

Scenario based contingency planning to prepare for the upcoming Northeast- Monsoon 2023

Divisional Secretariat:

District:

Prepared Date:

NDRSC is carrying out a specific pre-preparedness process in divisional level together with all concerned stakeholders focusing on impending North-East Monsoon 2023.

01.Contact details of the Officers who directly involved in Emergency Disaster Situation

Table 01

S.No	Designation	Name of the Officer	Telephone Numbers				E-mail
			Office	Fax	Mobile	Residence	
1	Divisional Secretary						
2	Assistant Divisional Secretary						
3	Assistant Director (Planning)						
4	Assistant Director						
5	Accountant						
6	Administrative Officer						
7	Administrative Grama Niladhari						
8	Disaster Relief Services Officer						
9	Social Services Officer						
10	Development Officer (Ministry of Local Governance)						
11	Non Governmental Organizations/ Private Sector Agents						

❖ Insert details of an active Non Governmental/Private sector agent to contact during a emergency disaster situation

02. Contact Details of Grama Niladharis

Table 02

S.No.	GN Division No.	Name of GN Division	Name of GN	Mobile No.	Office Tel No.	Residence Tel.No.
1						
2						

03. Mapping of the zones of GN Divisions that can be affected by floods and landslides in your DS Divisions.

03. 01. Evaluate past disaster impact at divisional level for a period of five years using historical data at your division.

Prepare all possible affected GN divisions for major hazards in the map based on the historical data of three incidents occurred during last five years. Please follow the instructions of resource person during the training programme.

03.2 Complete the following information with the consultation of particular Grama Niladaris.

Table No.03.2

Name and No. of the GN Division	No.of affected families	No.of affected Persons						
			Children below 5 years	Children above 5 years		Female	Male	Persons with Special Needs
				Female	Male			
Total								

- ❖ Define the needs of persons with special needs (eg. Pregnant mothers, disable, mentally disable and persons over 65 years should consider as persons with special needs)

04. Details of Safety Centers that can be used to accommodate vulnerable families in the areas

Fill in the following table regarding safety centres to accommodate for the vulnerable persons in the identified GN Divisions while considering historical data of the safety centers used in past disaster situations.

Table No.04.1

GN Division	Safety Centre No.	Name of the Safety Center	No. of families	No. of people	Infrastructure Facilities of the Camp						
					Water (Required Amount)	Electricity Yes/No	No. of Available Toilets	No. of Temporary Toilets to be put up	Shower facilities	Required No.of shower facilities	Required amount of kitchen Appliances

❖ Should maintain a reference number for all Safety Centers and use in the next pages to fill the information.

04.2 Details of Coordinating Committees of Safety Centers for vulnerable families

Table No.04.2

Safety Center No.	Name of the Safety Centre	Names of the responsible persons (coordinators) of the safety centres	Telephone No.
		01.	
		02.	
		03.	
		04.	
		01.	
		02.	
		03.	
		04.	

- ❖ Identify 4 responsible persons including a female as coordinators for each safety centre to maintain the camps.
- ❖ The committee should consist of Grama Niladari, Development Officer in GN division and community leader.
(It is suitable to select a member of Village Disaster Relief Services Committee)
- ❖ Use the Camp number which mentioned in 4.1 as the reference number to fill details of the name of the Safety Centre.
- ❖ It is better to include a member of a NGO and an agent of Private Sector.

04.3 Provide details of locations and number of families to locate when identified Safety Centers are not sufficient for vulnerable people during disaster situations in the future.

Table No.04.3

Name of the GN Division	Name of the safety location	No. families	No.of Persons	No.of required tents
Total				

04.4 Number of families to be located in relatives houses.

Table No.04.4

Name Of GN Division	No. of families to be located in relatives' houses	No. of persons to be located in relatives' houses

- ❖ It is expected to collect GN division wise details of families and persons who can be sheltered in relatives places in table 4.4.
- ❖ Discussing with Grama Niladhari and considering the historical data to fill the above table.

05. Rescue and direct disaster vulnerable communities to safety centers

Table No. 05.1

Required Service	Service Provider	Location and GN Division	Tel. No. (Office)	Tel. No.(Mobile)
Search and Rescue services				
Ambulances				
Boats				
Backo/JCB				
First aid				
Other				
Chain Saw				
Saw				

- ❖ When filling in the details of service providers and equipments in DS Division Level and consider whether they are in vulnerable GN divisions.
- ❖ It is important to contact service providers close to the vulnerable GN Divisions in order to minimize delays. Insert details of first aid providers such as St. John Ambulance Service/ Red Cross Society if they are in close proximity to vulnerable GN divisions.
- ❖ Insert details of services already provided by Disaster Management Center in respect of rescue of people/rehabilitation. 06. Identification of essential food items and other needs.

06. Identify essential food items and other items

6.1 Insert details of essential food items during the first 72 hours in an emergency disaster situation.

Table No. 06.1

Essential Food Items

Food Item	Required Amount (Approx.)
Cooked Meals (Packets)	
Water Bottles (1L)	
Tea	
Milk powder	
Infant Milk Powder (Packets)	
Biscuits	
Noodles	
Other (Specify names)	

- ❖ Required number of cooked meals packets (3 meals for a person per day)
- ❖ Required number of water bottles (3L for a person per day)
- ❖ Even though the estimation for required amount of infant milk powder has been done here, Inform the Medical officer of health (MOH) in the respective DS Division about providing infant milk powder during disaster situations.

06.2 Insert details of essential items which are required in the first 72 hours during a disaster situation

Table No.06.2

Required List

Item	Required Amount (Approx.)
Sanitary Towels	
Tooth Paste	
Tooth Brush	
Soap	
Towels	
Mats	
Bed sheets	

06.3 Insert details of essential food items which are required in the first week (7 days) during an emergency disaster situation

Table No.06.3

List of Essential Food Items

Food Item	Required Amount (Approx.) kg.
Dry rations	
Rice	
Dhal	
Sugar	
Pulses	
Potato	
Onion	
Spices	
Other	

6.4 Insert details of essential non-food items which are required in the first week during an emergency disaster situation

Details of essential non-food items (Calculate amounts according to the number of families in risk zones)

Essential Item Name	Amount required (Approx.)
Tents	
Mats	
Kitchen Appliances	
Water Tanks	
Buckets	
Cups	
Plates	
Coconut Scrapers	
Water purification tablets	
Mosquito nets	
Mosquito coils packs	
Lanterns	
Towels	
Bed sheets	
Diaper Packets	
Sarongs	

06.5 Identification of essential items during the rehabilitation period after an emergency disaster situation

Table No. 06.5

List of Required Items

Item	Amounts

06.6 Identification of essential services to maintain safety centres

Coordinators of the safety centres following a discussion with the Divisional Secretary / Assistant Divisional Secretary prepare a list of essential services for the safety centres.

Details of service providers in an emergency disaster situation (should enter details separately for each safety centre.)

Table 06.6

Service to be rendered	Camp No	Name of the Service Provider	Address of the Service Provider	Telephone No.(Office)	Telephone No.(Mobile)	No of Beneficiaries can provide service at one time
First Aids						
Medical Centre						
Nursing						
Ambulance						
Hospital (Government and private)						
Engineering service						
Heavy vehicles(Baco/J.C.B.)						
Water supply (Drinking water and other requirements)						
Electricity						

Providing sanitary services						
Technical assistance to maintain safety centres						
Supply of vehicles for relief activities in an emergency						
Supply of boats for relief activities in an emergency						
Providing basic facilities for camp management (Electricity, fuel etc.)						
Security						
Psychological services						
Other (specify)						

❖ Enter details of regional service providers / Local government institutions and private institutions closer to Safety centers.

06.7 Identification of persons with special needs in safety centres

Table 06.7

Service	Camp No.	Name of the Service Provider	Address	Tel. No. (Office)	Tel. No. (Mobile)	No of Beneficiaries

❖ Discuss with Woman and Child affairs officers to fill the above table.

07. Details of essential food items in an emergency disaster situation

Details of food supply services during an emergency disaster situation (Enter details for each camp separately)

Table 07.1

Items	Camp No	Name of the Service provider	Address of the Service provider	GN Division where Service provider is located	Telephone No. (Office)	Telephone No. (Mobile)

- ❖ Enter details of regional essential food items providers / Local government institutions and private institutions closer to Safety centers.
- ❖ Come to an agreement to provide cooked meals in approved prices approved amounts as per the National Budget circular No. 3.2016, following discussions with hotels/ Catering services and Bakery owners.
- ❖ Service providers should submit a rate agreement and the competency report issued by the Public Health Inspector. (Compulsory)
- ❖ Register the details of volunteer service providers in the DS Division.
- ❖ Consider to register the service providers located closer to the Safety Centers.

08. Details of non food items in an emergency disaster situation

Table 08.1

Details of essential non food items (Calculate amounts according to the number of families in risk zones)

Item Name	Available Amounts at Divisional Secretariat	Further required Amounts (Approx.)	Item Name	Available Amounts at Divisional Secretariat	Further required Amounts (Approx.)
Tents			Napkins (6 pack)		
Mats			Sanitary Towels		
Kitchen Appliances			Candles Packets		
Water Tanks			Soap		
Buckets			Tooth Paste		
Cups			Tooth Brush		
Plates			Boots		
Coconut Scrapers			Rain Coats		
Water purification tablets			Mamoty		
Mosquito nets			Knife (Big)		
Mosquito coils packs			Other (Names)		
Lanterns					
Towels					
Bed sheets					
Diaper Packets					
Sarongs					

09. Details of Relief Services in high risk zones

Set up Village Disaster Relief Services Committees in GN Divisions in disaster prone areas in relevant DS division.

Table 09.1

Details of Village Disaster Relief Services Committees

GN Division	Head of the Committee	Telephone No.	Committee Coordinator	Telephone No.

- ❖ Set up DS Division or GN Division wise Village Disaster Relief Services Committees based on the details above. (at least one committee for each 1-2 GN Divisions)
- ❖ Take support from Women's affairs/ Child Development in the DS Division officers as well as agents of NGO and Private Sectors.
- ❖ Conduct a discussion with Divisional Secretary, Assistant Divisional Secretary, Assistant Director (Planning), other Development Officers and Grama Niladhari regarding this plan.