

# **Organizational Contingency Plan For Disaster Risk Reduction**



Name of the Organization:  
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## 1. **Executive Summary** :-

This Disaster Recovery Plan is designed to ensure the continuation of vital activities processes in the event that a disaster occurs. This plan will provide an effective solution that can be used to recover all vital activities processes within the required time frame using vital records that are stored off-site. This plan is just one of several plans that will provide procedures to handle emergency situations. These plans can be utilized individually but are designed to support one another. The first plan is the Crisis Management Plan. This plan allows the ability to handle high-level coordination activities surrounding any crisis situation. We will also discuss the development, maintenance and testing of the Disaster Recovery Plan. Lastly, we will discuss the culture and employee education on Disaster Recovery.

The term disaster is relative because disasters can occur in varying degrees. So, this plan has considered this issue and incorporates management procedures as well as technical procedures to insure provable Recovery.

The next key issue to be strongly considered within the strategy for disaster Recovery is a Recovery Strategy for alternate processing. This plan identifies and discusses the alternatives if the primary location is not available to provide Disaster Recovery services for the various system environments.

The final issue to be addressed within the Disaster Recovery Strategy is to insure that every reasonable measure has been taken to identify and mitigate potential risks that exist within the processing environment. The most successful Disaster Recovery Strategy is one that will never be implemented; therefore, risk avoidance is a critical element in the disaster recovery process.

A Disaster Recovery Management System can be defined as the on-going process of planning, developing, testing and implementing Disaster Recovery management procedures and processes to ensure the efficient and effective of vital activities functions in the event of an unscheduled interruption.

## 2. **General Information:**

Person responsible for updating the Contingency plan (CP):

<b>Title</b>	<b>Date</b>	<b>Lead by</b>	<b>Remarks</b>
First contingency plan developed	Not applicable	Not applicable	
Approved to execute	Not applicable	Not applicable	
Date of update	30/10/2018	Md. Abdul Haque	

## 3. **Goal:**

Provides a state readiness allowing effective and efficient prompt humanitarian assistance after a disaster has occurred.

### **Objectives:**

The objectives of the plan are the rescue of life, protection of property and containment of the situation/incident to prevent any further deterioration.

- To ensure minimal casualties handling efficiently in crisis within reasonable time frame.
- To provide humanitarian assistance in planned way while a disaster occurs.
- To ensure the continuation of vital activities processes in the event that an emergency or crisis situation is occur.
- To provide an effective method that can be used by management personnel to control all activities associated with a crisis situation.

#### 4. Organizational Background:

BMS is a local non-profit and non-political voluntary organization founded in 1997 by Most. Beauty Khatun, founder chairperson. The organization is dedicated to the reduction of poverty and the promotion of sustainable development through its holistic development approaches. BMS supports peoples and to bring a positive change in communities in order to improve their livelihood, income and employment at the same time safeguarding the environment. It facilitates the access of poor women and men to technologies, information, knowledge and skills. This led to enhanced efficiency and productivity in their work which, in turn, increases their income and creates employment. At the beginning, we faced very hardness to continue activities and to retain staffs due to insufficient funding flow and other resources. However, with the help of Donors, collaborators, well-wishers, community peoples we have had meet the challenges over the years.

The organization is basically focused on Education and health services for the disadvantaged segment of communities. BMS have gained substantial experiences and developed expertise in the field of Disaster Mitigation since 2007. We have had an opportunities to closely work with RDRS, BRAC, TMaD, Namizan Foundation & DWA provide humanitarian assistance for disaster victims over the years.

#### 5. Disaster History of Organization's Working Area:-

Hazard	Year	Locations	Death	Challenge	Opportunity
Flood	2007	Bhurungamari	N/A	Managing assistance in terms of small quantities	Worked with peoples Increased organizational acceptance built understanding and confidence
Flood	2008	Bhurungamari	N/A	-do-	-do-
Cold	2011	Bhurungamari	N/A	-do-	-do-
Cold	2012	Bhurungamari	N/A	-do-	-do-
Flood	2013	Bhurungamari	N/A	-do-	-do-
Flood	2016	Bhurungamari	N/A	-do-	-do-
Flood	2017	Bhurungamari	N/A	-do-	-do-

#### 6. Organizational Resources:-

##### A. Logistic and physical resources

Asset description	Number of assets per each office	Location (indicate head and sub-office)
Stretcher	1	BMS
Generator	1	BMS
First Aid Box	7	BMS
Wheel Chair (To be used for disable persons)	2	BMS

##### B. Trained and experienced human resources:

Level of resource	Type	Male	Female	Total	Responsibility
Organizational level	Staffs	5	6	10	to organize & management
Community level	Volunteer	40	10	50	to organize & alerting

### C. Economic Resources:

Items	Yes (if yes please mention)	No	Future Plan
Organizational own found	-	No	Subject to available general funds
Fund raising mechanism	-	No	To be Likely
Searching fund strategy	Yes Explore different funder to help using web site and letter of enquiries	-	-
Coordination mechanism of financial institutions	Yes Subject to circumstances	-	-
Instant emergency budgetary plan	-	No	To be Likely
Vendor listing	-	No	To be Likely

### 7. Emergency Response Team (ERT)

ERT Function or Focal Point	Responsible	Back-up	Preparedness role	Response roles
Program Co-ordinator, (ERT-Central Level)	Will be responsible for transmitting or broadcasting information about weather conditions, precautionary measures and so on to peoples. And also coordinate with all relevant stakeholders at the pre and post disaster.		Disseminate Information * aware targeted people * make materials are ready to use * coordination with all concern	Strengthen community and household level capacity to withstand the Disastrous situations.
Mdical Team	MO	PC		Necessary emergency medicine will be provided by the team
Assistant Program Coordinator	-do-			As define during disaster
Coordinator (Shelter)	Make it prepared within timeframe Optimum use of resources		Ensure necessary logistics procure and construct coordinate and manage	
Coordinator (WASH)	Facilitate all related activities & events		Ensure necessary logistics Coordinate and manage	

Coordinator (Food)	Facilitate all related activities & events		Ensure necessary logistics Coordinate and manage	
Coordinator (Gender)	Ensure gender related aspects		Sensitize women Ensure that there is no any disparities	
Coordinator (Monitoring, evaluation and reporting)	Monitor activities, prepare reports, evaluate program		Hands on information Update MIS Collect data Analyze data	
Coordinator (Internal & External)				
Coordinator (Finance)	Ensure necessary funding following the guideline		Readily available as and when is demanded	
Analyzer (Self or join assessment)				
Officer (Documentation)				
Human Resources Management	Administer HRM as per policies		Deployed staff as required	
Proposal Writer				
Advisor				

### 8. Emergency Need Assessment and Join Need Assessment:-

Emergency Need Assessment Process (Organization will done self within 72 hours)

Process steps	Responsible
On site visual impact analysis	PC & Assigned Team
Interview to the disaster affected victims	PC & Assigned Staffs
Sampling	PC
Relying on secondary data	Team
Analyzing and synthesizing the collected information	PC & Team
Ranking actual need on priority based	PC & Team

Find out actual need of victim by own staff analysis and ranking on priority basis.

### Join Need Assessment Process (Self Origination with others GOs, INGOs and NGOs etc. within 2 weeks)

GOs	INGOs	NGOs	Local Stakeholder	Club	Different Institutional Committee	Others (Printing & Electronic Journalist, etc.)
Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

### 9. Coordination Mechanism:

Name of front line staff or volunteers team leader	Report to whom organization's personnel	Name of Respective Coordinator	Reports to whom Organizational authority	Approve by
As assigned	PC as assigned	As assigned	Executive Director	ED

## 10. Response Action Plan:

- Information Collection within 24 hours.
- Situation report preparation and circulation within 24 hours.
- Activation of Contingency Plan 24+ hours.
- ERT Meeting within 24 hours.
- Emergency declaration by the Govt.
- Initial Response from organization's own fund.
- Join Need Assessment/Field need assessment.
- Response proposal preparation and submission within 48 hours of emergency declaration.
- Responses from development partners.
- Procurement of Materials and Formal response.

## 11. Monitoring, evaluation and reporting process plan:

Name of respective personnel reports to central monitoring coordinator	Name of central Monitoring Coordinator personnel reports to program Coordinator	Name of officer (documentation)
PC	ED	Monitoring Officer
Manager	PC	Field Officer

## 12. Conclusion:

Every day, businesses are confronted with disasters of varying degrees. Those that have adequately developed, maintained, and exercised in contingency Plans will survive. Very few executives plan for their own, much less their organization's mortality; however, if a business is to survive, organizational "strategic" and "tactical" battle planning is essential. However, it is only as good as the organization upon which it was built. The organization is of course, the concept. This document is the means by which a particular Mission, program, or policy directive is translated into a fundamental organizational and operational methodology. Once the concept is developed through a logical building block approach, and is sanctioned by both management and the operating elements, construction of the contingency plan may commence. The role of the Corporate Contingency planner is to strategically and relentlessly, manage the process. And, in doing so, he or she must rely on both internal and external assistance. In addition to in-house assistance, there are a multitude of disaster assistance organization and services available to assist the contingency planner.