frontline organizations to deal with disasters in disaster management and response.

The DDMA will perform the following duties:

Before Disaster (Normal Times)

- a) Prepare District Disaster Management Plan including district response and contingency plan and disseminate to different departments, agencies, volunteers and community groups working in the district.
- b) Coordinated, ensure and monitor the implementation of State and District level plans.
- c) Ensure the nomination of Liaison Officer as the Disaster Management Focal Point from each Department and organization has been received.
- d) Ensure District Emergency Operation Centre (DEOC) has been equipped with all necessary gadgets and operationalized.
- e) Disaster risk reduction measures are undertaken by the government departments, local authorities and general public. Ensure proposed DRR measures are focused on highly vulnerable and social excluded groups.
- f) Give directions to different department/authorities as the district and local level to take at the district and local level to take such other DRR measures for the prevention or mitigation of disaster as may be necessary.

- g) Identify high-risk areas and populations and prepare vulnerability profiles, resource profiles and contingency plans for them.
- h) Ensure state of readiness and operational status of facilities designated to serve as shelters.
- i) Establish stockpiles of relief and rescue materials or ensure preparedness to make such materials available at a short notice during any emergency or disaster.
- j) Organize and coordinate specialized DRR related training programs for different levels of officers, employees and voluntary rescue workers in the district.
- k) Facilitate community level DRR trainings and awareness programs for prevention of disaster or mitigation with support of local authorities, government and non-government organizations.
- l) Take support of the Civil Defence, PRCS and non-governmental organizations to establish UC and Village level DRR Communities and ensure that they are properly trained and selection criteria for the committees are in place.
- m) Ensure preparation and maintenance of updated inventory of personnel, aid/relief material and equipment.
- n) Develop pool of volunteers and their database for effective emergency response with the support of PRCS, non-governmental organizations and voluntary social welfare institution working at the grass roots level for disaster management.
- o) Set up, maintain, review and upgrade the mechanism for multi hazard early warnings, dissemination and education of proper information to public.
- p) Ensure availability of communication and transport facilities for delivery of warnings and relevant material to field personnel.
- q) Ensure training of teams of volunteers for disseminating disaster warnings to the field level and also for evacuation, search, rescue, relief and rehabilitation operations.
- r) Ensure drills on disaster preparedness by the people of disaster prone areas for acquiring knowledge and consciousness of such preparedness in coordination with concerned departments, local administrative agencies and civil defense department.
- s) Organize survey of buildings and installations for using as shelters/relief centres during disaster times.
- t) Ensure basic facilities for personnel who will work at district level for disaster response.
- u) Review the preparedness level in the district twice a year and advice corrective steps in case of any weakness.

- v) Arrange sufficient medical assistance for post-disaster medical treatment and control of contagious diseases and ensure stock of essential medicines.

Alert and Warning stage

- a) Maintain contact with forecasting agencies and gather all possible information regarding the alert.
- b) Ensure that all concerned in areas likely to be affected by imminent disaster receive warning signals and respond accordingly.
- c) Inform members of District Disaster Management Authority.
- d) Maintain contact with SDMA and State EOC.
- e) Instruct all concerned to remain in readiness for responding to the emergency.
- f) Advise concerned officials to carry out evacuations where required, and to keep transport, relief and medical teams ready to move to the affected areas at a short notice.

During Disaster

- a) Convene meeting of DDMA on Disaster Management.
- b) Conduct Rapid Assessment and launch Quick Response.
- c) Keep SDMA and State EOC informed of the situation and develop flash report for assistance and report to SDMA and other relevant stakeholders.
- d) Active the District Emergency Operating Centre (DEOC) as early as possible after a disaster occurs.
- e) Mobilize UC, village level DM Committees, PRCS, non-governmental organizations and voluntary social-welfare institutions for effective response. Extreme care to evacuate or take care of the highly vulnerable and specially excluded groups.
- f) Provide shelter, food, drinking water and essential provision, healthcare and services establish emergency communication system in the affected area.
- g) Remove debris, conduct search and carry out rescue operations. Make arrangements for the disposal of the unclaimed dead bodies.
- h) Demolish structures which may be hazardous to public or aggravate the effects of the disaster.
- i) Take such other steps as may be required or warranted to be taken in such a situation.

After Disaster

- a) Organize initial and subsequent technical assessments of disaster affected areas and determine the extent of loss and damage and volume and nature of relief required.
- b) Keep the District Disaster Management Authority and the SDMA/ State EOC informed of the situation.
- c) Ensure supply of food, drinking water, medical supplies and other emergency items to the affected population.
- d) Request SDMA for assistance if the District Disaster Management Committee deems the situation to be beyond the capacity of the district to manage.
- e) Visit and coordinate the implement of various relief and rehabilitation programmes.
- f) Coordinate the activities of NGOs in relief and rehabilitation programmes.
- g) Review the DDMA and Contingency Plans in light of lesson learn and improve the response mechanism.

5.2. Department of Agriculture

District office of the Agriculture Department Muzaffarabad, headed by Deputy Director (Ext.) has a role in assessment of damage to agricultural crops and impact of possible fertility loss. Their main role is to provide seeds and necessary planting material and other inputs to assist in early recovery.

Before Disaster

- a) Undertake vulnerability and risk analysis for food and agriculture hazard-prone areas, particularly in relation to floods, droughts, and erosion.
- b) Identify areas likely to be affected by any anticipated hazard.
- c) Arrange for keeping stocks of seeds, fertilizers and pesticides. Create community seed banks at the Union Council level to support the small farmers with minimum seeds requirements.
- d) Ensure sustainable livelihoods in areas of recurrent climate risks (i.e., flood and drought prone areas) by promoting supplementary income generation from off-farm and non-farm activities;
- e) Promote effective insurance and credit schemes to compensate for crop damage and losses to livelihoods due to natural hazards;
- f) Coordinate with DDMA and jointly identify appropriate actions for reducing vulnerability of food and agriculture to disaster risks;

- g) Coordinate with DDMA, and research institutions to establish warning systems for identification of risks to food and agriculture sectors;
- h) Develop disaster risk management plan to deal with hazards and disasters with relation to department's mandate and assets;
- i) Promote contingency crop planning to deal with year to year climate variations and crop diversification including use of hazard resistant crops, to deal with shifts in climate patterns;
- j) Develop capacity and raise awareness of staff of departments at State levels, local extension workers and farmers on disaster preparedness for food and agriculture sectors;

During Disaster

- a) Assist in saving crops, agricultural land and livestock in disaster situation.
- b) Monitor damage to crops and identify steps for early recovery
- c) Ensure adequate availability of food stocks in disaster situation;
- d) Organize distribution of seeds, seedlings fertilizers and agricultural inputs for affected farming community.

After Disaster

- a) Quantify the loss and damage within the quickest possible time and finalizes planning of agriculture rehabilitation
- b) Prepare detail report of damages/losses to agriculture sector, assess the need and submit it to DDMA office for onward transmission to SDMA
- c) Make available inputs like seed plant, fertilizers and agricultural equipment to victims of disasters on credit basis;
- d) Organize ration depots at location required by the local authorities;
- e) Restoration of flood damages to agricultural fields, and link roads during emergency
- f) Provision of agricultural machinery to farmers on subsidized rates for harvesting and threshing of wheat and paddy.
- g) Ensure availability of adequate supply of seeds, seedlings, fertilizers, pesticides and agricultural implements to the affected farmers
- h) Document the lesson learnt and revise the departmental contingency and DRR plan accordingly

5.3. Animal Husbandry (Livestock) Department

The livestock plays very important economic, social and cultural functions for rural households in Muzaffarabad. Livestock helps on food supply, family nutrition, family income, asset savings, soil productivity, livelihoods, transport, agricultural traction, agricultural diversification and sustainable agricultural production, family and community employment, ritual purposes and social status.

Impacts of disasters are high on the weaker sections of the community. Many of the poor are landless or small holders in Muzaffarabad. This section largely depends on animals, for livelihood. It is apparent that even though animals are the main source of livelihood to the poorest of the poor in the State, disaster management of animals do not figure anywhere in preparedness, mitigation or rehabilitation. There is a significant participation of women in conventional animal husbandry system where a large array of indigenous breeds of domestic and semi-domestic animals live in absolute harmony with man and nature; a situation that can prevent at least some disasters.

Before Disaster

- a) Undertake vulnerability and risk analysis for food, livestock sectors in hazard-prone areas, particularly in relation to droughts and locust;
 - b) Promote contingency planning to deal with year to year climate variations and that trigger and exacerbate drought
 - c) Develop disaster risk management plan to deal with hazards and disasters with relation to department's mandate and assets;
 - d) Coordinate with DDMA and jointly identify appropriate actions for reducing vulnerability and risk exposure to livestock,
 - e) Coordinate with DDMA, and research institutions to establish warning systems for identification of risks to livestock sector;
 - f) Develop capacity and raise awareness of staff of the department at all levels, local extension workers and farmers on disaster preparedness for livestock sectors;
 - g) Ensure sustainable livelihoods in areas of recurrent climate risks (i.e. flood and drought prone areas) by promoting supplementary income generation from off-farm (e.g. animal husbandry) and non-farm activities; provide market outlets for the products of rural farmers.
- a) Provide early warning information to livestock farmers regarding drought.
 - b) Select and earmark highlands for use as shelter for livestock during flash floods.

- c) Prepare schemes for supplementary arrangements for rehabilitation of livestock and recouping their loss.
- d) Programme for vaccination for protection of livestock against contagious diseases.
- e) Take up schemes for procurement of animal feed on emergency basis for distribution in the affected areas.
- f) Establish fodder bank schemes as security against fodder shortage for livestock due to disasters in order to ensure fodder security to the rural livestock economy
- g) Provide veterinary services to the livestock farmers

During Disaster

- a) During floods assist the response agencies for operations relating to the rescue and shifting of stranded livestock and poultry.
- b) During floods arrange for the quick vaccination and treatment of livestock and poultry at shelter places (emergency animal vaccines during outbreaks of animal diseases).
- c) During prolonged droughts and in times of other extreme bad weather arrange emergency animal feeds for sustainability of livestock population.

After Disaster

- a) Dispatch Veterinary Teams with appropriate equipment and medicines to aid affected livestock.
- b) Establish emergency medical camps
- c) Arrange a rapid survey to assess the loss.
- d) Arrange for disposal of dead bodies of animals.

5.4. District Forest, Wildlife and Fisheries Department

Forests are an integral part of the livelihoods and ecosystem in District Muzaffarabad. The Forest Department is responsible for the development and promotion of forest and soil conservation activities, watershed management, wildlife conservation and Fisheries. The department takes care of the protection of the forest, wildlife and the aquatic resources. Forest department can play significant role in mitigating the harsh impact of hazards like land sliding, flood, soil erosion etc.

Before Disaster

- a) Aggressive enforcement of Forest & Environmental Laws
- b) Establish a landslide Management and investigation cell
- c) To develop a disaster risk management plan in line with the broad mandate of the department and build the capacity of departmental staff on disaster risk management.
- d) Publish materials for communities and other stakeholders about seasonality of hazards and risks in areas of grazing for pasture and water
- e) Plantation and appropriate engineering measures to mitigate the landslide hazard at the identified landslide affected areas in the State.
- f) To provide technical advice for rangeland planting and the development of tree nurseries for forestation and reforestation programmes particularly in landslide area.
- g) Coordinate with relevant agencies to gather information about hazards and risks prevalent in rangelands that may lead to desertification and land sliding.
- h) Supply of drought resistant seeds of tree species to farmers and communities.
- i) Control grazing of animal to rangeland areas that have endangered tree species and may trigger land sliding.
- j) Develop recreational facilities in a sustainable manner in the rangeland areas.
- k) Ensure a pollution free livable environment in the areas of mandate.
- l) Offer forestry educations to institutions and schools.
- m) Management of fisheries resources
- n) Conservation of fish stock and Development of fisheries potential

During Disaster

- a) Immediately, start interacting with DDMA/DC office for coordinating emergency response activities.
- b) Coordinate emergency response activities through DDMA and make resources available to DDMA upon the receipt of disaster situation reports.
- c) Make available all the technical and material resources to be made part of relief efforts.
- d) Depute the field staff/inspectors during flood to look upon the floating logs.
- e) Coordinate with police department and district administration for imposing section 144 on grabbing floating wood logs in river Jhelum or Neelum.

- f) Help other relevant departments in establishing relief camps in safe places.

After Disaster

- a) Prepare detail report of damages/losses to forest sector, assess the need and submit it to office of the Chief Conservator Forest and DDMA office for onward transmission to SDMA.
- b) Depute the field staff/ watchers at main points along the banks of river Jhelum and Neelum to make count and control of wood logs came down in the flood.
- c) Constitute a Disaster Management Unit.

5.5. Food Department

The responsibility of this department was to purchase and distribute commodities on subsidized rates in AJ&K and Northern Areas. Ministry of Kashmir Affairs was controlling authority. In 1976 the AJ&K Food Department was separated from Northern Areas and was established as independent department under the AJ&K Government. At beginning the Food Department was also providing Sugar, Salt, oil and other commodities. With the passage of time when Private market started to flourish and able to caters the need of the people of AJ&K, the Food Department reduced itself to only wheat and wheat flour.

The main functions in relation to disaster risk management are:

Before Disaster

- a) Timely procurement of wheat
- b) Proper arrangements for storage of commodities
- c) Timely food dumping in vulnerable areas
- d) Quality control and price check.
- e) Proper inspection of stored items to avoid deterioration
- f) Monitoring of Flourmills regarding wheat grinding and to ensure standard quality of wheat flour.
- g) Training of human resource on warehouse and humanitarian supply chain management
- h) Necessary arrangements to protect perishable items in the warehouses

During Disaster

- a) Supervision and distribution of wheat and wheat flour through prescribed dealers
- b) Quality control and price check.
- c) Special arrangements for the distribution of Food commodities during emergency and natural calamities.
- d) Provision of quality wheat flour to the affected population.
- e) Maintain efficient supply chain of food items to avoid secondary hazards
- f) Ensure security and safety of the warehouses

After Disaster

- a) Rebuild / repair the damaged storage facilities located in disaster affected areas
- b) Maintain sufficient inventories of required food items
- c) Stock taking of entire warehouse item

5.6. Health Department

The Health department is responsible to provide health services and deals with all matters related to regulating the health sector in the light of health policies and programs in the district. District Health Department has a responsibility in the reduction and prevention of suffering during natural and man-made disasters, as well as in the investigation and response to outbreak of communicable diseases.

The main functions in relation to disaster risk management are:

During Disaster

- a) Carry out and disseminate vulnerability and risk evaluation of the population health related issues;
- b) Conduct hazard based mapping of all health care facilities across the district, including vulnerability assessment (infrastructure and organizational setup) and integrate hazard resilience measures;
- c) To ensure pre-positioning of Emergency Health Kits and Personnel.
- d) Develop a disease surveillance system to identify hotspots for communicable disease in the District;
- e) Establish and operate an early warning system for health threats based on the routine health information and in collaboration with other departments.

- f) Enhance disaster management capacities of health work force (all cadres at all levels) in collaboration with other district departments;
- g) Prepare protocols and guidelines to address all priority public health issues as part of preparedness, response and recovery plans;
- h) Integrate disaster preparedness and response capacities into all existing and future health programs at district level;
- i) Build effective linkages and coordination with all health agencies/ stakeholders;

Preparedness

- a) Develop disaster risk management plan to deal with communicable diseases, injuries following mass causality accidents, cross border firing and disasters with relation to department's mandate and assets;
- b) Train volunteers on emergency preparedness programmes such as first aid and preventive measure against diseases in disaster prone areas and in areas along the LoC.
- c) Assess likely health impacts and share with Disaster Management and relevant agencies for planning Purpose.
- d) Prepare a list of medical and paramedical personnel in disaster prone areas and disseminate it to concerned administrators.
- e) Coordinate with DDMA and jointly identify appropriate actions for reducing vulnerability to health risks
- f) Prepare disaster risk management plan for each level of health care facilities, including management of mass casualties, epidemics and submit this plan to the DDMA for better coordination of efforts;
- g) Provide technical support in all health related areas to DDMA's.
- h) Device strategies for community involvement in all aspects of emergency preparedness, response and recovery plans with regards to health sector;
- i) Stand by arrangements to meet any medical needs during and after the incident and stocking of sufficient medicines in all hospitals/medical centres.
- j) Establishment of temporary team to provide vaccination and medication when required.

During Disasters

- a) Establish emergency health operation to ensure better coordination and mobilization in emergency/ disaster situation at all levels;

- b) Mobilize medical teams and paramedical personnel to go to the affected areas as part of the Rapid Assessment and Quick Response Teams.
- c) Provide medical assistance to the affected population
- d) Receive casualties and injured in case of a major incident.
- e) Provide mobile medical services and ambulance service with medical facilities to affected areas.
- f) Carry out technical assessment on health infrastructure availability and need
- g) Set-up medical camps and mobilize emergency health teams including mobile
- h) Arrangement of patients' beds and earmarking of patient wards to meet any emergency/crisis needs.
- i) Provide blood transfusion facilities and motivate the people to donate blood.

After Disaster

- a) Start carrying out the detail damages and losses in the health sector.
- b) Regular and vigilant health risks monitoring is immensely important to deal with post-disaster diseases / epidemics.
- c) With available resources, start repairing the damaged health infrastructure in order to cater health needs of the affected population during early recovery and rehabilitation stages.
- d) It is important for the health officials to make sure that the drinking water is not contaminated. Similarly, proper dumping of hospital waste is necessary to be taken care of.
- e) Regularly monitor and supervise Early Recovery and Rehabilitation activities in the Health sector.

5.7. Communication and Works (C&W) Department

The Communication & Works department plays a significant role in the development of District as it provides services in developing physical infrastructure like roads, bridges and other modes of communication to support developmental activities. The office of the District Executive Engineer C&W department has an important role in providing and restoring communication links during disasters.

The main functions in relation to disaster risk management include:

Before Disaster

- a) Carry out survey of condition of all roads network/ systems at State level.
 - b) Develop model designs of various facilities and infrastructure (bridges, roads) for safer construction in hazard-prone rural and urban areas.
 - c) Formulate guidelines for safe construction of public work.
 - d) Prepare list, with specifications and position, of heavy construction equipment, debris/ road clearance Machinery available in the District.
 - e) Ensure that builders, contractors and masons use safer construction methods as per the international best practices;
 - f) Allocate funds for promoting safer construction practices;
 - g) Monitor construction of road infrastructure in hazard prone areas of district to ensure that safer construction techniques are followed;
 - h) Incorporate disaster risk assessment in the planning process for construction of all roads and bridges;
- a) Prepare a disaster risk management plan with relation to Department programs, infrastructure and mandate.
 - b) Organize periodic training of engineers and other construction personnel on disaster resistant construction technologies.
 - c) Instruct all officials at construction sites to keep manpower and materials prepared for protection and repair of damaged road site.
 - d) Direct construction authorities and companies to preposition necessary, machinery, workers and materials (search & rescue facilities) in or near areas likely to be affected by disaster.

During Disaster

- a) Send information to other district departments on road conditions especially regarding blocked or impassable roads after a disaster.
- b) Ensure draining the flood water from roads and remove debris from under the bridges for smooth flow of water.
- c) Monitor disaster situation (in case of flood and landslide) with regard to roads and coordinate with other district departments for transporting relief items to affected areas.
- d) Organize immediate rehabilitation of roads and other infrastructure for restoration of public transport routes after disaster.
- e) Provide assistance to the damage assessment teams for survey of damage to roads infrastructure.
- f) Take steps to clear debris and assist search and rescue teams.
- g) Collate and disseminate information regarding operational and safe routes and alternate routes, fuel availability etc. to personnel operating in the field.

- h) Launch repair missions for damaged critical infrastructure and routes.
- i) Take steps for prompt removal of uprooted trees on the roads.

After Disaster

- a) Undertake a detailed assessment of damages to government buildings, roads infrastructure including bridges, culverts, etc.
- b) Prepare a report of damages to be shared with the district and provincial authorities along with budget requirements for the rehabilitation and reconstruction of damaged / destroyed infrastructure.
- c) Take steps to ensure speedy repair and restoration of transport links.

5.8. Physical Planning and Housing / Public Health

Physical Planning & Housing Sector comprises Buildings and Public Health Engineering. PP&H is mandated to design, prepare and implement Public Sector schemes besides deposit works. The department of Physical Planning and Housing has a vital role in provision and maintenance of vital public infrastructure of the district. The department plays an important role in developing appropriate national building codes and byelaws and their proper implementation. In the post disaster phase, the department will take adequate steps to undertake building damage assessment and promote reconstruction.

Before Disaster

- a) Take precautionary steps for the protection of government property against possible loss and damage during disaster.
- b) Undertake vulnerability and risk assessment of department's assets, infrastructure and services.
- c) Formulate guidelines for safe construction of public works.
- d) Prepare a disaster risk management plan with relation to Department programs, infrastructure and mandate.
- e) Prepare list, with specifications and position, of heavy construction equipment available in the District.
- f) Ensure the implementation of building codes for safer construction of houses, buildings and infrastructure in hazard-prone areas for multiple hazards; e.g. earthquakes, floods, landslides etc.
- g) Ensure that builders, contractors and masons use safer construction methods as per the international best practices;

- h) Promote safer construction practices and implementation of disaster risk management activities in relation to access of safe drinking water;
- i) Monitor construction of government buildings and infrastructure in hazard prone areas to ensure that safer construction techniques are followed;
- j) Incorporate disaster risk assessment in the planning process for construction of new buildings, roads and bridges;
- k) Retrofitting of all government buildings present in district which do not comply with the disaster resilient construction techniques, including, residential and non-residential government buildings, dak bungalows and circuit houses etc.
- l) Improvement of sewerage system and sanitary conditions to control flood risk.
- m) Maintain and update records of all water supply schemes using Management Information System (MIS).
 - a) Coordinate with SDMA / DDMA's and jointly identify appropriate actions for reducing vulnerability of infrastructure and services.
 - b) Organize periodic training of engineers and other construction personnel on disaster resistant construction technologies.
 - c) Instruct all officials at construction sites to keep manpower and materials prepared for protection and repair of public works.
 - d) Direct construction authorities and companies to preposition necessary workers and materials (search & rescue facilities) in or near areas likely to be affected by disaster.
 - e) Identify and plan for rehabilitation locations for those living in disaster vulnerable areas.
 - f) Make available piped water, in adequate quantity, for drinking and house-hold purposes.
 - g) Prepare technical design for mitigation of risks to the newly identified schemes.
 - h) Protection of water sources from contamination by continuous water treatment and stream pollution control

During Disaster

- a) Conduct damage and loss assessment to infrastructure and housing sectors.
- b) Provide sites for rehabilitation of affected population.
- c) Create access route for emergency response following major disasters
- d) Carry out detailed technical assessment of damage to public works.

After Disaster

- e) Assist in construction of temporary shelters.
- f) Organize repairs of buildings damaged in the disaster
- g) Prepare detailed programmes for rehabilitation of damaged public works.
- h) Arrange technical assistance and supervision for reconstruction works as per request.

5.9. Local Govt. & Rural Development Department

LGRD is one of the main departments in the District that has the mandate to implement vulnerability reduction projects to alleviate poverty and improve people's livelihoods. The Local Government and Rural Development (LG & RD) has access to communities at the grassroots level. The LG & RD handles small scale projects at the ground level such as water supply, dug wells, sanitation, small roads and community infrastructure.

Before Disaster

- a) Encourage disaster resistant technological practices in buildings and infrastructure.
 - b) Develop disaster risk management plan.
 - c) Undertake vulnerability and risk analysis for rural populations.
 - d) Coordinate with DDMA to build community resilience to disaster.
 - e) Undertake vulnerability analysis of local government infrastructure in hazard prone areas.
 - f) Orient department staff in hazard prone areas on disaster risk assessment
- a) Encourage the people in earthquake prone areas to adopt earthquake resistant technologies.
 - b) Prepare maps showing population concentration and distribution of resources.
 - c) Report activities in periodic meetings of the District Disaster Management Authority convened by the Deputy Commissioner.
 - d) On the basis of its developmental responsibility, liaise with other line departments and agencies for a coordinated mitigation approach.
 - e) Alert all concerned about impending disaster.
 - f) Ensure safety of establishments, structures and equipment in the field
 - g) Ensure formation of committee for rescue, relief and rehabilitation work and local volunteer team.

- h) Make available piped water, in adequate quantity, for drinking and house-hold purposes.
- i) Prepare technical design for mitigation of risks to the newly identified schemes.
- j) Protection of water sources from contamination by continuous water treatment and stream pollution control

During Disaster

- a) Activate Disaster Management Focal Point.
- b) Ensure information flow from affected area and maintain regular contact with State and district EOC (24hrs).
- c) Coordinate the response activities of District Disaster Management Authorities.
- d) Ensure availability of drinking water at times of need.
- e) Provide necessary infrastructure to carry out relief works.
- f) Assess initial damage and Quantify the loss/damage.
- g) Organize reconstruction of damaged houses on self-help basis with local assets and materials received from the response organizations.

After Disaster

- a) Arrange repair of link roads, water supplies and cleaning of canals.
- b) Take up repair/reconstruction work of infrastructure damaged by disaster.
- c) Equip and develop the capacities of emergency response

5.10. Department of Education

A very powerful correlation exists between education and the attainment of goals aimed at building the resilience of communities.

Before Disaster

- a) Conduct MHVRA for all education facilities and identify structural vulnerabilities such as hazard prone location, dilapidated condition and other secondary threats that may cause danger to educational facilities in wake of any disaster.
- b) Implement actions to reduce the vulnerability of infrastructure in education sector in hazard-prone areas, e.g. retrofitting, renovation, rebuilding etc.;

- c) Ensure that construction of all educational institutions in earthquake zones is earthquake resistant
- d) Arrange for training of teachers and students about the steps to be taken at different stages of disaster and organize them, through coordination with SDMA/DDMAs, as volunteers and inspire them for rescue, evacuation and relief works.
- e) Implement school, college and university level activities to enhance the awareness of students and to promote preparedness in educational institutions through conducting drills, reducing vulnerability etc.;
- f) Locate new schools, colleges, universities and other educational buildings located in hazard-prone areas to higher standards of hazard resilience;
 - a) Provide safety measures and instructions on safe and friendly ways of using electric power.
 - b) Develop a disaster risk management plan for the Department covering aspects of risk reduction, preparedness and response and curriculum development on disaster risk education in schools and learning institutions;
 - c) Conduct drills for various disaster situations like earthquake, fire, terrorist attacks etc.
 - d) Encourage local educational authorities and teachers to prepare school disaster response plans and their implementation;

During Disaster

- a) In the event of a disaster, education institutions and their buildings can be used as emergency shelter and relief centre if necessary.
- b) Students and staff can provide local voluntary assistance for distribution of relief material and assistance to special needy people in the locality.
- c) Provide provisional assistance on education in periods of disaster to ensure the continuity of learning
- d) Determine the extent of loss in educational institutions and prepare plans for their rehabilitation.

After Disaster

- a) Undertake a detailed assessment of damages caused by disaster to educational facilities
- b) Capacity building activities including preparedness, trainings, drills awareness campaigns and celebration of 8th October commemoration day in educational institutional be ensured.

5.11. Department of Civil Defence

The Civil Defence is a key entity to assist the DDMA in disaster management and DRR related activities.:

Before Disaster

- a) Standardize and specify Civil Defence equipment and fire appliances for Fire Brigades, industries and other institutions;
- b) Provide First Aid, fire safety and rescue training to communities, individuals and organizations;
- c) Improve community awareness on public safety;
- d) Recruit/induct operational staff for search and rescue;
- e) Enhance capacity of the existing search and rescue teams;
- f) Organize volunteers, train them in rescue and relief and first aid
- g) Ensure the provision of trained rescue workers / Razakars and First Aid staff;
- h) Educate and train volunteers on first aid and emergency evacuations and protection procedures against poisonous gases, chemical/biological/radiological explosions or attack;
- i) Participate in emergency drills with other stakeholders;
- j) Specify, coordinate and enforce Fire Protection measures in urban and commercial concerns and in other premises considered critical.
- k) Organize Warden Service in classified towns and train its volunteers for civil defence services.
- l) Inspect Municipal Fire Brigade and fire protection measures in industrial/commercial.

During Disaster

- a) Search and rescue activities
- b) First aid and psycho social support to injured and traumatized
- c) Evacuation of damaged buildings/structures and demolition
- d) Emergency first aid and transport;
- e) Assist in debris clearance and restoration of essential services;
- f) Identification and diffusion of unexploded bombs;
- g) Provide emergency rescue equipment.
- h) Work with the Fire Brigade in rescue and first aid operations
- i) Liaise with the armed forces on matters relating to Civil Defence

After Disaster

- a) Provide assistance, render advice and impart training in bomb detection and disposal
- b) Assist in relief and camp management
- c) Security and management of relief stores, warehouses and distribution
- d) Training of other organizations like police etc. in rescue, relief, first aid, psycho social support

5.12. Emergency Service Rescue 1122

AJK Emergency Services known as Rescue 1122 is established in AJK with the aim to maintain a state of preparedness to deal with emergencies and provide timely response, rescue and emergency medical treatment to the victims. Rescue 1122 emergency service is established and operational in Muzaffarabad.

Before Disaster

- a) Maintain a state of preparedness to deal with emergencies.
- b) Establish a system for rapid communication, exchange of information and quick response to combat or deal with an emergency.
- c) Arrange for a universal toll free emergency dial-in number to be used throughout District. Establish community emergency response teams through enlistment, training, coordination and supervision of volunteers to assist the Service in safety promotion and management of emergencies.
- d) Impart training and grant certificates to rescuers, volunteers and other private persons for due performance of emergency management duties.
- e) Establish direct contact with local and international organizations and training institutions to maintain the Service according to international standards.
- f) Play a lead role and coordinate the working of other organizations or agencies which have lawful authority to respond to an emergency. To register and ensure minimum standards and code of conduct to be followed by rescue vehicles, ambulances and patient transportation services.
- g) To establish and maintain well trained and equipped water rescue teams

- h) To perform such other functions as may be assigned to it by the Emergency Service to achieve the purpose of AJK Emergency Service Ordinance 2014.

During Emergency/Disaster

- a) Arrange transport where necessary for carrying persons require emergency medical treatment from the emergency area to the nearest hospital or health care unit having arrangements for emergency medical care and treatment.
- b) Search and rescue activities
- c) First aid and psycho social support to injured and traumatized
- d) Evacuation of damaged buildings/structures and demolition
- e) Emergency first aid and transport;
- f) Assist in debris clearance and restoration of essential services;
- g) Identification and diffusion of unexploded bombs;
- h) Provide emergency rescue equipment.

After Disaster

- a) Collect, compile, maintain and analyse emergency response data and statistics relating to emergencies and to use it for research and prevention of such emergencies.
- b) Suggest measures for the prevention or mitigation of hazards endangering public safety on roads, public parks and other public places with regard to public safety provisions
- c) Encourage, facilitate and train staff of non-governmental organizations and educational institutions for emergency management.

5.13. Home Department / Police

This is one of the main departments to provide support to the disaster management organizations in dealing with disaster situation. The role of Police is very crucial in terms of public safety and security in daily life and in times of emergencies and disaster situation.

Following are the overall Roles and Responsibilities of the Police Department:

Before Disaster

- a) Identify the 'High Risk' and 'Risk' areas for different disasters and instruct the existing police installations located in those areas for keeping themselves in readiness for undertaking emergency rescue, evacuation relief operations.
- b) Coordinate the wireless frequency of Police with the wireless network of other departments.
- c) Establish the Disaster Control Room at District level.
- d) Maintain communications with the police installations in the areas likely to be affected by disaster.
- e) Instruct all concerned to accord priority to disaster related wireless messages if required by appropriate officials.
- f) To effectively monitor law and order and any crisis situation in the State and ensure efficient, coordinated and timely response at appropriate levels
- g) Ensure law and order during any disaster situation in the affected areas.
- h) Aid and cooperate with other agencies for the prevention of destruction of public property by violence, fire or natural calamities.
- i) To ensure smooth and speedy flow of information by collecting, analyzing, processing and disseminating information to all concerned.
- j) Every year before the advent of monsoon season prepare operations plan in consultation with SDMA/DDMAs.
- k) Repair and replace damaged / defective equipment to ensure complete preparedness.
- a) Impart training to the members of Police Force in first aid, evacuation, rescue and relief operations.
- b) Train volunteers from among citizens, voluntary organizations
- c) Arrange drills for fire extinguishing, rescue, evacuation and transportation of injured persons and prepare coordinated Action Plans in cooperation with concerned local agencies.

During Disaster

- a) On receipt of directives from the DDMA for evacuation - organize personnel and equipment for evacuation and undertake evacuation operations
- b) Provide necessary help in evacuation of casualties from the affected area and arrange traffic cover.
- c) Carry out search & rescue operations.
- d) Set up emergency evacuation shelters, and transport affected people to the shelters

- e) Carry out firefighting operations
- f) Provide reflective lights / reflectors around the scene of incident at night, to facilitate the working of rescue workers, fire-fighters and to indicate the troubled area.
- g) Provide assistance to victims of road accidents
- h) Prevent harassment of women and children during any emergency.
- i) Ensure security measures at evacuation points, in evacuated areas, at relief centres and godowns.
- j) Protect resources and equipment required and being used at the scene of incidence /rescue.
- k) Ensure easy access for emergency rescue vehicles to disaster sites.
- l) Arrange sufficient space for the deployment of emergency vehicles by managing traffic signals.

After Disaster

- a) Maintain law and order, especially during relief distribution.
- b) Protect life, property and liberty of citizens.
- c) Preserve and promote public peace.
- d) Prevent public nuisance.
- e) Keep close watch for any criminal and anti-state activity in the area.
- f) Arrange security of government property and installations damaged in a disaster.
- g) Participate in damage and need assessment.
- h) Coordinate with other offices for traffic management in and around damaged areas.
- i) Assist the local administration in putting a stop to theft and misuse in relief operation.

5.14. Media & Information

The most critical role of Media is broadcasting / disseminating warnings to communities before a disaster occurs. It also has to play a major role in education and awareness programmes for better organized preparedness and response at government and community levels.

Other functions in relation to disaster risk management may include:

Before Disaster

- a) Develop the understanding of Disaster Management concepts, issues and policies for necessary action by mass media on reporting disasters.
- b) Launch information programme for quick dissemination of disaster warnings to appropriate agencies and community groups.
- c) Provide information to communities about precautionary measures they can take to avoid loss of life and property from hazards.
- d) Inform the public with timely and factual information about the extent of disaster, losses caused and the current situation of hazard.
- e) Inform communities about any impending hazard and disseminate early

During Disaster

- a) Disseminate warning messages to at-risk communities in an easy to understand language through multiple channels, while being sensitive to people's access and timing issues.
- b) Ensure that the news to be broadcasted reflects the true and clear presentation of the actual position and does not create panic in the minds of the people and also advises them to desist from taking unreasonable steps.
- c) Advise public about measures to be adopted during the emergency period in order to avoid further losses; e.g. evacuation, unsafe areas, water purification techniques.
- d) Inform about actions being taken by authorities'/aid groups to save lives and property.
- e) Relay messages concerning welfare of isolated or trapped groups for the benefit of families, relatives, friends and rescue teams
- f) Facilitate communication among affected people and their relatives, friends, families in other parts of the country or world.
- g) Highlight needs of survivors to make sure that all groups of people affected by the disaster receive appropriate aid, irrespective of their social, ethnic, political status.
- h) Highlight the need for application of minimum standards to ensure that minimum needs of disaster survivors in terms of water, sanitation, shelter, food and health are met.

After Disaster

- a) Communicate about potential secondary risks to minimize further loss or damage
- b) Communicate about rehabilitation and reconstruction plans of authorities, UN and NGOs, others in the affected areas.
- c) Encourage survivors' participation in recovery through conducting surveys and communicating the opinions of public to authorities.
- d) Take steps for publicity of news and directives relating to the situation issued by the SDMA/DDMAs.
- e) Curtail normal programmes to broadcast essential information on disaster if requested by the SDMA.
- f) Arrange visit to the affected area by the local and national journalists in the interest of publication of accurate and true report in the news.
- g) Arrange dissemination of information of the short and long term measures of different ministries, Departments/Agencies for relief and rehabilitation of the affected people.
- h) Influence for integrating risk reduction in rehabilitation and reconstruction programmes

5.15. Social Welfare Department

Social Welfare Department is a vital and pivotal sub-sector of the National Development. It motivates voluntary efforts on the basis of self-help and mobilization of both human and material resources to supplement and coordinate governmental efforts and accelerates development and relief /voluntary social programmes. Welfare activities are the most needed thing in deprived, poor and neglected communities /sections of our society where financial and technical resources are scant.

The functions in relation to disaster risk management include:

Before Disaster

- a) Creation of special awareness by motivational methods
- b) Professional and financial assistance to registered voluntary Social Welfare agencies
- c) Socio-economic development of people especially vulnerable groups
- d) Training and Rehabilitation of the under-privileged and neglected sections of society such as orphans, widows and destitute etc
- e) Training and Rehabilitation of people with physical or mental disabilities and chronic diseases
- f) Eradication of social evils

- g) Promote and support volunteerism in society
- h) Provision of opportunities and training to poor's in urban and rural areas to help them stand on their own feet
- i) Co-ordination with Local Government and Rural Development Department for social welfare oriented schemes out of its funds

During Disaster

- a) Relief and rescue services during calamities and national emergency
- b) Eradication of social evils
- c) Psycho-social support to affected people
- d) Engage volunteer groups for rescue and relief activities

After Disaster

- a) Psycho-social support to affected people

5.16. Women Development Department

The department has an important role in disaster management as women are more vulnerable to disasters due to their socio-cultural status. The department will take special steps to reduce vulnerability of women in disaster prone areas in District. The main mission of the department is to eliminate gender discrimination against women, help women achieve equal status to that of men in all walks of life. The department will also arrange for protection of manpower and organize special camps for the disabled, widows, children and other vulnerable groups. It will also provide necessary help and assistance for socio-economic rehabilitation.

The functions in relation to disaster risk management include:

Before Disaster

- a) Sensitization of disaster managers related to gender issues in disaster management.
- b) Prepare special projects for socio economic uplifting of women towards disaster risk reduction.
- c) Make necessary arrangements for involvement of women in disaster risk management at district level
- d) Organize health camps for regular medical checkups of women and aid to the needy.
- e) Assist in provision of drinking water facilities near settlements.

- f) Organize training programs for women to cope with disaster situations.

During Disaster

- a) Involve the Health Ministry in catering to special health needs of women.
- b) Establish relief camps for women and ensure fulfillment of basic needs of women in general relief camps.
- c) To take steps for safety of women and girls in disaster affected areas.

After Disaster

- a) Ensure that needs of women survivors are addressed in post disaster situations during the relief rehabilitation and reconstruction phases
- b) Prepare special programmes for the rehabilitation of women.
- c) Ensure separate sanitation facilities for women in relief camps.
- d) Introduce special vocational training programs for women.
- e) Facilitate participation of women in the management of relief, rehabilitation and reconstruction activities.
- f) Support post-disaster rehabilitation of livelihoods of women survivors, which is mostly in the informal sector and is ignored many times.

5.17. Special Communications Organization (SCO)

Mainly SCO is involved in providing IT and Telecom facilities in Azad Jammu & Kashmir including District Muzaffarabad. The SCO can play an important role in providing communication links during disasters.

The functions of SCO in relation to disaster risk management include;

Before Disaster

- a) Take steps to ensure power back up for communication systems during possible emergency situations.
- b) Take proper and adequate security steps for the protection of own installations and properties.
- c) Provide support to the District Disaster Management Authority and ensure unsuspected links with SDMA.
- d) Deliver early warning information to the agencies and communities requiring them.

During Disaster

- a) Ensure to operate communication systems round the clock (24 hours).
- b) On request, provide additional communication lines for emergency communication.
- c) On request, establish communication links in the affected areas.
- d) Provide measures for satellite and other wireless communication from the area affected by disaster and are out of cellular coverage.
- e) Provide mobile communication facilities to the Rapid Assessment and Quick Response Teams in the remote areas.
- f) Assess damage to telecommunication infrastructure and immediately take steps to restore it.

After Disaster

- a) Take steps to fully restore and rehabilitate any damaged communication infrastructure. (SoPs for such damage assessments and restoration of communication networks are already in place by SCO)

5.18. Pakistan Army

The Pak Army has an important role of providing search and rescue assistance, security, logistics, and if necessary, assistance in distribution of relief items and provision of equipment for emergency response. Army can provide trained personnel with specialized skills such as in road and debris clearance machinery, communication technology for placement in isolated areas, and can provide specialized transportation systems.

In relation to disaster risk management Pak Army can assist the DDMA by carrying out following functions;

Before Disaster

- a) Prepare operational Plan for providing the assistance during disaster.
- b) Establish the Disaster Control Room.
- c) Issue cautionary instructions to all concerned.
- d) Organize task forces for working of disaster control units. Each unit should be composed of, engineers, doctors with medicines and nursing assistants.
- e) Earmark a reserve task force, if needed.

During Disaster

- a) Send task forces to disaster affected areas.
- b) Assist DDMA in search & rescue operation where needed.
- c) Move task forces to the convenient positions, if needed.
- d) Evacuate people to the safer areas and evacuation centres.
- e) Install temporary bridges where appropriate to ensure mobility of affected population and transportation of relief items.
- f) Provide logistic back-up to DDMA in terms of trucks, boats, Helicopters etc. if needed
- g) Distribute emergency relief material to the affected people.

After Disaster

- a) Conduct survey in affected areas and assess requirements of relief and rehabilitation.
- b) Assist local administration in removing the dead bodies and debris in affected areas.
- c) Set up field hospital if required.
- d) Provide assistance in reconstruction /repair of road and bridges where needed.
- e) Participate in reconstruction and rehabilitation operation if requested.

5.19. Pakistan Red Crescent Society

The Pakistan Red Crescent Society AJK plays a vital role in elevating the suffering of affected people across the State. The society works as an auxiliary to the government to ameliorate the suffering of the most vulnerable people in distress. The PRCS set up is available in District Muzaffarabad, where it can assist the DDMA in crises, emergencies and disasters but do not replace their responsibilities.

Before Disaster

- a) Conduct MHVRA in close coordination with DDMA according to the standard procedure.
- b) Develop disaster management plan at all level and share with DDMA for coordination and implementation.
- c) Provide all necessary trainings, conduct drills/ exercises and provide necessary equipment to DRR committees with close coordination of DDMA.

During Disaster

- a) Conduct rapid need assessment in devising the response strategy.
- b) Provides ambulance and search and rescue service.
- c) Assist DDMA in establishing relief/evacuation camps, food distribution to displaced persons, providing health services.
- d) Establish information management centre at evacuation/relief camps with close coordination of DDMA.

After Disaster

- a) Mobilize disaster affected communities for early recovery and rehabilitation efforts.
- b) With the support of DRR committees conduct damage need assessment and incorporate it in DDMA's data.
- c) Prepare village level early recovery / rehabilitation plans and mobilize resources for their implementation.
- d) Work on community based disaster risk management plan.

5.20. Community Based Organizations

In order to promote community level disaster risk management activities, the capacity of existing community organizations needs to be strengthened. CBO numbers will also be increased where necessary. CBOs should be trained in local early warning systems, evacuation, first aid, search and rescue and basic firefighting. Linkages should be developed between CBOs and relevant local agencies. The capacity of CBO leadership will also be developed in financial management, planning resource mobilization and negotiation skills.

Chapter 6: Standard Operating Procedures for Emergency Response

6.1. Establishment and functioning of District Emergency Operations Centre

District Emergency Operation Centre (DEOC) plays a vital role during any emergency operation. It coordinates the flow of information with respect to activities associated with relief operations. DEOC works as a centre for decision-making and help flow of information horizontally and vertically to and from the respected departments for smoother relief operations

In the event of a disaster, the DDMA shall activate the DEOC and take operational lead for the district response. The DEOC will act as a state of the art resource centre specially designated centralized facility where officials meet twenty-four hours a day to respond to disaster and control the recovery efforts in support of field operations. It will be physically located within the premises of the DC office and will be looked after by the DDMA under the direct supervision of the Deputy Commissioner.

During the normal times, DEOC will maintains a systematic database of the resources available, important phone numbers, name and addresses of important government and non-government officials, international bodies, NGOs, CBOs VOs and other Civil Societies Organizations.

Functions of District Emergency Operation Center (DEOC)

Emergency response procedures are a series of actions taken on different levels by different agencies on different occasions those act as a lifeline at the time of a disaster.

In the pre disaster scenario the DEOC will be responsible for gathering and managing data from different aspects. This information should also be shared by all other relevant agencies on the regular basis. The importance of the DEOCs during and after the disaster can be of prime importance. All the information at the high time of disaster can be achieved from these DEOC centers within no time over which will base the estimations of casualties and damages. In post disaster scenario DEOC

will again play a pivot role in the relief and even in rehabilitation procedure of the district. The information will also be of a great help for the national and international donors during and after the disaster.

DEOC shall perform in pre disaster scenario

- Collect information of all the vulnerable areas in its jurisdiction.
- Monitor emergency operations and evaluate emerging secondary threats
- Coordination for preparation, mitigation and response with all the district level stakeholders
- Conduct the survey of vulnerable areas on regular basis and any sort of variation or change should be upgraded accordingly.
- Keep their record actively accessible for the relevant higher officials of the district and the state level.
- Coordinate other tehsil and town officials for other awareness programmes.
- Communicate the database with all policy-making bodies on regular basis.
- Share the information with the media and residents on demand.

DEOC shall perform during and in post disaster scenario

- Receive and communicate disaster alerts to community.
- Monitor emergency operation.
- Ensure that the government and the communities are alert and aware of evolving situation.
- Carrying out assessment of damage and needs in disaster prone areas.
- Maintain and acquire records in pictorial and in written forms.
- Pointing and indicating emergency medical needs and reliefs.
- Coordinate on spot situations with tehsil, district and state level offices.
- Deliver facts and figures to the general public and media.

Needs of a DEOC

DEOC should be well equipped with the latest gadgets and equipment's of communication.

A Central operation area preferably in the premises of DDMA/DC office with following distribution / facilities for smooth functioning of emergency operation centers

- a) Planning Area
- b) Workstations for liaison personnel/committee room
- c) Display boards to allow for the display of current information
- d) Effective communication
- e) Emergency power supply
- f) Conference/media room
- g) Rest area
- h) Kitchen
- i) An appropriate level of security

For effective and efficient response, the DEOC should be fully equipped with the communication gadgets include:

- a) Satellite phones
- b) Phone Units connected to WAN
- c) Hot line communication line with National/provincial EOCs
- d) Wireless/VHF central unit
- e) Handsets (walkie-talkie)
- f) Television set
- g) H.F Radio Set
- h) Video conference unit (to be compatible with NEOC/PEOC video conferencing network)
- i) Inverter for power back up
- j) Portable Generator set
- k) Overhead Projector /LCD Panel/Project Screen
- l) GPS Unit (Hand Held)
- m) Camera both still and movie.
- n) Desktop with attached printer, Scanner, (Multi utility machine)

Communication network of DEOC

The DEOC of District Muzaffarabad must be directly connected with NEOC at National, SEOC at State Level and DEOCs in all other districts of AJK. Down at the district level, DEOC will further connected to the Tehsil/Town/UC level disaster management set-up for quick access to information and devising response accordingly.

DEOC will function on 24x7 basis and will be functional round the year.

Operational staff structure

During peace time, the DEOC shall function with the minimal staffing, however, in case of impending threat or shortly after the disaster has struck the structure may expand to have representation of other departments as well. The proposed structure in disaster situation is as under;

Coordinator DEOC

To Coordinate and manage emergency operations in accordance with Standing Operating Procedures (SOPs) already set for different stages of disasters under the direction of Deputy Commissioner concerned.

Administrative, Logistics and Security official (ALSO)

The Administrative, Logistics and Security Official will be responsible for effective and smooth functioning of the DEOC in administration and procurement related matters. He will also responsible to manage the organize/facilitate meetings, seminar and workshops. To look after the administrative related issues e.g. vehicle control, field visits etc. will also be the important component of his duties.

Media Focal Person

A media focal person must be designated by chairman DDMA who will devise communication strategy for the media and public. He/She will provide support to coordinator DEOC and Chairman DDMA in organizing media briefings, holding conferences/ press releases, maintaining contacts with media persons etc.

DEOC Assistant

- Responsible for data entry, functioning and maintenance of all the equipment for ensuring smooth and effective information flow.
- Assist the DEOC Coordinator in coordination, planning and logistics.

Standard Operating Procedures- Activation procedure for DEOC

An efficient system of command and control is an essential pre-requisite to the successful coordination of resources in emergency response

operations. Operations are based on three (3) phases: ALERT, ACTIVATION, STAND DOWN.

Phase	Action
On Receipt of Alert (Standby-stage 1)	<ul style="list-style-type: none"> - DEOC management receives information -on potential threat from an early warning centre/SDMA/Tehsil/town/UC administration - DEOC management advises the Chairman DDMA to seek alerts/activation approval - Upon the approval of alert phase, DEOC management informs relevant Primary and Support Departments/Agencies at district and below district level. - Management puts DEOC on Alert if warranted - Put everything ready and functional in DEOC - Coordinate with key departments and other stakeholders and update those about the situation. - Closely coordinate and consult with SEOC
On Receipt of Warning (stage 2) Activation	<ul style="list-style-type: none"> - Notification for full activation of the DEOC - Place DEOC fully operational at 24/7 basis - The chairperson DDMA will inform concerned departments, SEOC, humanitarian organization, UN, I/NGSs, and Media regarding the potential untoward event - DDMA management activates appropriate response mechanism - Level of response to be proportional to the hazard
Stand Down Procedure (stage 3)	<ul style="list-style-type: none"> - After reviewing situation and consultation with tehsil/town and UCs administration Coordinator DEOC will debrief chairperson DDMA about stand down. - Chairperson DDMA will approve it and issue s notification. - Chairperson disseminates notification to the relevant department and other stakeholders. - Final report on the emergency operations will be circulated to key stakeholders - Inform SEOC for stand down - Primary and Support Agency personnel are debriefed and complete final tasks - Final reports completed and distributed by various agencies in accordance with relevant Standard Operating Procedures - Evaluation of response

It will be at the discretion of the Chairperson DDMA to activate the appropriate action as the conditions and resources may dictate.

Operationalization of DEOC

In case of full activation of DEOC, person incharge of DEOC will be responsible to fully equip the DEOC and provide all facilities to the representative of departments who will be present in DEOC during disaster time. Stock of emergency food, office supplies, satellite phone sets, generator, logs status boards, maps and material and necessary equipment must be available. It is to be ensured that briefing room is equipped with all maps, screens and multimedia projectors and other necessary material.

6.2. Simulations and Drills

Responsibility for organizing drills

Periodically the DDMA will plan exercise or drills on various scenarios to assess the procedure in this document and those form contingency plan for district and departments. Agencies and department shall also conduct drills based on the hazard scenarios, sectoral response plans.

The following are proposed table top exercises that can be undertaken in drills.

- A major earthquake in District Muzaffarabad (Area to be identified)
- A major flooding caused by monsoon depression
- A Landslide incident

Schedules for Organizing drills

There should be at least one/two drills in a year lead by DDMA which shall combines and coordinate the sectoral and contingency response regions. Lesson learned from the drills and those from the past disasters should be incorporated into this DM Plan as appropriate. Each department may organize their sectoral drills at realistic and convenient schedules. It is further suggested that simulation organized on their eve of commemoration day of 8th October Earthquake will leave better impact.

Resources for organizing drills

The DDMA is to contribute partly to the exercises or drills. Each participating agency is advised to set aside funds for sectoral or

contingency exercises both for coordinated DDMA drills and individual department drills.

Chapter 7: Strategies and Policies

This section gives comprehensive district policies and strategies for disaster risk management to be accomplished during forthcoming years in District Muzaffarabad. The district policies and strategies are long-term orientations to establish efficient and effective disaster management systems. During the pre-disaster stage, the DDMA is expected to undertake selected mitigation activities to make it ready for the onset of any disaster. The appropriate activities to be undertaken during and post disaster time are also illustrated. In this instance, activities are suggested to be accomplished on short term and long term time frame. The strategies and priority activities proposed in the plan in hand are aligned with NDMP 2012-2022 and NDRMF.

7.1. District Disaster Management Policies and Strategies

The following district disaster management policies are identified to establish a more efficient disaster management system in district Muzaffarabad. The strategies shall be implemented through the various actions shown in the table at the end of each priority area.

7.1.1 Strategic Priority Area 1- Strengthening the district level institutional and legal system for disaster management

One of the priority areas in disaster risk management is the institutional and legal arrangements, which are intended to establish the administrative base for disaster management. Section 13, 14 and 15 of AJK Disaster Management Act 2008 regulates disaster management organization at districts levels and defines the roles and responsibilities of DDMA's. Although State Disaster Management Authority (SDMA) at State level has been established and being strengthen but still at the district, the institutional set up of disaster management needs to be completely functionalized and dedicated staff to be provided to work for disaster risk reduction at district level. At present the DDMA's are operating on ad-hoc arrangements by putting additional responsibilities and burden of DM portfolio on the shoulders of deputy commissioners besides their own prime responsibilities.

Actions to be implemented in 2016 – 2020

Action to be taken	2017	2018	2019	2020	2021	Responsible Organization
1.1 Strengthen the district disaster management Authority by appointing dedicated staff to assist the deputy commissioner in disaster risk related interventions.						Govt. of AJK/SDMA
1.2. Functionalized DDMA at district level. Set up the office, secure equipment and design and install office systems (e.g. Disaster Management Information System)						Govt. of AJK/SDMA /DDMA
1.3 Issue of gazette notification to establish DDRM focal points in each District Department (Institutional Member of DDMA).						DDMA/All District line Departments
1.4 Establish effective coordination mechanism by conducting regular meetings of DDMA members. <ul style="list-style-type: none"> Conduct the first interagency coordination meeting for familiarization with the DDMA set up and its operation system. 						DDMA

<ul style="list-style-type: none"> • Call the first Multi Sectoral Meeting with NGOs and voluntary agencies, introduce the DDMA, discuss coordination points and SOPs 						
<p>1.4 Build-up District Emergency Response Team and stockpiling of essential commodities.</p>						DDMA, Rescue 1122, Police, Civil Defense
<p>1.5 Formulation of Disaster Management Committees at Union Council and village level. (Start with the pilot case of 10 selected UCs)</p>						DDMA/LG&RD and other relevant Stakeholders

Outcome /Key target set for Strategic priority area 1

- District Disaster Management Authority has been strengthen/established and dedicated staff for carrying out DRM activities in district have been appointed.
- DDMA is fully functional and essential equipment have been installed.
- Coordination mechanism has been established for effective implementation of DRM activities in coordinated manner.
- District Emergency Response Team has been raised and stockpiling of essential commodities has managed.

7.1.2 Strategic Priority Area 2- Prepare Disaster Management Plans at various level

According to DRM Act 2008, each department will formulate their own disaster risk management plans and sector specific response plans. They will strengthen the capacity of DDRM focal point in each department declared as institutional members of DDMA. No serious effort has been made yet by the concerned organizations to develop sector specific disaster risk management plan, primarily due to lake of awareness, knowledge/technical know-how, resources and commitment. Under this component sector disaster management operational plans in each

department will be prepared with recommended interventions range from district level initiatives to community level activities. While formulating such plan specific roles and responsibilities of each level disaster management organization will be recognized.

Actions to be implemented in 2016 - 2020

Action to be taken	2017	2018	2019	2020	2021	Responsible Organization
2.1 Formulate sectoral disaster risk management plans in each department and strengthen the capacity of DDRM focal point designated in each.						DDMA/All District line Departments with technical assistance of SDMA/consultants
2.2. Develop Tehsil Level Disaster Risk Management Plan						Tehsil Authorities/DDMA with technical assistance of SDMA/consultants
2.3. Develop UC Level Disaster Risk Management Plan						DDMA, Tehsil Authorities & UCDMCs with technical assistance of SDMA/consultants
2.4. Develop Village Level Disaster Risk Management Plan						DDMA, Tehsil Authorities, UCDMCs & VDMCs with technical assistance of SDMA/consultants
2.5 Design a web based system/ web Portal for planning and management of DRM related activities and information.						DDMA, SDMA, IT department.

Outcome /Key target set for Strategic priority area 2

- All the district line departments, institutional members of DDMA have their own sector specific DRM plan aligned with District and State DRM plan and strategies.

- Disaster risk Management Plans exist at all level i.e. Tehsil, UC and Village level.
- Modern web based IT system available with DDMA for planning and management of DRM related activities.

7.1.3 Strategic Priority Area 3- Conduct Multi-Hazard, Vulnerability and Risk Assessment (MHVRA)

Although lot of work on disaster risk management have been carried out by various agencies after 2005 earth quake in Muzaffarabad but the information on hazard risk, specific to vulnerable areas and at various levels (districts, tehsils, UCs and village) is still limited. Due to lack of such information, areas vulnerable to disasters are not clearly identified, which causes difficulty to establish disaster management policies and decision making for disaster risk reduction. Hazard, Vulnerability and Capacity Assessment (HVCA) needs to be undertaken at all levels because any effective disaster risk management planning and implementation requires specific, accurate and up-to-date information on hazard, existing vulnerabilities and the potential risks associated with communities, infrastructure and livelihood.

Hazard specific risk mapping, modeling and zonation of the prioritize cities with respect to earthquake, land sliding, flooding and climate change will be prerequisite to use it for planning and development.

Village, UCs, tehsils, and then a consolidated districts level maps should include analysis on vulnerability of settlements, housing stock, important infrastructure and environmental resources

This component aims to prepare district hazard specific risk catalogue by conducting micro level multi-hazard, vulnerability and risk assessment and profiling of the districts (both urban and rural) in phases.

Actions to be implemented in 2016 – 2020

Action to be taken	2017	2018	2019	2020	2021	Responsible Organization
3.1 Conduct detail micro level Multi-Hazard, Vulnerability and Risk						DDMA/Land Use & Planning department

Assessment of district Muzaffarabad at appropriate scale of 1:100,000 or as per requirement						
3.2 Conduct UC level Multi-Hazard, Vulnerability and Risk Assessment in selected disaster prone UCs at appropriate scale of 1:10,000 or as per requirement						Tehsil Authorities/DDM A with technical assistance of Land Use & Planning department
3.3 Develop risk profiles with reference to the past disastrous events of the districts. Assess element at risk per hazard type.						DDMA, Tehsil Authorities & UCDMCs with technical assistance of Land Use & Planning department
3.4 Generate hazard specific maps, indicating the location of various hazards with zonation of risk levels, e.g., low, moderate and severe						DDMA, Tehsil Authorities, UCDMCs with technical assistance Land Use & Planning department

3.5 Utilize Hazard and Risk Atlas of the District for the purpose of MHVRA studies at district level.						DDMA, SDMA, University & Research Institutions
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Outcome /Key target set for Strategic priority area 3

- District and UCs level map/atlas including classified hazard/risk maps exist with the DDMA
- Risk profile indicating vulnerable areas are identified at all level i.e. Tehsil, UC and Village level.
- Detailed risk assessment data available for Muzaffarabad on high resolution for planning and implementation of development practices
- Village level hazard and risk maps exist with VDMCs and UCDMCs.
- Historical records and maps of the predominant hazards are available for research and planning purpose.

7.1.4 Strategic Priority Area 4- Establish/strengthening Multi-Hazard Early Warning and Evacuation Systems

The multi-hazard early warning consists of collection, consolidation, analysis and dissemination of impending hazard and risk. The early warning information is crucial in making informed and timely choices around evacuation and issuing public warnings and alerts which offers immense potential to contribute in mitigating disaster impact.

A comprehensive early warning system usually consists of four key elements:(1) prior knowledge of the risks, (2) presence of a monitoring and warning service, (3) multi-layer information timely actions. If one part fails, the entire system can collapse, resulting in innumerable damages, if one of the elements fails, the whole system can be failed and losses will be encountered.

Disaster historic profile of Muzaffarabad is full of huge damages like EQ 2005 and series of floods 2010,2011,2012,2014. The effects of such damages cause a vicious cycle in AJK, the disaster cause huge economic loss that becomes a setback in the effort to eradicate poverty, and the lives of the people become worse. A multi-hazard early warning system is

an important tool to break out of the vicious cycle and it has become a major consideration in AJK.

Furthermore, communities are not aware of EWS and lack knowledge of disaster prevention measures as a whole. Due to difficult mountainous terrains and scattered population in the upper areas of District, hazard monitoring and institutional arrangements are either weak or ill-equipped to deliver timely and reliable information. However recent technological advancement in monitoring hazard, cheaper modes of communication and availability of mobile technology in remote areas made it possible to monitor hazard and take appropriate action by evacuating public to safer areas.

Local media's role will be reviewed, enhanced and utilized to improve dissemination of warnings. Community Based EWS will be established and linking communities with warning agencies would be an essential component. Initiatives will be taken to build capacities of communities in early warning by connecting them and by providing necessary equipment.

Actions to be implemented in 2016 – 2020

Action to be taken	2017	2018	2019	2020	2021	Responsible Organization
4.1 Develop clear SoPs for community based multi hazard early warning system						DDMA/Police & Revenue department
4.2.Coordinate with PMD for establishment of river flood forecast and warning system with real time rainfall and water level observation by river gauge installation						PMD , DDMA/Police & Revenue department
4.3. Establishment of flash flood forecasting and						DDMA, Police & Revenue department Tehsil Authorities &

warning system including local flash flood forecasting system.						UCDMCs
4.4. Enhance community understanding on EWS through scheduled training, simulation exercises and drills & Launch awareness campaigns related to early warning through engaging electronic and print media						DDMA, Police & Revenue department, Civil Defense, PRCS Tehsil Authorities, UCDMCs
4.5. Develop linkage between upper and downstream communities and with relevant govt. departments for effective EWS						DDMA Police & Revenue department, Civil Defense, PRCS Tehsil Authorities, UCDMCs
4.6. Formulate community level sub committees for early warning dissemination system						DDMA, Police & Revenue department, Civil Defense, PRCS Tehsil Authorities, UCDMCs & VDMCs
4.7 Establish SMS alert system, authorized by DDMA, and install wireless system and flood gauges at						DDMA ,PMD & Revenue department, Police

appropriate locations						
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Outcome /Key target set for Strategic priority area 4

- Standard operating procedure exists to operationalize the EWS during any emergency
- The EWS has been designed with Multi-Hazard approach and guidelines
- EWS are fully aligned with the PMD, Police department and other stakeholders at district level
- Equipment are installed and fully operationalized
- Local authorities and committees are fully involved in creating awareness and wide dissemination of the EWS
- Communities at up and down stream have understanding on cooperation and exchange of information
- Identification of safe evacuation places by involving the UC/VDMCs. Evacuation sites has capacity to accommodate number of people as per requirement of the affected population.

7.1.5 Strategic Priority Area 5-Disaster risk management through training, education and awareness

Actions to be implemented in 2016 – 2020

Action to be taken	2017	2018	2019	2020	2021	Responsible Organization
5.1. Constitute an expert board of Ministry of Education, education specialists and DRR professionals to developing and initiation DRR/M curriculum at Colleges & school level						Education Department, DDMA, and SDMA

5.2. Development of school safety curriculum for class middle and above						Education Department, DDMA, and SDMA
5.3. Conduct regular drills and simulation exercises & TOTs for teachers on Colleges & school based DRM and school safety						Education Department, Concerned DDMA, PRCS and Civil Defense
5.4. Implement phase wise Colleges & school safety programme						Education Department, DDMA, PRCS and Civil Defense
5.5. Launch phase wise DRR campaign at all level and continue for the forthcoming phases						SDMA, DDMA, TMAs, Mass Media, Rescue 1122, Civil Defense, I/NGOs, UCDMCs
5.6. Develop close liaison with mass media for promoting public awareness campaign during emergencies and peace time.						SDMA, DDMA, TMAs, Mass Media, Rescue 1122, Civil Defence, I/NGOs, UCDMCs
5.7. Conduct series of departmental seminars/works hops/meetings and training programmes for govt. officials on DRR						SDMA, DDMA, TMAs, Mass Media, Rescue 1122, Civil Defence, I/NGOs, UCDMCs

5.8. Observe 8 th October, 2005 earthquake commemoration day as “Disaster Awareness Day”						SDMA, DDMA, TMAs, Mass Media, Rescue 1122, Civil Defence, I/NGOs, UCDMCs, Civil societies
5.9. Training and awareness programme on Child and PWD focused DRR						SDMA, DDMA, TMAs, Mass Media, Rescue 1122, Civil Defence, I/NGOs, UCDMCs
5.10. Training and awareness programme through health practitioners including involvement of community health workers against epidemics						SDMA, Health Deptt. DDMA, TMAs, Mass Media, Rescue 1122, Civil Defence, I/NGOs, UCDMCs

Outcome/Key target set for the priority area 5

- DRR subject has been introduced at various educational institutions.
- Proper training Need Assessment has been carried out the training need identified.
- Develop pool of volunteers and potential trainers for community level trainings and awareness.
- Celebrating the commemoration day on each 8th October through active involvement of the schools, CSOs and government department.
- Media involvement are encouraged and trained on playing active role, before during and after the disasters
- Specialized tailor made training courses have been arranged for PWDs and marginalized communities with inclusive DRR approach.

7.1.6 Strategic Priority Area 6-Mainstreaming disaster risk reduction (DRR) & climate change adaptation measures into development

An important issue that needs to be integrated into government procedures is to promote adoption of risk sensitive approaches in development planning and programming in all sectors. The purpose of mainstreaming efforts is to ensure that all development infrastructures in hazard prone areas are built to higher standards of hazards resiliency;

e.g., schools, hospitals, roads, bridges, dams and telecommunications infrastructure etc.

After the devastating earthquake disaster in 2005, there has been increasing recognition of the need to mainstreaming disaster risk reduction into development planning – that is, to consider and address risks emanating from natural and human induced hazards in the sector and in the design of individual projects.

In District Muzaffarabad, the need for mainstreaming can be felt mainly due to gradual upward rise in reported disaster losses during recent decade. Primarily due to the increasing vulnerability to natural and human induced hazard events of economic and social assets and the wellbeing and livelihoods of population.

Actions to be implemented in 2016 – 2020

Action to be taken	2017	2018	2019	2020	2021	Responsible Organization
6.1. Establish District level DRR &CC adaptation mainstreaming working group						P&D Department, Climate Change Center, DDMA's, and SDMA
6.2. Conduct trainings of district government departments on integrating DRR into sectoral annual development plans						P&D Department, DDMA's, and SDMA
6.3. Implement a small pilot infrastructure project in regard to mainstreaming DRR						PPH, DDMA's, LG&RD
6.4. Review the development						P&D Department, DDMA's, and SDMA

programme by the criteria set by Planning Commission of Pakistan & ensure the implementation of DRR Checklist						
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Outcome/Key target set for the priority area 6

- Risk conscious development is ensured
- Engineers and other technical teams orientated on how to integrate DRR into development planning and implementation
- Utmost care for PPH while designing development plans. Engineers, development practitioners and planner are aware on designing plans for PWDs and vulnerable segments.
- Allocate funding for the pilot studies for physical infrastructure

7.1.7 Strategic Priority Area 7-Strengthen DRM system through awareness raising programme for disaster resilient communities at local level

The local communities, local infrastructure and local economy are directly affected by disasters. A “Community and Local Level Risk Reduction Programme” is the heart of disaster risk reduction. Local communities and authorities are the first player to respond to any disaster. Communities, being first responders to the disasters, have an important role to play in reducing hazard risks, effective preparedness planning and mounting rapid response in order to save lives and assets.

The community engagement and participation in risk reduction planning is critical and essential for successful disaster risk management. The investment in building capacities of communities in risk reduction planning and management came up as strategic area of intervention. The training and capacity building of local officials, communities, civil society could contribute in risk responsive development planning with effective community preparedness could help reduce the human and material losses due to impending disaster.

Considering this characteristic of the disaster situation, it is important that disaster risk reduction programmes are implemented for awareness

and capacity development at the local level, including local government officials, communities and civil society organizations. Local level disaster management plans at the village, UC, Tehsil and district are vital in disaster risk reduction.

Under the one UN joint programme, the State of AJ&K in collaboration of UNDP initiated Community Based Disaster Mitigation projects in several districts. The main theme was to introduce and strengthen CBDRM initiatives in the District to make DRM activities more sustainable.

Actions to be implemented in 2016 – 2020

Action to be taken	2017	2018	2019	2020	2021	Responsible Organization
6.1. Develop curriculum and plan CBDRM related training programs and selection of DMCs						DDMAs, SDMA, UCDMCs, LGRD, PRC,AJKRSP, Social Welfare, I/NGOs and other CSOs
7.2. Building capacities of the Disaster Management Committees (DMCs) through TOTs and CBDRM related trainings						DDMAs, SDMA, UCDMCs, LGRD, PRC,AJKRSP, Social Welfare, I/NGOs and other CSOs
7.3 Develop standard DMC structure and TORs for the executive and general members of the committee						DDMAs, SDMA, UCDMCs, LGRD, PRC,AJKRSP, Social Welfare, I/NGOs and other CSOs
7.4. Define operational areas for the DMCs in pre, during and						DDMAs, SDMA, UCDMCs, LGRD, PRC,AJKRSP, Social Welfare, I/NGOs and other CSOs

post disaster phases						
7.5 Small scale Mitigation measures for community DRM are incorporated in local government development programme & CBDRM activities.						DDMAs, SDMA, UCDMCs, LGRD, PRC,AJKRSP, Social Welfare, I/NGOs and other CSOs
7.6 Develop database of the volunteers and trained staff of the DMCs						DDMAs, SDMA, UCDMCs, LGRD, PRC,AJKRSP, Social Welfare, I/NGOs and other CSOs

Outcome/Key target set for the priority area 7

- CBDRM pilot projects carried out with the support of I/NGOs and CSO segment of the communities.
- Community are fully involved in the process with focus on disaster resilient communities
- Different drills are organized by CSOs and other relevant departments on safer evacuation
- Safe evacuation routes and sites are identified in case of any emergency
- Inclusive DRR approach is adopted during drill/exercises on safer evacuation
- Media is involved for wide dissemination and publicity of the campaign

7.1.8 Strategic Priority Area 8-Infrastructure development for disaster risk reduction

A well-distributed and safe infrastructure is vital for disaster risk management. In urban parts of district, however, the vulnerability of the population to natural hazards has increased due to ill planning in disaster prone areas. In addition, inadequate management of infrastructure has

caused damages to population. Many villages are remote and isolated due to mountainous terrain. Strengthening of physical infrastructure is vital for mitigation of underlying risk factors and effective response during disasters. It is essential to execute evaluation of physical infrastructure, especially transportation, traditional mud houses and communication facilities.

The Urban & Rural Vulnerable Building Assessment Committees are working to access the vulnerable infrastructure present both in Urban and Rural areas. With vast experience of build back better after the devastating earthquake during 2005, the building code need to be adopted and replicated for safer infrastructure development. Detail risk assessment of existing and new infrastructure will play important role. Risk assessment will highlight the preferred mode of construction retrofitting to of schools and health facilities.

Actions to be implemented in 2016 – 2020

Action to be taken	2017	2018	2019	2020	2021	Responsible Organization
8.1. Preparation of guidelines for new public buildings construction in the areas vulnerable to disasters in district						SDMA,LGRDC, DDMA, Education & Health Departments
8.2 Structural vulnerability evaluation for schools and hospitals in District						SDMA,LGRDC, DDMA, Education & Health Departments
8.3. Retrofitting works of important public facilities (schools, hospitals)						DDMAs, PPH,LGRDC, Education & Health Departments

8.4 Preparation of guidelines for housing construction in the areas vulnerable to disasters						DDMA, PPH, Development authorities Muzaffarabad
8.5. Conduct detail survey of old buildings in districts						DDMAs, Defense, PPH, LGRDC Civil TMAs
8.6 Policy formulation regarding demolishing of dangerous buildings, alternate accommodation and compensation policy						DDMAs, LGRDC, Revenue Deptt. P&D Deptt. PPH, TMAs

Outcome/Key target set for the priority area 8

- Structural interventions are in place with the community involvement in rural areas.
- Non-structural interventions are introduced to raise resilience.
- Retrofitting and necessary structural adjustment are carried out in schools, hospitals and other critical district facilities.
- Internal and external risk assessment conducted and dilapidated health and school facilities are identified with proper survey.
- Detail land use maps are available with TMAs to future planning and management.

7.1.9 Strategic Priority Area 9-Strengthening of the emergency response system at district Muzaffarabad

The purpose of the emergency response system is to enhance the district authorities and DDMA capacities to manage local level disasters using a comprehensive State/national response approach. To achieve this, the DDMA will incorporate all disaster management activities from preparedness to response. The DDMA will devise a framework for emergency response at different levels in the district. To mount an effective response system, it is of paramount that organization roles and coordination mechanism is strengthened. DDMA will identify the roles and responsibilities of various stakeholders, and lay down coordination mechanism for activities with UN, I/NGOs, civil society, the news media public and private sector, and local philanthropists to bring together a full range of local capabilities to manage any disaster. Enhancing the coping capacities of the response organizations (Rescuee1122, DDMA's etc.) with the provision of the Hi-tech response equipment along with the trained human resource and operational vehicles are crucial to meet any eventuality. For effective emergency response, strengthening and establishment of emergency operation centers, warehouses, Rescue 1122 services, capacity building programmes for government officers and volunteers and the development of all hazard specific contingency plans are quite urgent at district level.

Actions to be implemented in 2016 – 2020

Action to be taken	2017	2018	2019	2020	2021	Responsible Organization
9.1. Equip already constructed storage facilities/warehouse, with designated staff, relief material relevant to the prevailing hazards and geographical settings and communication means						SDMA, DDMA's, WFP, Donor agencies

9.2 Develop/revise the contingency plan						All district line departments and DDMA
9.3. Establish DEOC to deal with emergencies at district & provide all necessary equipment/fixtures for the DEOC						SDMA, DDMA, P&DD, Donors, NDMA
9.4 Enhance the coping capacities of the response organizations (Rescuee1122, /DDMAs etc.) with the provision of the hi-tech response equipment along with the trained human resource to meet any eventuality.						AJK Govt., Federal Govt, P&DD and Donor agencies.
9.5 Conduct Government Officers Emergency Response Exercise (GOERE) to focus on disaster contingency planning and simulation exercises at district level, aligned to						SDMA, NIDM, DDMA, TMA, State and District line departments

vulnerabilities of district with respect to various disasters						
9.6. Develop pool of emergency responders/volunteers at UC/Village level						DDMA, Civil defence, PRCS, & CSO

Outcome/Key target set for the priority area 9

- Revise/update contingency plan by each department. The contingency plans are aligned with DM Plan of the District Muzaffarabad as well as departmental DM Plan. Inclusive approach applied in the contingency plan.
- All the relief stock (food, medicine, relief supplies and rescue equipment) is prepositioned in Warehouse established at Muzaffarabad.
- UCDMC are fully equipped with necessary life saving items to be used during any emergencies. DM communities are properly trained in equipment utilized during emergencies
- DEOC are fully functionalize and have the human resources capacity to work 24/7 during emergencies
- Training workshops are organized on Damage and Needs Assessment. Conduct regular drills and exercises to fill format before disasters
- Pool of emergency responder is available and professionally trained at local level.

Annexures

Annex-A: Important Contact Numbers

Sr.	Designation	Contact Number
1.	Secretary SDMA/Civil Defence	05822 921536
2.	Secretary Planning & Development	05822 921992
3.	Commissioner Muzaffarabad	05822 920097
4.	Deputy Commissioner Muzaffarabad	05822 920055
5.	Senior Superintendent Police Muzaffarabad	05822 930006

Annex-B: Notifications

سرورسز اینڈ جنرل ایڈمنسٹریٹیشن ڈیپارٹمنٹ
آزاد حکومت ریاست جموں و کشمیر

* مٹھرا آباد *
تاریخ ۱۲-۵-۱۹۹۱

نوٹیفکیشن +

نمبر انتظامیہ/ام جی-۱۶۰/۲ (۱۶۰) ۹۱/۵ آزاد - حکومت ریاست جموں و کشمیر
تیسے ان اختیارات سے رو سے جو اسے پنہاں لیتا؟ ریونیو ایکٹ ۱۹۶۷ء کی دفعہ
۹ کی تحت، اور آئین آزاد جموں و کشمیر کے تحت درج ذیل دو ڈویژن میں
تقسیم کرنے کی منظوری عائد فرمائی جاتی ہے۔

نام ڈویژن	نام آف افسر	نام صدر مقام
(i) مٹھرا آباد	مٹھرا آباد، ایم، راولا کوٹ	مٹھرا آباد
(ii) سرورسز	سرورسز، تھریلی	سرورسز

۲- نوٹیفکیشن جدا قوری لیکر نافذال میں ہو گا۔

(مظہر حسین)

سیکشن آفیسر سرورسز (ام جی)

نقل بالا بخدیت ...

- ۱- سیکرٹری صاحب برائے جناب صدر آزاد جموں و کشمیر -
- ۲- سیکرٹری صاحب برائے جناب وزیراعلیٰ آزاد - حکومت ریاست جموں و کشمیر -
- ۳- برائے سیکرٹری صاحبان متعلقہ - سوانہ منبران کراچ -
- ۴- برائے سیکرٹری ٹیو چیف سیکرٹری برائے ایل اے جناب چیف سیکرٹری -
- ۵- جناب ایڈیشنل چیف سیکرٹری (جنرل) -
- ۶- جناب ایڈیشنل چیف سیکرٹری (ترقیات) منسلک منسویہ بندی و ترقیات -
- ۷- جناب فنانسئل کمنشنر سیکرٹری ماڈرن -
- ۸- جناب سیکرٹری سوانہ منبران -
- ۹- جناب سربراہان منسلک چات بشوں -
- ۱۰- جناب ڈیپٹی سیکرٹری مٹھرا آباد ڈویژن -
- ۱۱- جناب ڈیپٹی سیکرٹری سرورسز ڈویژن -
- ۱۲- جناب ریجنل ڈائریکٹر عدالت الادلیہ -
- ۱۳- جناب ڈیپٹی سیکرٹری سوانہ منبران -
- ۱۴- جناب ناظم اعلیٰ حسابات آزاد جموں و کشمیر -
- ۱۵- جناب ڈپٹی سیکرٹری ریپبلک -
- ۱۶- جناب انسپکٹر سوانہ منبران -
- ۱۷- جناب ڈپٹی سیکرٹری مٹھرا آباد -
- ۱۸- ماسٹر ٹائل -

(مظہر حسین)

سیکشن آفیسر سرورسز (ام جی)

۱۰/۱۰/۱۰

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Annex-C: Pictures of Consultative Process



DAMAGE/LOSS SITUATION REPORT

District	Tehsil	UC	Human Losses						Houses		Livestock		Livelihood Sources				Crops		Remarks
			Death			Injured			Completely	Partially	*	*	*	*	*	*	*		
			M	F	C	M	F	C											

Annex-E: Azad Jammu & Kashmir Disaster Management Act, 2008

AZAD GOVT OF THE STATE OF JAMMU AND KASHMIR
Law, Justice, Parliamentary Affairs and Human Rights Department

'Muzaffarabad'
Dated: 27.06.2008

No./LD/Legis./ 437-51 /2008. The following Act of Assembly received the assent of the President on 18th day of June, 2008, is hereby published for general information.

[Act I of 2008]

An
Act

to provide for the establishment of a Disaster Management System for
Azad Jammu & Kashmir

WHEREAS it is expedient to provide for an effective disaster management system
and for matters connected therewith or incidental thereto;

1. **Short title, extent and commencement.**- (1) This Act may be called the Azad Jammu & Kashmir Disaster Management Act, 2008.
(2) It extends to the whole of Azad Jammu & Kashmir.
(3) It shall come into force at once.
2. **Definitions.**- In this Act, unless the context otherwise requires,-
 - (a) "affected area" means an area or part of the Azad Jammu & Kashmir affected by a disaster;
 - (b) "disaster" means a catastrophe, or a calamity in an affected area, arising from natural or man made causes, or by accident which results in a substantial loss of life or human suffering or damage to, and destruction of, property;
 - (c) "disaster management" means managing the complete disaster spectrum including-
 - (i) preparedness;
 - (ii) response;
 - (iii) recovery and rehabilitation; and
 - (iv) reconstruction.
 - (d) "District Authority" means the District Disaster Management Authority established under Section 13;
 - (e) "District Plan" means a Disaster Management Plan prepared for a particular district under Section 16;
 - (f) "Government" means the Azad Government of the State of Jammu & Kashmir;
 - (g) "Authority" means the Azad Jammu & Kashmir Disaster Management Authority established under Section 8;
 - (h) "Plan" means the plan for disaster management for the whole of the territory of Azad Jammu & Kashmir prepared under section 10;
 - (i) "Commission" means the Disaster Management Commission established under Section 3;
 - (j) "Director General" means Director General of the Authority appointed under Section 8(3) of this Act; and

(k) "Prescribed" means prescribed by rules made under this Act;

CHAPTER II

THE DISASTER MANAGEMENT COMMISSION

3. **Establishment of Disaster Management Commission.**-(1) As soon as may be after the commencement of this Act the Azad Government of the State of Jammu & Kashmir may, by a notification in the Official Gazette, establish a Commission to be known as the Disaster Management Commission.
- (2) The Commission shall consist of:-
- (a) The Prime Minister of Azad Jammu & Kashmir who shall be the Chairperson, ex officio;
 - (b) Leader of Opposition in the Legislative Assembly;
 - (c) Senior Minister;
 - (d) Minister for Communication, works, reconstruction & rehabilitation;
 - (e) Minister for Health;
 - (f) Minister for Relief & Rehabilitation;
 - (g) Minister for Social Welfare;
 - (h) Minister for Forest;
 - (i) Minister for Civil Defense;
 - (j) Minister for Planning and Development;
 - (k) Chief Secretary, Azad Govt. of the State of Jammu and Kashmir;
 - (l) Senior Member Board of Revenue;
 - (m) Inspector General Police, Azad Govt. of the State of Jammu & Kashmir;
 - (n) Secretary Finance, Azad Govt. of the State of Jammu & Kashmir; and
 - (o) Representatives of civil society or any other person appointed by the Prime Minister.
 - (p) Such other member or members as may be appointed by the Prime Minister in consultation with the Leader of opposition.
- (3) The Director General, appointed under sub-section (3) of section 8 shall act as *ex officio* Secretary of the Commission.
4. **Meetings of the Commission.**-(1) The Commission shall meet as and when necessary and at such time and place as the Chairperson of the Commission may think fit.
- (2) The Chairperson of the Commission shall preside over the meetings of the Commission.
5. **Appointment of officers, and other employees of the Commission.** The Government shall provide the Commission with such officers, consultants and employees, as it considers necessary for carrying out its functions.

6. **Powers and functions of Commission.**- (1) Subject to the provisions of this Act, the Commission shall have the responsibility for laying down the policies, plans and guidelines for disaster management.
- (2) Without prejudice to generality of the provisions in sub-section (1), the Commission may-
- (a) lay down policies on disaster management;
 - (b) approve the Plan for territory of Azad Jammu & Kashmir;
 - (c) approve plans prepared by the Departments, Divisions & Districts;
 - (d) lay down guidelines to be followed by the Government;
 - (e) arrange for, and oversee, the provision of funds for the purpose of mitigation measures, preparedness and response; and
 - (f) take such other measures for the prevention of disaster, or the mitigation, or for preparedness and capacity building for dealing with disaster situation as it may consider necessary.
- (3) The Chairperson of the Commission shall, in the case of emergency, have power to exercise all or any of the powers of the Commission but exercise of such powers shall be subject to *ex post facto* ratification by the Commission.
7. **Constitution of advisory committees by the Commission.**-(1) The Commission may constitute an advisory committee or committees as required, of experts in the field of disaster management.
- (2) The members of the advisory committees shall be paid such allowances as may be prescribed by the Government.
8. **Establishment, of the Azad Jammu & Kashmir Disaster Management Authority.**-(1) The Government shall, immediately after issue of notification under sub-section (1) of section 3, establish an Authority to be known as Disaster Management Authority (hereinafter referred to as the Authority) for carrying out the purposes of this Act.
- (2) The Authority shall consist of such number of Members as may be prescribed and shall include the Chairperson and the Director General.
- (3) There shall be a Director General of the Authority, to be appointed by the Government, on such terms and conditions, as may be prescribed.
9. **Powers and functions of the Disaster Management Authority.**- The Authority shall-
- (a) act as the implementing, coordinating and monitoring body for disaster management;
 - (b) prepare the Plan to be approved by the Commission;
 - (c) implement coordinate and monitor the implementation of the policy;
 - (d) lay down guidelines for preparing disaster management plans by different Ministries or Departments.

- (e) provide necessary technical assistance to the Governments Districts Management Authorities for preparing their disaster management plans in accordance with the guidelines laid down by the Commission;
 - (f) coordinate response in the event of any threatening disaster situation or disaster;
 - (g) lay down guidelines for, or give directions to the concerned Ministries or Departments and District Management Authorities regarding measures to be taken by them in response to any threatening disaster situation or disaster;
 - (h) for any specific purpose or for general assistance requisition the services of any person and such person shall be a co-opted member and exercise such power as conferred upon him by the Authority in writing;
 - (i) promote general education and awareness in relation to disaster management; and
 - (j) perform such other functions as the Commission may require it to perform.
10. **Plan.-(I)** There shall be drawn up a plan for disaster management for the whole of the territory of Azad Jammu & Kashmir.
- (2) The Plan shall be prepared by the Authority having regard to the policy and in consultation with the expert bodies or organizations in the field of disaster management, and approved by the Commission.
- (3) The Plan shall include-
- (a) measures to be taken for the prevention of disasters or the mitigation of their *effects*;
 - (b) measures to be taken for the integration of mitigation measures in the development plans;
 - (c) measures to be taken for preparedness and capacity building to *effectively* respond to any threatening disaster situations or disaster; and
 - (d) roles and responsibilities of different Ministries or Departments of the Government in respect of measures specified in clauses (a), (b) and (c).
- (4) The plan shall be reviewed and updated annually.
- (5) The Government shall make appropriate provisions for financing the measures to be carried out under the plan.
11. **Guidelines for minimum standards of relief.**- Subject to directions of the Commission, the Authority shall lay down guidelines for the minimum standards of relief to be provided to persons *affected* by disaster which shall include,-
- (a) the minimum requirements to be provided in the relief camps and *affectees* in relation to shelter, tents, food, drinking water, medical cover and sanitation;

- (b) the special provisions to be made for vulnerable groups;
 - (c) *ex gratia* assistance on account of loss of life as also assistance on account of damage to houses and for restoration of means of livelihood; and
 - (d) such other relief as may be necessary.
12. **Relief in loan repayment, etc.**-Subject to such directions as the Commission may give, the Authority may, in cases of disasters of severe magnitude give directions regarding relief in repayment of loans or for grant of fresh loans to the persons affected by disaster on such confessional terms as may be appropriate.

CHAPTER III

DISTRICT DISASTER MANAGEMENT AUTHORITY

13. **Constitution of District Disaster Management Authority.**-(1) The Government shall, as soon as may be after issue of notification under sub-section (1) of section 3, by notification in the Official Gazette, establish a District Disaster Management Authority for every district.
- (2) The District Authority shall consist of such number of members, as may be prescribed by the Government, and unless the rules otherwise provide, it shall consist of the following members, namely:-
- (a) Deputy Commissioner of the District who shall be Chairperson, *ex officio*;
 - (b) SSP/SP of the District, member, *ex officio*
 - (c) the District Health Officer, member, *ex-officio*;
 - (d) the Assistant Director Civil Defence member, *ex-officio*;
 - and (e) such other district level officers, to be appointed by the Government; and
 - (f) Member of Legislative Assembly of Azad Jammu and Kashmir from the respective affected area.
14. **Powers of Chairperson of District Authority.**-(1) The Chairperson of the District Authority shall, in the case of an emergency, have power to exercise all or any of the powers of the District Authority but the exercise of such powers shall be subject to *ex post facto* approval of the District Authority.
15. **Powers and functions of District Authority.**-(1) The District Authority shall be the district planning, coordinating and implementing body for disaster management and take all measures for the purposes of disaster management in the district in accordance with the guidelines laid down by the Authority.
- (2) Without prejudice to the generality of the foregoing provisions, the District Authority may-
- (a) prepare a disaster management plan including district response plan for the district;

- (b) coordinate and monitor the implementation of the Policy, and Plan;
- (c) ensure that the areas in the district vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of its effects are undertaken by the departments of the Government at the district level as well as by the local authorities;
- (d) ensure that the guidelines for prevention, mitigation, preparedness and response measures as laid down by the Authority are followed by all departments of the Government at the district level and the local authorities in the district;
- (e) give directions to different authorities at the district level and local authorities to take such other measures for the prevention or mitigation of disasters as may be necessary;
- (f) lay down guidelines for preparation of disaster management plans by the departments of the Government at the districts level and local authorities in the district;
- (g) monitor the implementation of disaster management plans prepared by the Departments of the government at the district level;
- (h) lay down guidelines to be followed by the Departments of the Government at the district level;
- (i) organize and coordinate specialized training programmes for different levels of officers, employees and voluntary rescue workers in the district;
- (j) facilitate community training and awareness programmes for prevention of disaster or mitigation with the support of local authorities, governmental and non-governmental organizations;
- (k) setup, maintain, review and upgrade the mechanism for early warnings and dissemination of proper information to public;
- (l) prepare, review and update district level response plan and guidelines;
- (m) coordinate with, and give guidelines to, local authorities in the district to ensure that pre-disaster and post-disaster management activities in the district are carried out promptly and effectively;
- (n) review development plans prepared by the Departments of the Government at the district level, statutory authorities or local authorities with a view to make necessary provisions therein for prevention of disaster or mitigation;
- (o) identify buildings and places which could, in the event of disaster situation be used as relief centres or camps and make arrangements for water supply and sanitation in such buildings or places;
- (p) establish stockpiles of relief and rescue materials or ensure

- preparedness to make such materials available at a short notice;
- (q) provide information to the Authority relating to different aspects of disaster management;
 - (r) encourage the involvement of non-governmental organizations and voluntary social-welfare institutions working at the grassroots level in the district for disaster management;
 - (s) ensure communication systems are in order, and disaster management drills are carried out periodically; and
 - (t) perform such other functions as the Government may assign to it or as it deems necessary for disaster management in the District.
- 16. District plan.**-(1) There shall be a plan for disaster management for every district of Azad Jammu & Kashmir.
- (2) The District Plan shall be prepared by the District Authority having regard to the Plan as prescribed in Section 10.
- (3) The District plan shall be reviewed and updated annually.
- 17. Additional Powers of District Authority.**- For the purpose of assisting, protecting or providing relief to the community, in response to any disaster, the District Authority may-
- (a) give directions for the release and use of resources available with any department of the Government and the local authority in the district;
 - (b) control and restrict vehicular traffic to, from and within, the vulnerable or affected area;
 - (c) control and restrict the entry of any person into, his movement within and departure from, a vulnerable or affected area;
 - (d) remove debris, conduct search and carryout rescue;
 - (e) provide shelter, tent, food, drinking water and essential provisions, healthcare and services;
 - (f) establish emergency communications systems in the affected area;
 - (g) make arrangements for the disposal of the unclaimed dead bodies;
 - (h) direct any Department of the Government or any authority or body under that Government at the district level to take such measures as are necessary in its opinion;
 - (i) require experts and consultants in the relevant fields to advise and assist as it may deem necessary;
 - (j) procure exclusive or preferential use of amenities from any authority or person;
 - (k) construct temporary bridges or other necessary structures and demolish structures which may be hazardous to public or aggravate the effects of the disaster;
 - (l) ensure that the non-governmental organizations carry out their activities in an equitable and non-discriminatory manner;
 - (m) take such other steps as may be required or warranted to be

taken in such a situation.

CHAPTER IV

MEASURES BY THE GOVERNMENT FOR DISASTER MANAGEMENT

18. **Government to take measure.**-(1) Subject to the provisions of this Act, the Government may take all such measures as it deems necessary or expedient for the purpose of disaster management.
- (2) In particular and without prejudice to the generality of the foregoing provisions, the measures which the Government may take shall include measures with respect to all or any of the following matters, namely:
- (a) coordination of actions of the Ministries and departments of the Government, Authority, governmental and non-governmental organizations in relation to disaster management;
 - (b) cooperation and assistance to Governments, as requested by them or otherwise deemed appropriate by it;
 - (c) requisition and deployment of armed forces, civil armed forces or any other civilian personnel or foreign contingents required for the purposes of this Act;
 - (d) coordination and mobilization with the United Nations agencies, international organizations and governments of foreign countries specially in disaster prone areas, for the purposes of this Act;
 - (e) establish institutions for research, training, and developmental programmes in the field of disaster management; and
 - (f) such other matters as it deems necessary or expedient for the purpose of securing effective implementation of the provisions of this Act.
- (3) The Government may extend such support to other countries affected by major disaster as it may deem appropriate.

CHAPTER V

LOCAL AUTHORITIES

19. **Functions of the local authority.**-(1) Subject to the directions of the District Authority, a local authority shall -
- (a) ensure that its officers and employees are trained for disaster management;
 - (b) ensure that resources relating to disaster management are so maintained as to be readily available for use in the event of any threatening disaster situation or disaster;
 - (c) ensure that all construction projects under it or within its

jurisdiction conform to the standards and specifications laid down for prevention of disasters and mitigation by the Authority and the District Authority; and

(d) carry out relief, rehabilitation and reconstruction activities in the affected area in accordance with the Plan and the District Plan.

(2) The local authority may take such other measures as may be necessary for the disaster management.

CHAPTER VI

STATE INSTITUTE OF DISASTER MANAGEMENT

20. **State Institute of Disaster Management.**- (1) With effect from such date as the Government may, by notification in the Official Gazette appoint in this behalf, there shall be established an institute to be called the State Institute of Disaster Management.

(2) Subject to the provisions of this Act, the State Institute of Disaster Management shall be responsible for planning and promoting training and research and developing core competencies in the area of disaster management, documentation and development of national level information base relating to disaster management policies, prevention mechanisms and mitigation measures.

(3) Without prejudice to the generality of the foregoing provisions, the State Institute, for the discharge of its functions, may-

(a) develop training modules, undertake research and documentation in disaster management and organize training programmes;

(b) formulate and implement a comprehensive human resource development plan covering all aspects of disaster management;

(c) provide assistance in state level policy formulation;

(d) provide required assistance to the training and research institutes for development of training and research programmes for stakeholders including Government functionaries;

(e) provide assistance to the Governments in the formulation of State level policies, strategies, disaster management framework and any other assistance as may be required by the Governments for capacity-building of stakeholders, Government including its functionaries, civil society members, corporate sector and people's elected representatives;

(f) develop educational materials for disaster management including academic and professional courses;

(g) promote awareness among stakeholders including college or school teachers and students, technical personnel and others associated with multi-hazard mitigation, preparedness and

response measures;

(i) undertake any other function as may be assigned to it by the Government.

CHAPTER VII

STATE DISASTER RESPONSE FORCE

21. **Establishment of State Disaster Response Force.**- (1) There shall be established a State Disaster Response Force for the purpose of specialist response to a threatening disaster situation or disaster.
(2) Subject to the provisions of this Act, the force shall be constituted in such manner and the conditions of service of the members of the Force shall be such as may be prescribed.
22. **Control, direction, etc.**- The general superintendence, direction and control of the State Disaster Response Force shall vest in, and exercisable by, the Authority.

CHAPTER VIII

FINANCE, ACCOUNTS AND AUDIT

23. **State Fund for Disaster Management.**- (1) The Government may, by notification in the Official Gazette, constitute a Fund to be called the State Disaster Management Fund for meeting any threatening disaster situation or disaster.
(2) The State Disaster Management Fund shall be financed from the following sources, namely:-
(a) grants made by the Federal Government;
(b) grants mad by the government;
(c)loans, aid and donations from the national or international agencies; and
(d) donation received from any other source.
(3) On commencement of this Act, the following Funds shall become part of the State Disaster Management Fund, namely:-
(a) Prime Minister's Disaster Relief Fund;
(b) any other Fund relatable to natural calamities established at State level as the Government may determine;
(4) The State Disaster Management Fund shall be kept in one or more accounts maintained by the Authority, in local or foreign currency, in any scheduled bank and shall. be operated in accordance with the directions of the Authority.
(5) The State Disaster Management Fund shall be administered by the Authority towards meeting the expenses for emergency preparedness, response, mitigation, relief and reconstruction.
24. **Allocation of funds by the Governments.**- The Government, in their annual budgets, make provisions for funds for the purposes of carrying out the activities

and programmes set out in its disaster management plan.

25. **Emergency procurement and accounting.**- (1) Where by reason of any impending disaster situation or disaster, the Authority or District Authority is satisfied that immediate procurement of provisions or materials or the immediate application of resources are necessary for rescue or relief it may authorize the concerned department or authority to make the emergency procurement and in such case, the standard procedure requiring inviting of tenders shall be deemed to be waived.

(2) A certificate about utilization of provisions or materials by the controlling officer authorized by the Authority or District Authority, as the case may be, shall be deemed to be a valid document or voucher for the purpose of accounting of emergency procurement of such provisions or materials.

CHAPTER IX

OFFENCES AND PENALTIES

26. **Punishment for obstruction. etc.**- Whoever, without reasonable cause,
- (a) obstructs any officer or employee of the Government or a person authorized by the Authority or District Authority in the discharge of his functions under this Act; or
 - (b) refuses to comply with any direction given by or on behalf of the Government under this Act;
- shall be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with such directions results in loss of lives or imminent danger thereto, shall be punishable with imprisonment for a term which may extend to two years, or with fine, or with both.
27. **Punishment for false claim.**- Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief or assistance for repair, reconstruction or other benefits consequent to disaster from any officer of the Government, the Authority or District Authority, shall be punishable with imprisonment for a term which may extend to two years or with fine or with both.
28. **Punishment for false warning.**-Whoever makes or circulates a false alarm or warning as to disaster .or its severity or magnitude leading to panic shall be punishable with imprisonment which may extend to one year or with fine.
29. **Failure of officer in duty or his connivance at the contravention of the provisions of this Act.**- Any officer, on whom any duty has been imposed by or under this Act and who refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

CHAPTER X
MISCELLANEOUS

30. **Prohibition against discrimination.**- While providing compensation and relief to the victims of disaster, there shall be no discrimination on the ground of sex, caste, community, descent or religion.
31. **Power of requisition of resources, provisions, vehicles, etc. for rescue operations, etc.**- If it appears to the Authority, District Authority or any officer as may be authorized by it in this behalf that-
- (a) any resources with any authority or person are needed for the purpose of prompt response;
 - (b) any premises are needed or likely to be needed for the purpose of rescue operations; or
 - (c) any vehicle is needed or is likely to be needed for the purposes of transport of resources from disaster affected areas or transport of resources to the affected area or transport in connection with rescue, rehabilitation or reconstruction;
- such authority may, by order in writing, requisition such resources or premises or vehicle, as the case may be, and may make such further orders as may appear to it to be necessary or expedient in connection.
32. **Payment of compensation.**- Whenever any authority requisitions any premises there shall be paid to its owner compensation the amount of which shall be determined by taking into consideration the rent payable in respect of the premises, or if no rent is so payable, the rent payable for similar premises in the locality.
- Provided that any owner of premises being aggrieved by the amount of compensation so determined may Within thirty days make an application to the Government.
- Provided further that where there is any dispute as to the title to receive the compensation or as to the apportionment of the amount of compensation, it shall be referred to the Government.
33. **Direction to media for communication of warnings, etc.**- The Authority or a District Authority may give direction to any authority or person in control of any audio or audio-visual media or such other means of communication as may be available to carry and warnings or advisories regarding any impending disaster situation or disaster, and such authority or person shall comply with such direction.
34. **Annual report.**- (1) The Authority shall prepare once every year, in such form and at such time as may be prescribed by rules, an annual report giving a true and full account of its activities during the previous year and copies thereof shall be forwarded to the Government which shall lay it before the Azad Jammu & Kashmir Legislative Assembly.
- (2) The District Authority shall prepare once every year, in such form and at such time

as may be prescribed by rules, an annual report giving a true and full account of its activities during the previous year and copies thereof shall be forwarded to the Authority.

35. **Bar of jurisdiction.**- No court or tribunal shall have jurisdiction to entertain any suit or proceeding in respect of anything done, action taken, orders made, direction, instruction or guidelines issued by the Government, Authority or District Authority in pursuance of any power conferred by, or in relation to its functions, by this Act.
36. **Indemnity.**- Officers and employees of the Government, Authority or District Authority shall be immune from legal process in regard to any warning in respect of any impending disaster communicated or disseminated by them in their official capacity or any action taken or direction issued by them in pursuance of such communication or dissemination.
37. **Action taken in good faith.**- No suit or prosecution or other proceeding shall lie in any court against the Government or the Authority or the District Authority or local authority or any officer or employee of the Government or the Authority or the District Authority or Local Authority in respect of any work done or purported to have been done or intended to be, in good faith, done by such authority or Government or such officer or employee or such person under the provisions of this Act or the rules made thereunder.
38. **Delegation of powers to the Authority.**- The Commission may, for effective implementation of the policy on disaster management, by general or special order delegate to the Authority any of its powers or functions under this Act subject to such conditions as it may think fit to impose.
39. **Act not to derogate from other laws.**- The provisions of this Act shall be in addition to, and not in derogation of any other law for the time being enforce.
40. **Power to make rules.**- The Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.
41. **Removal of difficulties.**- If any difficulty arises in giving effect to the provisions of this Act, the Government may, by notification in the Official Gazette, make such order, not inconsistent with the provisions of this Act, as may appear to it to be necessary or expedient for the removal of the difficulty.
42. **Repeal.**- The Azad Jammu and Kashmir Disaster Management Ordinance, 2008 (Ordinance V of 2008) is hereby repealed.

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(Raja Zulqarnain Khan)
President
Azad Jammu & Kashmir

(Sajid Amir Suddozai)
Section Officer (Legislation)

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every sale, purchase, and payment must be properly documented to ensure the integrity of the financial statements. This includes recording the date, amount, and purpose of each transaction.

The second part of the document details the various methods used to collect and analyze financial data. It describes how data is gathered from different sources, such as sales invoices, bank statements, and internal reports. The analysis involves comparing current performance against historical trends and industry benchmarks to identify areas of strength and weakness.

The third part of the document focuses on the preparation of financial statements. It outlines the steps involved in calculating net income, determining the balance sheet, and preparing the cash flow statement. Each statement is explained in detail, showing how the data from the previous sections is used to create a comprehensive picture of the company's financial health.

The fourth part of the document discusses the implications of the financial statements for management and investors. It explains how these statements are used to make strategic decisions, such as investment opportunities, cost-cutting measures, and financing options. It also highlights the role of financial statements in attracting investors and securing loans.

The fifth part of the document concludes with a summary of the key findings and recommendations. It reiterates the importance of accurate record-keeping and regular financial analysis. It also provides suggestions for improving financial performance and maintaining transparency in the company's operations.