

Uttaran

Emergency Response Guideline

Community Mobilization

Poverty Eradication

Environmental Justice

Contact Information:

Head office: Flat # B1, House # 32, Road # 10/A, Dhanmondi, Dhaka 1209

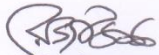
Regional Office: Mobarakpur, Tala, Satkhira- 9420

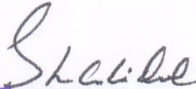
Email: uttaran.dhaka@gmail.com

Website: www.uttaran.net, Contact no: +880-1711828305, +880255000691

Facebook: www.facebook.com/org.uttaran, Twitter: @Org.Uttaran, Instagram: org.uttaran

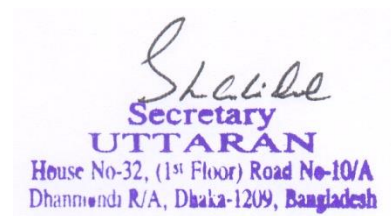
01	Date: 31 March 2021	
	Approved by on behalf on executive board	Shahidul Islam Karim Director
		Sarder Md. Rezaul Chairman
	Recommended by	Jahin Shams Sakkhar, Program Development Specialist


Chairman
UTTARAN
 House No-32, (1st Floor) Road No-10/A
 Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
 House No-32, (1st Floor) Road No-10/A
 Dhanmondi R/A, Dhaka-1209, Bangladesh

Index

1. Introduction
2. Aims and Objectives of making the guidelines
3. Disaster
4. Humanitarian Assistance
5. Institutional infrastructure of disaster management Bangladesh
6. Uttaran Emergency response committee
7. Functions of the emergency response committee
8. Pre-preparation for disasters
9. What to do during disasters
10. Rapid Need Assessment – 4w
11. Materials used for emergency response during disasters
12. Staff and volunteer hiring for emergency response during disasters
13. Providing orientation to the staff and volunteers
14. Establishing contact with the administration and the disaster management committee
15. Purchase of necessary materials for emergency response
16. Things to do by the community
17. C W C (Communication with Community)



1. Introduction:

Bangladesh is a natural disaster-prone country. Due to the geographical position, climate change, growing urbanization and harmful activities that affect the climate change, as a result of these, the country has gradually become hazardous and vulnerable to natural disasters. Bangladesh is constantly a victim to natural and man-made disasters such as tidal waves, cyclone, flood, tornado, river erosion, cold wave, drought, fire, waterlogging, salinity etc. On top of that, climate change disasters have added a new dimension to the risks and dangers. Global warming has put Bangladesh in a delicate situation. Besides, climate change is a reality and due to this, the degree and intensity of natural disasters is increasing day by day. The adverse effects of climate change, unplanned urbanization, people's unplanned intervention of nature, riverine control etc. has directly and indirectly made Bangladesh more vulnerable during disasters. Due to poverty and dense population, the effects of climate change harms the lives and livelihood of the people living on the coastal and river bank areas of Bangladesh. Uttaran is a human rights organization. Since establishment, Uttaran has been constantly trying to build an equal and democratic social system. For ensuring the internal good governance, transparency and discipline of the organization, various policies are created and followed. For the country's social and economic development and increase in the practice and periphery of human rights in the global context, the development of internal good governance, transparency and democratic practice is a must for a non-government development organization like Uttaran. On a national and international level, the changes and moral practices that are currently taking place, in order to coordinate with that and assimilate through practice, the policies, guideline, manual must be improved from time to time. From this perspective, keeping consistency with Bangladesh Disaster Management Act 2012 and Standing Orders on Disaster (Revised) -2010, Uttaran has created a guideline for disasters, conflicts and providing emergency response.

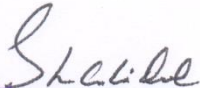
Principle:

Uttaran follows the Principles of Humanitarian Action which are

a) **Humanity:** The purpose of humanitarian action is to protect life and health and ensure respect for the rights and well-being of human beings. Concern to alleviate human suffering and preserve human dignity is the driving force for humanitarian action. In line with this principle, Uttaran reaffirms the humanitarian imperative and that it's priority is the humanitarian duty to save lives and alleviate suffering.

b) **Impartiality:** Humanitarian action must be carried out on the basis of needs alone, prioritizing those most in need, without discrimination on the basis of race, nationality, ethnicity, gender, religious belief, class or political opinion. Uttaran recognizes the importance of balancing the needs and interests of


Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh

different stakeholders. Uttaran also strives to be strictly non-partisan in its humanitarian action. To do so, and in line with the principle of impartiality, Uttaran's humanitarian response always gives priority to the most vulnerable.

C) **Neutrality:** Humanitarians must not take sides in hostilities or engage in controversies of an ideological, religious, racial or political nature. Uttaran assesses the relationship between a policy of neutrality and its advocacy role on a case-by-case basis, without compromising the principle of humanity.

d) **Independence:** Humanitarians must remain independent of the political, financial or other objectives that any others may have in areas where humanitarian action is being implemented. Uttaran is committed to the principle of independence where and when it is engaged in humanitarian action and in any other situation in which IOM adheres to the principle of humanity.

In addition to these principles Uttaran will:

a) Follow a Human Right Based Approach in its humanitarian program

b) ensure Protection of Person during humanitarian crisis particularly for natural disasters which includes: i) Life saving measures, ii) protection against separation, iii) protection against spikes or secondary natural disaster during a natural disaster, iv) protection against violence of any form, v) ensure access to humanitarian goods and services impartially, vi) ensure service of primary human rights (food, shelter, water, cloth, education and health), vii) other forms of protection measures such as asset protection, ensure their livelihood and continue education

c) Gather Sex, age and Disability Disaggregated data

d) conduct needs, gender and diversity assessment

e) Follow government's policies, coordination mechanism and instructions

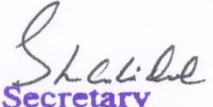
f) Protect the personal data of participants and affected community

g) Follow its safeguarding, gender, child protection, code of conduct, personal management and all other relevant policies

h) Coordinate with other NGOs and UN coordination system

i) Follow SPHERE, CHS, IASC Minimum Operating Standards for Protection from Sexual Exploitation and Abuse.


Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh

j) Ensure Accountability to the Affected Community

2. Aims and Objectives of making the guidelines:

Aims of making the guidelines:

In managing disasters, the aim of Uttaran is to evade humanitarian catastrophe and to help to decrease the danger level of the people, especially poor and unprivileged people, to a humane and acceptable level in case of natural, environmental and man-made disasters; in this case, Uttaran shall work in cooperation with the local people, donor organizations and the Bangladesh government.

Similarly, the objective of creating this guideline is to implement risk management, provide response, collect and supply data and assistance programs with discipline, democratic practice and transparency before, during and after the disasters and at the same time, keep ready a capable and effective emergency response method to fight the disasters.

Objectives of making the guidelines:

- Increase general affordability of Uttaran for disaster management.
- To determine strategies to reduce risks and mitigate damages of disasters within the working areas of Uttaran.
- To devise strategies to enable people's effective participation in disaster risk management and through its application, to take initiatives for preparing disaster risk plans;
- To encourage the implementation of cheap and durable methods and use of local knowledge and technologies for disaster risk management;
- To establish a connection with the local governmental organizations in disaster risk reduction activities;

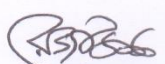
3. Disasters:

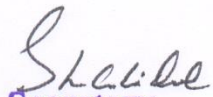
Disasters are such dangerous situations which severely damage property, infrastructure and emergency services, can cause loss of lives and dictates the injury and homelessness of the affected group of people.

Uttaran assumes that disasters, natural or man-made, are such severe situations that damages the lives, livelihood, properties, farms, fisheries and crafts of the people and their surroundings and hampers the natural flow of life in a way that the society, the environment and the surroundings are damaged to a point where fighting that situation alone becomes difficult or impossible.

4. Humanitarian assistance:

32.5% people living in disaster prone areas of Bangladesh live below the poverty line among which almost 1/3 are extremely poor and they depend on physical labor (BBS 2011). During and after disasters and during the leisure time of the farmers (Lean


Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh

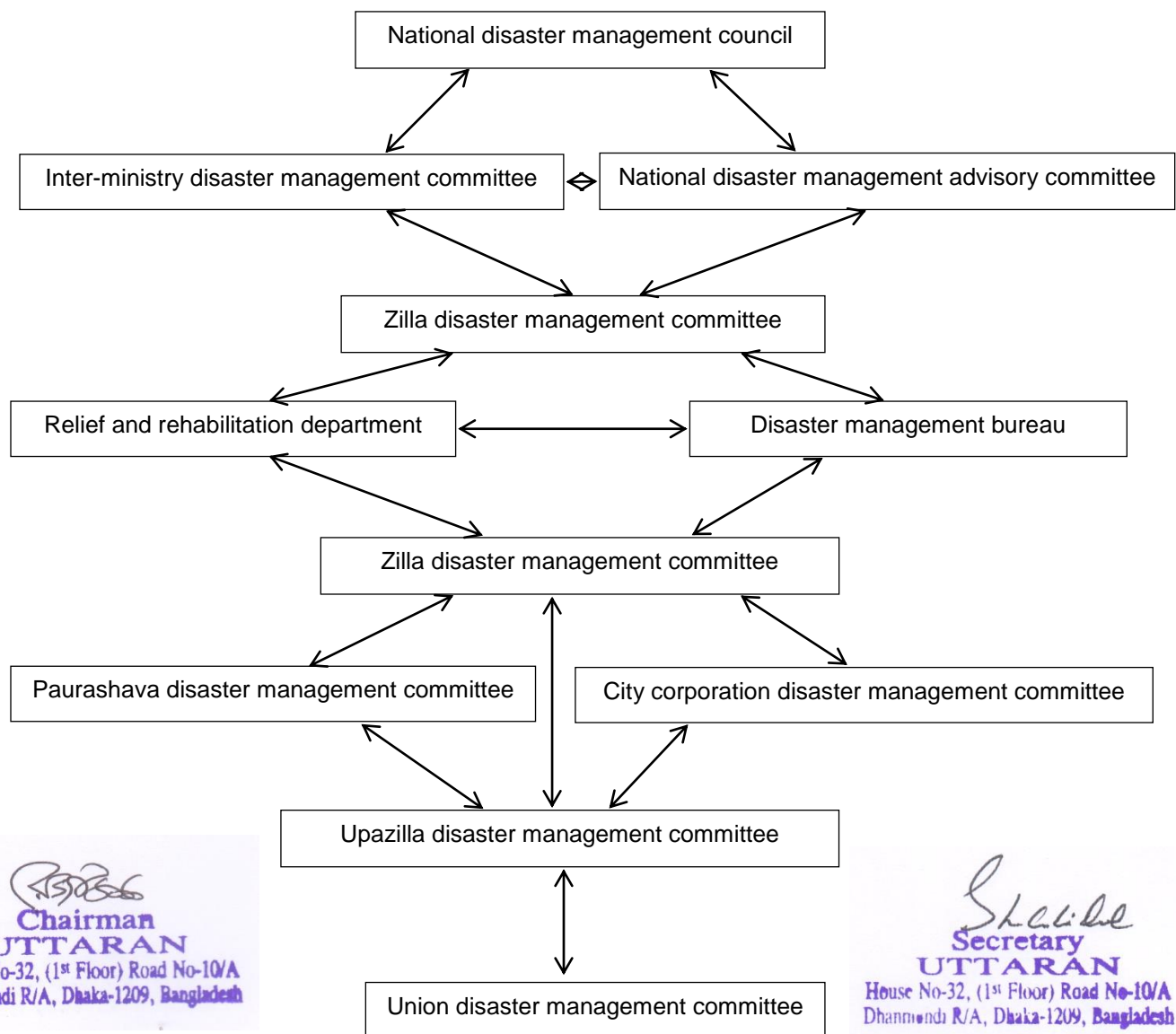
period), a huge part of this population is given humanitarian assistance for protecting their lives and livelihood by the government and other development organizations.

Individuals/families under the humanitarian assistance program are:

- Miserable and extremely poor individuals/families during normal times.
 - The families who do not possess any land of their own other than their house.
 - The families who are depend on day-to-day labor.
 - Female led families (widow, abandoned husband, single)
 - The families who have not received any micro credit.
 - The families led by a poor and disabled person.

- Socially backward population.
- Individuals/families who are miserable or poor during or after disasters.
- Poor people who face temporary shortage of food but are involved in various professions.

5. Institutional infrastructure of disaster management Bangladesh



(Signature)
Chairman
UTTARAN
 House No-32, (1st Floor) Road No-10/A
 Dhanmondi R/A, Dhaka-1209, Bangladesh

(Signature)
Secretary
UTTARAN
 House No-32, (1st Floor) Road No-10/A
 Dhanmondi R/A, Dhaka-1209, Bangladesh

6. Uttaran Emergency response committee

For implementation of disaster management related activities under Uttaran's emergency response committee, there are committees working on two levels-

Central committee:

At the leadership of Uttaran's directors, an emergency response central committee shall be formed consisting of 5 members. In that committee, the director shall be the chairman. Uttaran's disaster and humanitarian action program manager member shall fulfill the duties of secretary and the rest three will remain as members. Every committee shall have a minimum of two female members.

Centre Committee:

Every centre office shall have a committee consisting of five members under the leadership of the centre manager. The centre manager shall fulfill the duties of chairman. One member shall fulfill the duties of secretary and the rest three people shall remain as members. Every centre committee shall maintain communication with the central committee. Every committee shall have 2 female members but if there is shortage of female members, at least one female member has to stay.

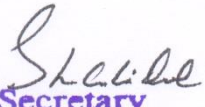
7. Functions of the emergency response committee:

Uttaran shall implement disaster management cycle meaning prevention, mitigation, pre-preparation, response, rehabilitation, rebuild and development programs and side by side implement various programs in order to raise national and international level awareness.

7.1 The functions that will be performed by the emergency response central committee are:

- This committee will host Uttaran's disaster and humanitarian action department.
- This committee will commence in a meeting immediately after local warning signals are posted in case of cyclones, tidal waves and other disasters in which a forecast can be received.
- In case of disasters where a forecast cannot be received like earthquakes, waterlogging, in such cases they shall commence in a meeting immediately after a disaster based on the collected data. In this case, disaster and humanitarian action shall collect and track and necessary data.
- The meetings will be held at the call of the chairman.
- The resolutions of every meeting shall be recorded.
- Distribution of responsibilities shall be done at the meetings.
- To form a focal point/central monitoring team for providing instructions to the workers in the field about the degree and direction of the disaster and about government-non government preparations.
- A necessary number of workers from the local office will be given the duty of collecting necessary data regarding the possible affected area.


Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh

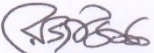
- Every worker will remain at a safe place.
- This monitoring team will process the data from the field level and make a report.
- The central committee will make a situation report based on the received data.
- They will provide situational reports to the donor organizations.
- They will keep ready existing resources and man-power to fight the possible damages.
- They will provide necessary decisions/instructions in order to keep all of Uttaran's offices in the possible affected areas active.
- They will access the risks of the programs that are possible to implement after the disaster.
- They will prepare an action plan.
- They will contact individuals/institutes who supply materials necessary to fight the disaster.
- They will prepare a list of necessary materials.
- They will do regular follow-ups and monitoring.
- If no emergency takes place, the committee shall have meeting based on the situation.

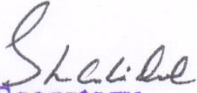
7.2 The functions that will be performed by the emergency response centre committee are:

- Meetings shall be convened at the instructions of the central committee/chairman's call.
- The Resolutions of every meeting shall be recorded.
- Distribution of responsibilities shall be done at the meetings.
- The centre committee shall alert the members/beneficiaries about the disaster info. They shall arrange use of mic if needed coordinating with the local authority.
- They shall encourage members/beneficiaries to go to the shelter centre or safe shelter if necessary.
- They shall activate Uttaran's community focal point/trained data collectors in various communities and collect data from them regarding the local community or government-non government authority's preparations.
- They shall convey the collected data to the central monitoring team regularly.
- They shall alert the people before a disaster and help the troubled people after a disaster in association with the trained local volunteers.
- They will access the risks of the programs
- They will prepare an action plan.
- They will prepare a list of necessary materials.
- They will let the central committee of their need of materials.
- They will do regular follow-ups and monitoring.

8. Pre-preparation for disasters:

Before any disaster strikes and after receiving the weather office signal, trained volunteer teams of Uttaran and local staff shall give warnings side by side with the


Chairman
UTTARAN
 House No-32, (1st Floor) Road No-10/A
 Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
 House No-32, (1st Floor) Road No-10/A
 Dhanmondi R/A, Dhaka-1209, Bangladesh

government and tell the community to take preparations in order to safeguard them from the disaster. They shall arrange for a mic if necessary. In this way, they shall alert the community so that they can save their lives and property.

9. What to do during disasters

During a disaster, the staff and volunteers of Uttaran shall remain in a safe place and constantly exchange information. They shall maintain communication with various committees of the government and they shall collect governmental SOS forms and submit it to the on-duty team of the head office.

10. Rapid Need Assessment (4 W):

Within 72 hours after a disaster, data regarding damages in the Union, Upazila and Zilla have to be collected. Through an experienced volunteer team, need assessment shall be done for the disaster and a report shall be made which will be sent to the donor organizations.

11. Materials used for emergency response during disasters:

For emergency response during disasters, the materials enlisted by the central committee shall be made available/usable and shall be used in necessary places.

12. Staff and volunteer hiring for emergency response during disasters:

According to employee management policy of Uttaran, staff and volunteers shall be hired for emergency situations.

- Deposition shall be done if necessary, from the existing trained disaster staff pool of Uttaran.
- In case of emergency, Uttaran's director using his power shall hire employees through the head-hunting method from CV bank.
- Uttaran shall hire/deposit necessary volunteers from the its trained volunteer pool according to the category of the program.

Uttaran shall arrange skill development programs often in order to increase the skills of its employees and volunteers or send them away to such programs.

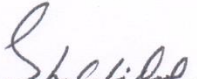
13. Providing orientation to the staff and volunteers

Before a disaster strikes, the emergency response committee shall provide day long orientation to the enlisted employees and volunteers. Orientation shall be provided according to attached schedule. The topics upon which orientation shall be provided are: Uttaran's vision, mission and strategy, safe-guarding policy, code of conduct, core humanitarian standard, sphere, work premises, number of beneficiaries, beneficiary selection process, who can be the beneficiaries, and who cannot, survey form etc.

14. Establishing contact with the administration and the disaster management committee

The emergency response committee in contact with the Union, Upazila and Zilla disaster management committees and the administration, shall implement all programs. In this case, periodically employees will be assigned and Uttaran's administration wing


Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh

shall coordinate the program of sending/participation of delegates in meetings at different levels.

15. Purchase of necessary materials for emergency response

A purchase committee shall be formed for emergency response. The committee members shall conduct purchase activities following Uttaran's procurement policy.

16. Things to do by the community:








In case of implementation of every program of Uttaran including humanitarian assistance, they shall be conducted in light of the opinion of the local/targeted people. Uttaran always wants to gradually improve its quality of programs by coordinating with the people and prioritizing their needs. Uttaran shall implement its programs according to the Complain and Feedback Mechanism in order to connect with the community.

17. C W C (Communication with Community):

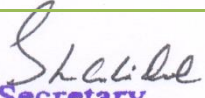
Post distribution monitoring shall be done in order to establish communication with the community. From there, the opinions of the community shall be collected and reported.




Attachment:1:

1. Steps of beneficiary selection are as follows:

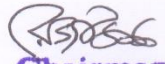
	<ul style="list-style-type: none">• Providing notification letters to D.C, U.N.O, chairman, members.
	<ul style="list-style-type: none">• Within the defined locality, the community meeting place shall be selected where the victims of Cyclones can participate easily.
	<ul style="list-style-type: none">• Everyone within the defined locality have to be invited to participate in the Participant Selection Process (in a community meeting)
	<ul style="list-style-type: none">• Everyone at the community meeting must be informed about the project and the regulations of the participant selection for the project. On the basis of which, the community members accessing the degree of risks, shall select the participants unanimously and from that they shall prepare a draft list and announce the draft list in front of everyone in the community meeting.
	<ul style="list-style-type: none">• The organization's selected workers shall go from house to house to again verify the list and prepare a participant profile.
	<ul style="list-style-type: none">• The prepared list has to be matched with that of the local government's so that overlapping/duplication can be avoided and an accurate unbiased list can be prepared.
	<ul style="list-style-type: none">• The prepared list has to be disclosed to everyone within the locality. For example: The lists shall be hanged at various places of the village (for 2 days)/So that everyone can see and know about the lists and can provide their opinions.

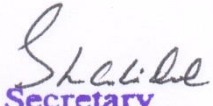

Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh

- | | |
|---|---|
|  | <ul style="list-style-type: none">• Based on everyone's feedback, when the final list is prepared, the F.F. of the project, project workers and project managers will sign on it. |
|  | <ul style="list-style-type: none">• The list signed by F.F, project workers and project managers shall also have to be signed by the related P.S.C, members, chairman, U.N.O/P.I.O which shall be considered as the final list for the project. |
|  | <ul style="list-style-type: none">• Any changes to be made to the final list have to be done in the same procedure. |

N.B: The local people have to be included with every work and their opinions have to be taken. It is mentionable that, those who have not been selected as beneficiaries but also be informed as to why they were not selected as beneficiaries.


Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh