

ROYAL GOVERNMENT OF BHUTAN



**DZONGKHAG DISASTER MANAGEMENT
CONTINGENCY PLAN
2024**

SAMDRUP JONGKHAR DZONGKHAG

Executive Summary

According to Section 77 of the Disaster Management Act of Bhutan 2013, *Dzongkhag* Administrations are mandated to develop Disaster Management and Contingency plans (DMCP), in consultation with the Dzongkhag sectors, Gewogs, and other relevant agencies. Further, Section 78 mandates the Dzongkhag Disaster Management Committee (DDMC) to submit the Dzongkhag's disaster management plan to the National Disaster Management Authority.

With the changing risk patterns and frequency of disasters, formulation of Dzongkhag specific Disaster Management and Contingency Plan is an important strategy to strengthen local-level disaster management systems and reduce disaster risks. Therefore, Samdrup Jongkhar Dzongkhag has developed the Dzongkhag disaster management and contingency plan through the community-based disaster risk management planning process. The successful completion of this plan is due to unwavering support from the Department of Disaster Management upon the instruction of the National Disaster Management Authority (NDMA) which is in pursuance to the Act.

The Samdrup Jongkhar Dzongkhag DMCP presents the hazards, vulnerabilities, and capacities in terms of disaster risk reduction and management for the Dzongkhag. The plan also outlines priority disaster risk reduction, awareness raising, and capacity-building activities for Samdrup Jongkhar and spells out the contingency procedures and arrangements. An implementation and monitoring process for the plan is also included to ensure effective implementation of the plan.

This DMCP is to be referred by the Dzongkhag, Gewogs, and sectors while planning and implementing their annual and five-year plan activities to ensure mainstreaming of disaster risk management and preparedness concerns as possible. It is expected that every stakeholder within Samdrup Jongkhar Dzongkhag and relevant national disaster management institutions and agencies will take ownership and fulfill their own roles and responsibilities to make Samdrup Jongkhar a disaster-resilient Dzongkhag.

(Tashi Wangmo)

DZONGDA

Acknowledgments

The Dzongkhag Administration, Samdrup Jongkhar would like to thank all the participants for their valuable inputs in preparing and finalizing the DMCP for the Dzongkhag. The Dzongkhag would also like to thank the Thromde Administration, Royal Bhutan Police, Desuung, Bhutan Red Cross Society and the Regional Offices for their continued support in preparing the plan and responding to the disasters in the Dzongkhag.

Further, the Dzongkhag extends gratitude to the Department of Local Governance & Disaster Management for their technical backstopping and facilitation throughout the process and for conducting simulation exercises to review and update the DMCP of Samdrup Jongkhar Dzongkhag.

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ACRONYMS

CBDRM	Community-Based Disaster Risk Management
DDMC	Dzongkhag Disaster Management Committee
DEOC	Dzongkhag National Emergency Operation center
DLGDM	Department of Local Governance and Disaster Management
DM Act, 2013	Disaster Management Act of Bhutan, 2013
DM	Disaster Management
DMCP	Disaster Management Contingency Plan
HVCA	Hazard, Vulnerability and Capacity Assessment
IC	Incident Commander
IMT	Incident Management Team
NEOC	National Emergency Operation center
NDMA	National Disaster Management Authority
RBP	Royal Bhutan Police
SAR	Search and Rescue
SOP	Standard Operating Procedure

Scope & Objectives

The Disaster Management and Contingency Plan for Samdrup Jongkhar Dzongkhag is prepared, as mandated by the Disaster Management Act, 2013. The plan was endorsed by the Dzongkhag Disaster Management Committee (DDMC) on 12th August 2024 and will hereafter serve as a reference document for all the relevant stakeholders, for the implementation of prioritized disaster risk reduction and preparedness. The contingency arrangements and procedures within the plan will serve as a guide for Samdrup Jongkhar Dzongkhag's disaster response and relief activities.

The objectives of the Dzongkhag DMCP are:

- To facilitate planning for the implementation of disaster risk reduction and preparedness activities in Samdrup Jongkhar Dzongkhag.
- To ensure required capacities for risk reduction, mitigation, preparedness, response and relief operations.
- To increase awareness of disaster risks, mitigation and preparedness measures within Samdrup Jongkhar Dzongkhag.
- To enable quick recovery after the disaster.

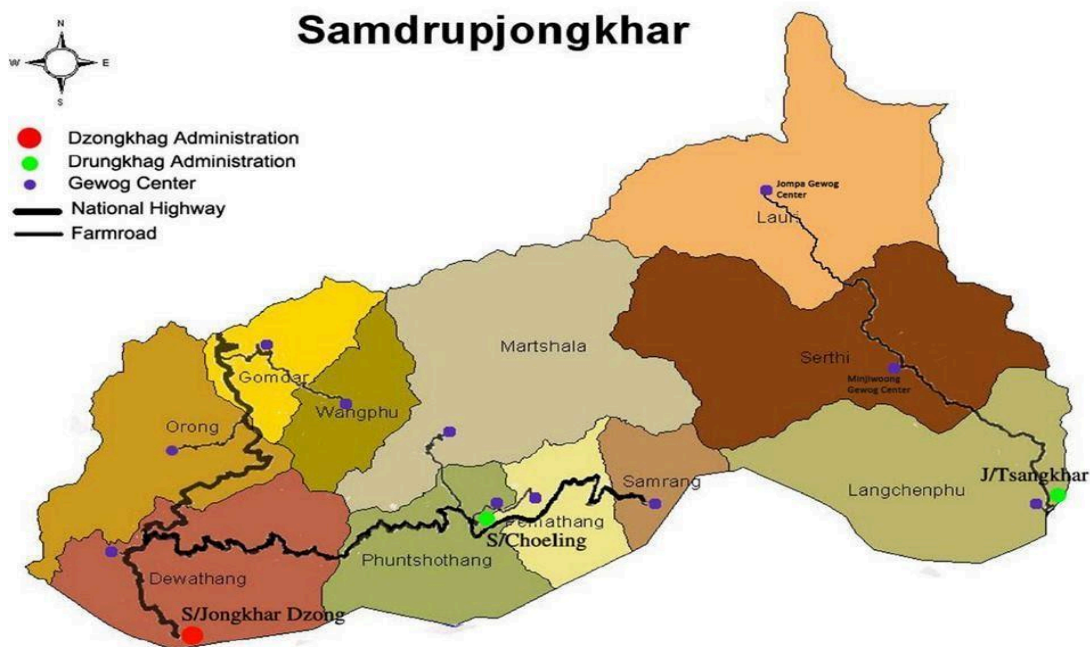
The Dzongkhag disaster management and contingency plan will be updated on a yearly basis and reviewed every five years as mandated by Section 79 of the Disaster Management Act 2013.

Chapter 1: Overview of the Dzongkhag

Background

Samdrup Jongkhar Dzongkhag is situated in the southeastern corner of the country, sharing its southern and northern borders with the Indian states of Assam and Arunachal Pradesh respectively. To the west lies Pemagatshel Dzongkhag and Trashigang Dzongkhag in the north. It has a population of 34,907 (18,255 male and 16,652 female), with 9,101 households and an area of 1877.94 sq.km, constituting around 4% of the country's total land area. More than three-quarters of its area is under forest cover - higher than the national coverage and of mostly the broad-leaved sub-tropical evergreen type. The Dzongkhag is located in the sub-tropical climate zone, extending from an elevation of 200 meters to 3600 meters with a major portion of the land within 600 meters to 1200 meters. Its southern strip extending across four Gewogs consists of fertile plain lands. The Dzongkhag experiences wet, hot and humid summer from May to September with the onset of south-east monsoon in mid of June, and cold winter from November to February.

The temperature ranges from a minimum of 14 degree centigrade to a maximum of 36 degree centigrade during the peak summer of the year. The average annual temperature is 23.8 °C. Its average annual rainfall is 5309.4 millimeters (as recorded at Aerong) and about 2749 mm of precipitation falls annually.



Samdrup Jongkhar Dzongkhag Map

Administration

Administratively, the Dzongkhag is divided into two Drungkhags – Jomotsangkha (Daifam) and Samdrup Choling (Bangtar) – and sub-divided further into 11 Gewogs – Dewathang, Gomdar, Langchenphu, Lauri, Martshala, Orong, Pemathang, Phuntshothang, Samrang, Serthi and Wangphu. There are a total of 191 villages and 58 Chiwogs spread across 11 Gewogs. In addition, there is one Thromde (Samdrup Jongkhar) and two Satellite towns (Samdrup Choling and Jomotsangkha) spread across three Gewogs.

Samdrup Jongkhar Dzongkhag Administration, similar to the administrative setup in other Dzongkhags, is headed by the Dzongdag with various sectors representing nine Ministries working under the Dzongkhag’s administrative jurisdiction. The Dzongkhag Administration works in close collaboration with the elected local bodies – the Dzongkhag Tshogdu and the Gewog Tshogde.

The other institutions in the Dzongkhag are the Dzongkhag’s judicial system headed by Drangpon and the Dzongkhag Monastic body headed by Lam Neten.

Samdrup Jongkhar Dzongkhag’s Key Demographics

SN	Gewog	Area	No. of House holds	Population		Health Facilities			Schools					
		(Sq. km.)		Male	Female	Hospital	BHU	OR C	HSS	MSS	LSS	PS	EC R	EC CD
1	Dewathang	174.88	566	1515	1544	1	0	3	0	1	0	1	0	3
2	Gomdar	80.87	638	2842	2960	0	1	3	1	0	0	2	0	7
3	Lauri	273.4	531	2479	2461	0	2	3	0	0	0	3	0	3
4	Serthi	306	415	1587	1524	0	1	2	1	0	0	1	0	3
5	Martshala	308.49	497	2597	2438	0	1	5	0	1	0	2	0	3
6	Pemathang	76.54	450	1217	1582	0	1	1	0	0	1	0	0	2
7	Samrang	51.25	56	265	264	0	Sub post 1	0	0	0	0	0	1	1
8	Phuntsohang	130.2	728	2605	2373	0	1	4	1	1	0	0	2	3
9	Orong	163.824	568	2974	2858	0	1	3	1	0	1	1	0	2
10	Wangphu	79.79	430	1820	1764	0	1	4	0	0	0	2	0	3
11	Langchenphu	222.43	284	514	454	0	1	1	0	1	0	1	0	1

Chapter 2: Dzongkhag Disaster Management System

2.1 Dzongkhag Disaster Management Committee (DDMC)

Samdrup Jongkhar Dzongkhag Disaster Management Committee (DDMC) is constituted as below as mandated by the DM Act of Bhutan, 2013:

1. Dasho Dzongdag, Chairperson (ex-officio)
2. Dzongrab, member (Deputy Chairperson)
3. Dasho Drungpas, member
4. Chairperson of Dzongkhag Tshogdu (DT), member
5. Gups of all Gewogs, member
6. Thromde Thuemi, member
7. Superintendent of Police/Officer-in-Charge, RBP, Samdrup Jongkhar, member
8. Drungchen, Samdrup Jongkhar Rabdey, member
9. Dzongkhag Disaster Management Officer, Member Secretary
10. Any other member may be co-opted in accordance with the rules framed under the Act.

Although the Act mandates inclusion of the Dzongkhag Welfare Officer as a member of the DDMC, there is currently no welfare officer in the Dzongkhag and the Dzongrab is designated as the Kidu focal, therefore he is included as a member in place of the Dzongkhag Welfare Officer.

On the expiry of the term of the Gup/Thromdey Thuemi or in the event of resignation, the Chairperson of the Dzongkhag Disaster Management Committee shall designate the most appropriate official in the Gewog/Thromde who shall represent in the DDMC during the interim period.

2.2 Functions of DDMC

The DDMC shall be responsible for coordinating and managing all disaster management operations in the Dzongkhag under the direction and supervision of the National Disaster Management Authority (NDMA).

According to clause 31 of DM Act 2013, the DDMC shall:

1. Prepare, review, update, and implement the Dzongkhag Disaster Management plan.
2. Monitor and evaluate measures taken for prevention, mitigation, preparedness, response, and capacity building by each sector in the Dzongkhag.
3. Ensure establishment and functioning of the Dzongkhag Emergency Operation Center.
4. Ensure mainstreaming of disaster risk reduction into the development plan, policy, program, and project.
5. Ensure compliance with the approved hazard zone and vulnerability map.
6. Ensure the enforcement of structural and non-structural measures.

7. Ensure that information about an event or a disaster is promptly communicated to the NDMA, DLGDM, and all concerned.
8. Ensure that the damage assessments in the field are carried out professionally and efficiently without fear of favor.
9. Coordinate and support disaster response and relief operations including recovery and reconstruction.
10. Ensure that detailed reports and regular updates on disaster events are provided to the DDM upon completion of field assessment of the situation.
11. With the support of the DLGDM promote education, awareness, capacity building, and community training on hazard, risk, vulnerability and measures to be taken by the community to prevent, mitigate, and respond to disaster.
12. Conduct regular mock drills.
13. Report quarterly to the NDMA on the progress of the implementation of its DM plan.
14. Direct Dungkhag, Thromde, and Gewog Disaster Management subcommittee, if any, on such matters as may be necessary for the effective implementation of the Act.
15. Perform such other function as may be prescribed under the Act or any law in force or as directed by the NDMA.

The DDMC may, if it considers necessary, constitute a subcommittee at the Dungkhag, Thromde, or Gewog level to assist the DDMC in the performance of its functions under the DM Act of Bhutan 2013. The DDMC is mandated to meet at least twice and to frame rules and regulations concerning the conduct of its meetings.

2.3 Functions of Chairperson

1. The Chairperson of the DDMC shall exercise and discharge such functions of the DDMC as the committee may delegate.
2. Without prejudice to the generality of the provision contained in section 37 of this Act, the Chairperson of the DDMC shall:
 - a. Regularly review and assess the effectiveness of DM Plan
 - b. Ensure decision and policy formulated by the DDMC is implemented
 - c. Ensure that disaster risk reduction and disaster management activities are consistent with the Disaster Management Strategic Policy Framework.
 - d. Provide prompt information on a disaster or an impending disaster situation to the DDM
 - e. Provide regular updates and detailed reports on a disaster event to the DDM upon completion of field assessment of the situation
 - f. Coordinate delivery of services and resources to disaster-affected communities

In the case of a disaster, the Chairperson of the DDMC may exercise all or any of the functions of the DDMC, subject to ex post facto ratification of the Committee.

Chapter 3: Disaster Risk Profile of Dzongkhag

The disaster risk of Samdrup Jongkhar Dzongkhag is assessed using Hazard, Vulnerability and Capacity Assessments as follows:

3.1 Hazard Assessment

Samdrup Jongkhar Dzongkhag has the Hazard Vulnerability and Capacity Assessment (HVCA) as presented below:

HAZARD ASSESSMENT TABLE					
Hazard	Secondary Hazard	When it could occur	Probability of occurrence	History of past Disaster	Possible Impact
Flood/ Landslide	Malaria & Dengue outbreak	May - September (Summer)		Yearly	Loss of lives, service disruption & displacement of human & cattle
Earthquake	Forest/structural fire, disease outbreak, landslides & flood	Unpredictable		2009, 2011, 2016	Loss of lives, service disruption & displacement of humans & cattle
Structural Fire		September –March (Dry season)		Yearly	Structure damage, economic loss
Human Wildlife Conflict	Disease Outbreak	Un-predictable		2018, 2019, 2022, 2024	Loss of lives, crops, animals & houses
Windstorm	Forest/structural fire	During summer seasons		2014, 2019, 2023	Loss of lives, service disruption, economic loss & displacement
Chemical Spill	Fire & Explosion risk	Un-predictable		Unknown	Health hazard, loss of lives, economic loss & disruption of services.
Keys:					
<i>High</i>					
<i>Medium</i>					
<i>Low</i>					

As per the Gewog hazard assessment findings – Earthquake has been ranked the priority hazard, followed by landslide/flood, windstorms and structural fire. The other perceived hazards were chemical spills which could happen in the Phuentshorabtenling Industrial area and human-wildlife conflict.

Most hazards are seasonal and can be expected at the particular time of the year. November-February months are the dry season and fires and windstorms can be expected. Similarly, floods occur mainly during the rainy season in the months of May-July. Therefore, awareness and safety advisories should be made accordingly.

3.2 Vulnerability Assessment

VULNERABILITY ASSESSMENT TABLE			
Hazard	Elements at Risk	Why are they at Risk?	
		Physical/Material	Social/Organizational
Flood	People, animals, and infrastructures/property in the low lying areas	Inadequate river protection wall, temporary settlement along the river bank, poor quality of constructions	Absence of early warning system, lack of awareness on disaster vulnerability, absence of hazard maps
Earthquake	People, animals, properties and infrastructures	Poor methods of construction practices and quality of materials	Inadequate enforcement of building codes, lack of awareness & sensitization
Structural Fire	People and animals, infrastructures in town areas and clustered settlements	Use of poor-quality electrical items, BoD located in prime areas, inadequate fire extinguishers, inadequate firefighting brigades and water shortage in the fire hydrants.	Lack of awareness on fire safety
Human-Wildlife Conflict	People, crops & properties	Settlements located within their habitat	Lack of protective fencing and walls
Windstorm	People and animals, properties/infrastructures	Poor construction methods/materials	Lack of awareness on early warning systems
Chemical spill	People, aquatic/wild animals, crops and properties	Increasing factories, plants	Unaware of the health hazard

3.3 Capacity Assessment

Various kinds of capacities exist in Samdrup Jongkhar Dzongkhag. The Dzongkhag has the Disaster Management Committee Incident Management Team to take forward disaster preparedness and risk reduction activity and provide response during disasters. The Dzongkhag also has RBP, Desuung, Bhutan Red Cross Society and regional offices which provide support during any kind of disasters. Moreover, there is a RBA base located in Dewathang which can be requested for assistance as and when required. The Thromde Administration is also co-located and can provide necessary support during disasters.

The detailed list of capacities that exists in the Dzongkhag is attached as Annexure below.

3.4 Risk Assessment

Based on the HVCA, the Dzongkhag has prioritized the risk using the probability-impact matrix as follows:

Probability and Impact Matrix

Very Probable			Flood/ Landslide	Earthquake	
Probable		Windstorm	Structural Fire		
Less Probable		Human- wildlife Conflict		Chemical spill	
Improbable					
Impact	Unimportant	Limited	Serious	Very Serious	Catastrophic

Chapter 4: Disaster Management Action Plan (2024 – 2029)

Priority Area	Key Activities	Target	Lead Agency/Person	Supporting Agencies	Timeline	Budget Estimate (in million)
Awareness and Education	1.1 Raise awareness and distribute posters with key messages on top priority hazards such as flood/landslide, earthquake, windstorm, human-wildlife conflict, structural fires and chemical spill.	Gewogs, Rabdey Dratshang/Monasteries, Schools, Business Community, BoD	DDMC/DDMO	DLGDM, Drungkhag/Gewog Administrations, RBP	Annually	0.800
	1.2 Conduct mock drills on priority hazards	Dzongkhag/Drungkhag/Gewog, Vulnerable Communities	DDMC/DDMO	DLGDM, RBP, Drungkhag and Gewog Administrations	Annually	0.400
	1.3 Advocacy and awareness to contractors to incorporate risk reduction features in the farm road, irrigation, and other infrastructural development projects	Contractors, Communities	DE, DDMC/DDMO	MoIT, DLGDM, Drungkhag/Gewog Administrations	2024–2029	0.20

	1.4 Dzongkhag observes International Disaster Day and Annual School Preparedness Drill Day	Schools, Communities	DDMC/D DMO	DLGDM, MoESD, Drungkhag/Gewog Administrations	Annually	0.300
	1.5 Conduct awareness programs on insurance benefits (risk transfer mechanism) and encourage families to insure their property against various hazards	All Gewogs, Communities	DDMO/ GAOs	Insurance Companies, Drungkhag/Gewog Administrations	2025, 2027, 2029	0.300
Enhance risk reduction and mitigation	2.1 Implement disaster mitigation measures on a prioritized basis based on risk and vulnerability	Dzongkhag/Drungkhag/Gewogs	Gewogs, DDMC/D DMO, DE	DLGDM, MoF, Drungkhag/Gewogs	Annually	0.900
	2.2 Training on Rapid Damage Assessment	Engineers, Sector Heads, Drungkhag/Gewogs	DE, DDMC/D DMO	DES, MoIT, DLGDM	2025, 2027, 2029	0.300
	2.3 Refresher course for the SAR Team	Dzongkhag and Drungkhag SAR Teams	DDMC/D DMO, RBP	DLGDM, Desuung, Drungkhag	Annually	0.800
	2.4 Hands-on training on fire-fighting equipment	Dzongkhag/Drungkhag/Gewog staff, caretakers of Rabdey/Monasteries, Business	DDMC/D DMO, RBP	DLGDM, Drungkhag/Gewog, Monasteries	Annually	0.500

		Community, Communities				
Preparedness, response and recovery activities	3.1 Furnish Dzongkhag Emergency Operation Center	Dzongkhag	DDMC/D DMO	DLGDM, MoF, Dzongkhag Procurement & Finance Sections	2024-2025	2.00
	3.2 Raise awareness and sensitize on Disaster Management and Contingency Plan and other response measures and conduct simulation exercises.	Dzongkhag, Drungkhag, Gewog, Dratshang/Mona steries, Regional Offices, Communities	DDMC/D DMO	DLGDM, MoF, Drungkhag/Gew ogs	Annually	0.600
	3.3 Stockpile materials required for emergency response and immediate recovery at strategic locations	Dzongkhag, Drungkhag	DDMC/D DMO	DLGDM, MoF, Dzongkhag Procurement & Finance Sections	2024-2029	0.900
	3.4 Procurement of SAR equipment on a need basis.	Dzongkhag, Drungkhags	DDMO, Dzongkh ag Procurem ent & Finance Sections	DLGDM, DDMC, MoF	2024-2029	2.00
Total						10

Chapter 5: Contingency Plan

As per the Contingency Planning Guidelines for Bhutan 2014, a contingency plan “aims to prepare an organization to respond well to an emergency and its potential humanitarian impact. Developing a contingency plan involves making decisions in advance about the management of human and financial resources, coordination and communication procedures, and being aware of a range of technical and logical responses.

The contingency procedures and arrangement will cover the response and early recovery phases:

- Immediately before a disaster when/if early warning of an impending situation or an event is received
- During a disaster when immediate response and relief measures need to be implemented
- After a disaster measures to be taken in terms of relief and setting the recovery process in motion

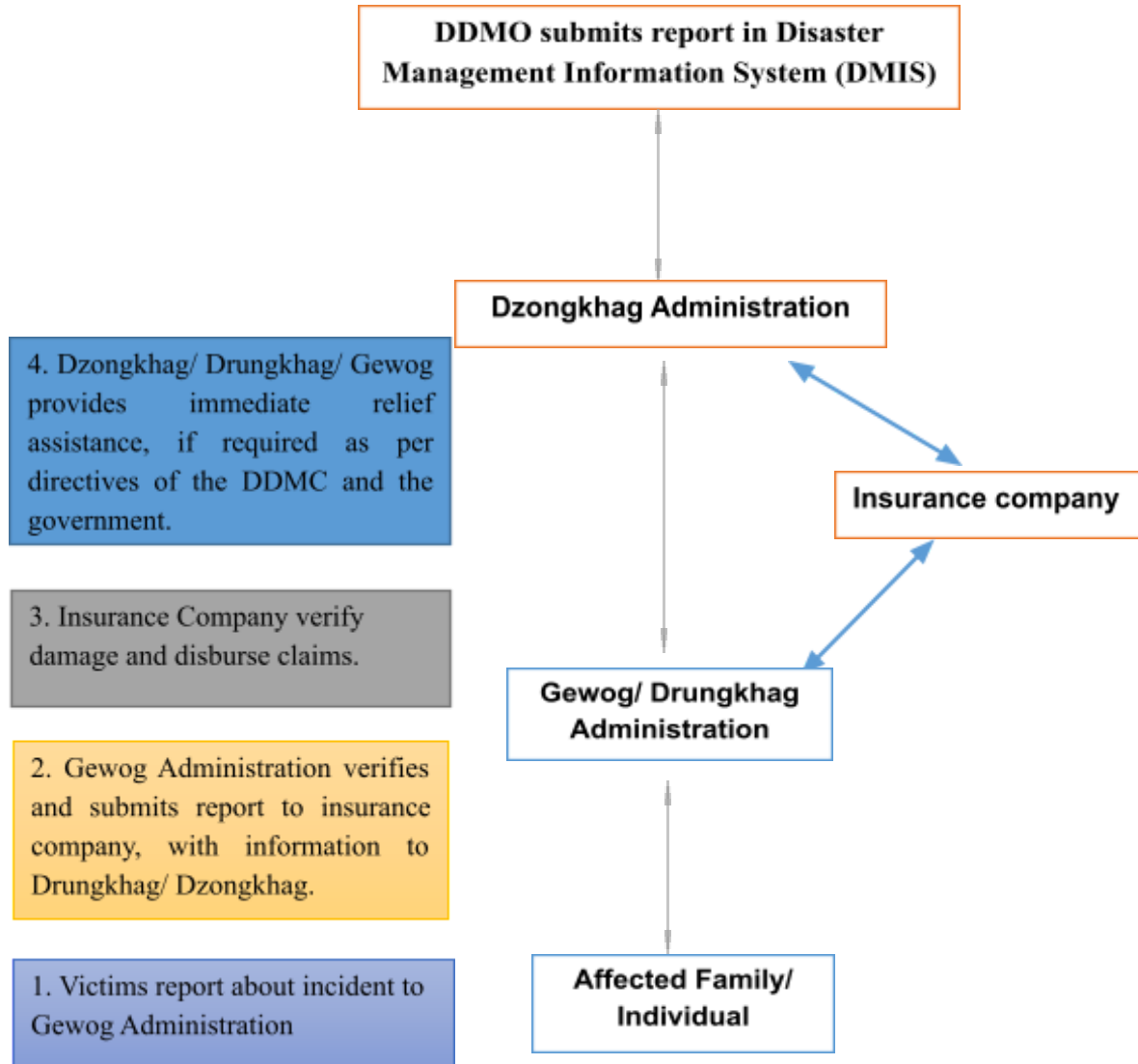
1.1 Standard Procedures for Response at Dzongkhag level

a. Isolated local incidents

Isolated Local Incident - An isolated local incident is an incident which does not have a widespread effect on people and property and can be managed within the normal operations of the agencies concerned, and such incident shall not require emergency procurement and funding.

For isolated local incidents, such as fire affecting a single house or windstorm blowing off the roof of one structure in a locality, and cases that do not qualify under Disaster Types I - III of the Disaster Management Act of Bhutan 2013, the following standard procedure shall be followed.

Standard procedure for isolated local incidents



b. Disaster Types

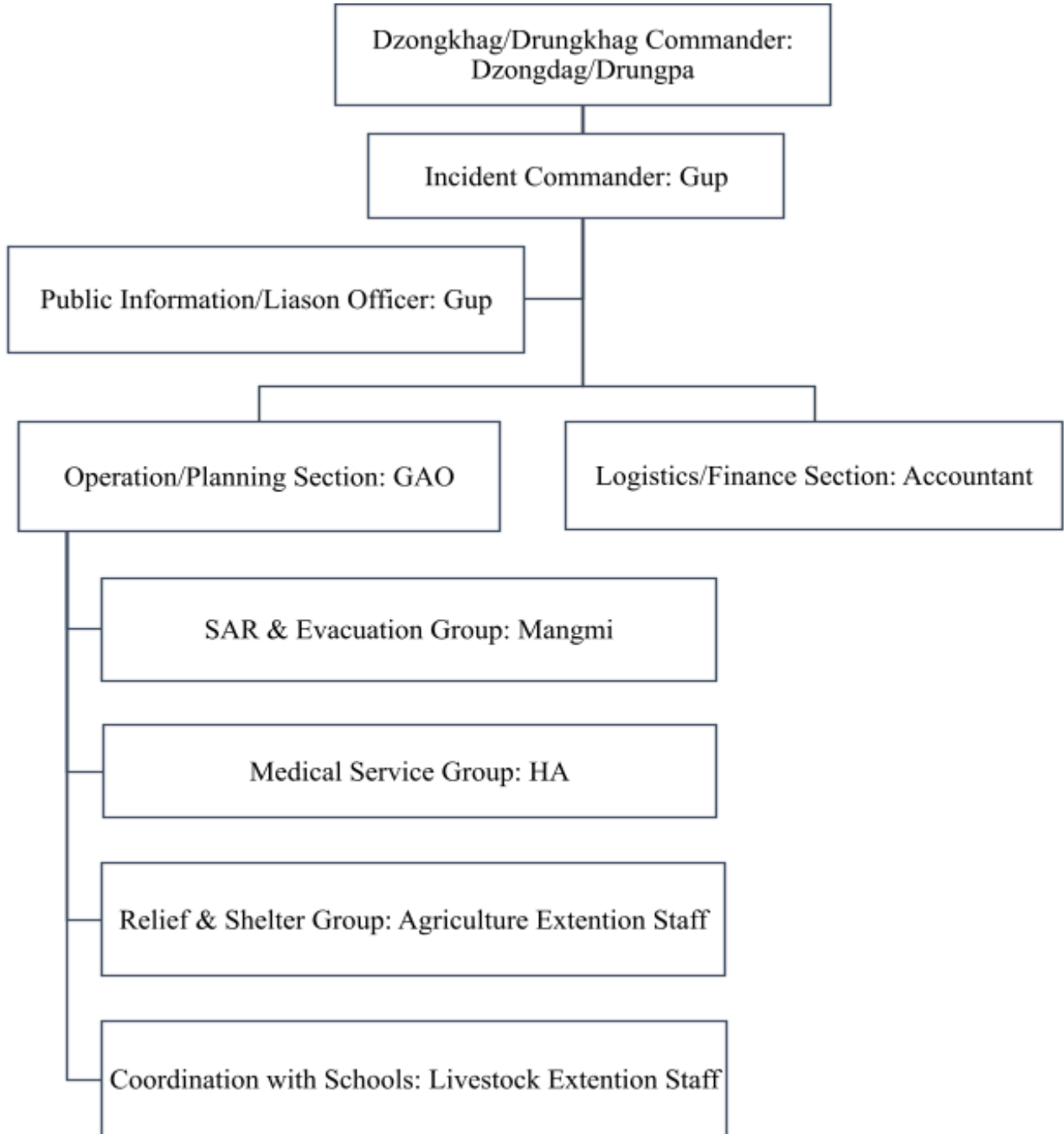
As per the DM Act of Bhutan 2013 and the DM rules and regulations standard procedures for response at the Dzongkhag level for different Disaster Types will be as follows:

1. In case of Type I

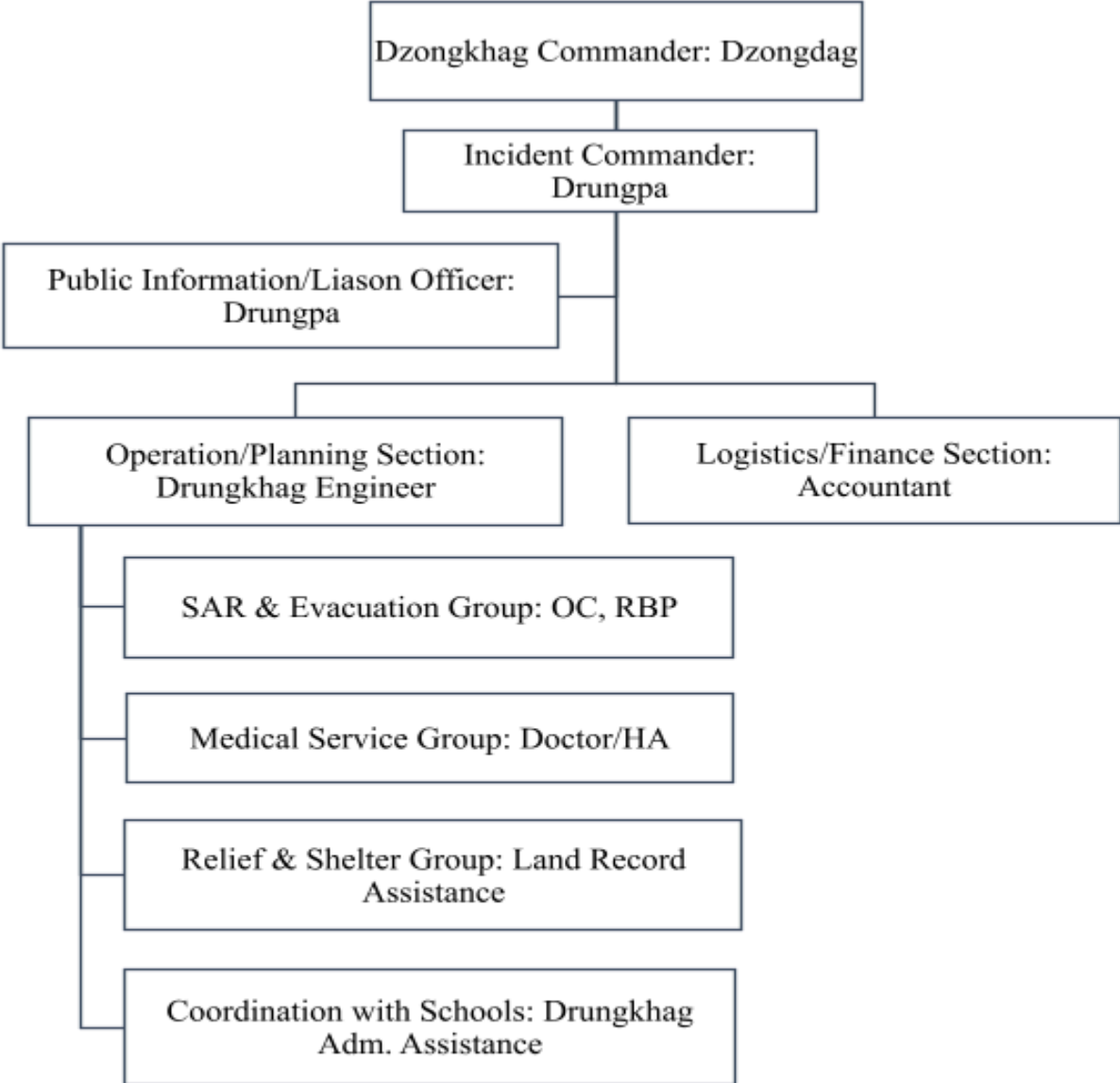
Disaster Type I - A disaster shall be classified as Type I if it can be managed with available resources and is within the coping capacity of the Gewog/Thromde concerned as per the Disaster Management Act of Bhutan 2013

1. In case of an impending disaster situation, Gewog/ Drungkhag administration will be responsible for establishing immediate contact with likely affected areas as soon as there is early warning information and provide orders for evacuation and immediate response.
2. In case of an incident/disaster situation:
 - a. Gewog/ Drungkhag shall immediately submit “First Information Report” (FIR) to the DDMC Chairperson/Dzongkhag Disaster Management Officer (DDMO).
 - b. Gewog/Drungkhag IMT shall provide immediate response and relief within their capacity and submit for SAR and other response needs to the DDMC, if required.
 - c. The DDMO shall submit the FIR to the DLGDM within 24 hours of the incident.
 - d. Gewog/Drungkhag IMT shall conduct rapid needs assessment within 72 hours and submit to DDMC if there is need for further assistance.
 - e. In case the incident is beyond the coping capacity of the Gewog/Drungkhag, it shall be classified as a Type II disaster.
3. Once the disaster has been contained:
 - a. The Gewog/Drungkhag shall submit expenditure reports and bills for immediate response and relief activities to DDMC for further submission to MoF through DLGDM, for reimbursement.
 - b. The Gewog/Drungkhag shall conduct detailed damage assessment along with insurance companies for early recovery and submit a report to DDMC.
 - c. The DDMC shall submit detailed damage assessment for immediate restoration of essential public infrastructure to MoF with copy to DLGDM.

Incident Management Team at the Gewog Level



Incident Management Team at the Drungkhag Level

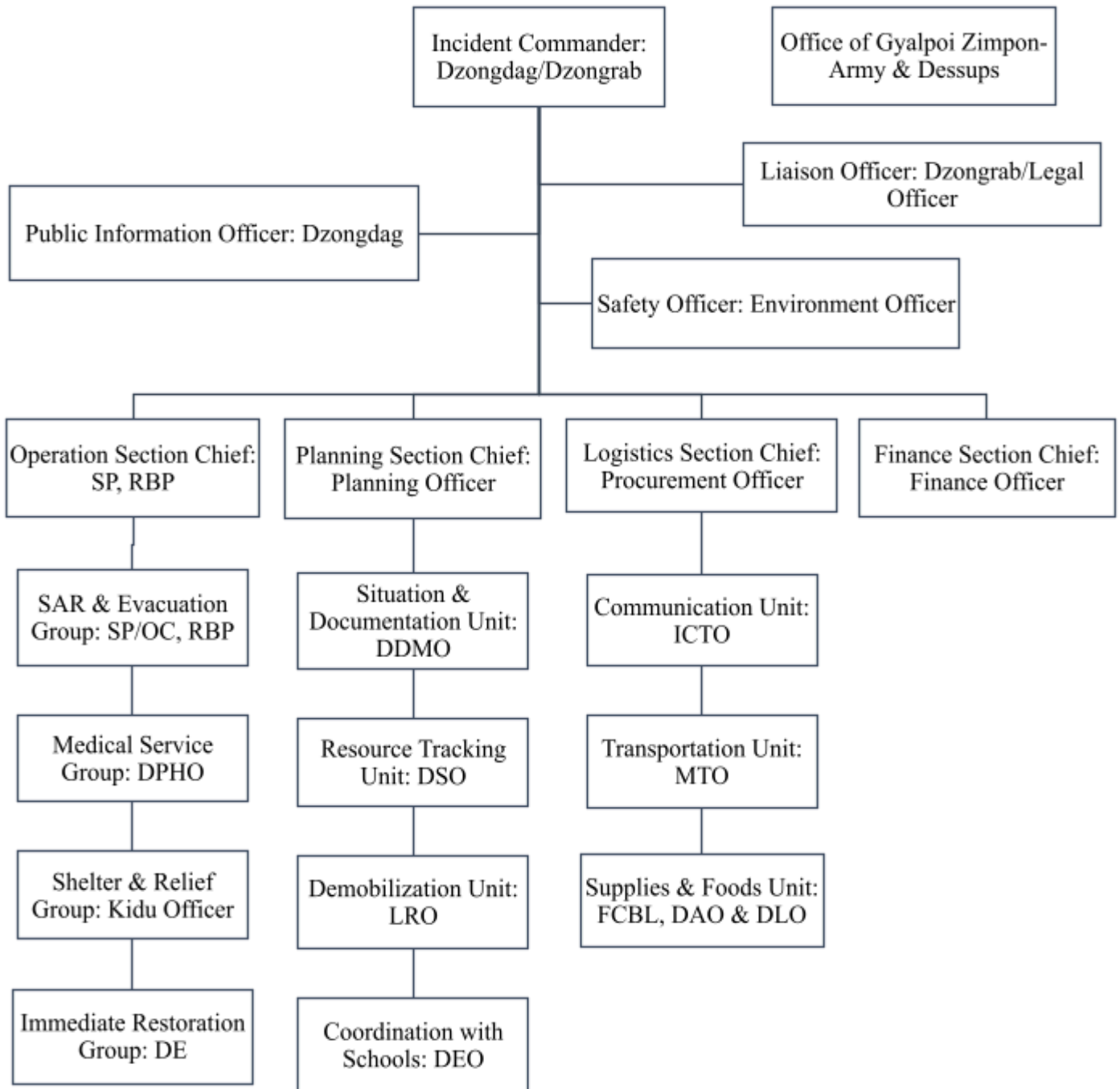


2. In case of Type II

Disaster Type II - A disaster shall be classified as Type II if it can be managed with available resources and is within the coping capacity of the Dzongkhag concerned.

1. In case of receiving early warning of an impending disaster situation, the DDMC Chairperson shall immediately activate the Dzongkhag Emergency Operation Centre and relay the early warning to all the Gewog/Drungkhag offices along with orders for evacuation or any other response as required.
2. In case of an incident/disaster situation:
 - a. The DDMC Chairperson shall activate the DEOC/ Dzongkhag IMT and be in contact with the National Emergency Operation Centre. NEOC shall supervise the functioning of the Dzongkhag Emergency Operation Centre as per clause 107 of the Disaster Management Act of Bhutan 2013.
 - b. IMT shall establish contact and line of communication with disaster sites and provide immediate response and relief within their capacity and submit for SAR and other response needs to NEOC, if required.
 - c. The DDMO shall submit the FIR to the DLGDM within 24 hours of the incident.
 - d. IMT shall direct evacuation of disaster-affected communities to safe areas and temporary shelters.
 - e. IMT shall conduct rapid needs assessment within 72 hours and submit to NEOC if there is a need for further assistance.
 - f. IMT shall provide immediate relief and response as per the needs assessment using available funds at Dzongkhag level.
 - g. In case the incident is beyond the coping capacity of the Dzongkhag, it shall be classified as a Type III disaster.
3. Once the disaster has been contained:
 - a. The Dzongkhag shall submit expenditure reports and bills for immediate response and relief activities to DLGDM for further submission to MoF, for reimbursement.
 - b. The Dzongkhag shall conduct detailed damage assessment along with insurance companies for early recovery and submit a report to DLDGM.
 - c. The Dzongkhag shall submit detailed damage assessment for immediate restoration of essential public infrastructure to MoF with copy to DLGDM.

Incident Management Team at the Dzongkhag Level



Functions of various positions in the IMT

Incident Commander (IC)

Responsible for determining incident objective, development of strategies and tactics, establishing immediate priorities, approve and authorize implementation of Incident Action plan and schedule meetings.

Command staff:

Public Information Officer: responsible for advising the incident commander on information dissemination and media relations. He/she also needs to obtain information from and provides information to the planning section, the community and the media.

Liaison Officer: responsible to assist the IC as a point of contact for representatives from other response organizations and also provide briefings to and answer questions from supporting organizations.

General Staff:

Operation Section: Responsible for all tactical operations at the incident such as search and rescue, medical, infrastructure, and shelter/relief and for ensuring safety of all responders.

Groups under the Operation Section

- 1. SAR and Evacuation Group:** Will be responsible for conducting the SAR and providing evacuation at the incident site. Also responsible for monitoring and ensuring safety of responders.
- 2. Medical Service Group:** Will provide medical assistance to the victim.
- 3. Shelter and Relief Group:** Will provide shelter and relief to the affected families.
- 4. Immediate Restoration of Essential Public Services Group:** Restore essential public services.

Planning Section: Prepare incident action plan, develop alternative strategies, maintain status of resources, and provide document services.

Units under Planning Section

- 1. Situation and Documentation Unit:** Responsible for collection, organization and analysis of incident status information. Responsible for collecting, recording and safeguarding all documents relevant to the incident.
- 2. Resource Unit:** Responsible for maintaining the status of all assigned resources at an incident.
- 3. Demobilization Unit:** Responsible for ensuring orderly, safe and efficient demobilization of incident resources.

4. Coordination with Schools Unit: Responsible for coordinating with Schools

Logistic Section: To request, obtain, maintain and account for essential personnel, equipment and supplies. To set up food services for responders, support transportation and provide medical services.

Units within Logistic Section

- 1. Communication Unit:** Provide communication services at an incident site.
- 2. Transportation Unit:** Responsible for refueling, maintaining and repairing vehicles and the transportation of personnel and supplies.
- 3. Supplies and Food Unit:** Ordering of equipment and supplies required for incident operations.

Finance Section

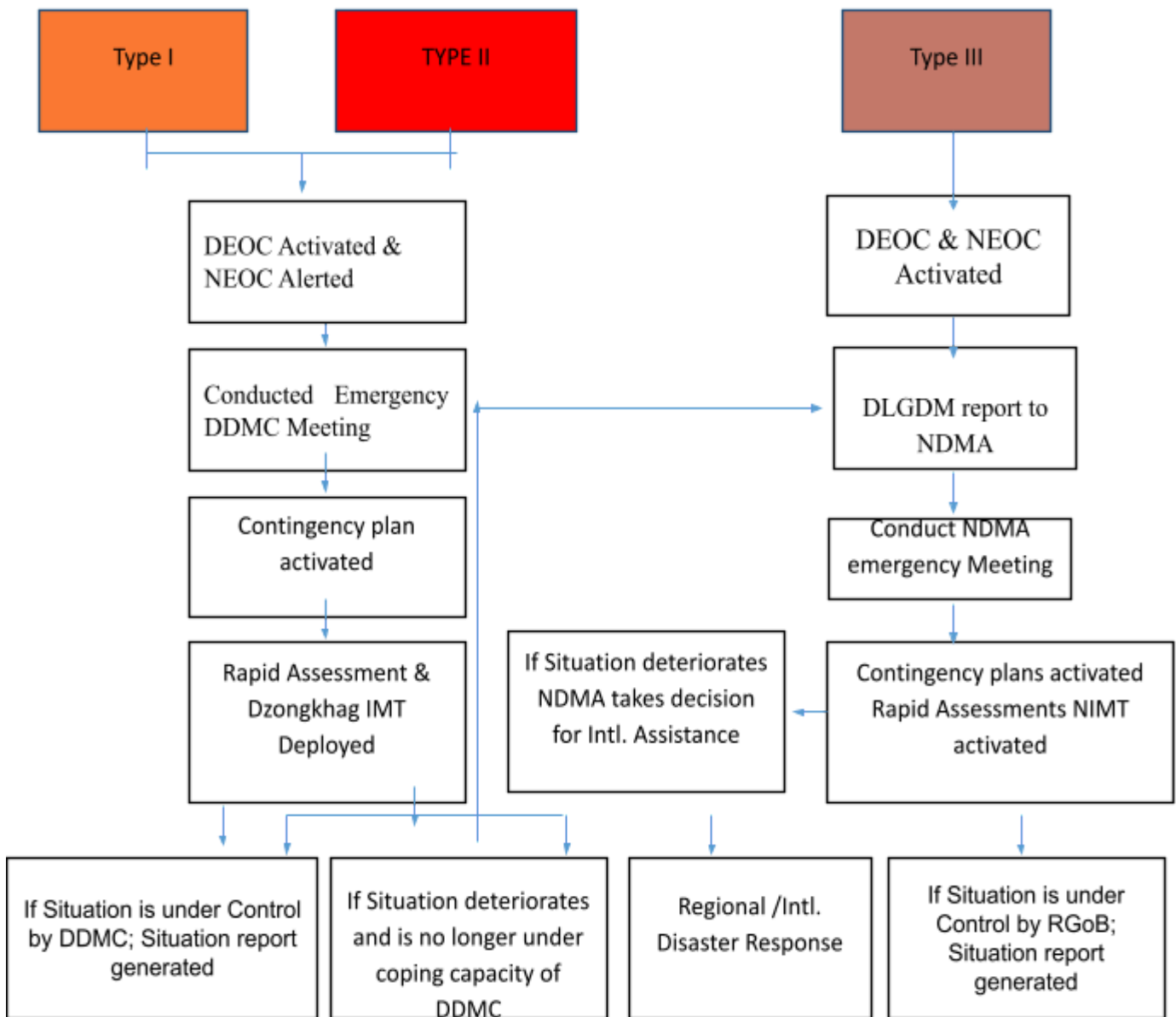
- Responsible for all incident costs and financial considerations.
- Responsible for tracking costs, analyzing cost data, making cost estimates and recommending cost saving measures.
- Responsible for financial concerns resulting from property damage, injuries or fatalities at the incident.
- Responsible for fiscal matters involving hiring, purchasing goods and services and establishing local sources for obtaining equipment and supplies.

1. In case of Type III

Disaster Type III - A disaster shall be classified as Type III if severity and magnitude is so great that it is beyond available resources and coping capacity of the Dzongkhag concerned as per the Disaster Management Act of Bhutan 2013.

A disaster Type III is at national scale and will be managed by the NDMA and the DDMC shall follow the directives of the NDMA.

DISASTER TYPES AND DECISION MAKING CHART



Chapter 6: Implementation Mechanism

As per the DM Act of Bhutan 2013, the DDMC will be responsible for the formulation, endorsement, implementation, monitoring and updating of the Dzongkhag Disaster Management and Contingency plan. The DDMC shall meet at least twice a year to review and update the plan's implementation progress.

Dzongkhag and Drungkhag/Gewog administrations will be responsible for implementation of the prioritized plan activities and ensure that the activities are mainstreamed into their annual and five year plans. The Dzongkhag Disaster Management Officer will facilitate mainstreaming of priority disaster risk reduction, preparedness, awareness and capacity building activities in annual and five year development plans of the Dzongkhag.

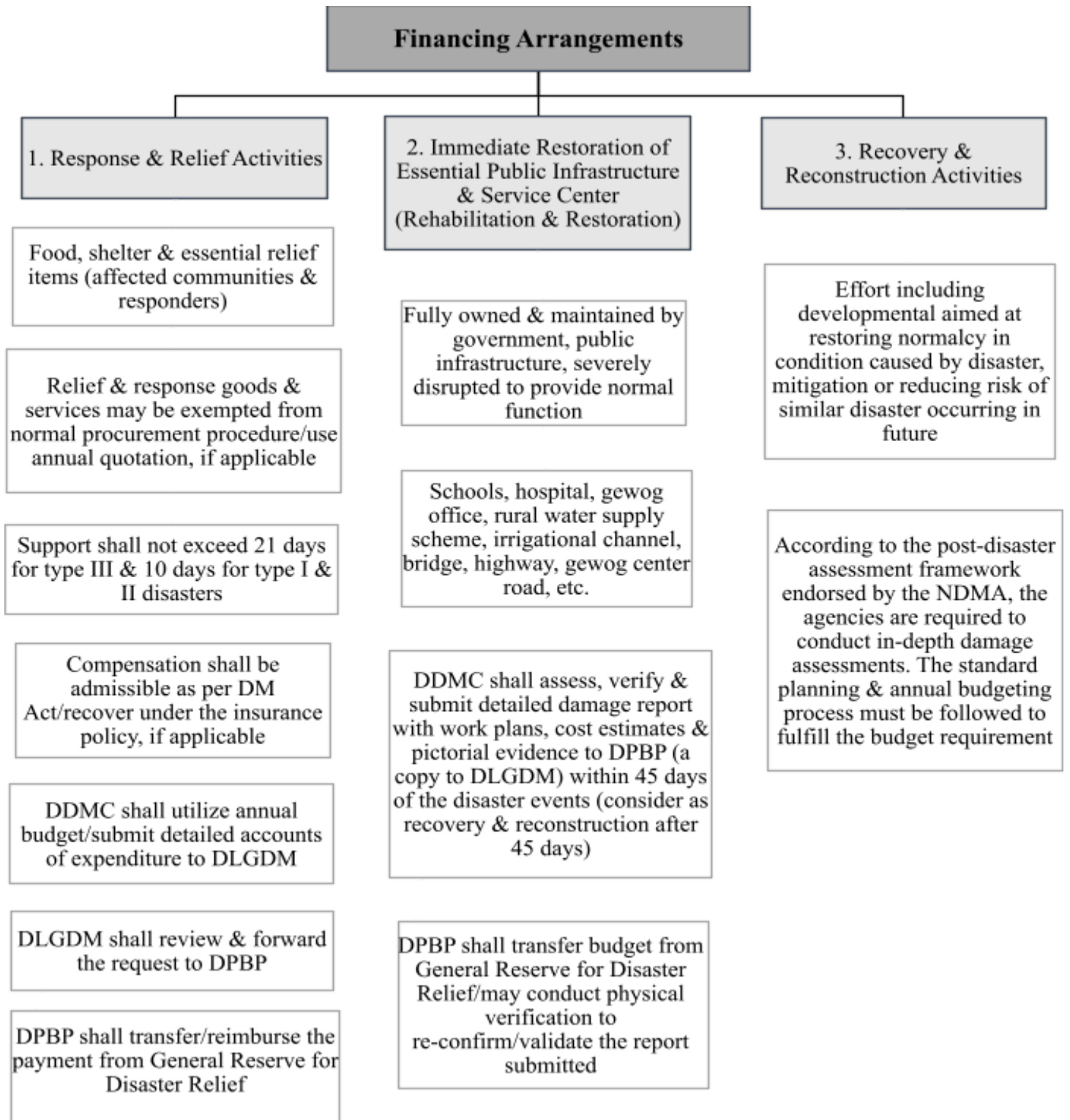
In the event of disaster, DDMC will activate the Dzongkhag Contingency Plan and as an emergency measure, meet the expenses for response and relief operation from the annual budget of the Dzongkhag in accordance with the financial guidelines and submit the bills to DLGDM for reimbursement from MoF. However, for immediate restoration of critical disaster infrastructures/facilities, DDMC will submit the fund request to MoF with a copy to DLGDM.

The budget requirement for recovery and reconstruction works should follow the normal budgetary process. The DDMC and concerned sectors shall, for the purpose of recovery and reconstruction of public assets and infrastructure, undertake detailed damage assessment within its area of responsibility as per the post disaster assessment framework endorsed by the NDMA. The detailed damage assessment along with the work program and cost estimate will be submitted to MoF for inclusion in the normal budgeting process.

The DLGDM, as the national coordinating agency for disaster management and the executive arm of the NDMA, shall ensure support of the NDMA and of concerned sectors and agencies. The DLGDM will also provide technical and monitoring support and help in mobilizing resources for the plan.

As member secretary, the DDMO will keep record, maintain data, and assist the chairperson of the DDMC in monitoring the Dzongkhag DM plan activities. The DDMO shall present the plan's progress during DDMC meetings and update DM plan activities and budget annually. DDMO will also ensure that reports are submitted to the DLGDM and the NDMA, as required.

Operational Guideline for Disaster Financing 2017



Disaster Terminologies

1. HAZARD

A process, phenomenon or human activity that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation.

2. VULNERABILITY

The conditions determined by physical, social, economic and environmental factors or processes which increase the susceptibility of an individual, a community, assets or systems to the impacts of hazards.

3. CAPACITY

The combination of all the strengths, attributes and resources available within an organization, community or society to manage and reduce disaster risks and strengthen resilience.

4. DISASTER RISK

The potential loss of life, injury, or destroyed or damaged assets which could occur to a system, society or a community in a specific period of time, determined probabilistically as a function of hazard, exposure, vulnerability and capacity.

5. DISASTER RISK ASSESSMENT

A qualitative or quantitative approach to determine the nature and extent of disaster risk by analyzing potential hazards and evaluating existing conditions of exposure and vulnerability that together could harm people, property, services, livelihoods and the environment on which they depend.

6. DISASTER

A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts.

7. DISASTER PREVENTION

Activities and measures taken to avoid existing and new disaster risks.

8. DISASTER MITIGATION

The lessening or minimizing of the adverse impacts of a hazardous event.

9. DISASTER PREPAREDNESS

The knowledge and capacities developed by governments, response and recovery organizations, communities and individuals to effectively anticipate, respond to and recover from the impacts of likely, imminent or current disasters.

10. RESPONSE

Actions taken directly before, during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected.

11. RECOVERY AND REHABILITATION

The restoring or improving of livelihoods and health, as well as economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected community or society, aligning with the principles of sustainable development and “build back better”, to avoid or reduce future disaster risk.

12. RECONSTRUCTION

The medium- and long-term rebuilding and sustainable restoration of resilient critical infrastructures, services, housing, facilities and livelihoods required for the full functioning of a community or a society affected by a disaster, aligning with the principles of sustainable development and “build back better”, to avoid or reduce future disaster risk.

13. RESILIENCE

The ability of a system, community or society exposed to hazards to resist, absorb, accommodate, adapt to, transform and recover from the effects of a hazard in a timely and efficient manner.

14. RISK TRANSFER

The process of formally or informally shifting the financial consequences of particular risks from one party to another, whereby a household, community, enterprise or State authority will obtain resources from the other party after a disaster occurs, in exchange for ongoing or compensatory social or financial benefits provided to that other party.

15. DISASTER RISK MANAGEMENT

A broad term which refers to all aspects of managing disasters and disaster risk. It includes prevention and mitigation, preparedness, anticipatory action, response and recovery.

16. COMMUNITY BASED DISASTER RISK MANAGEMENT

Promotes the involvement of potentially affected communities in disaster risk management at the local level. This includes community assessments of hazards, vulnerabilities and capacities, and their involvement in planning, implementation, monitoring and evaluation of local action for disaster risk reduction.

17. COPING CAPACITY

The ability of people, organizations and systems to respond to and manage adverse conditions using available skills and resources.

18. EARLY WARNING SYSTEM

An integrated system of hazard monitoring, forecasting and prediction, disaster risk assessment, communication and preparedness activities systems and processes that enables individuals, communities, governments, businesses and others to take timely action to reduce disaster risks in advance of hazardous events.

Annexures

I. Contact Details of Dzongkhag Disaster Management Committee (DDMC)

SN	Name	Designation	DDMC	Contact No
1	Tashi Wangmo	Dzongdag	Chairperson	07-251131/ 17614089
2	Sonam Dendup	Dzongrab/Kidu Focal	Member	07-251132/ 17240240
3	Lt col. Karma Drukpa	Superintendent of Police	Member	113/07-251156
4	Sangay Phuntsho	Drungpa, Samdrup Choling	Member	17551971
5	Wangchuk	Drungpa, Jomotshangkha	Member	17801734
6	Tashi Norbu	Drungchen, Rabdey	Member	17848500
7	Jamyang Gyeltshen	DT Chairman	Member	17387528
8	Karchung	Gomdar Gup	Member	17674595
9	Pema Gyalpo	Orong Gup	Member	17765778
10	Gunman Singh Gaylal	Langchenphu Gup	Member	17286615
11	Jigme Tshewang	Lauri Gup	Member	17877648
12	Yenten Dorji	Martshala Gup	Member	17863165
13	Pema Lekso	Pemathang Gup	Member	17940158
14	Karma Dema	Dewathang Gup	Member	17291133
15	Jigme Singye Drukpa	Samrang Gup	Member	17686738
16	Tshewang Tenzin	Serthi Gup	Member	17300937
17	Sangay Tenzin	Wangphu Gup	Member	17718647
18	Tendi Zangmo	Disaster Management Officer	Member Secretary	17917320

II. Emergency Contact Details of Dzongkhag IMT

SN	Name	Designation	Contact No
1	Sonam Tobgay	District Engineer	17686233
2	Sangay Dorji	CFO	17131897
3	Saha Bir Rai	CDAO	17731586
4	BN Sharma	DLO	17732032
5	Pema Chophel	Planning Officer	17537050
6	Ugyen Tshering	LRO	17787813
7	Ugyen Wangmo	Procurement Officer	17808247
8	Thinley Dorji	Cultural Officer	17489004
9	Kezang Jigme	Finance Officer	17476138
10	Ugyen Dema	Environment Officer	77309170
11	Ngawang Tshering	PDEO	17567495
12	Pema Tshewang	DHO	17670879
13	Sonam Wangchuk	EDMO	17506179
14	Rigzin Lhundrup	Electoral Officer	17987775
15	Tashi Wangmo	DSO	17365132
16	Thinley Norbu	HRO	17504753
17	Ngawang Choden	ICTA	17760662

III. Emergency Contact Details of Drungkhags

SN	Name	Designation	Contact Number
Samdrup Choling Drungkhag			
1	Sangay Phuntsho	Drungpa	17551971
2	Pemba	OC, RBP	17587172
3	Jurmi Sangay	Medical Officer	17959633
4	Jigme Thinley	Drungkhag Disaster Focal	17967752
Jomotshangkha Drungkhag			
1	Wangchuk	Drungpa	17801734
2	Jamyang Sangay	OC, RBP	17319003
3	Sunila Rai	Medical Officer	17525183
4	Norbu Tshering	Drungkhag Disaster Focal	17310234

IV. Response capacities

SN	Facilities/equipments / personnel	Location	Capacity	Contact person	Contact
1	Fire Fighting Truck	RBP, S/Jongkhar	4500 L	Yangyel Tshering, Fire Incharge	110/17686334
2	RBP personnel	S/Jongkhar	SAR Team,	Sangay Tenzin	17690200
3	Desuup	S/Jongkhar	First Responder Team (SAR)	Karma Loday, Gojay Thinley Jamtsho, Desuup	1765045 77471115
4	Bhutan Red Cross Society	S/Jongkhar	Death Body Management Team, Bhutan Taxi Association	Norbu Zangpo, Coordinator	17532103

V. Medical Capacity

SN	Name of hospital/ BHU	Location	Capacity/ number of patient that can be treated	Contact person	Contact
1	District Hospital	S/Jongkhar Thromde	20 bedded	Chief Medical Officer	77232566
2	Dewathang Hospital	Dewathang	40 bedded	Chief Medical Officer	77457269
3	BHU Grade I	Jomotshangkha	10 bedded	Dr. Sunila Rai	17525183
4	BHU Grade I	Samdrup Choling	10 bedded	Dr. Jurma Sangay	17959633
5	BHU Grade I	Gomdar	10 bedded	Dr. Kezang Dorji	77875750

VI. Contact details of heads from external agencies- Coordinators

SN	Name	Designation	Agency/Firm	Contact
1	Sangay Dorje	Chief Forestry Officer	DoFPS	17131897
2	Kinley Wangchuk	RTO	BCTA	17771020
3	Tshewang Dorji	Manager	BPC	17131147
4	Chador Wangdi	Manager	Telecom	17113231
5	Ugyen Wangdi	Supervisor	TashiCell	77732854
6	Ugyen	Regional Director	FCB	17462475
7	Deo Kumar Gurung	Disaster Focal, EMT	Hospital, Samdrup Jongkhar	17932803
9	Drupchu Dorji	Regional Director	Regional Immigration Office	17807118
10	Pema Choki	Chief Engineer	DoST	17883968
11	Aiman Mahat	Regional Director	RoICE	17729513

VII. Contact details of Gewog Administrative Officers

SN	Name	Gewog	Designation	Contact Number
1	Sonam Wangdi	Dewathang	GAO	17514763
2	Sangay Lhaden	Gomdar	GAO	17895037
3	Rinchen Dorji	Orong	GAO	17581417
4	Dorji Wangdi	Langchenphu	GAO	17497145
5	Yeshe Wangchuk	Lauri	GAO	17352982
6	Tenzin Dorji	Martshala	GAO	17471199
7	Sonam Dema	Pemathang	GAO	77840221
8	Rinchen Dorji	Phuntshothang	GAO	17660280
9	Leki Phuntsho	Samrang	GAO	17356998
10	Tashi Peljay	Serthi	Offtg. GAO	17679176
11	Cheten Gyeltshen	Wangphu	Offitg. GAO	17322468

VIII. List of SAR Equipment

SN	Particulars	Total	Remarks
1	Hard Hat (Helmet)	44 nos	All the equipments are with RBP, Samdrup Jongkhar (Store Incharge: Sangay Tenzin, RBP, 17690200)
2	Tandem Loop Prusik	9.5 pairs	
3	Single sheave pulley	8 nos	
4	Rescue Ascender (Jummer)	4 pairs	
5	Figure of 8 (Descender)	18 nos	
6	Static Rope (10-11mm, 200mtrs & 100mtrs)	5 rolls	
7	Seat Harness	17nos	
8	Plain Carabineer	32 nos	

9	Screw Carabineer	40 nos	
10	Tape Sling(50 mtrs)	2 rolls	
11	Search Light	1 no	
12	Basket Stretcher	2 nos	
13	Life Jacket/vest	12 nos	
14	Rope Gloves	3 pairs	
15	Dynamic Rope(10-11mm, 200mtrs & 10.5/11mm, 100 mtrs)	3 rolls	
16	Ring Buoy	11 nos	
17	Full Body Harness	9 nos	
18	Easy Evacuation Stretcher (Ordinary)	4 nos	
19	Ascend/Descend/Fall Arrester	4 nos	
20	Easy Anchor Webbing	1 no	
21	Easy Anchor Cable	4 nos	
22	Double Sheave Pulley	4 nos	
23	Water Throw Bags	14 nos	
24	Anchor Plate	5 nos	
25	Triangular Evacuation Harness	2 nos	
26	Screw Carabiner (D shaped)	3 nos	
27	Safety Belt for Basket Stretcher	1 no	
28	Prusik cord(100 mtr)	1 roll	
29	Adjustable Extrication Neck Collar	2 nos	
30	Ambu Bag	1 no	
31	Confined Space Rescue Stretcher (SKED Stretcher)	1 no	

32	Floating Rope	1 roll	
33	Rope/Edge Protector	4 nos	
34	Swivel Pulley	2 nos	
35	Progress Capture Pulley	2 nos	
36	Multi-Purpose Belay Device	2 nos	
37	Bull Horn (Loud Speaker)	1 no	
38	Manikin	1 no	
39	Lifting Bridle for Basket Stretcher	2 nos	
40	USAR Knee Pad	5 pairs	
41	USAR Elbow Pad	5 pairs	
42	Brake Bar Descender	1 no	
43	Rope Ladder	1 no	
44	Scoop Stretcher	2 nos	
45	Extension Ladder	1 nos	
46	Safety Goggles	5 nos	
47	Self Breathing Apparatus	2 sets	
48	Rescue Car	1 no	

