



MAKING OF MUZAFFARPUR DISTRICT DISASTER MANAGEMENT PLAN: AN INCEPTION REPORT



MAKING OF MUZAFFARPUR DISTRICT DISASTER MANAGEMENT PLAN: AN INCEPTION REPORT

**Inception report for the development of the District Disaster Management Plan
in the district of Muzaffarpur, Bihar.**

CONTENTS



As an expert national agency, the All India Disaster Mitigation Institute (AIDMI) is invited by the Bihar State Disaster Management Authority (BSDMA) to support the entire process of preparing district disaster management plans (DDMPs) in key five districts of Bihar. These are Paschim Champaran, Purba Champaran, Sitamarhi, Sheohar, and Muzaffarpur.

1.	PROJECT BACKGROUND AND CONTEXT	7
1.1	DISTRICT CONTEXT: MUZZAFFARPUR	8
2.	PURPOSE AND SCOPE OF THE PROJECT	9
3.	DEVELOPING DDMP IN Muzaffarpur	10
3.1	MEETING WITH THE DISTRICT MAGISTRATE	10
3.2	ARRANGEMENTS IN MUZZAFFARPUR	12
3.3	KEY HAZARDS, CHALLENGES, & STRENGTHS OF MUZZAFFARPUR DISTRICT	13
3.4	EXPECTATIONS OF DISTRICTS FROM DDMPs AND ITS PROCESS	13
3.5	AREA TO BE DISCUSSED WITH BSMDA TO INCLUDE IN DDMP	13
4.	ACTIVITIES	14
5.	STUDY TOOLS	16
6.	DELIVERABLES	17
7.	RISKS AND LIMITATIONS	18
8.	WAY FORWARD	19
9.	ANNEXURE	20
9.1	MINUTES OF THE MEETING, MUZZAFFARPUR	22
9.2	MAKING DDMP – DRAFT PROCESS MAP	23
9.3	DISTRICT LEVEL CONSULTATION	24
9.4	STATE LEVEL ROUNDTABLE	25
9.5	RISK ASSESSMENT PROCESS	26
9.6	DRAFT SCHEDULE STATE LEVEL ROUNDTABLE	27
9.7	DRAFT OUTLINE OF OFFICE DISASTER MANAGEMENT PLAN	28
9.8	DRAFT CLIMATE CHANGE ACTION PLAN FOR DDMP	29



District Disaster Management Authority Muzaffarpur



A 12 year old boy fixes a tyre at the local tyre garage in Muzaffarpur. His family has diversified their livelihoods to adapt to the changing environmental conditions.

1. PROJECT BACKGROUND AND CONTEXT

Over the past few decades, natural disasters have increased in severity and occurrence, events that are compounded by the vulnerabilities of the contemporary world.¹ In view of this, action is required not only from actors at the national level, but states and districts must also work towards resilience-building to disaster. Hazard awareness, potential impacts, and knowledge of how to cope are critical elements necessary for successfully reducing disaster risk.

INDIA

As one of the most hazard-prone areas in the globe, disaster management is a key issue in India. So much so that in 2005 the national government enacted the Disaster Management Act, providing general standards and guidelines to be followed by every district and state in the country. Since then, policy and awareness have evolved, and a new paradigm has emerged. This paradigm places greater focus on the pre-disaster phase in lieu of only prioritizing response needs. This means that smart risk management also requires investments in prevention and mitigation, once it is both financially and socially more effective than only running an emergency plan.²

BIHAR

The Disaster Management Act, 2005, requires every district to both prepare and regularly review a District Disaster Management Plan (DDMP). In this regard, in early February 2015 the Bihar State Disaster Management Authority (BSDMA) issued a call for proposals for the preparation of such plans in its districts. Located in the eastern region of India, Bihar is one of the most vulnerable states in the country. This may be explained by two different angles. First, Bihar is the most flood-prone state in India. While Bihar houses 16.5% of the total flood-affected area in the country, a higher proportion of the flood-affected population lives in that territory: 22.1%.³ Other hazards include earthquake, drought, cyclonic storm, as well as heat and cold waves.⁴ Secondly, socio-economic indicators in Bihar stand among the worst in the country: while it is the third most

populated state, over half live under the poverty line. The Human Development Index (HDI) in Bihar is low, as literacy rates fall below the national average with gender-related figures also poor.⁵ Additionally, climate change and the increased likelihood of weather-related disasters pose a serious threat to the districts in Bihar, primarily because their main economic activity relies so heavily on agriculture. All these mean that when a disaster strikes, it is likely to impact a large number of people, i.e. the poorest and vulnerable, and the impacts will be more pronounced in terms of gender.

PREPARING DDMPs

Recently, the international community agreed on the Sendai Framework for Disaster Risk Reduction 2015-2030 (SFDRR), in which disaster risk reduction (DRR) ranks as the third priority for action: investing in disaster risk reduction for resilience. As the UN Secretary-General, Ban Ki-moon, stated in the beginning of 2015, "while we are doing a better job of managing disasters, we are less good at managing disaster risk". Headed by BSDMA and to be implemented in Paschim Champaran, Purba Champaran, Sitamarhi, Sheohar, and Muzaffarpur by AIDMI, this project is a remarkable initiative towards the right path for sustainable development. In view of this, DRR will be mainstreamed in every stage of developing DDMPs in Bihar.

¹ http://library.wmo.int/pmb_ged/wmo_1119_en.pdf

² <http://www.project-syndicate.org/commentary/how-women-are-mitigating-natural-disasters-by-margareta-wahlstr-m#4oUCs2LfOJGXmp8.99>

³ <http://reliefweb.int/report/india/rapid-assessment-report-bihar-flood-2013>

⁴ bsdma.org/

⁵ http://www.in.undp.org/content/dam/india/docs/bihar_factsheet.pdf

1.1 DISTRICT CONTEXT: MUZAFFARPUR

Muzaffarpur, Bihar, is comprised of 16 blocks, 387 Panchayat, and 1811 villages.¹ Its economy is driven mainly by agriculture with some support from industrial and service sectors. Agriculture and horticulture crops and livestock of Muzaffarpur are adversely affected by flood, drought, as well as heat and cold waves.² The following are statistics regarding the Census of 2001 and 2011 for the district.³ With 4,801,062 inhabitants currently, the majority lives in the rural area (90.14%). Figures are also presented in order to allow a brief comparison between rural and urban features.

Description	2011	2001
Actual Population	4,801,062	3,746,714
Male	2,527,497	1,951,466
Female	2,273,565	1,795,248
Population Growth	28.14%	26.74%
Area Sq. Km	3,172	3,172
Density/km2	1,514	1,181
Proportion to Bihar Population	4.61%	4.51%
Sex Ratio (Per 1000)	900	920
Average Literacy	63.43	47.95
Male Literacy	71.28	59.1
Female Literacy	54.67	35.81

Description	Rural	Urban
Population (%)	90.14%	9.86%
Total Population	4,327,625	473,437
Male Population	2,276,812	250,685
Female Population	2,050,813	222,752
Average Literacy	61.50%	80.19%
Male Literacy	69.77%	84.27%
Female Literacy	52.27%	75.59%

1 <http://muzaffarpur.bih.nic.in>

2 http://agricoop.nic.in/Agriculture%20contingency%20Plan/Bihar/BR26_Muzaffarpur_28.12.2013.pdf

3 <http://www.census2011.co.in/census/district/68-muzaffarpur.html>

2. PURPOSE AND SCOPE OF THE PROJECT

This project represents an effort of making the state of Bihar more disaster-resilient. It is not only an opportunity for developing robust DDMPs, but also an important step towards capacity-building, awareness-raising, and empowerment of the district officials (i.e. District Disaster Management Authorities, or DDMPAs) and of the community itself. When having in mind that a natural phenomenon is not synonym of disaster, it is then possible to address the vulnerabilities in most of its forms and ensure that the districts are resilient.

Taking all these into account, the backbone of preparing the DDMPs in Bihar is to create a DRR-mindset among the districts including every stakeholder and to further strengthen the role of the DDMPAs and the BSDMA to take the necessary steps of the disaster management cycle (mitigation, prevention, preparedness, response, and recovery). Roughly, the objective of the project is to prepare and deliver a community-based, action-oriented DDMP for each of the five districts within 6 months. When breaking down into sub-objectives, we have the following to be pursued:

a. Engage the community: based on a holistic approach, the project will take into account all stakeholders' needs and feedbacks. It will ensure that marginalized, vulnerable and underprivileged voices are also heard. This includes adopting a child-centric approach.

b. Integrate gender concerns: encompassing gender concerns, the project will also rely on women's opinions to understand the overall scenario in the districts. It will consider women's inputs to develop measures and recommendations.

c. Mainstream climate change adaptation: the project will account for environmental issues and the ecosystem surrounding the districts. It will consider climate change adaptation as a mean of achieving greater disaster resilience.

d. Address the district's capacity-building: the project will identify core areas for improvement and provide for the enhancement of skills related to disaster risk reduction in an appropriate manner.

e. Prepare a thorough hazard, vulnerability and capacity assessment (HVCA): the project will be guided

by a thorough assessment based on consultations with line departments, field assessments, and smart safety audits of key institutions.

f. Encourage comprehensive development: as several aspects of a district's development are interwoven, the project will provide the means for integrating disaster risk reduction in the development plan and agenda, especially through the integration of Flagship Schemes into the DDMP.

g. Ensure livelihood intervention: different experiences from past disaster recoveries show that "build back better" means "return to work". For the poor and vulnerable groups, disasters have robbed them of their livelihoods. They have lost employment, income-earning opportunities, and if they are in the agricultural sector, harvest, crops, equipment and inputs. Employment in recovery and reconstruction is multi-dimensional, challenges are multi-level (both at institutional and individual levels), and different interventions are required for work in the formal and informal economy to suit various groups of workers. Employment interventions in recovery and reconstruction need to be addressed at the policy level and reinforced through institutional capacity building and careful programme design.

3. DEVELOPING DDMP IN MUZAFFARPUR



Anupam Kumar, District Magistrate of Muzaffarpur

3.1 MEETING WITH THE DISTRICT MAGISTRATE

As per a meeting with the District Magistrate (DM) in Muzaffarpur, Mr. Anupam Kumar, floods are the main hazard for the district. The district had prepared DDMPs before and though they are informative, these plans lack the community orientation.

The District Magistrate emphasized that the DDMP should focus upon understanding the challenges at community level for implementing certain flagship programs like ICDS and the like by identifying existing gaps and suggesting improved strategies for effective implementation. He wanted to have this plan more of a community-oriented as, so far, the approach followed by the district administration was typical top-to-bottom.

Besides that, it was also emphasized that the district has a good experience of responding to disasters. However, relief distribution is the most difficult task. It was suggested that the plan should evolve an effective system which can increase the effectiveness of relief distribution. Challenges such as misappropriation of resources by community, affects the efficiency of manpower involved and effectiveness of the overall process. The District Magistrate expects that the plan will help in devising a system which can eliminate the existing gaps.

Finally, he also expects that the DDMP will outline an effective structure for implementation of the plan with clearly defined roles and responsibilities. In the present there is a structure, but these are not that forma and strictly adhered to. Also in view of this, the plan should address capacity building needs among functionaries for effective implementation of actions planned and proposed under the plan.

3.2 COMMUNITY CONSULTATION IN MUZAFFARPUR

A roadside tea stall neighbouring a tire garage served as the rural site for Muzaffarpur's Focus Group Discussion (FGD) on community resilience, where workers from both businesses and additional community members from the village were heard.

The discussion began with an inquiry of the area's disaster history. The group identified the flood of 2007 as the most recent major disaster to affect the village. During this time, the village was forced onto the adjacent road for 25 days. They did not receive relief for 2 months. The immediate aftermath saw the community struggle to meet their basic nutritional needs. A communal kitchen was eventually organized by the community, after which the mukhiya organized potable drinking water for the village. Less recent floods took place in 2004 and 1987.

The FGD allowed the community to voice their concerns relating to disasters. They have considerable concerns about resource allocation in the village, feeling that resource and relief distribution are inequitable. During floods, the community also feels that sanitation facilities are a concern for women. This is a concern raised by other flood-prone communities in Bihar.

Changes in environmental resources have necessitated the community to diversify their livelihoods. As the river has been progressively drying up, many villagers who used to engage in fishing have since become small business owners (SBOs) to adapt. The main occupations in the community are labourers and SBOs.

The community had valuable input on field-level assessment (i.e. hazard, vulnerability and capacity assessment, or HVCA). They feel that communities should be consulted before a DDMP is created, and that currently there is a lack of appropriate mechanism to voice their concerns.

3.3 ARRANGEMENTS IN MUZAFFARPUR

After the draft plan was explained to the District Magistrate, few requirements for planning and execution of field level exercise and decisions were taken as follows:

- For focal point person from Muzaffarpur District Administration would be Mr. Bhanu Prasad Singh, Additional Deputy Collector, Relief and Mr. Awdhesh Anand, Senior Deputy Collector, In-charge of Relief. Their contact numbers were also provided.
- The district will assist in all field level coordination as and when required.
- The HVCA exercise can be started at the end of July, 2015 with prior information to the district administration.
- The district administration will also support in arranging accommodation of one person from AIDMI for entire DDMP phase for which the required cost will be borne by AIDMI.
- The district will also suggest a list of eligible volunteers for assisting the in the HVCA process.

3.4 KEY HAZARDS, CHALLENGES, AND STRENGTHS OF MUZAFFARPUR DISTRICT

Key Hazards: Flood, Earthquake, Land Erosion, and Storms	
Challenges	Strengths
• Community is lacking of basic awareness regarding disaster management	• Informative plans previously developed
• Relief distribution during and after disaster	• Good experience of responding to disasters
• Monsoon season and state election can delay project	

3.5 EXPECTATIONS OF DISTRICTS FROM DDMPs AND ITS PROCESS

Expectations	Measures proposed to address expectations in the DDMP Process
• DDMP should focus upon understanding the challenges at community level for implementing certain flagship programs like ICDS and the like by identifying existing gaps and suggesting improved strategies for effective implementation.	• One to one consultations with all line department to know existing gaps and possible strategies for effective delivery
• Community-oriented	• Inclusion of Community Perspectives in Hazard Vulnerability and Capacity Assessment
• Action oriented Emergency Response Plan	• Preparing Emergency Response Plan based on one to one consultations with line department and collective discussion
• Relief Distribution Plan	• To be discussed with Bihar State Disaster Management Authority

3.5 AREA TO BE DISCUSSED WITH BIHAR STATE DISASTER MANAGEMENT AUTHORITY TO INCLUDE IN DISTRICT DISASTER MANAGEMENT PLAN

To be discussed and planned with Bihar State Disaster Management Authority
• Communication Plan
• Early Warning System (EWS)
• Relief Distribution Plan
• Ecosystem and Climate Change focused
• Flagship programs
• Children perspectives
• Gender perspectives



Tyre garage and tea stall in Muzaffarpur.

4. ACTIVITIES

Successfully developing a robust, action-oriented DDMP requires preparing it grounded on the right pillars. In other words, it means undertaking the right activities to maximize the results and

achieve the needed outcomes. Taking into account the SFDRR and in order to implement it at the local level, the following activities will be performed and follow the schedule described.

S. No.	Activity	Muzaffarpur							Deliverables
		Jun	Jul	Aug	Sept	Oct	Nov	Dec	
1	Meeting with District Magistrate and Additional District Magistrate to know the expectations for District Disaster Management Planning, existing hazards and vulnerability of the district and role of District Administration in the entire process								Minutes of the meeting with expectations of District Magistrate and brief vulnerabilities and capacities of the districts
2	Community consultations in both rural and Urban areas in districts to get community perspectives on existing hazards and vulnerability								One page focused group discussion report of the consultation
3	Submission of Inception Report								Inception reports of five districts and on one general report of the district
4	Organize a state-level round table with BSDMA to: a) include central and state government development programmes, b) discuss HVCA (Hazard, Vulnerability and Capacity Assessment) process and tool, c) discuss final reports template, and d) finalize the steps of the process and the DDMP framework.								One minutes of the meeting with attaching flagship programmes, HVCA process and tools, template of the reports, DDMP action plan and Framework (Agreed by BSDMA)
5	Facilitate a meeting with the district administration and all line departments to acquaint them on the DDMP preparation process, identify line of support of respective departments for one-to-one consultations, as well as to discuss the HVCA exercise at panchayat level.								One minutes of the meeting with 1. Project Process and Project action plan will be finalized and agreed by DDMA; 2. DDMP Framework in local context will be finalized and agreed by DDMA; 3. Formation of Drafting Committee
6	Realize a consultation with the DDMA, senior officers of district administration and district collector/magistrate to review the DDMP framework.								
7	Perform one-to-one meetings with line departments to understand their role during preparedness and emergency response.								Identification of available resources with line department and department wise assessment

S. No.	Activity	Muzaffarpur							Deliverables
		Jun	Jul	Aug	Sept	Oct	Nov	Dec	
8	Start block wise HVCA by training local support team, making field-visits to the selected panchayats, that involves meetings with panchayati raj institutions, women, minorities, and other excluded and disadvantaged groups, and preparing auditing of hospitals and schools safety.								Draft block-level HVCA reports
9	Perform urban-risk consultations, data collection, and DRR mainstreaming planning with line departments and local people.								Minutes of the Meeting with list of participants
10	Draft the HVCA report based on the field exercise and urban-risk consultations with line departments.								Draft micro-level HVCA report
11	Present the findings to the district collector and senior officers, finalize HVCA report.								Presentation and final HVCA report
12	Draft the emergency response plan.								Draft emergency response plan
13	Draft the preparedness plan.								Draft preparedness plan
14	Create a drafting committee to review and enhance the DDMP (10-12 members from key emergency support functions (ESFs)).								List of drafting committee
15	Present and finalize the final preparedness and emergency response plans.								Final preparedness and emergency response plan
16	Plan mock drills for key stakeholders to test the plan at district and sub-divisional level.								Plan of mock drill
17	Organize a meeting with BSDMA to review the finalized draft of DDMPs and incorporate feedbacks and comments.								Minutes of the Meeting with list of participants
18	Facilitate a final state-level consultation with BSDMA for the launching of the plans and discussion on the outcomes and outputs.								Minutes of the Meeting with list of participants
19	Work on the documentation of the DDMPs preparation (drafting, internal review, editing, peer review, and final draft) to be released in the form of publications.								Final DDMP of the district

The role of SDMA/DDMA includes logistic arrangements such as state/district level conduct of workshop/consultation (venue, food, audio visuals, inviting participants and senior officials for each State or District level consultation).

Above given schedule only includes working days and it may varies in uncertain situations. During all the period of preparation of the DDMP, meetings with BSDMA will be held to monitor the progress and process.

5. STUDY TOOLS

In order deliver the project assignment, the survey and study tools to be utilized are:

a. HVCA tool: this tool intends to capture all the major hazards affecting the district while providing information on the frequency and the intensity with which they disrupt normal life. They bring out vulnerability and risks to the local population and existing capacities to deal with it for evolving a comprehensive district level plan.

b. General consultation tool for line departments: this tool enables an overall understanding of each line department in terms of general information, human and financial resources, equipments, past events, and recommendations.

c. Line department's tool on mitigation & preparedness and emergency response: this tool captures the responsibilities and key actions of each line department both for the mitigation, preparedness, and response phases. It provides for coordination mechanisms and resources required.

d. School Safety Audit tool: This tool is aimed to know the fire safety levels of hospitals and to give recommendations to improve fire safety levels of hospitals.

e. Hospital Safety Audit tool: This tool is aimed to know the fire safety levels of hospitals and to give recommendations to improve fire safety levels of hospitals.



A protection bud constructed on the link road in Muzaffarpur

6. DELIEVERABLES

In order to meet the objectives, the project deliverables are explained in this section. Each deliverable will be handed over to the district and released in the format of reports/publications.

Disaster management plans:

a. Hazard, vulnerability and capacity report: this report presents an area-wise mapping of the hazards faced by the district, where blocks are grouped in accordance to their substantial level of risk: very high, high, and medium. There is also a section on about the vulnerabilities and capacities aiming to inform district officials about the next steps towards DRR, which mainly reflects the findings of one-to-one consultations with line departments and field assessments in different villages and Panchayats.

b. Risk mitigation, prevention and resilience-building plan: this plan is developed towards the prevention and containment of the impact from natural or manmade disaster. Therefore, it provides for risk mitigation measures envisioning reducing disaster's impacts on people, infrastructure, and environment. It addresses both structural and non-structural elements. This plan focuses on mainstreaming DRR in development planning by bringing disaster's sensitivity into developmental projects, programmes, and schemes.

c. Preparedness plan: this plan is designed to organize the response operations and activities in case of a disaster in line with the incident response system (IRS). It also focuses on awareness and capacity-building through trainings that target the community members, Panchayati Raj Institutions, and district administration. The purpose is to prepare them to better respond to disasters and to implement projects on prevention and risk-reduction.

d. Response plan: this plan is designed to provide a well-coordinated, timely manner emergency response in case a disaster happens. This is possible by following the command of IRS and undertaking the tasks in line with set protocols. It provides for the allocation of responsibilities of different stakeholders, prompt response measures, procurement of essential resources, and establishment of communication links.

e. Recovery and reconstruction plan: this plan touches upon the social, economic, environmental, and structural aspects to be recovered in the

aftermath of a disaster. It provides for the measures to be undertaken in a phased and accountable manner starting from the immediate recovery to medium and long-terms reconstruction.

Safety audits:

In addition to the DDMP, smart safety audits will be performed in order to enable a big picture of the conditions observed in two key institutions throughout the district, hospital and schools. These audits do not intend to be extensive neither to explore in depth all vulnerabilities and capacities of hospitals and schools, but rather to serve as a guideline for further analysis and exploration by the district into disaster risk resilience of these institutions.

a. Hospital fire safety audit (HFSA) report: HFSA is undertaken in the course of the field assessments by visiting health centres. The purpose is to shed a light on district's fire preparedness level and waste management practices at hospitals.

b. School safety assessment (SSA) report: SSA is conducted in the course of the field assessments. The purpose is to analyse the level of understanding on disaster management by school's staff and students. It also evaluates the measures undertaken to mitigate the risks and enhance the safety, while looking at structural and non-structural elements in the school.

7. RISKS AND LIMITATIONS

Some unforeseen situations may be encountered during the assignment that would harm the project development. Possible out-of-control risks due to which the project may get delayed or face any other challenge include:

- Bihar Legislative Assembly election: election for the legislative assembly is to take place this November, as the five-year tenure comes to its end, and the project is exposed to unexpected delays due to this process.
- Monsoonal regime: following the climatic pattern in India, the rainy season starts in Bihar in the month of June, being July and August the rainiest months in the year. The project includes on-field activities in the five different districts in Bihar, which may be affected by the rainy season according to the conditions within the state.
- Coordination and communication: communication from state to district, district to sub-divisions, and

sub-division to block should be made in prior before conducting the activities. These gaps often result in confusion, unclear motives, misaligned priorities and indecisive actions. Such communication gaps should not arise for achieving a good quality outcome in time bound frame.

Apart from that, certain limitations may come into existence without notice. The timeframe for the assignment is feasible to complete the tasks accordingly. However, it is expected appropriate availability and cooperation from the district officials and line department's representatives. While AIDMI is the main responsible to facilitate and conduct the preparation of the DDMPs, districts' engagement is fundamental to a) bring legitimacy to the process and b) empower the agencies to head future plans and activities related to disaster risk reduction. Additionally, the deliverables and respective findings are to be a platform for further action and review by the DDMPs.



The village is situated at an elevation lower than the road, making it susceptible to flooding.

8. THE WAY FORWARD



Local Tea Stall and Garage.

The following topics were encompassed in this inception report: project's background and context; purpose and scope; work plan including activities to be developed, timeline to be followed, and study tools to be utilized, deliverables; and, finally, limitations and risks of the same. As described in the BSDMA's website, being a state prone to various hazards Bihar requires a multi-disciplinary approach to achieve a successful level of disaster resilience and risk reduction, along with the participation of several stakeholders. The preparation of the DDMPs in Paschim Champaran, Purba Champaran, Sitamarhi, Sheohar, and Muzaffarpur stands for significantly contributing to that.

One point highlighted by some District Magistrates is the need for a relief distribution system. As reported by them, commonly challenges such as misappropriation of materials by some families are

faced, compromising the effectiveness of the process and harming the situation of other people in the community. Therefore, District Magistrates expects that the DDMP encompasses devising a systematic scheme for relief and materials distribution. By contrast, communities reported that some families are excluded from relief and/or the distribution is inequitable, eventually causing conflicts within the villages. Thus, although the perspective varies, it is noticeable that a better and more efficient relief system is indeed necessary in Bihar. It is suggested that this concern be further discussed with the BSDMA in order to define how it can be addressed in the districts.

The next step of this 6-month project include the approval of this inception report by the DDMPs and the BSDMA, and to agree on the proposed work plan or else incorporate necessary changes.



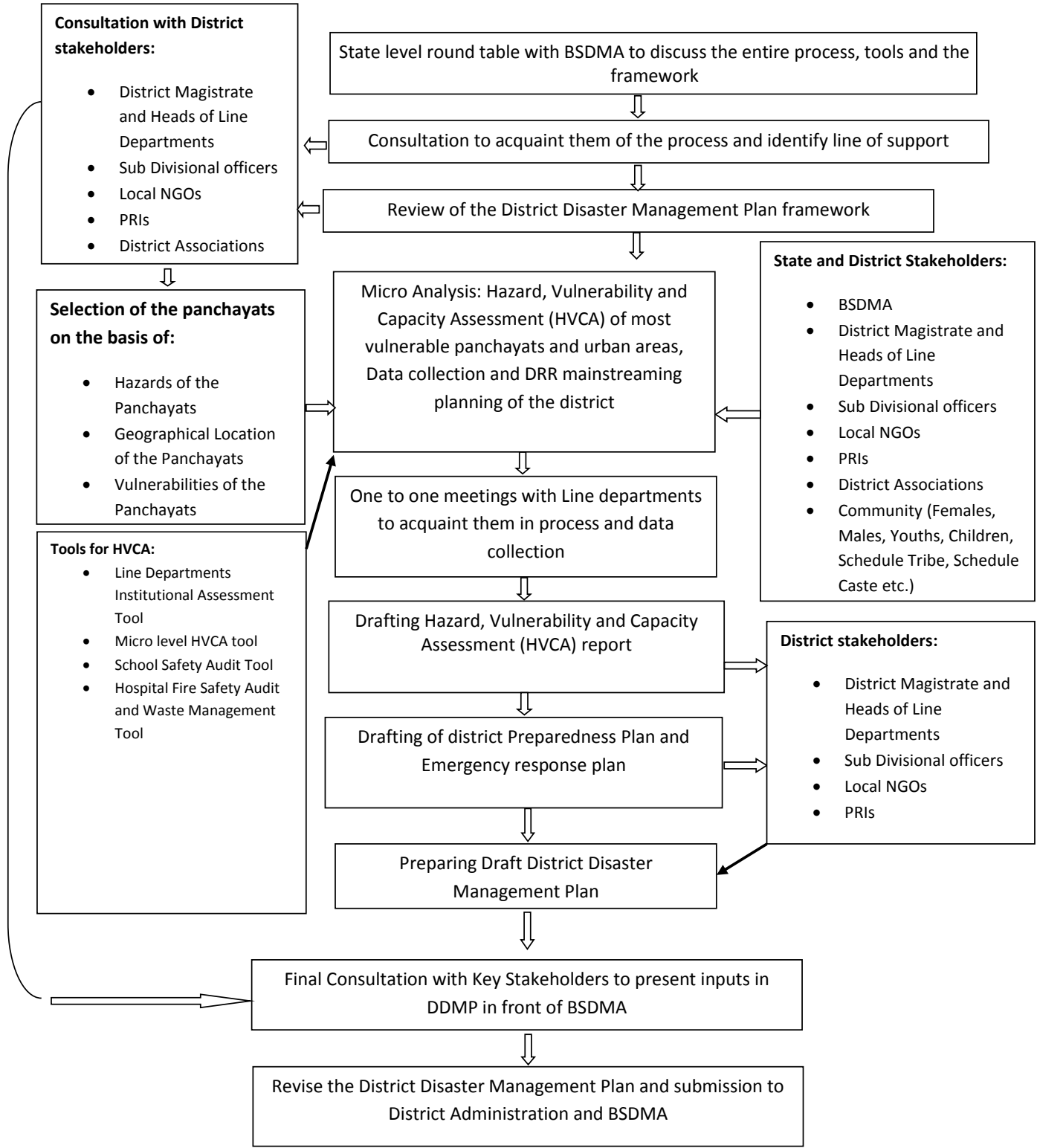
A local mechanic fixes a tyre in Muzaffarpur.

9.1 MEETING MINUTES BETWEEN DISTRICT ADMINISTRATION AND ALL INDIA DISASTER MITIGATION INSTITUTE, AHMEDABAD

Meeting Minutes between District Administration, Muzaffarpur and All India Disaster Mitigation Institute, Ahmedabad

Meeting/Project Name:	Formulating District Disaster Management Plans of Muzaffarpur, Sitamarhi, Sheohar, East Champaran and West Champaran districts of Bihar		
Date of Meeting: (DD/MM/YYYY)	25/06/2015	Time:	6:30 PM
Minutes Prepared By:	All India Disaster Mitigation institute	Location:	Office of the district magistrate, Muzaffarpur
Meeting Objective			
Initiating process of District Disaster Management Plan of Muzaffarpur district of Bihar			
Chair			
Mr. Anupamkumar, District Magistrate, Muzaffarpur			
Presented by			
Mr. Brij Chauhan and Mr. Anand Prokash Kanno			
People Present			
District Administration:			
1. Mr. Anupam Kumar District Magistrate, Muzaffarpur			
2. Mr. Awdhesh Anand, Senior Deputy Collector, In-charge of Relief, Muzaffarpur			
All India Disaster Mitigation Institute:			
1. Mr. Brij Chauhan, Coordinator			
2. Mr. Anand Prokash Kanno, Coordinator			
3. Ms. Sonali Das, Coordinator			
4. Ms. Ana Richter, Hazard, Vulnerability and Capacity Assessment			
5. Ms. Catherine Knap, Gender and Community Resilience			
Key Moments			
Speaker	Key Persons	Key Points	
Mr. Brij Chauhan, Presented the Draft action plan of the district and expectation from DDMPs	Mr. Anupam Kumar, DM	- District Magistrate explained that floods are the main hazards for the district	
	Mr. Awdhesh Anand, SDC	- District Disaster Management Plan should focus on Community consultations, proper system for relief distribution, understanding the challenges at community level implementation of certain flagship programs like ICDS and the like by identifying existing gaps and suggesting improved strategies for effective implementation and the plan should also address capacity building needs and gaps among functionaries for effective implementation of actions planned and proposed under the plan	
		- Mr. Awdhesh Anand, Senior Deputy Collector, In-charge of Relief will be focal person for future action	
		- DDMP process can be started at the end of July, 2015 with prior information to the district administration	
		- District Administration will suggest volunteers for field level exercise; provide accommodation to one team member of AIDMI during entire field level exercise, office space for three month.	
		- District Magistrate agreed to own entire process and DDMP.	

9.2 MAKING DDMP – DRAFT PROCESS MAP



9.3 STATE LEVEL ROUNDTABLE

State Level Roundtable on “District Disaster Management Plan Formulation Process in Five Districts of Bihar”

Date: To be Decided

Venue: Conference Hall, BSDMA

Time	Particular	Facilitation
	Registration	
	Welcome Address and Roundtable Objectives	BSDMA
Session –I	Making of DDMP: Process and Framework	
	Process to be followed	All India Disaster Mitigation Institute
	DDMP Framework to be followed	All India Disaster Mitigation Institute (AIDMI)
	Comments from Participants	All
	Tea Break and Group Photo	
Session -II	Hazard Vulnerability Capacity Assessment Tool and Report outline	
	Comments from Participants	All
	Lunch Break	
Session- II	Linking District Disaster Management Plan with District Development Plan (Flagship schemes)	AIDMI
	Concluding Remarks	BSDMA
	Way Ahead and Action Plan	BSDMA with All India Disaster Mitigation Institute

Key Decisions:

1. Finalisation and agreement on the Process to be followed for DDMP formulation;
2. Flagship schemes to be included in DDMP;
3. HVCA tool and report outline;

9.4 DISTRICT LEVEL CONSULTATION

District Level Consultation on “District Disaster Management Planning Process”

Date: TBD

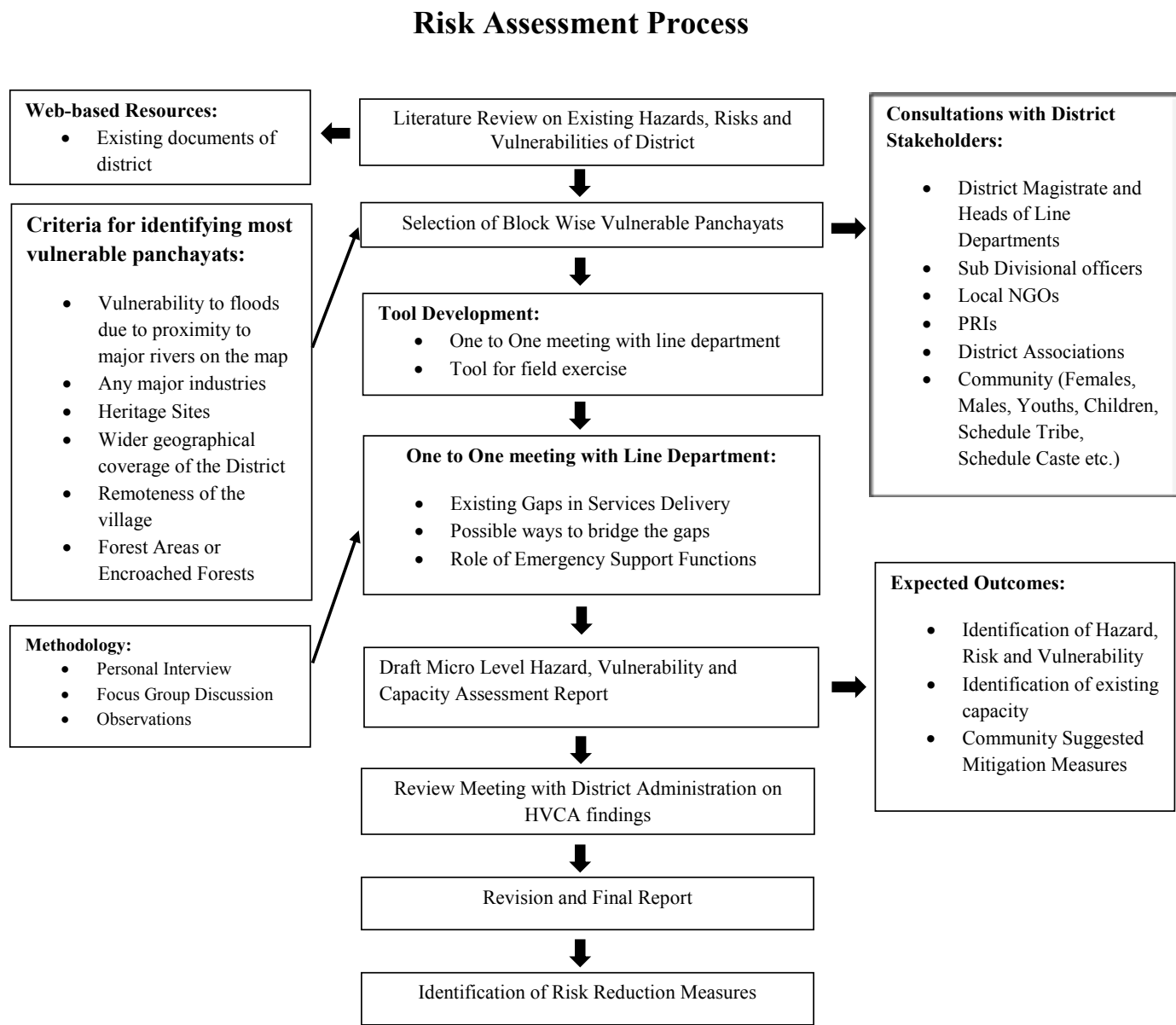
Venue: Conference Hall, DC office

Time	Particular	Facilitation
	Registration	All
	Welcome Address	ADM
	Consultation Objectives	All India Disaster Mitigation Institute
	Keynote Address	District Magistrate
	Making of DDMP: Process and Framework	All India Disaster Mitigation Institute
	Hazard Vulnerabilities Capacities Assessments <ul style="list-style-type: none">- Tools- Process- Areas to be covered	
	Consultations with line departments <ul style="list-style-type: none">- Tools destruction- Process	
	Concluding Remarks	
	Way Ahead: <ul style="list-style-type: none">- Action Plan	
	Vote of Thanks	Additional District Magistrate

Key Decisions:

1. Process to be followed for DDMP formulation;
2. Framework to be followed for preparing DDMP;
3. Process of HVCA exercise and tool;
4. Action Plan; and
5. Circulars
 - 5.1 One to One consultation
 - 5.2 HVCA exercise

9.5 RISK ASSESSMENT PROCESS



9.6 DRAFT SCHEDULE STATE LEVEL ROUNDTABLE

State Level Roundtable on “District Disaster Management Plan Formulation Process in Five Districts of Bihar”

Date: To be Decided

Venue: Conference Hall, BSDMA

Time	Particular	Facilitation
	Registration	
	Welcome Address and Roundtable Objectives	BSDMA
Session –I	Making of DDMP: Process and Framework	
	Process to be followed	All India Disaster Mitigation Institute
	DDMP Framework to be followed	All India Disaster Mitigation Institute (AIDMI)
	Comments from Participants	All
	Tea Break and Group Photo	
Session -II	Hazard Vulnerability Capacity Assessment Tool and Report outline	
	Comments from Participants	All
	Lunch Break	
Session- II	Linking District Disaster Management Plan with District Development Plan (Flagship schemes)	AIDMI
	Concluding Remarks	BSDMA
	Way Ahead and Action Plan	BSDMA with All India Disaster Mitigation Institute

Key Decisions:

- Finalisation and agreement on the Process to be followed for DDMP formulation;
- Flagship schemes to be included in DDMP;
- HVCA tool and report outline;

Draft Outline of Office Disaster Management Plan

1. Introduction
 - a. Need of the office DMP
 - b. Details of the Office building
 - i. Year of constructions
 - ii. No of floors
 - iii. Floor wise offices, staff and contact details
2. HVCA of the building
 - a. History of disaster/accident events
 - b. HRV identification
 - c. Audits: fire, electricity, structural and non-structural (RVS (Rapid Visual Screening))
3. Coordination mechanism
 - a. Constitution of building safety committee
4. Preparedness and mitigation
 - a. Preparedness checklist
 - b. Safety measures
5. Emergency Response
 - a. Evacuation plan, floor maps
 - b. Response teams
 - i. Early warning and communication
 - ii. Evacuation
 - iii. Fire and safety
 - iv. Search and rescue
 - v. First aid
6. Emergency evacuation drill
7. Annexure:-
 - a. List of emergency contacts
 - b. List of resources
 - c. Asset insurance
 - d. List of human resource
 - e. Floor wise emergency evacuation maps

Sector	Invention type
Disaster Management	Coordination and networking
	Monitoring of various climate parameters
	Research Training & Capacity Building
	Awareness Generation
	Vulnerability and risk management
Agriculture	Planning
	Forecasting and early warning systems
	Improved varieties and practices
	Irrigation
	Soil and water conservation
	Integrated nutrient and pest management
Forests and Bio Diversity	Interventions in forest and non-forest areas
	Fire Management
	Research
	Biodiversity conservation
Water resource	Water infrastructure/resource augmentation/ conservation/ management
Urban development	Energy demand reduction and efficiency
	Adoption of renewable energy
	Management of water, municipal solid waste and waste water
	Urban transportation
Transport	Transport Infrastructure, planning, and management (Enhanced and resilient transportation infrastructure and systems in place)
Energy	Energy conservation and efficiency improvements
Industries and mining	Promoting Green House Gases Mitigation options
Human Health	Building programme Based resilience
	Capacity building
	Research
	Health Infrastructure resilience

A chai vendor boils milk during community meeting.





Community members from the Muzaffarpur district participate in a Focus Group Discussion on community disaster resilience.