



A TOOL KIT FOR WOMEN LED COMMUNITY CONTINGENCY PLAN

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PREFACE

As is quite evident from disasters all over the world, it is the women, children from excluded communities who are disproportionately affected during and after a disaster more than any other community. Women are subject to structural discrimination perpetuated by patriarchy that violates their human rights. In the disaster context also same story repeat itself. Women are either virtually absent or ignorant from the key committees like first aid committee, shelter management committee, assessment and coordination committee, relief management committee, rehabilitation committees and so on. They are the last ones to reach a shelter home which most women deem to be the last resort since they perceive it to be insecure. Moreover women have lack of access to information about any disaster response program. As the tool kit points out the absence of provision in the shelter house for - changing clothes, for feeding the baby, for rest of a pregnant woman, sanitary napkins and for sleeping of women and adolescent girls - also deters them from accessing it during any disaster. During post disaster also women are adversely affected because of lack of food, livelihood and increased work burden. Children also sometimes discontinue the schools adding to the burden of women because at least the mid day meals provide some food to children. Thus women led preparedness plans are required to address these myriad issues pertaining to women. These preparedness plans led by women would result in paradigm shift from women as vulnerable victims to women as leading the disaster preparedness, response and rehabilitation processes in the village. This is an empowering tool because we have seen it in action in 21 villages in Ganjam where it was piloted. The plans led to women being included in the various task force committees and access the government entitlements like pensions and so on which were hitherto unknown to them. There was an unmistakable sense of pride in their plans which showed that they now have the confidence and courage to deal with their lives in general and in any probable disasters. They are now connected to the government functionaries and they now know whom to approach in case of disasters and what would be their course of actions. They have shown their ability to make their voices heard and effectively influence policy. The present tool kit has been drawn from the experience of facilitating this women led preparedness plans in Ganjam. This experience has strengthened our belief that change is sustainable through empowering poor and excluded people-particularly women and changing power relationship. I thank all the staff of the IHART (International Humanitarian Action and Resilience Team of ActionAid) project for helping us in preparing this tool kit. Special thanks to Mr. Tuna Maharana who guided us while facilitating CCPs in the villages. Also we are thankful to the United Artist Association-UAA and INDIA for their willingness to partner with us in this endeavor. This version of toolkits might go for several revisions but at least we have some reference material in our hands. I also thank ActionAid International's International Humanitarian Action and Resilience Team (IHART) for supporting us for this.

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ABBREVIATIONS

APL	Above Poverty Line
ANM	Axullary Nursing mid-wife
ASHA	Accredited Social Health Activist
AWC	AnganWadi Center
AWW	AnganWadi Worker
BPL	Below Poverty Line
BDO	Block Development Officer
CCP	Community Contingency Plan
GKS	Gaon Kalyan Samittee
ORS	Oral Rehydration Solution
PEO	Panchayat Extention Officer
PRI	Panchyati Raj Institution
PWD	People With Disability
PHED	Public Health Engineering Department
PLHIVs	People Living with HIV
R.C.C	Reinforced Cement Concerte
WASH	Acronym for Water, Sanitation and Hygiene

Section - 1

Introduction

- 1.1 About Community Contingency Plan-CCP
- 1.2 Who will prepare the CCP?
- 1.3 Objectives of CCP?
- 1.4 Why should we advocate for women Led CCP?

Section - 2

Before CCP

- 2.1 Identifying villages
- 2.2 Environment Building
- 2.3 Preparing list of key participants
- 2.3 Communicating to key stake holders & service providers
- 2.4 Ensuring participation from vulnerable groups

Section - 3

During CCP

- 3.1 Transect Walk
- 3.2 Situation Analysis of the village through social & resource map
- 3.3 Hazard/Risk analysis
- 3.4 Vulnerability mapping
- 3.5 Identifying Safe Shelters
- 3.6 Identifying community members having capacity in different aspects
- 3.7 Documenting traditional knowledge & practices
- 3.8 Formation of various task forces & analyzing their role & functions
- 3.9 Listing of important contact details
- 3.10 Creation of village level relief fund

Section - 4

Post CCP

- 4.1 Sharing of CCP & approval in Palli Sabha & Gram Sabha
- 4.2 Conducting Mock Drill
- 4.3 Capacity Building of Task Force Committee Members by organising training programs.

Conclusion



Introduction

1.1 What is a Community Contingency Plan (CCP) ?

- ☛ CCP is a process of resilience building of the community by enabling the community to face and respond to disaster effectively.
- ☛ CCP is a conscious effort to reduce the impact of disaster on women and vulnerable groups of the community by enabling them to have decisive participation in all the processes of disaster preparedness and responses.
- ☛ CCP is a process of sharing information, building skills and knowledge; utilizing the infrastructure, materials and fund available at the community level.

1.2 Who will prepare this plan and how this plan will be prepared ?

- ✓ These plans will be prepared by the community at the village level
- ✓ The community decides the date, place and time of preparation. Emphasis should be given to the time during the day when women are free
- ✓ These plans need to be prepared by a community representing all the caste, creed and religion
- ✓ Priority needs to be given to the women (single women), PWD (People With Disability), PLHIVs (People Living with HIV) adolescent girls, pregnant and lactating mothers, old aged and people belong to other vulnerable communities such as Fisher folks, Dalits, minorities etc.
- ✓ The village level institutions like the SHG groups, Farmers clubs, Village Development Committee and youth clubs needs to be invited to participate in the planning process
- ✓ Everyone from amongst the community can express their view points and can add to the process of CCP
- ✓ To make the CCP more resilient and effective Civil society organisations, Village opinion leader, Village Level Extension Worker (VLE), PRI members, ASHA, Anganwadi worker and the School teachers participation is desired.

1.3 Objectives of CCP

- ☞ To promote a transparent, systematic and consistent approach to disaster risk assessment and management, based on the local resources, knowledge and experience
- ☞ To prepare a decisive plan of the community, where in they will use their own resources, skills and capacities to effectively reduce the impact of disaster
- ☞ To prepare a comprehensive plan encompassing all hazards and all stakeholders especially government agencies to ensure preparedness to face any disaster at the village level
- ☞ To enable women and the adolescent girls to reduce impact of disaster on them by taking a lead role in preparing CCP.
- ☞ To make the community understand the need for focusing on vulnerable groups first while preventing and managing disaster.
- ☞ To emphasize building and maintaining sincere relationships, trust, teamwork, consultative decision-making and shared responsibilities amongst the villagers
- ☞ To promote community resilience and economic sustainability through disaster risk reduction.

The objective of conducting the CCP should be shared with the community and with all the key stakeholders such as District and Block Administration, District emergency Officer, PRI members, Women leaders, community/traditional leaders, government front line workers (AnganWadi Worker-AWW, ASHA worker, GaonSathi, VLW), leaders of village institutions etc.

1.4 Why women led CCP ?

Disaster always has a differential impact on women especially women from excluded communities. Unequal power relation subjugates women and girls in all the processes of disaster response starting from evacuation to rehabilitation. Violence against women and girls is not only committed by individuals, but also can be committed by the state through consistent, persistent structural discriminatory policies and processes that deny women's human rights. Women including women living in poverty and exclusion, have the ability to make their voices heard and effectively influence policy.

Before we go for arguing why women led CCP we must ask following questions

- ☞ Is there a safe shelter for women and adolescent girls to take shelter during disaster?
- ☞ Are there separate rooms for men and women in the shelter?
- ☞ Is there separate arrangement for men & women, boys & girls for sanitation?
- ☞ Is there adequate provision for the pregnant and lactating mother?
- ☞ Is there medical care facility?
- ☞ Is there food available for their kids below one year?
- ☞ Do women have a say in the rescue, relief and rehabilitation activities?
- ☞ Do the compensation amount that is being declared by Government after disaster reaches to the woman of the family?
- ☞ Is there any specific benefit that the government announces only for women after disaster?

We must remember...

- ☞ Due to structural discrimination women are often far from the mechanisms for registration, information provision, distribution of relief, inaccessibility to authorities who are their to protect.
- ☞ Women are adversely affected by disasters
- ☞ Disaster increases women's existing vulnerability
- ☞ In disaster violence against women increases
- ☞ Disasters increase the burden of work done by women
- ☞ Women are often the first responders but the last to participate in decision making
- ☞ Women are not helpless victims but can play important leadership role in preparedness, response and recovery.
- ☞ CCP present an opportunity to capacitate women to challenge the structural inequalities.

Impact of disaster on women & girls	
Before Disaster	Always women and Adolescent girls become the last persons to go to the shelter home because of protection issue.
During Disaster	<ul style="list-style-type: none"> • Women and adolescent girls get sexually harassed during their stay in the shelter house
	<ul style="list-style-type: none"> • Absence of provision in the shelter house for changing clothes, for feeding the baby, for rest of a pregnant women, changing of sanitary napkins and for sleeping of women and adolescent girls
	<ul style="list-style-type: none"> • Common toilet facility for both men and women leads to health hazards of women and girls.
	<ul style="list-style-type: none"> • Women from marginalized and vulnerable groups such as Dalit, Minorities communities suffer more because of practice of untouchability.
After Disaster	<ul style="list-style-type: none"> • Men migrate in search of livelihood and women plays major role in managin food and repairing of shelter.
	<ul style="list-style-type: none"> • Broken houses and lack of livelihood options often lead to adolescent girls and boys work in Cashew processing units, Brick kilns and migration to earn for the family.
	<ul style="list-style-type: none"> • Often girls of poor families become the victim of trafficking during post disaster period.
	<ul style="list-style-type: none"> • Due to lack of food, hygiene, proper living place; also by seeing damaged houses and loss of livelihood, women and children lose their mental balance.

During Disasters violence against women and girls is exacerbated. Any disaster preparedness and response must take into account women's and girls specific needs for protection and right to dignity. Women's active participation & leadership is a pre-requisite in the resilience building process. The right to participation and decision making are often denied to women. CCP provides an opportunity to challenge and redress this structural inequality by strengthening and facilitating women's leadership there by ensuring that they effectively lead the assessment, response, preparedness and resilience building process.

Before CCP

PRE-CCP

There is need for environment building for mobilizing the community and ensuring its active participation including the participation of women and vulnerable people/group. It is essential to ensure the participation of key stake holders such as service providers and policy makers in the process in order to influence them to formulate appropriate emergency/disaster response policies based on the need of the community and provide proper and adequate service to community.

Following processes needs to be facilitated before starting the CCP in the village

- Identification of villages based on the frequency and occurrence of disaster
 - ☛ Villages within 5 kilometers from the sea beach
 - ☛ Villages situated in low lying areas
 - ☛ Villages nearer to river bank or weak bonding areas
- Arranging village meetings with the help of women leaders and making community understand the aims and objectives of the CCP
- Identification and communication to all the stake holders including line departments to participate and contribute in the planning process and share their resources with them.
- Mobilizing service providers like ASHA worker, AnganWadi Worker-AWW, Panchayat Executive Officer (PEO); Lead facilitator ANM Gram Sathi; PRI members, VEC members, GKS members; village opinion leaders; SHG leaders and old people in the villages and requesting them to participate and give their input positively.
- Identifying appropriate leaders/groups from amongst the community having representation from all sections like fisherfolk, adolescent girls, small and marginal farmers, single women, daily wage laborers and others.
- Finalizing the date, place and time of the planning processes in consultation with women leaders, traditional leaders and representative of all the groups.
- Revisiting CCP each year before disaster season commences preferably in the month of June following the same process.

Section - 3

During CCP

3.1 Transect Walk

The process involves taking a systematic walk through the community with women leaders walking and key informants to explore spatial differences land use zones by observing asking, listening, informal interviews and producing a rough sketch of the existing weaknesses in the village which would either lead to a disaster or prevent smooth response to a disaster walking through this danger zones, vulnerable areas, evacuation sites, local resources used during emergency, human activities contributing to vulnerability etc will be identified.

3.2 Situation Analysis of the Village

The situation analysis of the village involves demography analysis, vulnerability analysis-identifying vulnerable people/families/groups, analysis of existing infrastructure such as safe shelters/places and critical infrastructures, analysis of village resources, analysis of existing village institutions, risk analysis, livelihood analysis- existing livelihood options and alternate livelihood options etc. Social Map and Resource Map are two major participatory tools that would be used for situation analysis of the village.

3.2.1 Social Mapping

A sketch of the village map will be drawn by the participants using different colors. An updated revenue map of the village can be used as a reference for carrying out this exercise. The social map would include the rivers, roads, schools, temples, sources of drinking water, location of houses and household details like BPL, APL, members of families, livelihood pattern of the village, schools, Angan Wadi Centres, critical establishments and other critical infrastructures available within the village. Data such as demography, house patterns, and families linked to different social security schemes etc. will be collected and documented.

Female	Male	Children						Total
		0 – 5 yrs		6 – 14 yrs		14 – 18 yrs		
		Girls	Boys	Girls	Boys	Girls	Boys	

Food security wise distribution of households

Type	APL	BPL	Antodaya	Garibachaula	No category	Total
Household Number						

Household details

Type of house	Kaccha	Pucca	RCC roof	Total
Household number				

Caste wise distribution of population

Caste	SC		ST		OBC		General		Total
Sex	Male	Female	Male	Female	Male	Female	Male	Female	
Total									
Total population									

Landholding details						
Agricultural Land in Acres			Gochar in “acres	Forest land in “acres	Others in “acres	Total in “ acres
Up	Medium	Low				

Types of Farmers						
Big farmer	Medium farmer	S m a l l farmer	Landless	Agricultural labourers	S h a r e croppers	Total

Sources of water for irrigation				
Source	Canal	L.I point	P.L.I point	River
Number				

Livelihood distribution of the village			
Type of livelihood	No. of families pursuing the livelihood	Total population perusing the livelihood	Remarks
Farmers			
Agricultural workers			
Grocery Shop			
Service			
Wage workers/ construction workers			
Brick kiln workers			
Migrant workers			

3.2.2 Resource Mapping

Preparation and analysis of resource map will help the community to identify the resources of the village and kind of dependency of the community on these resources. It would help the community understand about its strength and also to identifying the gaps where in the community has to build its resources and capacity. A sketch of natural resources of the village such as trees, forest, agricultural land, river, stream etc. will be drawn by the community. Community will discuss and identify its dependency on these resources. A list of other resources which are also resources for the village such as main connecting road and its status, various service providing organisations such as police station, Panchayat office, Angan Wadi Centre-AWC, Health centre will also be drawn along with its distance from the village. Skill and capacity mapping will be part of the resource mapping in which a list of people of the village who have different skills and capacity will be prepared so that community can depend on them in disaster. Apart from these, a list of village level institutions and their role such as Self-Help Groups-SHGs, women organisations, Gaon Kalyan Samittee-GKS, Village Health Institution, Youth Club, school management committee-SMC will be prepared and the name and number of the Leader of these organisation will be mentioned. One of the most important processes is to identifying safe shelters within the village and nearby village that would be used by the community during disaster.

Available resources and dependency			
Resource type	Availability with in the village	Distance in Kilometer	Dependency type
Panchayat Office			
Block Office			
Primary School			
Puce house			
Temple			
Electricity Connection			
Grocery shop			
Post Office			
Police Station			
Telephone Connection			
Cyclone shelter			
Road connection			
NH distance			
RI office			
Primary health centre			
Hospital			
Veterinary hospital			
Hillocks			
Well			
Hand pump			

Skill and capacity mapping of the village

The community will be facilitated to do a skill and capacity mapping of the village so that community can seek help of those persons in disasters.

Skills/ capacities	Name of the person	Address	Telephone Number	Help that can be mobilised
Driver				Can drive the community to safe shelter
Masons				Can help in reconstruction of houses post disaster
Swimmer				Can save drowning people
Boat man/person				Can sail traditional varieties of wooden boats and save people
Electrician				Can restore electric connection post disaster
First-Aid				Can provide first aid service
Information dissemination person				Can disseminate information using traditional instruments/equipments.

Mapping of village level institutions and their roles

Existing village level institutions need to be identified and detail about these institutions need to be documented. This will help in understanding the strength of each institution and analyzing the areas where they can play active role during pre and post disaster period.

Mapping of village level institutions

Type of Institution	Number of members	Skill	Designated person	Contact number
Gaon Kalyan Samiti-				
GKS				
SHG				
Women Group				
Youth Club				

Mapping of safe shelters

Safe shelters within and nearer to the village need to be identified so that these can be allocated to families to use during disaster. The functionaries of these shelters should be invited to join this process of mapping so that during disasters they will hand over the facility to the community and will help in arranging necessary facilities for the transit period.

Mapping of safe shelters

Sl.No.	Safe shelter	Households attached	No. of people assigned	Contact person
1.	Primary School			
2.	High School			
3.	Girls High School			
4.	Community House			
5.	Satsanga house/Church/Mosque or any other religious institutions			
6.	Panchayat Office			

3.3 Hazard Analysis

Background and contextual analysis are keys to disaster preparedness and CCP. It is essential to understand the risk and hazard that the village/community faces. History of disasters, major hazards and its impact need to be identified and analysed so that community can understand its impact and plan accordingly.

Disaster trend analysis

Disaster trend analysis helps to track the frequency of occurrence of natural disasters and the losses they cause to the community. It also helps to map the disasters that stuck every year.

Distance of village from hazardous places			
Sl.	Hazardous Places	Distance of village in kilometers	Remarks
1	Sea		
2	River		
3	Weak bond		
4	Ganda		

[illegible]

Measuring the impact of disaster on community with a focus on disaster's impact on women and vulnerable groups

The crucial part of hazard analysis is measuring the impact of different disasters on the community. What are the impacts of disaster on the community as a whole and disaster's impact on women and vulnerable groups has to be analyzed so that community can understand the intense of the hazard and plan accordingly.

Type of Disaster and its impact on community, women and vulnerable groups

Types of disaster	Impact on community, women and vulnerable groups									
	Community	Women	Single women	Children below 5 years	PWDs	Aged Persons	Migrant Workers	Agricultural workers	Dalits	Minorities
Cyclone										
Flood										
Flash flood										
Drought										

Mapping of Hazardous Houses

Identification of hazardous houses helps in safe evacuation of the inhabitants on a priority basis. As the houses are identified and listed it helps in planned search and evacuation process.

Hazardous Houses			
S.No	Type of house	Household number	Remarks
1.	Kuccha		
2.	Old building		
3.	RCC / Tin sheet		
4.	Any other		

3.4 Vulnerability Mapping

In a village the Individuals, families and communities living in poverty and exclusion are more vulnerable to disasters. Disasters have a differential impact on vulnerable groups. Any resilience building effort is incomplete without reducing vulnerabilities of these groups. There is a need to make the community, government and all stake holders understand this aspect and make conscious effort to reduce the impact of disaster on the vulnerable groups. Moreover there is a need to enable the vulnerable people and community to have their voices in disaster preparedness and responses.

Vulnerable individuals and community within the village & nature of vulnerability		
Who are vulnerable	Nature of vulnerability	Number
Person with disability	Risk of life, problem of accessing the community places, cannot receive the warning, they depend upon others for evacuation, cannot access relief centre	
children below 5 years of age	Risk to life, depend on others for evacuation, Nutritional deficiency due to lack of food, abuse and exploitation, skin and water borne diseases, lack of protection	
Aged people	Risk to life, Hunger during and post disaster, health problems, sanitation problem, lack of proper care	
Pregnant and lactating women	Risk of life, Physically dependent on others, lack of proper care and follow up by health workers, nutritionally deficient food, health problems due to insanitary conditions, water borne diseases, lactating mother face difficulty to breastfed the baby	
Single women (Unmarried, widow, divorcee)	problem of accessing the community places, abuse and exploitation, depend on others for evacuation, relief and rehabilitation,	
Adolescent girls	Problem of accessing different community places for their daily living and to be used for sanitation, Nutritional deficiency due to lack of food, abuse and exploitation, skin and water borne diseases, neglect by society, becomes victim of trafficking.	
Women	Problem of accessing different community places for their daily living and to be used for sanitation. Double work load of household work and livelihood earning, Nutritional deficiency due to lack of food, abuse and exploitation, skin and water borne diseases, neglect by society, no voice in any decision making process, lack of protection.	
People with thatched roof and kuccha wall	Risk to life due to hazardous house	

3.5 Mapping of Safe Shelters

The safe shelters within the village need to be identified and number of houses nearer to it needs to be allocated to that. This will help two ways. It reduces hustle and bustle during disasters, for running from shelter to shelter to get a place and also helps the houses to know where will they be sheltered if any disaster occurs in future. The contact number of the persons responsible for that shelter helps in reducing panic situations.

List of Safe Shelters available with in the village

Sl. No.	Name of the safe shelter	Number of households	Number of households assigned	Contact person with telephone Number
1.	Cyclone Shelter			
2.	Primary School			
3.	High School			
4.	Panchayat House			
5.	Rajivgandhi Sewa Kendra			
6.	Anganwadi Kendra			
7.	Any type of Community centre			

3.6 Identifying Community Members Having Capacity in Different Aspects

Knowing the skills and capacity of the people available within the village helps in planning for rescue and other activities in the village.

Sl No	Skills/ capacities	Name of the person	Address	Telephone Number	Help that can be mobilized
1.	Driver				Can drive the community to safe shelter
2.	Masons				Can help in reconstruction of houses post disaster
3.	Swimmer				Can save drowning people
4.	Boatman/Person				Can sail traditional varieties of wooden boats
5.	Electrician				Can restore electric connection post disaster
6.	First-Aid				Can provide First Aid service
7.	Information dissemination Person				Can disseminate information

3.7 Documenting Indigenous Knowledge & Practices

The indigenous knowledge and practices helps the community in facing the disaster. We must respect these indigenous knowledge and practices and during the CCP it must be captured. Every community which faces disaster repeatedly develops coping mechanisms to face the disaster. These practices need to be documented and communicated further amongst other communities. There is also a need to document and highlight good practices of the community that helps in better preparedness and response.

Indigenous practices to prevent disaster

One of the prime reasons of repeated occurrence of disaster is climate change. There are indigenous knowledge and practices of the community that protect the climate and environment and prevent disaster. While preparing CCP it is essential to document and analyse these traditional knowledge and practices that would help the community to prevent disaster.

Coping mechanism available within the community to prevent the impact of disaster

Identification of Good practices available within the village	
Type of Habit	Remark
Monthly meeting at the village level	
Periodic Cleaning of village, roads, ponds, tube wells etc	
Life insurance	
Livelihood insurance of equipment	
Ban of liquor in the village	
Opposition of domestic violence in a united way in the village	
Prevention of Child Marriage	
Immunization according to schedule	
Any other	

Every community which faces disasters repeatedly develops coping mechanisms to face the disaster. These practices need to be documented and communicated further amongst the other community.

Season wise disease calendar & its local treatment

The season wise disease calendar helps us to know the season wise diseases prevalent in that locality and the treatment shows us the traditional knowledge available within the community to treat the disease. It also helps to know about the indigenous coping mechanisms of the community and hence needs to be documented

Season wise disease calendar and its local treatment			
SI No	Name of the month	Prevalent disease	Indigenous Treatment
1			
2			
3			
4			

3.8 Formation of Various Taskforces & Analysing their Role & Responsibilities

With the situation analysis and mapping of key components, community, women, vulnerable groups and key stake holders gets conscious about the need for their action to respond to disaster. It is now essential to enable the community members, women leaders, leaders from vulnerable groups and other key actors to take responsibilities to perform key tasks such as information dissemination, evacuation, relief distribution, rehabilitation activities, first aid etc. which are required in pre, during and post disaster period. There is a need to form various taskforce committees taking the community members that would perform essential tasks of disaster response.

Guiding principles of taskforce formation

- ☞ Every team should have representation of women
- ☞ Every team should have a representation of single women, adolescent girls, PWD and school going children
- ☞ Every team should have representation from Dalit, fisher folk, minorities, migrant workers, tribal and other marginalized groups.
- ☞ Members of task force committee should be of 18-45 years of age

1. Information dissemination committee
2. Evacuation, search and rescue operation committee
3. First Aid Committee
4. Water and sanitation committee
5. Relief distribution committee
6. Shelter management committee
7. Assessment & Co-ordination committee
8. Protection of women rights committee
9. Rehabilitation & Reconstruction Committee
10. Village disaster management committee (VDMC)

[illegible]

Evacuation, search and rescue operation committee			
Sl. No	Members	Sex	Responsibilities
			<ul style="list-style-type: none"> Will organise materials required for search and rescue like rope, wooden planks etc Will evacuate the most vulnerable people on the first hand Will evacuate people who are stuck in difficult situation

First aid committee			
Sl. No	Members	Sex	Responsibilities
			<ul style="list-style-type: none"> Will ensure that Pregnant women, lactating mother, PWD receive the first aid treatment on a first hand basis Will keep the first aid box ready Provide the community with halogen tablets, chlorine tablets and ORS sachets Will help in providing first aid to the injured during and post disaster Will advise community to prevent from communicable diseases

[illegible]

Water and sanitation committee			
Sl. No	Members	Sex	Responsibilities
			<p><u>Pre –disaster</u></p> <ul style="list-style-type: none"> Will stock bleaching powder Will stock fire wood and kerosene Will collect water testing kit from the PHED department. <p><u>During disaster</u></p> <ul style="list-style-type: none"> Will ensure cleanliness in the shelter Will use bleaching powder to keep the shelter & village infection free Help to keep safe drinking water and store it for future use Will construct separate temporary latrines for men & women in the shelter <p><u>Post disaster</u></p> <ul style="list-style-type: none"> Will disinfect water sources such as tube wells and open wells Will maintain cleanliness in the village and in its surroundings. Will clean the village level institutions such as schools, AWC etc. Will sensitise community for WASH practices

Assessment & Co-ordination committee			
Sl. No	Members	Sex	Responsibilities
			<ul style="list-style-type: none"> Will co-ordinate amongst all the teams and will help in smooth operation of each task force committee Will do assessment of losses, prepare assessment report and submit to government. Will interact with administration for adequate relief & rehabilitation. Will coordinate between the community and the government officials and PRI members

Protection of women rights committee			
Sl. No	Members	Sex	Responsibilities
1			<ul style="list-style-type: none"> Will identify protection issues of women & adolescent girls in the shelter and in the community and address it Will make special arrangement for women & adolescent girls in the shelter Will assure safety and security of women and adolescent girls Will make the shelter place abuse free Will ensure that pregnant & lactating mothers get proper food. Will ensure availability of sanitary napkins in the shelter Will coordinate with all other teams & key stake holder for making necessary arrangements for the safety and security of women and adolescent girls
2			
3			
4			
5			
6			

Rehabilitation & Reconstruction Committee			
Sl. No	Members	Sex	Responsibilities
1			<ul style="list-style-type: none"> Will prepare rehabilitation plan based on assessment report. Will facilitate smooth & effective rehabilitation and reconstruction program of government and other agencies. Will prioritise and ensure that women and vulnerable groups get adequate rehabilitation and reconstruction support from government and other agencies.
2			
3			
4			
5			
6			

Village disaster management committee (VDMC)			
Sl. No	Name	Sex	Responsibilities
1	School Teacher		<ul style="list-style-type: none"> Will call for a meeting of all committees once disaster is announced Will delegate responsibility to all the task force committee members Will do overall supervision and management of pre, during and post disaster management and resilience building activities. Will ensure accountability and transparency in all programs by conducting social audits, insisting on transparency boards clearly giving the details of materials provided to the survivors and installing complaint box.
2	Sarapancha		
3	Word member		
4	President of SHG group		
5	Sarapancha		
6	President of Women group		

3.9 Listing of Important Contact Details

Important contact details		
Name of the Person	Designation	Contact number
	Collector	
	Sub-collector	
	Ambulance	
	District Emergency Officer	
	B.D.O	
	Sarapanch	
	Tahasildar	
	Childline	
	Child Welfare Committee	
	District Child Protection Officer-CDPO	
	Fire Station	
	Police Station	

3.10 Creation of Village Level Disaster Mitigation Fund

Aim of forming a relief fund at the village is to make the community self reliant in meeting the immediate need during and after disaster especially in providing emergency assistance to women and vulnerable groups.

Norms of forming disaster mitigation fund

- All the villagers irrespective of their caste, creed and religion will be a part of the disaster relief fund
- 80% of members of the committee will be women
- All the family members in the village will deposit a fixed amount at the village level
- There should be relaxation for vulnerable families in the deposit amount.
- There will be a designated committee for the maintenance of the relief fund
- Will open a bank account in the nearby bank
- There will be designated persons for the deposit and withdrawal of the cash that will be collected every month

4.1 Sharing and Approval of CCP by Local Governance

Once the process of CCP is complete, it needs to be shared among all key stake holders starting from Panchayat members-PRIs to the block and district administration. The objective is to incorporate their input and feedback in the CCP before finalizing it. Also it is important to share the CCP with the community so that they would get the scope to identify and fill up the gaps and finalise it.

Approval of the CCP by Palli Sabha & Gram Sabha (the lowest unit of governance in India)

- It is highly essential to facilitate the process to get the CCP approved by Palli Sabha and Gram Sabha so that it can be incorporated in the Panchayat Plan and Panchayat will be guided by these CCPs while responding to future disaster.
- The Ward Member will call the Palli Sabha for approval of CCP in the Palli Sabha in the presence of all voters of the ward.
- Once the CCP is approved in the Palli Sabha, the Sarapanch will call the Gram Sabha to approve the CCP in the presence of all voters.
- The quorum of Gram Sabha & Palli Sabha needs to be maintained for the approval process.
- We must ensure that all women leaders, single women, women voters and voters from vulnerable communities/groups are present in the Palli Sabha and Gram Sabha and give their signature in the resolutions.

Sharing of CCP with Emergency department, Block & District administration

- Once the CCP document is completed and approved by the Palli Sabha and Gram Sabha; it needs to be submitted by the Panchayat and women leaders to the Emergency Unit and to the District Administration. The Panchayat members and women leaders need to influence the Emergency Unit and District Administration to accept this as the disaster preparedness plan of the village and Panchayat and to act as per the plan while responding to disaster.
- One copy of CCP has to be submitted to the Block Development Officer-BDO for information and action.
- Women leaders along with Panchayat Members must influence the government to provide adequate fund for effective disaster response by the community.

4.2 Mock Drill

Disasters always leave adverse impact on the life and livelihood of the community and vulnerable people. Lack of preparedness that includes lack of communication facilities, poor dissemination of information, lack of spacious shelter houses and facilities create havoc during disasters. Preparation of CCP is not effective unless community experiment it through certain key activities that would reduce the impact and prevent people getting panic.

What is a MOCK DRILL?

- ☞ The MOCK DRILL is a planned activity that creates an artificial incidence of occurrence of a disaster
- ☞ Community can measure the state of readiness and test the effectiveness of an emergency response Plan

CIRCUMSTANTIAL ASSUMPTIONS (for simulating environment of a disaster):

A few circumstantial assumptions need to be imposed for the effective learning of the community.

- ☞ a high level of tension and anxiety
- ☞ highly unreliable information requiring critical assessment
- ☞ Lack of time for taking decisions
- ☞ Lack of coordination among different committee members and community

The mock drills will be conducted with some specific objectives

- To create awareness about disaster preparedness amongst the community
- To revitalize the response mechanism to remain in readiness to face future eventualities arising out of disaster
- To strengthen communication procedure before, during and post-disaster situations
- To familiarize the community with procedures of evacuation, shelter management, search and rescue & first aid operations
- To identify and keep the safe shelters ready and accelerate readiness for the evacuation of the most vulnerable
- To keep the household level emergency kit ready for evacuation at any time
- To keep the emergency equipment in readiness for use



Mock Drill in the village



Mock Drill in the village

Process of organizing a mock drill

- Call a meeting of all the taskforce committees present in the village
- Fixing a date and time for the mock drill
- Informing all the villagers & key stake holders about the aim and objective of the mock drill and encourage them to participate actively in the process
- All the task force committee members must organise the required materials available within the village for practice

Committees	Materials required
Information dissemination committee	Bell or drum available within the village for announcement/warning
Evacuation committee	Cloths, important documents, dried food materials like biscuits, water bottles, Flat Rice.
Water and sanitation committee	Bamboo of 6fts 4 numbers, rope, tarpaulin, buckets, mug, soap,
First Aid committee	White gauge piece, white clean cloth, scissor, bamboo sticks, bamboo of 6 ft. 4 numbers etc.
Rescue committee	Bamboo of 6 ft. 4 numbers, blankets, gunny bags etc.

Under the mock drill the following facets of resilience building will be practiced

- Systematic evacuation
- Important documents to be taken during evacuation
- First Aid
- Rescue
- Shelter management
- Preparation of temporary latrines
- Water purification techniques
- Safety of domestic animals
- Safety and security of women and adolescent girls
- Rescue and protection of vulnerable people/groups



Training of Rescue Team

Important points to be noted while conducting mock drill

- All the task force committee members' names and contact details needs to be declared
- All the villagers needs to be informed about the safe shelters
- Safe evacuation and important documents to be carried while evacuation

4.3 Capacity Building of Various Taskforce Committee Members

Formation of Task Force Committees should be followed by their capacity building programs so as to make them able to perform their role and responsibilities. Training programs needs to be organised for each task force committee on the function of the committee.

Topics of Training for different task force committees

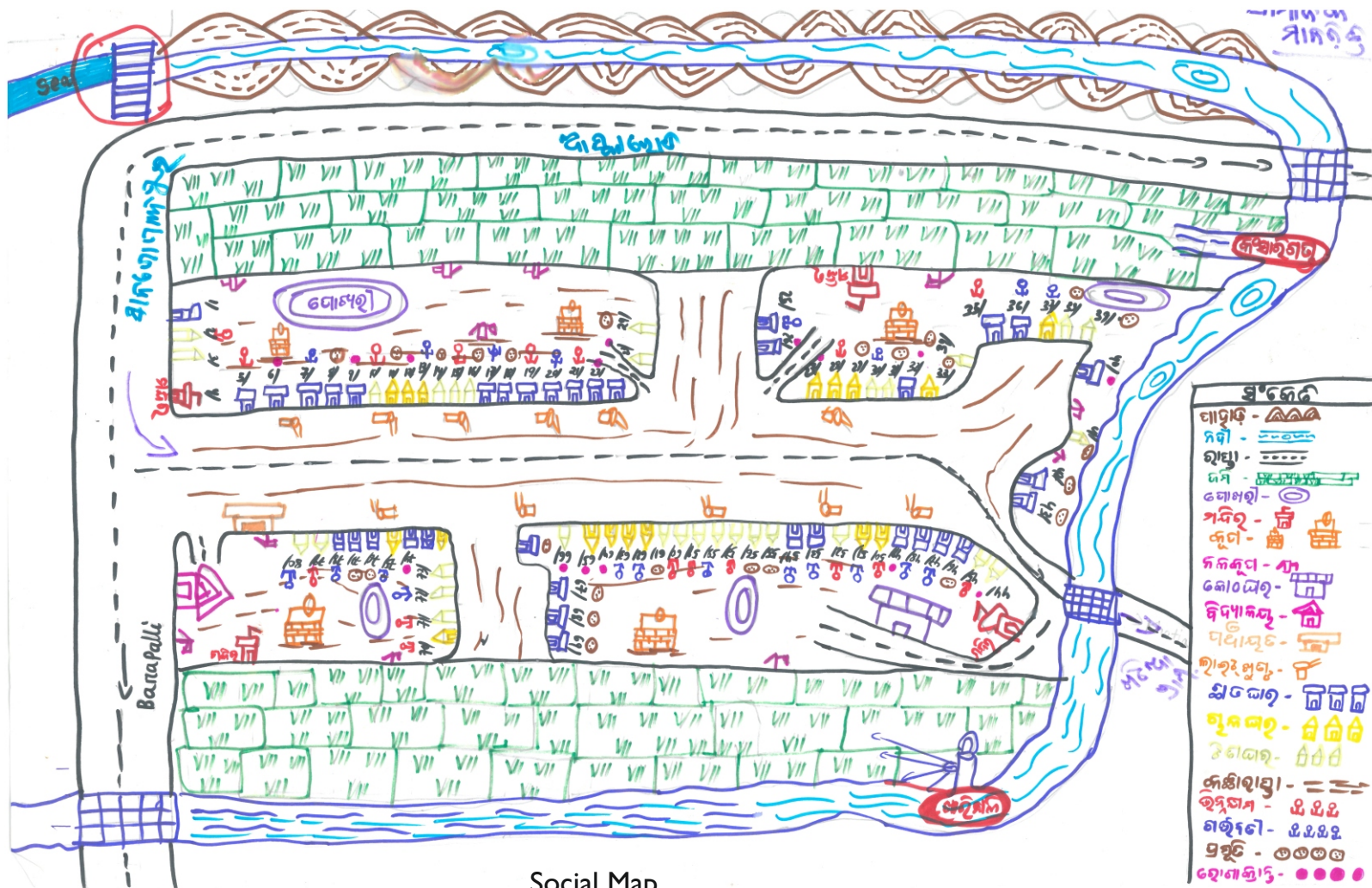
- **Information dissemination committee** (training on sources of information, authenticity check of the information and information dissemination modes operandi)
- **Evacuation, search and rescue operation committee** (training on need and procedure of evacuation, search mechanisms and rescue techniques, stages of rescue, emergency methods of rescue, ground handling techniques etc.)
- **First aid committee** (training on first aid like artificial respiration, prevention of bleeding, treatment of poison, burn bandage etc.)
- **Water and sanitation committee** (training on water purification techniques and procedures, use of halogen and chlorine tablets and its quantity)
- **Shelter management committee** (training on aspects of a safety and hygiene)
- **Women rights protection committee** (training on how disaster makes women and adolescent girls more vulnerable, protection issue of women & adolescent girls, how gender discrimination leads to violation of women and girls right, about violence against women and girls and on rights of women and girls)

CONCLUSION:

A Community Contingency Plan is a systematic approach towards resilience building of the community and towards evolving a comprehensive and holistic approach to face all disasters. It enables the community to face any future disaster with an increased resilience. It also helps the community in sharing information, building skills and knowledge; utilizing the infrastructure, materials and funds available at the community level. When it is women led it also addresses to the structural inequalities by making women the primary stakeholders of the process. As women participate in the planning process, the plans are formed with a gender lens. Impact of disaster could be reduced further with the identification of vulnerable places, communities and members within the village. Also the safe shelters are identified and earmarked to be use during disastrous situations. Formation of task force committees within the village helps in giving a sense of ownership and accountability to community. The training of task force committees will build their capacity that would be fortified over a period of time.

The CCPs are approved by the Palli Sabha & *Gram Sabha* and hence the community owns the decisions taken and the tasks allocated to them. There is a need for periodical revision of CCPs preferably in the month of June that would create an opportunity to upgrade with latest information and resources.

This CCP Tool Kit can be used as a dynamic instrument towards women empowerment and resilience building in villages..



Social Map

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