

**Islamic Republic of Afghanistan**

DEPARTMENT FOR DISASTER PREPAREDNESS

# Guidelines for Preparing Provincial Disaster Management Plan

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# Guidelines for Preparing Provincial Disaster Management Plan

## Background

National Disaster Management Plan for Afghanistan had been developed by Sustainable Environment and Ecological Development Society (SEEDS) in 2003 for the Department for Disaster Preparedness (DDP) of the Islamic Republic of Afghanistan, with the support of United Nations Assistance Mission for Afghanistan (UNAMA). The National Disaster Management Plan was approved by the Ministerial Advisory Committee in 2004. The implementation of the National Disaster Management Plan commenced through UNAMA AETF-4015 Project: National Disaster Management Plan Dissemination for Community Based Disaster Management.

Under this project, eight workshops on “Provincial Disaster Management Planning” were held in Kunduz, Mazar-e-Sharif, Bamyan, Herat, Gardez, Kapisa, Jalalabad, and Kandahar during July to November 2005 in which representatives from provincial departments participated. A workshop on “District Disaster Management Plan” was held in Baharak District of Badakshan Province. The participants were introduced to the National Disaster Management Plan and they were trained in preparing disaster management plan for their provinces. Draft Disaster Management Plans were prepared for the following eleven provinces based on the information provided by the participants – Kunduz, Balkh, Bamyan, Herat, Paktya, Kapisa, Nangarhar, Kunar, Nuristan, Leghman, and Kandahar. Disaster Management Plan for Baharak District was also drafted.

These “guidelines for preparing disaster management plan” has been prepared based on the experience gained from the workshops. These guidelines can be followed for developing comprehensive disaster management plans.

## Methodology

For preparing a Disaster Management Plan, the following methodology is recommended.

- Organise a workshop in which representatives of all agencies who have the responsibility of disaster management participate. It is important that representatives from the office of the Governor and Deputy Governor take part in the workshop, since the overall responsibility of disaster management rests with the Governor. Also the Governor heads the Disaster Management Commission. It is also necessary to involve the representative of the Department for Disaster Preparedness (DDP) from the DDP’s regional office. It is also important to involve the representatives of National Army and the Police Department since they have a key role in rescue operations. Other line ministries and the Afghan Red Crescent Society should also be involved.
- A participatory approach should be used in developing the disaster management plan. Officials who have spent several years of working in a province or district are the best ones who can identify the hazards faced by the area, list out the vulnerabilities and recall the details of past disasters that occurred. The participants should first be introduced to the National Disaster Management Plan and they should be shown the format of the proposed Disaster Management Plan. The Disaster Management Plan may be based on the format given in this document. Necessary clarifications have been given under each section of this document. Wherever possible, example has been provided in the sections.
- It will be seen that there are several tables that need to be filled for developing the Disaster Management Plan. It will not be possible to fill all these tables during the course of the workshop. However, the workshop will provide an experience and training to the participants for filling the tables with necessary information. Therefore the Governor’s office should coordinate with the relevant departments to collect information to complete the tables so that the document can be completed.

## Introduction

*Under this section, briefly describe the process that was used for developing the disaster management plan. An example is given below.*

A Draft Disaster Management Plan for Kunduz Province, Afghanistan has been prepared. The draft plan has been developed based on the inputs provided by the officials of various departments of the provincial government in a workshop conducted under the UNAMA/UNDP project AETF-4015: National Disaster Management Plan Dissemination for Community Based Disaster Management. The Governor's Office of Kunduz will develop this draft further by completing, updating and modifying this plan as needed for their use in effective disaster management. The Province Disaster Management Plan follows the structure of the National Disaster Management Plan.

## Plan Objectives

The objectives of the Provincial Disaster Management Plan are:

- To plan and implement risk reduction activities in the province.
- To have effective disaster preparedness, and effective emergency response for saving of lives.
- To provide relief and humanitarian assistance.
- To enable faster recovery through comprehensive reconstruction and rehabilitation.
- To conduct trainings and capacity building for effective prevention, mitigation and response for disasters.
- To undertake information, education and communication activities to create awareness among the communities and the general public.

## ----- Province

*(Add general information on the population and socio-economic conditions of the province)*

*Briefly describe the location, economic status, and vulnerability here. An example is given below.*

### Location

Area and Administrative Divisions

Salient Physical Features and Land use

### Patterns

Geology and Geomorphology

Climate and Rainfall

Socio Economic Features

### Agriculture and Cropping Pattern

River Systems and Dams

Industries

Power Stations and Electricity Installations

Transport and Communication Network

Kunduz Province is situated in the northern Afghanistan, the region lying to the north of the Hindu Kush Mountains. Both geographically and culturally the northern Afghanistan is an area more closely related to Central Asia than to Persia or the Indian subcontinent. Its ethnic mix of Tajik, Uzbek and Turkmen reflects the nationalities of those living over the border of the Amu Darya (Oxus River) to the north.

Kunduz Province has border with Takhar Province on the east, Baghlan Province in the south and Balkh Province in the west. In the north, Amu Darya separates the province from Tajikistan. The estimated population of the province is 815,107.

## Hazard, Risk and Vulnerability Profile

*During the workshop for developing disaster management planning, the participants should be divided into groups and they should be asked to discuss the types of hazards faced and identify the risk level of each hazard. The vulnerability assessment should be done for each district of the province as well as the provincial capital city. Also, a list of past disasters and their impact will be useful for developing the plan. An example is given below.*

The main faced by the province are flood, drought and earthquake. District-wise hazard risk profile of Kunduz Province is given in the following Table.

**Hazard Profile of Kunduz Province**

Name of District	Population (Est.)	Flood	Drought	Earthquake
Imam Sahib	800,000	M	0	0
Qalah Zal	400,000	M	L	L
Ali Abad	350,000	L	L	0
Chahar Darah	300,000	L	L	0
Khan Abad	700,000	L	L	0
Archi	300,000	L	L	0
Kunduz	1,200,000	L	L	0

H = High Risk; M = Medium Risk; L = Low Risk; 0 = No Risk

*(The above data was compiled by the participants at the time of the provincial workshop. The details given in the Table should be scrutinized by the Governor's office and corrected as necessary.)*

Some past disasters that occurred in the province are given in the following Table.

History of Past Disasters in Kunduz Province			
Type of Disaster	Year	Affected Districts	Damages
Conflict	2001	All districts	4,000 lives lost; 6,000 people injured; houses and property damaged
Drought	2001	Ali Abad, Khan Abad, Archi	Loss of wheat crop; livestock lost
Earthquake	2002	Qalah Zal	100 houses damaged
Flood	2003	All districts	20,000 jirib land
Dam failure	2005	Chahar Darah, Khan Abad, Imam Sahib, Ali Abad	Agricultural land

*(The above data was compiled by the participants at the time of the provincial workshop. The details given in the Table should be scrutinized by the Governor's office and corrected as necessary.)*

The vulnerabilities of the province include low rainfall, poor crop yield, mountainous terrain, desert area, reduced forest cover, large pasture land, low literacy level and high poverty level. However, all districts have health centres and in general the communication facilities and transport facilities are good.

## Stakeholders and Roles

*The following text can be adapted. However, the names and role of the stakeholders should be reviewed and corrected.*

The stakeholders for disaster management at the provincial level are all departments representing the national ministries in the province as given in the National Disaster Management Plan. The roles of various stakeholders for disaster management in the province are listed in the following Table.

Agency	Role
Province Disaster Management Commission	<p>Declare emergency situation in case of devastating disaster and the end of it.</p> <p>Provide policy directions and integration of Disaster Management programmes in the provincial development framework.</p> <p>Adopt Disaster Management Plans prepared by the Line Departments.</p>
Department of Rural Rehabilitation & Development	<p>Coordinate the activities of Provincial Disaster Management Commission.</p> <p>Be the primary agency responsible for "Earthquakes", "Drought", "Earthquake induced Landslides"</p> <p>Identifying places for evacuation, need assessment, relief, implement vulnerability reduction projects, poverty reduction</p>
Department of Agriculture and Livestock	<p>Be the primary agency responsible for "Pest Attacks", "Cattle Epidemics"</p> <p>Assessment of agriculture crops, livestock damage and food needs, provide seeds for early recovery.</p>
Department of Interior	<p>Be the primary agency responsible for "Fire", "Air &amp; Road Accidents"</p> <p>Security, evacuation, emergency assistance, search and rescue, first aid, law and order, communication, setting up of emergency evacuation centers, shifting of people to relief camps, traffic management. Fire management.</p>
Department of Irrigation	<p>Be the primary agency responsible for "Floods", "Dam Failures", "Flash floods, Landslides &amp; Mud flows"</p> <p>Drought and flood management, watershed management, enforcement of land-use plan, evacuation from low-lying areas, identification of safer places, construct embankments, arrangement of boats and pump sets, swimmers and divers, communication. Strengthening of river banks.</p>
Department of Public Health	<p>Be the primary agency responsible for "Biological Disasters and Epidemics"</p> <p>First aid, health and medical care, ambulance arrangements, preventive steps for other diseases, record of dead persons. Mobile clinics, supply of medicines.</p>
Department of Defense	<p>Be the primary agency responsible for "Explosions" &amp; "Unexploded Ordinance"</p> <p>Security, search and rescue logistics, distribution of relief, equipment for emergency response, equipment for Rapid Assessment and Quick Response Team</p>
Department of Refugee & Repatriation	<p>Be the primary agency responsible for "Extreme Winter situations"</p> <p>Emergency food aid and shelter</p>
Department of Communication	<p>Provide emergency communication systems, enable critical communication links with disaster sites</p>
Department of Transport	<p>Logistics, transfer of relief material and relocation of affected people, road repairing, alternate routes</p>

Department of Finance	Arrange necessary funds and ensure equitable distribution, manage accounts
Department of Planning	Allocation of funds on priority basis for disaster mitigation and rehabilitation projects
Department of Education	Training on Disaster Preparedness, Awareness Campaigns, Volunteer Teams
Department of Mines and Industries	Provide appropriate equipments for search and rescue, Relief Aid
Department of Urban Development and Housing	Retrofitting and reconstruction, assessment of physical damage, Byelaws etc.
Department of Public Works	Maintenance of public infrastructure, search and rescue, identify safer places, assess physical damage, identify safer routes, provide necessary equipments for search and rescue, reconstruction and rehabilitation
Department of Labour and Social Welfare	Provide volunteer teams, vocational training programs, socio-economic rehabilitation of disabled, widows, children etc.
Department of Information, Culture and Tourism	Communicate warnings to the public, relay announcements issued by DDP, telecast special programmes for information and actions, education and awareness messages for preparedness actions and coordinated response. Promote disaster related polices.
Department of Women Affairs	Protection of women and girl child, impart vocational training and awareness programs.
Afghanistan Red Crescent Society	Overall disaster preparedness and response programs at community level.
Province Governor	Coordinate among province level officers of different departments, other agencies and local administration. Liaise with DDP and national EOC.
Municipality Mayor	All activities related to disaster preparedness, response and rehabilitation at the city level. Burial of dead bodies.
International Agencies/NGOs	Provide relief, coordinate with Government, conduct awareness and capacity building programmes, preparedness activities at community level, assist in reconstruction and rehabilitation

*(The above data was compiled by the participants at the time of the provincial workshop. The details given in the Table should be scrutinized by the Governor's office and corrected as necessary.)*

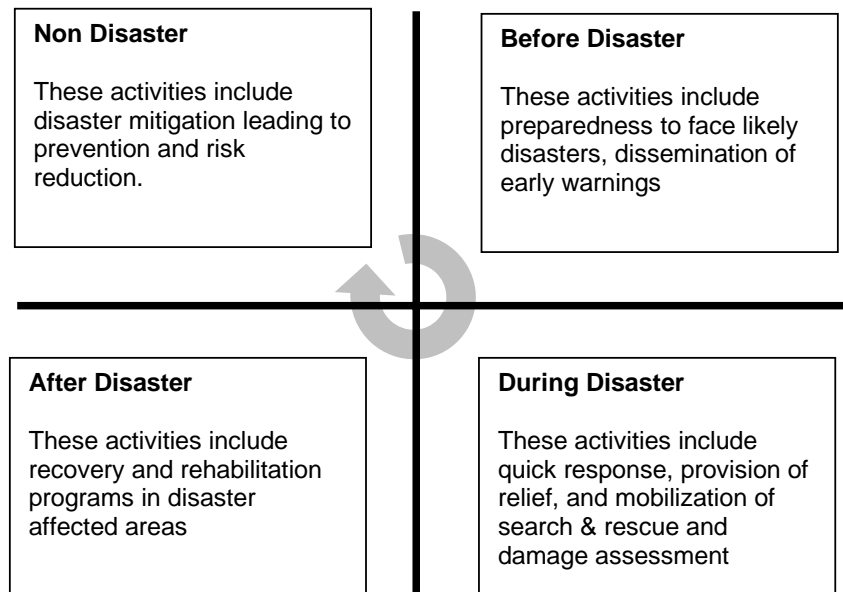
## Levels of Disaster

Levels of disaster can be defined as district level, province level, and national level as follows:

District level Disaster	A disaster within the capabilities of the District Administration to deal with
Province Level Disaster	A disaster within the capabilities of the Province Government to deal with
National Level Disaster	A disaster requiring major direct intervention of the National Government

## Disaster Cycle

The activities of disaster management will be considered in four stages of disaster, namely, non-disaster time, before disaster, during disaster and after disaster as follows:



## Implementation Mechanisms

### ***Provincial Disaster Management Commission***

*The following text can be adapted. However, the list of members of the Disaster Management Commission should be reviewed and corrected.*

Disaster preparedness activities will be planned and decided upon by Province Disaster Management Commission. The Province Disaster Management Commission shall comprise the following province authorities:

1. The Governor, Head of the Commission.
2. Deputy Governor, Deputy Head of the Commission.
3. Representative of Rural Rehabilitation and Development Department, member & Coordinator
4. Chief Commander of the National Army in the province, member
5. Chief Police Commander, member
6. Mayor of Provincial Capital, member
7. Representative of Public Works Department, member
8. Representative of the Transport Department, member
9. Representative of the Irrigation Department, member
10. Representative of Communications Department, member
11. Representative of Health Department, member
12. Representative of Department of Information, Culture and Tourism, member
13. Representative of the Agriculture and Animal Husbandry Department, member
14. Representative of Afghan Red Crescent Society (ARCS), member
15. Representative of DDP, Spokesperson

The meetings of the provincial Disaster Management Commission will be held when a disaster occurs or the communities pass on information on the likely occurrence of a disaster to the respective authorities, or the Head of the commission feels it necessary to call a meeting. During established disaster prone phases in the year, the Commission will meet as a preparedness measure and will oversee preparedness activities being implemented on the ground.

Once the Province Commission deems a disaster to be beyond the management capacity of local authorities, it will declare it as a Province Level Disaster and activate the Province EOC. Once the Province Commission deems a disaster magnitude to be beyond its management capability, it will forward the report to the National EOC for deliberation at the National Commission on Disaster Management and subsequent appropriate national intervention. On verification of the magnitude of the disaster, and the scale of response required, the National Emergency Operations Centre will get activated and after declaring a National Disaster, will take control.

The role of various departments of the Province is given under "Standard Operating Procedures". The departments will keep in close contact and will coordinate their activities with those of their parent ministries at the national level in case of a national disaster, and will keep the parent ministries informed of the situation and actions taken in case of province disasters.

The DDP, directly or through its regional offices, will keep regular contact with the Governors' offices in the affected Province and neighbouring provinces.

## ***Province Emergency Operations Centre***

An Emergency Operations Centre (EOC) will be maintained and run round the clock which will expand to undertake and coordinate activities during a disaster. Once a warning or a First Information Report is received, the EOC will become fully operational. The EOC will be under direct command of the Governor of the Province.

The Emergency Operations Centre stays operational through-out the year in preparedness mode, working during day time in order to take care of the extended preparedness activities of data management, awareness and training, which is essential for the smooth functioning of the EOC during crisis situations. During an emergency, the EOC will get upgraded and will have all emergency stakeholders manning it round the clock.

### **Aim of the Emergency Operations Centre**

The aim of EOC at the province level shall be to provide centralized direction and control of any or all of the following functions:

- Emergency operations
- Communications and warning
- Requesting additional resources from the National Government during the disaster
- Issuing emergency information and instructions specific to provincial departments; consolidation, analysis, and dissemination of Damage Assessment data and preparation of consolidated reports.

### **Organisational Setup of EOC**

The EOC will comprise the following:

#### **1. Head of EOC**

The Provincial Governor will be the Head of EOC. He is the primary role player in the EOC, and is responsible for the overall coordination and decision making. He will also report the status of the EOC operations and the disaster situation to the DDP and the National EOC.

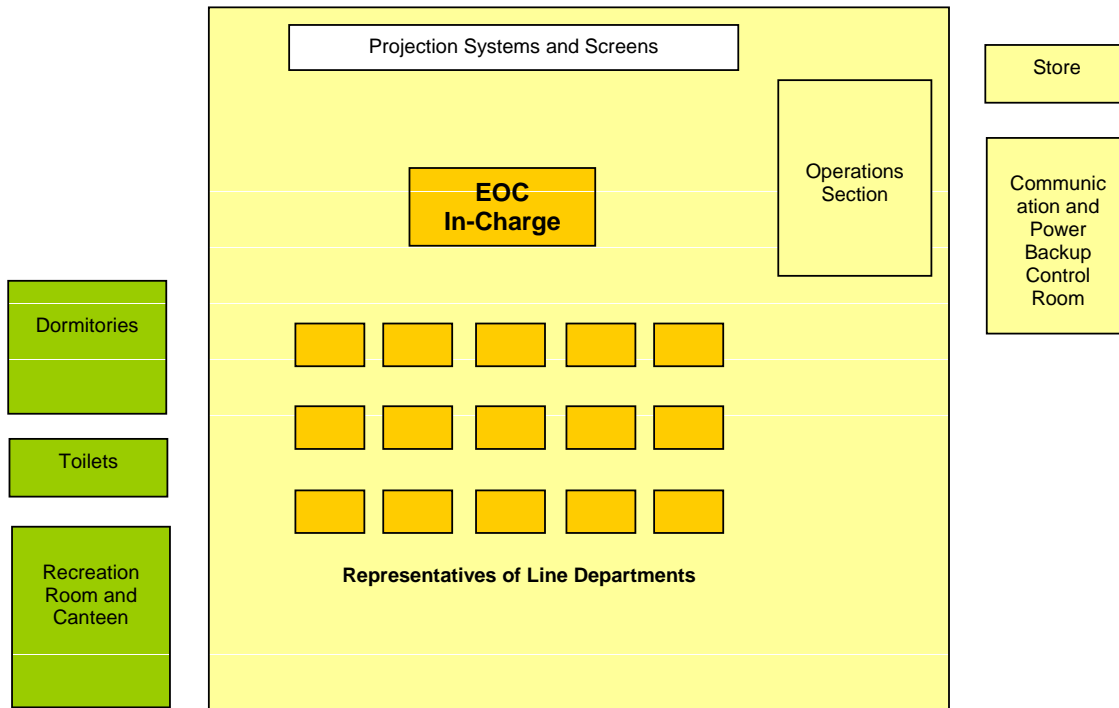
#### **2. Representatives in EOC**

Representatives of the following Line Departments will be present at the EOC to take part in the operations and facilitate quick coordination between the EOC command and their parent Departments towards ensuring quick information availability and decision making:

- Department of Rural Rehabilitation and Development
- Department of Interior
- Department of Public Health
- Department of Defense
- Department of Agriculture and Livestock
- Department of Irrigation
- Department of Communication
- Department of Transport
- Department of Public Works
- Afghanistan Red Crescent Society
- Municipality
- DDP
- Media
- NGOs

## EOC Layout

The EOC will be organised comprising the above features in a user friendly layout and in a disaster resistant building. A suggested conceptual layout is given below.



*Conceptual Layout of Emergency Operations Centre*

## Equipment Requirements

The EOC will need to operate round the clock, and may itself be subjected to adverse conditions due to the impact of disaster. It needs to be equipped with the following hardware and software for its efficient functioning:

- Resource Inventories and databank of maps and plans at district and province level on a GIS platform for quick retrieval and analysis.
- Communication equipment for staying linked with the President's office, headquarters of line ministries, DDP, field teams, media, and national and international support agencies.
- A mobile command vehicle with communication equipment.
- Workstations and communication lines for all representatives of the line ministries.
- Radios and television sets tuned to different news channels and coverage.
- Video conferencing facility.
- Projection equipment and screens.
- Emergency power backup.
- Stock of drinking water, food, medicines, bedding and essential items required for personnel manning the EOC for long time durations.

### Resource Inventories

Resource inventories are useful in quick retrieval of vital information regarding availability and sources of rescue and relief material and personnel during times of emergency. Resource inventories are essential elements of EOC operations. Such inventories will be prepared and maintained through regular updating. Inventories will include the following basic elements, and other locally relevant information:

- Contact details of all personnel and organisations concerned with emergency management
- List, with specifications and availability procedures, of all equipment that may be useful for responding to an emergency. This will include communication equipment, transport vehicles, earth moving equipment, cranes, and tools etc. that are available with agencies within the jurisdiction.
- List, with specifications and rate schedules, of relief material that can be sourced from local aid agencies and markets. This will include dry rations, tents and bedding, clothing, utensils, first-aid items and other basic necessity items.

### Field Coordination System

In the present situation, the District Administration and local authorities do not have the capacity to play an efficient role at local level to support the EOC's requirements for field information and coordination. The EOC will therefore need to field its own field teams and through them establish a Field Coordination System. The system will comprise:

- Field command
- Field information collection
- Inter agency coordination at field level
- Management of field operations, planning, logistics, finance and administration

Rapid Assessment Teams and Quick Response Teams will be fielded by the Governor through the EOC as part of the Field Coordination System.

### Non-Disaster Time Activities of the EOC

Non-Disaster time activities of the EOC are very crucial for the efficiency of its response in a disaster situation. These activities will include:

- Ensure through appropriate statutory instruments that the National Disaster Management Plan and Provincial Disaster Management Plan are operationalised
- Ensure that Standard Operating Procedures for various departments are operationalised
- Ensure that funding mechanism for operationalisation of the plans are established
- Encourage departments to prepare their respective Disaster Management Plans
- Carry out specific vulnerability studies
- Identify and interact with research institutions to evolve mitigation strategies
- Serve as a databank to all line departments, planning agencies and others with respect to risks and vulnerabilities
- Upgrade and update the Provincial Disaster Management Plan (PDMP) according to the changing scenario in the province
- Carry out post disaster evaluation and update the PDMP accordingly
- Disseminate the PDMP to all stakeholders
- Prepare personnel and organisational directories as well as resource inventories and keep them updated
- Monitor preparedness measures undertaken at national and province levels periodically, and especially before the onset of known disaster seasons.

- Monitor training imparted to government officials and NGOs
- Monitor public awareness campaigns on disaster mitigation and preparedness
- Receive reports and documents from districts, warnings, and first information reports and submit the same to the Governor for appropriate action.
- Ensure that warning and communication systems and EOC infrastructure are in working condition

#### **EOC Activation Procedure**

- On receipt of a disaster warning or a FIR, the Governor, after verification that the situation merits declaration of a Provincial Disaster, will convene a meeting of the Provincial Disaster Management Commission.
- Based on the ratification of the Commission, the Governor will declare a Provincial Disaster.
- The EOC, till then operating in the preparedness mode, will be upgraded to the emergency mode. Concerned line departments will be informed to post their representatives at the EOC on a round the clock basis with immediate effect.

#### **Rapid Assessment and Quick Response Teams**

Quick response teams of specialized personnel will have to be sent for effective management of disaster. Depending on the magnitude of the disaster, two different types of teams will be fielded by the EOC:

- Rapid Assessment Teams
- Quick Response Teams

##### Rapid Assessment Teams

The Rapid Assessment Teams will be multi-disciplinary teams comprising four or five members. They will mainly comprise senior level specialized officers from the field of health, engineering, search and rescue, communication and one who have knowledge of disaster affected area, physical characteristic of the region, language etc. These officials should share a common interest and commitment. There should be a clear allocation of responsibilities among team members. To make a first / preliminary assessment of damage, the assessment report will contain the following basic elements or activities:

- Human and material damage
- Resource availability and local response capacity
- Options for relief assistance and recovery
- Needs for national / international assistance

##### Quick Response Teams

Deployment of search and rescue teams can help in reducing the numbers of deaths. A quick response to urgent needs must never be delayed for the reason that a comprehensive assessment has yet to be completed. The following teams must be sent to disaster site or disaster affected area as early as possible, even prior to First Information Report.

- First Aid Team
- Search and Rescue team
- Communication Teams
- Power Team
- Relief Teams
- Rehabilitation teams
- Transport Team

All other focal departments will keep ready their response teams, which may be deployed after receiving the first information report.



Initial Assessment Report

A clear and concise assessment of damages and needs in the aftermath of a disaster is a prerequisite for effective planning and implementation of relief and recovery measures. The objectives of damage and needs assessment are to determine:

- Nature and extent of disaster
- Damage and secondary threats
- Needs of the population

Two types of assessment that may have to be carried out are:

- Initial Assessment
- Technical Assessment

Rapid Assessment Teams will carry out the Initial Assessment. Sample format for initial assessment is given below.

AFGHANISTAN DISASTER MANAGEMENT PLAN											
INITIAL ASSESSMENT REPORT											
1	NATURE OF DISASTER:										
2	DATE OF OCCURRENCE:						TIME:				
3	DAMAGE AND LOSS ESTIMATES										
	Name of the Site (Village, District, Province)	Total Population Affected	People missing	People injured	Severity		Immediate needs	Houses Damaged			Action taken
					H	L		L	M	H	
4	INFRASTRUCTURE DAMAGE										
	Name of the Site (Village, District, Province)	Housing	Agriculture	Animals	Water source	Road and bridge	Power	Communication	Govt Building	Others	
5	NEED ESTIMATES										
	Name of the Site (Village, District, Province)	Medical Needs	Population requiring shelter	Clothes	Food	Water	Sanitation	Any Other			
6	ANY OTHER VITAL INFORMATION										
7	SPECIFY IMMEDIATE NEEDS: (With quantity)										
	Food										
	First aid										
	Machinery										
8	Possible Secondary Affects:										
9	NAME THE CONTACT PERSON:										
10	AGENCY/ADDRESS: TELEPHONE NUMBER										
11.											
DATE:					SIGNATURE:						
FOR OFFICE PURPOSE:					REPORT NO.:						
ACTION TAKEN:											

Technical Assessment Report

Line departments will send specialist teams and prepare the technical assessment report to assess the losses and restoration of services. The following aspects will be covered in most disaster situations, but these may be determined by the EOC in accordance with situational requirements.

- Health
- Housing
- Social impacts
- Drinking water
- Power
- Agriculture and livestock
- Telecommunication
- Transport
- Environment
- Industries

Sample format for technical assessment report is given below.

AFGHANISTAN DISASTER MANAGEMENT PLAN									
TECHNICAL ASSESSMENT REPORT (Example: HEALTH)									
1	NATURE OF DISASTER:								
2	DATE OF OCCURRENCE:					TIME:			
3	AFFECTED POPULATION								
	<b>Name of the Site</b> (Village, District, Province)	Total Population Affected	Main health problem	People injured	Dead	People in trauma	Female	Children	Pregnant women
4	TYPE OF INJURY								
5	IMPORTANT HEALTH BELIEFS AND TRADITIONS								
6	LOCATION OF OPERATING HEALTH CENTERS								
7	NO. OF AVAILABLE BEDS								
8	NO. OF TRAINED PERSONNEL AVAILABLE - DOCTORS /NURSES								
9	CLIMATIC CONDITION								
10	NEED ESTIMATES								
	<b>Name of the Site</b> (Village, District, Province)	Trained health personnel	Drugs	Beds	Medical Equipment	Emergency Van	Ambulance	First Aid Kits	
11	ANY OTHER VITAL INFORMATION								
12	<b>SPECIFY IMMEDIATE NEEDS: (With quantity)</b>								
	Personnel								
	First aid								
	Equipment								
	Medicines								
13	<b>Possible Secondary Effects:</b>								
	<b>NAME OF THE CONTACT PERSON:</b>								
14	AGENCY/ADDRESS:								
	TELEPHONE NUMBER								
	DATE:				SIGNATURE:				
	FOR OFFICE PURPOSE:				REPORT NO.:				
	ACTION TAKEN:								

Leading departments directly concerned in the given situation will set up their emergency operating center and update the provincial emergency operating center of their activities. After the initial report and the technical report stages, the Provincial commission will re-assess the situation of the site for deciding on further action.

### Disaster Documentation Report

Lessons need to be learnt from each disaster, and all disasters should be documented and maintained as part of a databank. A sample disaster documentation report is given below.

<b>AFGHANISTAN DISASTER MANAGEMENT PLAN</b>	
<b>DISASTER DOCUMENTATION REPORT</b>	
1	NATURE OF DISASTER:
2	DATE OF OCCURRENCE: <span style="float: right;">TIME:</span>
3	VILLAGE: DISTRICT: <span style="float: right;">PROVINCE:</span>
4	TOTAL FAMILIES AFFECTED: TOTAL POPULATION AFFECTED:
5	TOTAL HOUSES AND INFRASTRUCTURE DAMAGED: LIGHT DAMAGE: <span style="margin-left: 100px;">MEDIUM DAMAGE:</span> <span style="margin-left: 100px;">HEAVY DAMAGE:</span>
6	TOTAL NUMBER OF PEOPLE INJURED: <span style="float: right;">DEAD:</span>
7	TOTAL NUMBER OF ANIMALS INJURED: <span style="float: right;">DEAD:</span>
8	TOTAL CROP DAMAGED (SPECIFY TYPES): HECTARES:
9.	ANY OTHER VITAL INFORMATION:
10.	IMMEDIATE LOCAL RESPONSE:
11.	EXTERNAL AID AGENCIES THAT RESPONDED, WITH DETAILS OF TIME, NATURE AND SCALE OF RESPONSE:
12.	DETAILS OF GOVERNMENT AID AND PROCESS:
13.	NATURE OF AID DELIVERED (SPECIFY):
14.	TYPE OF MATERIALS AND QUANTITY DELIVERED:
15.	ANY OTHER ASSISTANCE DELIVERED (SPECIFY):
16.	NUMBER OF FAMILIES BENEFITED:
17.	ANY PROBLEMS FACED BY VICTIMS:
18.	LAPSES, CONSTRAINTS, AND LESSONS LEARNT:
19.	SUGGESTIONS FOR FUTURE PROGRAMMES, IF ANY:
20.	ATTACH PHOTOGRAPHS, MAPS AND CASE STORIES.
NAME AND ADDRESS OF CONTACT PERSON <span style="float: right;">SIGNATURE</span>	

## Standard Operating Procedures

*The following text can be adapted. However, the names and role of the stakeholders should be reviewed and corrected as necessary.*

The Standard Operating Procedures (SOP) for various stakeholders in the province have been adapted from the National Disaster Management Plan. The SOP has been prepared with the avowed objective of making the concerned persons understand their duties and responsibilities regarding disaster management at all levels. All departments and agencies shall prepare their own action plans in respect of their responsibilities, under the standard operating procedures for efficient implementation. The Standard operating procedure shall be followed during normal times, warning stage, disaster stage and post disaster stage. Standard Operating Procedures for the relevant departments at the province level are listed below:

*(The recommended actions for various stakeholders at each stage of disaster have been compiled in this section. The Province Governor's office should review this and make suitable modifications, as needed for the Province.)*

### Province Governor

In the event of emergency situations, the province governor will coordinate among province level officers of different departments, international and non governmental agencies, district administration and local-government organisations. The province governor will perform the following duties:

#### Normal Times

- Prepare Province Disaster Management Plan and disseminate to different departments, agencies, volunteers and community groups.
- Establish infrastructure for Province EOC and maintain in state of readiness with all equipment in working order and all inventories updated.
- Train personnel on operations of EOC.
- Ensure basic facilities for personnel who will work at province level for disaster response.
- Review the preparedness level in the province twice a year and advice corrective steps in case of any weakness.
- Ensure preparation and maintenance of updated inventory of personnel, aid material and equipment.
- Ensure training of teams of volunteers for disseminating disaster warnings to the field level and also for evacuation, search, rescue, relief and rehabilitation operations.
- Ensure availability of communication and transport facilities for delivery of warnings and relevant material to field personnel.
- 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 Afghanistan Red Crescent Society.
- Identify high risk areas and populations and prepare vulnerability profiles, resource profiles and contingency plans for them.
- Organise survey of buildings and installations for using as shelters/relief centres during disaster times.
- Ensure state of readiness and operational status of facilities designated to serve as shelters.
- Help District Administrators with additional resources for disaster preparedness, if necessary.
- Arrange sufficient medical assistance for post-disaster medical treatment and control of contagious diseases and ensure stock of essential medicines.

#### Alert and Warning stage

- Maintain contact with forecasting agencies and gather all possible information regarding the alert.
- Ensure that all concerned in areas likely to be affected by imminent disaster receive warning signals and respond accordingly.
- Ensure activation of province level EOC in standby mode.
- Inform members of Province Disaster Management Commission.
- Maintain contact with national EOC.
- Instruct all concerned to remain in readiness for responding to the emergency.
- Advice concerned District Administrators 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**

- Convene meeting of Province Commission on Disaster Management.
- Activate Province EOC in full form.
- Conduct Rapid Assessment and launch Quick Response.
- Keep national EOC informed of the situation and implement directives received from the DDP.

**After Disaster**

- Organise initial and subsequent technical assessments of disaster affected areas and determine the extent of loss and damage and volume and nature of relief required.
- Keep the Province Disaster Management Commission and the national EOC informed of the situation.
- Ensure supply of food, drinking water, medical supplies and other emergency items to the affected population.
- Request national government for assistance if the Province Disaster Management Commission deems the situation to be beyond the capacity of the Province to manage.
- Visit and coordinate the implement of various relief and rehabilitation programmes.
- Coordinate the activities of NGOs in relief and rehabilitation programmes.

### Department of Rural Rehabilitation and Development

The Department of Rural Rehabilitation is the representative of the Ministry of Rural Rehabilitation and Development in the province. Ministry of Rural Rehabilitation and Development is one of the main ministries that has the mandate to implement vulnerability reduction projects to alleviate poverty and improve people's livelihoods.

<b>Department of Rural Rehabilitation and Development</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>- Designate one Liaison Officer in the Department as the Disaster Management Focal Point.</li> <li>- Encourage disaster resistant technological practices in buildings and infrastructure.</li> <li>- Encourage the people in earthquake prone areas to adopt earthquake resistant technologies.</li> <li>- Prepare maps showing population concentration and distribution of resources.</li> <li>- Report activities in periodic meetings of the Provincial Commission convened by the Governor</li> <li>- On the basis of its developmental responsibility, liaise with other line departments and agencies for a coordinated mitigation approach</li> </ul>
<b>Alert and Warning Stage</b>
<ul style="list-style-type: none"> <li>- Activate Disaster Management Focal Point.</li> <li>- Focal Point in the department to keep in touch with the EOC.</li> <li>- Alert all concerned about impending disaster.</li> <li>- Ensure safety of establishments, structures and equipment in the field</li> <li>- Ensure formation of committee for rescue, relief and rehabilitation work and local volunteer teams.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- Ensure information flow from affected province and maintain regular contact with EOC (24 hrs). Position representative in provincial EOC.</li> <li>- Coordinate the activities of Provincial Disaster Management Commission</li> <li>- Ensure availability of drinking water at times of need.</li> <li>- Provide necessary infrastructure to carry out relief works</li> <li>- Assess initial damage</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- Quantify the loss/damage</li> <li>- Organise reconstruction of damaged houses on self help basis with local assets and materials received from the government.</li> <li>- Arrange repair and re-sinking of tube-wells and cleaning of canals and kareezes.</li> <li>- Take up repair/reconstruction work of infrastructure damaged by disaster</li> </ul>

### Department of Interior

The Department of Interior is the representative of the Ministry of Interior in the province. This is one of the main departments to provide support to the Governor in dealing with disaster situation.

<b>Department of Interior</b>
<b>Non-Disaster Time</b>
<ul style="list-style-type: none"> <li>- The Chief Police Commander shall be the Focal Point for the Department.</li> <li>- Impart training to the members of Police Force in first aid, evacuation, rescue and relief operations.</li> <li>- 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.</li> <li>- Coordinate the wireless frequency of Police with the wireless network of other departments.</li> <li>- Train volunteers from among citizens, voluntary organisations</li> </ul>
<b>Alert And Warning Stage</b>
<ul style="list-style-type: none"> <li>- Establish the Disaster Control Room at Province level.</li> <li>- Focal point to keep contact with the EOC. Representative to be positioned at the EOC.</li> <li>- Inform District Governors, Shura and nearest police station (from the likely disaster affected area) for dissemination of warning.</li> <li>- Arrange drills for fire extinguishing, rescue, evacuation and transportation of injured persons and prepare coordinated Action Plans in cooperation with District administration and concerned local agencies.</li> <li>- Maintain communications with the police installations in the areas likely to be affected by disaster.</li> <li>- Instruct all concerned to accord priority to disaster related wireless messages if required by appropriate officials.</li> <li>- On receipt of directives from the Province Governor for evacuation - organise personnel and equipment for evacuation and undertake evacuation operations.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- Carry out search &amp; rescue operations.</li> <li>- Set up emergency evacuation shelters, and transport affected people to the shelters</li> <li>- Carry out fire fighting operations</li> <li>- Maintain law and order, especially during relief distribution.</li> <li>- Keep close watch for any criminal and anti-state activity in the area.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- Arrange security of government property and installations damaged in a disaster.</li> <li>- Coordinate with other offices of Ministry of Interior for traffic management in and around damaged areas.</li> <li>- Assist the local administration in putting a stop to theft and misuse in relief operation.</li> </ul>

### Department of Public Health

Department of Public Health is the representative of the Ministry of Public Health in the Province. The Department of Public Health 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.

<b>Department of Public Health</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>- Carry out and disseminate a risk evaluation of the population.</li> <li>- Develop a provincial plan on emergency preparedness and response within the health sector.</li> <li>- Develop policy framework for the department.</li> <li>- Ensure adequate availability of Emergency Health Kits in high risk areas</li> <li>- Train volunteers on emergency preparedness programmes such as first aid and preventive measure against diseases in disaster prone areas.</li> <li>- Prepare a list of medical and paramedical personnel in disaster prone areas and disseminate it to concerned administrators.</li> <li>- Establish and operate an early warning system for health threats based on the routine health information and in collaboration with other departments.</li> </ul>
<b>Alert and Warning Stage</b>
<ul style="list-style-type: none"> <li>- To ensure pre-positioning of Emergency Health Kits and Personnel.</li> <li>- Assess health infrastructure</li> <li>- Assess likely health impacts and share with EOC for planning purpose</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- Designate one liaison Officer to be present at the EOC.</li> <li>- Mobilise medical teams and paramedical personnel to go to the affected areas as part of the Rapid Assessment and Quick Response Teams.</li> <li>- Provide medical assistance to the affected population.</li> <li>- Carry out technical assessment on health infrastructure availability and need</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- Remain vigilant about outbreak /possibility of any epidemics and take effective steps against them.</li> <li>- Send report of health related activities in affected areas to the Ministry for planning purpose.</li> </ul>

### Chief Army Commander in the Province

The Chief Army Commander represents the Ministry of Defense in the province. The Chief Commander has an important role of providing security, logistics, and if necessary, assistance in distribution of relief items and provision of equipment for emergency response. He can provide trained personnel with specialised skills such as in communication technology for placement in isolated areas, and can provide specialized transportation systems.

<b>Chief Army Commander</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>– Designate one Liaison Officer of the Army Commander as the Disaster Preparedness Focal Point.</li> <li>– Prepare operational Plan for responding to the call of the Governor during disaster.</li> <li>– Hold drills on disaster preparedness and response.</li> </ul>
<b>Alert and Warning Stage</b>
<ul style="list-style-type: none"> <li>– Establish the Disaster Control Room at headquarters and convey to director of military operation, control room and duty officer of the EOC.</li> <li>– Depute one liaison officer for the EOC.</li> <li>– Issue cautionary instructions to all concerned.</li> <li>– Organise task forces for working of disaster control units. Each unit should be composed of one full infantry company, engineers, doctors with medicines and nursing assistants.</li> <li>– Earmark a reserve task force, if needed.</li> <li>– Move task forces to the convenient positions, if needed.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>– Provide aircraft for assessment teams to visit disaster-affected areas.</li> <li>– Distribute emergency relief material to the affected people.</li> <li>– Keep direct contact with different officers like District Governors and DDP for taking any steps to combat any situation.</li> <li>– Dispatch situation reports to the EOC.</li> <li>– Send task forces to disaster affected areas.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>– Conduct survey in affected areas and assess requirements of relief and rehabilitation.</li> <li>– Assist local administration in removing the dead bodies and debris in affected areas.</li> <li>– Set up field hospital if required.</li> <li>– Participate in reconstruction and rehabilitation operation if requested.</li> </ul>

### Department of Agriculture and Livestock

Department of Agriculture and Livestock represents the Ministry of agriculture and livestock in the province. It has a role in assessment of damage to agricultural crops and livestock, and impact of possible locust attacks. Their main role is to provide seeds and necessary planting material and other inputs to assist in early recovery.

<b>Department of Agriculture</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>- Designate a focal point for disaster management within the Department.</li> <li>- Identify areas likely to be affected.</li> <li>- Organise distribution of seeds, seedlings, fertilizer and implements to the affected people under loan/grant.</li> <li>- Arrange for keeping stock of seeds, fertilizers and pesticides.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- Depute one liaison officer to the EOC.</li> <li>- Monitor damage to crops and identify steps for early recovery.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- Quantify the loss and damage within the quickest possible time and finalizes planning of agriculture rehabilitation.</li> <li>- Ensure availability of adequate supply of seeds, seedlings, fertilizers, pesticides and agricultural implements.</li> </ul>

<b>Department of Livestock</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>- Designate a focal point for disaster management.</li> <li>- With help from the Shuras, select and earmark highlands for use as shelter for livestock during flash floods.</li> <li>- Programme for vaccination for protection of livestock against contagious diseases.</li> <li>- Prepare schemes for supplementary arrangements for rehabilitation of livestock and recouping their loss.</li> <li>- Take up schemes for procurement of animal feed on emergency basis for distribution in the affected areas.</li> <li>- Establish fodder bank schemes as security against fodder shortage for livestock due to disasters.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- Designate a focal point for maintaining link with the EOC.</li> <li>- During floods assist the Shuras for operations relating to the rescue and shifting of standard livestock and poultry.</li> <li>- During floods arrange for the quick vaccination and treatment of livestock and poultry at shelter places.</li> <li>- During prolonged droughts arrange for sustainability of livestock population.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- Arrange a rapid survey to assess the loss.</li> <li>- Form and dispatch Veterinary Teams with appropriate equipment and medicines to aid affected livestock.</li> <li>- Arrange for disposal of dead bodies of animals.</li> <li>- Implement all schemes for rehabilitation of livestock.</li> </ul>

### Department of Irrigation

Department of Irrigation represents the Ministry of Energy and Water in the province. The Department is involved in disaster mitigation in relation to drought and floods, as they affect agricultural production, irrigation systems and water supply and management. Some of these mitigation activities include rehabilitation and management of watersheds and water catchment areas and enforcement of land use patterns. The role of the Department is critical for improving and expanding irrigation systems to cope with drought situations and manage flood problems.

<b>Department of Irrigation</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>– Designate one Liaison Officer in the Department as the Disaster Management Focal Point.</li> <li>– Promote Watershed Development Programs</li> <li>– Develop Schemes for restoration/conservation of Kariz systems</li> <li>– Ensure efficient management of flood forecasting and warning centres and improve procedure of flood forecasts and intimation to appropriate authorities.</li> <li>– Operate Flood Information Centre in the flood season every year.</li> <li>– Collect all the information on weather forecast, water level of all principal rivers flowing through the province.</li> <li>– Inform all concerned about daily weather news and issue regular press bulletins.</li> <li>– Take steps for strengthening of flood protection works and canals before the flood season</li> </ul>
<b>Alert and Warning Stage</b>
<ul style="list-style-type: none"> <li>– Alert EOC.</li> <li>– Since flash floods get triggered within short time-spans, take steps to alert all through telephone and wireless according to needs.</li> <li>– Mount watch on flood protection works and canal systems.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>– Open the Control Room in the Department and depute representative to the EOC.</li> <li>– Launch emergency repair operations for critically damaged flood protection works, canals and karizes.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>– Take up sustained programmes for rehabilitation of flood protection works, canals and karizes.</li> </ul>

### Department of Communication

Department of Communication represents the Ministry of Communication in the province. The Department can play an important role in providing communication links during disasters.

<b>Department of Communication</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>– Ensure communication links between province government and national government; and connectivity between district administrations and province government.</li> <li>– Take steps to ensure power back up for communication systems during possible emergency situations</li> <li>– Take proper and adequate security steps for the protection of own installations and properties.</li> </ul>
<b>Alert and Warning Stage</b>
<ul style="list-style-type: none"> <li>– Provide support to the EOC and ensure links with the district administration.</li> <li>– Deliver early warning information to the agencies and communities requiring them.</li> <li>– Take steps for the protection of own property.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>– Depute officer to the EOC.</li> <li>– Operate communication systems at the EOC round the clock (24 hours).</li> <li>– On request, provide additional communication lines to the EOC.</li> <li>– On request, establish communication links at the District Governor's office in the affected district.</li> <li>– Provide measures for satellite and other wireless communication from the area affected by disaster to the EOC.</li> <li>– Provide mobile communication facilities to the Rapid Assessment and Quick Response Teams.</li> <li>– Assess damage to telecommunication infrastructure and immediately take steps to restore it.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>– Take steps to fully restore and rehabilitate any damaged communication infrastructure.</li> </ul>

### Department of Information, Culture and Tourism

Department of Information, Culture and Tourism represents the Ministry of Information, Culture and Tourism in the province. The Department's most critical role 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 organised preparedness and response at government and community levels.

<b>Department of Information, Culture and Tourism</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>- Popularize the techniques of preparedness and survival during pre-disaster, disaster and post-disaster period through television, radio and other publicity media.</li> <li>- Ensure strict performance of the allotted duties by radio, television, news media, films and publications related departments.</li> <li>- Take proper and adequate security steps for the protection of own installations and properties.</li> <li>- Prepare guidelines / policy for necessary action by mass media on reporting disasters.</li> </ul>
<b>Alert and Warning Stage</b>
<ul style="list-style-type: none"> <li>- Designate one Liaison Officer for maintaining link with the EOC.</li> <li>- Arrange quick collection of weather bulletins to reflect the possibility of floods.</li> <li>- Launch information programme for quick dissemination disaster warnings to appropriate agencies and community groups.</li> <li>- Take steps for the protection of own property.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- Depute officer to the EOC.</li> <li>- 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.</li> <li>- Take steps for publicity of news and directives relating to the situation issued by the Governor.</li> <li>- Curtail normal programmes to broadcast essential information on disaster if requested by the Governor.</li> <li>- Arrange visit to the affected area by the local and foreign journalists in the interest of publication of accurate and true report in the news.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- Arrange dissemination of information of the short and long term measures of different ministries, Departments/Agencies for relief and rehabilitation of the affected people.</li> </ul>

## Department of Transport

Department of Transport represents the Ministry of Transport in the province. During disaster situations, the Department would need to take steps to arrange for sending personnel and relief material to the disaster affected area, and relocate the affected people.

<b>Ministry of Transport</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>- Designate one Liaison Officer of the Department as the Focal Point and inform all concerned.</li> <li>- Carry out survey of condition of all aircraft landing facilities at province level.</li> </ul>
<b>Alert and Warning Stage</b>
<ul style="list-style-type: none"> <li>- Depute an officer to the EOC.</li> <li>- Identify and make inventory of transport vehicles, and ensure that they are all in good working condition.</li> <li>- Ensure availability of fuel, recovery vehicles and equipment.</li> <li>- Take steps for arrangement of vehicles for possible evacuation of people</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- Establish contact with the EOC.</li> <li>- Take steps for transportation of relief personnel and material to affected areas.</li> <li>- Take steps for movement of affected population to safer areas.</li> <li>- Collate and disseminate information regarding fuel availability etc. to personnel operating in the field.</li> <li>- Launch recovery missions for stranded vehicles.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- Assess damage to transportation vehicles.</li> <li>- Assess damage to aircraft landing facilities.</li> <li>- Take steps to ensure speedy repair and restoration of air transport facilities.</li> </ul>

### Department of Economics

Department of Economics represents the Ministry of Economics (Planning). The Department has an important role regarding allocation of funds on priority basis for disaster mitigation and rehabilitation projects. It needs to ensure that development programmes implemented in disaster vulnerable areas of the province incorporate disaster mitigation measures.

<b>Department of Economics</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>- Designate one Liaison Officer in the Department as the Disaster Management Focal Point.</li> <li>- Ensure disaster risk reduction is incorporated in all development programmes</li> <li>- Prepare hazard and vulnerability maps at the national level for different kinds of disasters.</li> <li>- Accord appropriate priority to disaster mitigation projects like embankments, afforestation, telecommunications and construction of safe buildings.</li> <li>- Establish disaster management funding mechanisms to ensure adequate resources for mitigation and preparedness work, and quick availability of resources for relief and rehabilitation when required.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- Provide information for the announcement of early warning for different kinds of disasters based on hazard forecast and vulnerability database.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- Allocate funds for the repair, reconstruction of damaged infrastructure after considering their overall loss and damage.</li> </ul>

### Department of Education

Department of Education represents the Ministry of Education in the province. Department will conduct training programme for teachers and children on disaster management. The Department will coordinate with the local authority and arrange for mock drills, search and rescue drills. The community of students and teachers can be effectively utilised for dissemination of disaster management awareness and education to the general public.

<b>Department of Education</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>- Identify one Liaison Officer in the Department as Disaster Management Focal Point.</li> <li>- In consultation with DDP and the Ministry of Education, include disaster related subjects in the curricula in schools, colleges and technical education institutions.</li> <li>- Arrange for training of teachers and students of disaster prone areas about the steps to be taken at different stages of disaster and organise them, through coordination with Shuras, as volunteers and inspire them for rescue, evacuation and relief works.</li> <li>- Ensure that construction of all educational institutions in earthquake zones is earthquake resistant.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- In the event of a disaster, place required number of education institutions and their buildings, under the control of the Shura for using as emergency shelter and relief centre if necessary.</li> <li>- Students and staff can provide local voluntary assistance for distribution of relief material and assistance to special needy people in the locality.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- Determine the extent of loss in educational institutions and prepare plans for their rehabilitation.</li> </ul>

### Department of Mining and Industries

Department of Mining and Industries represents the Ministry of Mining and Industries in the province. In addition to preparation and implementation of its own contingency plans, the Department will perform the following functions:

<b>Department of Mines</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>- One Liaison Officer in the Department is to be designated as the Disaster Management Focal Point.</li> <li>- Issue detailed instructions to the employees about their duties and responsibilities in precautionary, disaster and post-disaster stages of normal disaster.</li> <li>- Arrange regular training for mining employees in the disaster prone areas on disaster issues.</li> </ul>
<b>Alert and Warning Stage</b>
<ul style="list-style-type: none"> <li>- Evacuation of the mineworkers from the mines on the receipt of early warning.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- To keep in contact with the EOC.</li> <li>- Provide equipment for search and rescue.</li> <li>- Provide search and rescue personnel on the request of the Governor</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- After assessment of the loss/damage due to disaster, plan for rehabilitation of mines.</li> </ul>

<b>Department of Industries</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>- Designate one Liaison Officer in the Department as the Disaster Management Focal Point.</li> <li>- Ensure all possible steps for the security of manpower, implements, stock, installations / factories etc.</li> <li>- Prepare listing and locations of industries and establishments for possible sourcing of relief material during disasters.</li> <li>- Ensure training on preparedness programmes to be adopted at different levels for all manpower employed in factories and establishments in disaster vulnerable areas.</li> <li>- Promote the preparation of emergency preparedness plans by all industrial units.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- Request industries to provide emergency relief material such as food products, temporary shelter, medicines and medical equipment and search &amp; rescue equipment.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- Take steps to plan for rehabilitation of industries adversely affected by disasters.</li> </ul>

### Department of Public Works

Department of Public Works represents the Ministry of Public Works in the province. The Department has a vital role in provision and maintenance of vital public infrastructure.

<b>Department of Public Works</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>- Designate one Liaison Officer in the Department as the Disaster Preparedness Focal Point.</li> <li>- Take precautionary steps for the protection of government property against possible loss and damage during disaster.</li> <li>- Formulate guidelines for safe construction of public works.</li> <li>- Prepare list, with specifications and position, of heavy construction equipment in the province.</li> <li>- Organise periodic training of engineers and other construction personnel on disaster resistant construction technologies.</li> <li>- Carry out survey of condition of all highway systems at national and province level.</li> </ul>
<b>Alert and Warning Stage</b>
<ul style="list-style-type: none"> <li>- Instruct all officials at construction sites to keep manpower and materials prepared for protection and repair of public works.</li> <li>- Direct construction authorities and companies to preposition necessary workers and materials (search &amp; rescue facilities) in or near areas likely to be affected by disaster.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- Provide assistance to the damage assessment teams for survey of damage to roads infrastructure.</li> <li>- Take steps to clear debris and assist search and rescue teams.</li> <li>- Provide sites for rehabilitation of affected population</li> <li>- Collate and disseminate information regarding operational and safe routes and alternate routes, fuel availability etc. to personnel operating in the field.</li> <li>- Launch repair missions for damaged critical infrastructure and routes.</li> <li>- Take steps for prompt removal of uprooted trees on the roads.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- Carry out detailed technical assessment of damage to public works.</li> <li>- Assist in construction of temporary shelters.</li> <li>- Organise repairs of buildings damaged in the disaster</li> <li>- Prepare detailed programmes for rehabilitation of damaged public works.</li> <li>- Arrange technical assistance and supervision for reconstruction works as per request.</li> <li>- Assess damage to transportation infrastructure.</li> <li>- Take steps to ensure speedy repair and restoration of transport links.</li> </ul>

### Department of Urban Development and Housing

Department of Urban Development and Housing represents the Ministry of Urban Development and Housing in the province. The department will prepare its own contingency plan for the maintenance of public infrastructure, retrofit important common buildings and identify safer places for relocation. The department also 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.

<b>Department of Urban Development and Housing</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>– Designate one Liaison Officer in the Ministry as the Disaster Preparedness Focal Point</li> <li>– Take precautionary steps for the protection of property against possible loss and damage during disaster.</li> <li>– Periodic training of engineers and other construction personnel on safe construction.</li> <li>– Identify and plan for rehabilitation locations for those living in disaster vulnerable areas.</li> <li>– Prepare building regulations for safe construction</li> </ul>
<b>Alert and Warning Stage</b>
<ul style="list-style-type: none"> <li>– Coordinate with other development agencies for possible assistance in disaster affected areas.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>– Provide vital information to the EOC and agencies in the field regarding status of available infrastructure that can be of use during relief operations.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>– Coordinate with concerned agencies for all reconstruction activities under rehabilitation programmes.</li> <li>– Arrange technical assistance and supervision for reconstruction works as per request.</li> </ul>

### Department of Labour and Social Welfare

Department of Labour and Social Welfare represents the Ministry of Labour and Social Welfare in the province. The department will arrange for protection of manpower and organise special camps for the disabled, widows, children and other vulnerable groups. It will also provide necessary help and assistance for socio-economic rehabilitation.

<b>Department of Labour and Social Welfare</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>- Designate a liaison officer as a focal point and inform all concerned.</li> <li>- Issue disaster management guidelines to all industries and ensure on-site and off-site plans for all industries.</li> <li>- Prepare and disseminate guidelines for the labour security and safety.</li> <li>- Prepare and implement rules and regulations for industrial safety and hazardous waste management.</li> <li>- Prepare and disseminate public awareness material related to chemical accidents.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- Provide labour to other departments for relief supply and distribution.</li> <li>- Provide skilled labour for maintenance of equipment and tools.</li> <li>- Help in establishment of camps.</li> <li>- Ensure minimum wages to labour during relief work in drought or other disasters.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- Take appropriate steps to provide labour assistance to concerned ministries in reconstruction and rehabilitation programmes.</li> <li>- Introduce employment generation schemes and alternate livelihoods for affected populations.</li> </ul>

### Department of Women Affairs

Department of Women Affairs represents the Ministry of Women Affairs in the province. 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.

<b>Department of Women Affairs</b>
<b>Non Disaster Time</b>
<ul style="list-style-type: none"> <li>- Designate one liaison officer as focal point and inform all concerned.</li> <li>- Sensitization of disaster managers related to gender issues in disaster management.</li> <li>- Prepare special projects for socio economic uplifting of women towards disaster risk reduction.</li> <li>- Organise health camps for regular medical checkups of women and aid to the needy.</li> <li>- Assist in provision of drinking water facilities near settlements.</li> <li>- Organise training programs for women to cope with disaster situations.</li> </ul>
<b>During Disaster</b>
<ul style="list-style-type: none"> <li>- Involve the Health Ministry in catering to special health needs of women.</li> <li>- Establish relief camps for women and ensure fulfillment of basic needs of women in general relief camps.</li> <li>- To take steps for safety of women and girls in disaster affected areas.</li> </ul>
<b>After Disaster</b>
<ul style="list-style-type: none"> <li>- Prepare special programmes for the rehabilitation of women.</li> <li>- Ensure separate sanitation facilities for women in relief camps.</li> <li>- Introduce special vocational training programs for women.</li> </ul>

### Afghan Red Crescent Society and National NGOs

The Afghanistan Red Crescent Society is a recognized member of the Provincial Disaster Management Commission and would perform the following duties within the ambit of its own rules and regulations and organisational structure, in association with various governmental organisations:

<p><b>Non Disaster times</b></p> <ul style="list-style-type: none"> <li>- The ARCS will take steps for preparing community based disaster management plans.</li> <li>- Identify volunteers in disaster prone areas and arrange for their training.</li> <li>- Awareness raising programs, seminars and meetings with the people for improving their capacity to face disasters.</li> <li>- Maintain contacts with Province Governor and District Administrators on its activities.</li> <li>- Ensure road communication and pre-positioning of relief material as close as possible to disaster prone communities.</li> </ul>
<p><b>Alert &amp; Warning Stage</b></p> <ul style="list-style-type: none"> <li>- Issue warning notice to all concerned including the preparedness programs and relevant Red Crescent units in the province.</li> <li>- Designate a liaison officer for maintaining link with the EOC of the province.</li> <li>- Keep the survey and relief team of head quarters on stand-by in readiness with required transport and equipment.</li> <li>- Attend the Provincial Commission meetings and keep contact with the Governor.</li> <li>- Mobilise volunteers and issue instructions for sending them to potential disaster affected areas.</li> <li>- Take part in evacuation programme of population with close cooperation of volunteers and Shuras.</li> <li>- Coordinate with pre identified NGOs for possible joint operations.</li> </ul>
<p><b>During Disaster</b></p> <ul style="list-style-type: none"> <li>- Ensure survey of loss and damage in affected areas and dispatch of relief teams from concerned Red Crescent Society Units.</li> <li>- Assist the Province Government to determine loss, damage and needs related information.</li> <li>- Give emergency assistance to disaster affected people especially in the following cases: <ul style="list-style-type: none"> <li>o Help in rescue and evacuation work, temporary shelter, first aid, food and clothing,</li> <li>o Arrange for distribution of relief material received from Red Crescent Unit of areas not affected by disaster and from headquarters.</li> </ul> </li> <li>- Send request for requirement of relief and rehabilitation to the International Federation of Red Cross and Crescent Societies (IFRC) after informing about loss and damage due to disaster.</li> </ul>
<p><b>After Disaster</b></p> <ul style="list-style-type: none"> <li>- Participate in reconstruction and rehabilitation programmes in special circumstances.</li> <li>- Take steps for correct and effective evaluation of preparedness work and for correcting errors/weakness in such work.</li> <li>- Extend Cooperation to the Provincial EOC for disaster documentation.</li> </ul>

## Provincial Resources Mapping

*Details of available resources should be collected in the example tables given below.*

During a disaster, all resources available with the government, as well as outside the government, shall be made available to the provincial government authorities for use of search, rescue and relief activities. A compilation of available medical facilities, search and rescue facilities, and evacuation centres within the province is given below.

*(The following data was compiled by the participants at the time of the provincial workshop. The details given in the Table should be scrutinized by the Governor's office and corrected as necessary.)*

<b>Health Facilities (Government Resources)</b>						
<b>Name of District</b>	<b>Hospital</b>	<b>Health Centre</b>	<b>University</b>	<b>Doctor</b>	<b>Surgeon</b>	<b>Specialist</b>
Imam Sahib	1	8	0	10	6	3
Qalah Zal	0	5	0	2	0	0
Ali Abad	0	4	0	2	1	0
Chahar Darah	0	5	0	2	1	0
Khan Abad	1	7	0	8	3	1
Archi	1	4	0	3	2	1
Kunduz						

*(The following data was compiled by the participants at the time of the provincial workshop. The details given in the Table should be scrutinized by the Governor's office and corrected as necessary.)*

<b>Health Facilities (Outside Government)</b>						
<b>Name of District</b>	<b>Hospital</b>	<b>Health Centre</b>	<b>University</b>	<b>Doctor</b>	<b>Surgeon</b>	<b>Specialist</b>
Imam Sahib	3	1	0	10	1	Yes
Qalah Zal						
Ali Abad	0	2	0	5	1	1
Chahar Darah						
Khan Abad	0	2	0	3	0	0
Archi						
Kunduz	0	0	0	5	0	0

*(The following data was compiled by the participants at the time of the provincial workshop. The details given in the Table should be scrutinized by the Governor's office and corrected as necessary.)*

<b>Search &amp; Rescue Resources (Government)</b>						
<b>Name of District</b>	<b>Disaster branch</b>	<b>ARCS</b>	<b>DRRD</b>	<b>Agriculture</b>	<b>Interior</b>	<b>Irrigation</b>
Imam Sahib		Yes		Yes	Yes	Yes
Qalah Zal						
Ali Abad						
Chahar Darah						
Khan Abad				Yes	Yes	Yes
Archi						
Kunduz				Yes	Yes	Yes

*(The following data was compiled by the participants at the time of the provincial workshop. The details given in the Table should be scrutinized by the Governor's office and corrected as necessary.)*

<b>Search &amp; Rescue Facilities (Outside Government)</b>						
<b>Name of District</b>	<b>Fire fighting equipment</b>	<b>Bull dozer</b>	<b>Power ladder</b>	<b>Fire safety clothes</b>		
Imam Sahib						
Qalah Zal						
Ali Abad						
Chahar Darah						
Khan Abad		1				
Archi						
Kunduz						

*(The following data was compiled by the participants at the time of the provincial workshop. The details given in the Table should be scrutinized by the Governor's office and corrected as necessary.)*

<b>Resources for evacuation centres</b>						
<b>Name of District</b>	<b>Rescue team</b>	<b>Materials</b>	<b>Transportation</b>	<b>Communication</b>	<b>NGOs</b>	<b>People cooperation</b>
Imam Sahib						
Qalah Zal				Yes	Yes	Yes
Ali Abad						
Chahar Darah						
Khan Abad	Yes			Yes	Yes	Yes
Archi	Yes			Yes	Yes	Yes
Kunduz						

## Mitigation Activities Planning

*Planning of mitigation activities should be made in the format of the example tables given below.*

Disaster mitigation planning will comprise all activities that can be done for risk reduction. Such activities that need to be undertaken by each department should be identified and compiled. These activities can be planned after ascertaining the condition and status of infrastructure, equipment and manpower at the disposal of each department. The activities may include creation of any new infrastructure facility for risk reduction, repair, retrofitting or upgrading of existing infrastructures; procurement, hiring, or repairing of equipment; recruitment, hiring, and training or volunteers or specialized manpower; and preparation and dissemination of awareness raising and training materials focusing various target groups. The detailed planning of the above activities will lead to preparation of budget for disaster mitigation activities.

*(The following data was compiled by the participants at the time of the provincial workshop. The details given in the Table should be scrutinized by the Governor's office and corrected as necessary.)*

Mitigation activities (equipment; construction activities)				
Name of District	Type of activity	Size, requirements	Cost Estimate	Reason for demand
Imam Sahib	Strengthening of Amu River bank			To protect land, property, crops
Qalah Zal				
Ali Abad	Strengthening of Ali Abad River banks			
Chahar Darah	Strengthening of Chahar Darah River banks			
Khan Abad	Strengthening of Khan Abad River banks			
Archi	Construction of deep borewells			
Kunduz	Strengthening of banks of Nagi and Gow Kush Streams			

*(The following data was compiled by the participants at the time of the provincial workshop. The details given in the Table should be scrutinized by the Governor's office and corrected as necessary.)*

Manpower requirement					
Type of personnel required	Number	To be recruited	To be made available from private	Volunteers	Estimated expenditure

Information, Education, Communication (IEC) materials should be evolved for awareness creation of all stakeholders with a special focus on the communities. The plan will comprise the type of IEC materials (pamphlets, posters, booklets, audio, video, etc.), target group for each (women, children, students, volunteers, community, government employees, etc.), who will prepare, schedule and cost.

*(The following data was compiled by the participants at the time of the provincial workshop. The details given in the Table should be scrutinized by the Governor's office and corrected as necessary.)*

<b>Information, Education, Communication materials</b>					
<b>Type of manual required</b>	<b>For whom</b>	<b>How many to printed</b>	<b>How to be distributed</b>	<b>Estimated cost</b>	<b>Remarks</b>
Awareness raising materials	Public		By volunteers		

## Preparedness Activities Planning

*Planning of preparedness activities should be made in the format of the example table given below.*

Preparedness activities will comprise all activities that should be done to meet the response and immediate relief requirements in the event of a disaster. Such activities that need to be undertaken by each department should be identified and compiled. The activities may include training, mock drills, evacuation, pre-positioning of relief materials, etc. The detailed planning of the above activities will lead to preparation of budget for preparedness activities.

<b>Activity to be undertaken</b>	<b>Agency responsible</b>	<b>Time schedule</b>	<b>Manpower requirement</b>	<b>Equipment requirement</b>	<b>Estimated Cost</b>
Training and capacity building					
Procurement of essential material for relief					
Testing of equipment					
Conduct of mock drill					
Early warning of communities					
Evacuation to safe places					
Procurement of equipment					

## Emergency Response Planning

*Planning of emergency response activities should be made in the format of the example tables given below.*

The government authorities should have detailed response plan in place for each type of disaster. The actions to be taken at different times and the responsible person within the province should be identified in the response plan. The response actions for such disasters that can be forewarned (eg. Flood) will start from 72 hours before the occurrence. The response actions for such disasters that cannot be forewarned (eg. Earthquake) will start immediately after the occurrence of the disaster. The following formats can be used for emergency response planning. The response planning should be prepared for each type of disaster.

### Planning for Disasters that can be forewarned

Time frame	activity	responsibility
- 72 hours		
-48 hours		
-24 hours		
0 hour		
+ 15mins		
+30 mins		
+1 hour		
+2 hours		
+3 hours		
+ 6 hours		
+ 12 hours		
+24 hours		
+48 hours		
+ 72hours		

### Planning for Disasters that cannot be forewarned

Time	Activity	Responsibility
+15hours		
+30 hours		
+ 1 hour		
+2 hours		
+3 hours		
+6 hours		
+12 hours		
+24 hours		
+48 hours		
+72 hours		

## Budget

The budget requirement for provincial disaster management is given in the following table.

Name of activity	Estimated cost	Remarks
<b>Cost of disaster mitigation activities</b>		
New infrastructure construction		
Repair of existing infrastructures		
New equipment		
Repair of existing equipment		
Manpower		
Preparation & printing of IEC materials		
<b>Cost of preparedness activities</b>		
Training and capacity building		
Procurement of essential material for relief		
Testing of equipment		
Conduct of mock drill		
Early warning of communities		
Evacuation to safe places		
Procurement of equipment		
<b>Total cost</b>		

## Testing and updating of the plan

The provincial disaster management plan will be tested and updated by \_\_\_\_\_ (*specify the name of agency*) \_\_\_\_\_. The plan will be tested every year in the month of \_\_\_\_\_ (*specify month*) \_\_\_\_\_ and updating of the provincial disaster management plan will be completed by \_\_\_\_\_ (*specify month*) \_\_\_\_\_ every year.

# Annexes

**Province Map**

*(to be added by the province)*

**Province Organisational Structure**  
*(to be added by the province)*











**List of Animal Shelters**

No.	Name of address of temporary animal shelter	In-charge

**List of Boats**

<b>No.</b>	<b>Name of boat owner</b>	<b>Address</b>





**List of Transportation Vehicles / Truck Unions**

<b>No.</b>	<b>Type</b>	<b>Name and address</b>	<b>Telephone No.</b>
	<b>Bus</b>		
	<b>Jeep</b>		
	<b>Van/Tempo</b>		

**List of Tent Houses**

<b>No.</b>	<b>Name</b>	<b>Address</b>





