**Standard Operating Procedures for Dzongkhag Disaster Management (DDM)**

For the smooth and effective implementation of Dzongkhag Disaster Contingency

Plan, the following standard procedures shall be followed:

1. The concerned Dungpa/ Gewog Thrizin shall immediately provide Fast Information Report (FIR) regarding any kind of disaster of any magnitude to Dzongkhag Incident Commander (Dasho Dzongdag, 17760188) such as site of the disaster, number of people affected, access routes to help prepare for search and rescue operations.
2. Dungkhag and Gewogs shall activate respective contingency plan and IC of Dungkhag/Gewog shall carry out secondary hazard, vulnerabilities and capacity assessment to respond to the situation immediately.
3. The Gewog officials who have been trained in ‘Search and Rescue’ must be dispatched immediately by the Dungpa/Gup.
4. Dungkhag/Gewog IC shall also direct the concerned Dungkhag/Gewog Administrative Officers to mobilize the Dungkhag/Gewog Response Team depending on the magnitude of the disaster.
5. The Dzongkhag IC shall also accordingly assess the situation based on the information received from the Gup and activate the Dzongkhag Response Team (DRT) led by Dzongrab (17672183) and the Emergency Medical Team-EMT (CMO, 77232566/251099).
6. The RBP shall also be intimated by the IC and a team from the RBP must also leave for the site. Similarly, Dzongkhag shall apprise RBA (Gupda, 17780005) and Desuup (coordinator, 17655045) for evacuation depending on the magnitude of the disaster.
7. If the scope of the rescue operations is beyond the Dzongkhag’s capacity the IC shall inform the Department of Disaster Management (DG, DDM at 17600584) who shall in turn mobilize the National Search and Rescue Team (Captain Thukten Choizang, 17626522 or Captain Ugyen Wangdi, 17708085/322261).
8. The DRT shall dress (Rescue Dress with Jacket) appropriately and shall immediately gather/report at *Dzong parking or* leave immediately for the site.
9. EMT shall keep one of their ambulances ready at all times to attend to such disasters. EMT should also activate BHUs that are nearby disaster site for immediate medical response.
10. The hospital must also be prepared to handle mass casualties and delegate specific responsibilities to their medical staffs beforehand and also inform the Mongar or Jigme Dorji Wangchuck National Referral Hospital, Thimphu.
11. Depending on the magnitude of the disaster and the need, Procurement officer (17512577) and Kidu Officer (17787813) shall coordinate necessary logistics such as supply of essential food items and shelter (UNICEF kit, tarpaulin etc..) to the affected people.
12. The logistic section should coordinate with FCB (17610315) and Dzongkhag Agriculture sector (17668400) regarding the supply of essential goods.
13. The Internal Auditor shall closely tracked resources deployed during the response and is accountable if any resources are misplaced before, during and after the disaster.
14. Logistics in consultation with IC and health shall avail helicopter service if the victims need immediate air lift to referral hospitals.
15. The Dzongkhag Disaster Vehicle BG-4-A0366 (Driver Karma Wangdi, 17647295) shall remain on alert and Hilux on standby at all times. Human Resource Officer (17434363), transportation section shall prepare transportation arrangements in case there are huge casualties and for the transportation of essential goods to the affected areas.
16. The restoration of public properties, infrastructure and reconstruction shall be carried out by engineering section led by District engineer (77405602) and Department of Road.
17. The immediate need of budget for any type of disaster activity (for relief and recovery activity) shall be met from the Dzongkhag annual approved budget and the Dzongkhag shall seek reimbursement from DDM after the situation is fully stabilized.
18. The budget for SAR, immediate restoration of public infrastructures and reconstruction shall be used in strict compliance to the financial guideline provided by the MoF through DDM.
19. Situation and documentation shall be updated by legal officer (17464015) and DDMO (17720579)

**Dzongkhag Response Team**

|  |  |  |  |
| --- | --- | --- | --- |
| **Members** | **Designation** | **Contact No.** | **Remarks** |
| **Pema Dorji** | **Sr. Dzongrab** | **17672183** | **Team Leader** |
|  | **SSP/OC** | 113/07-251156 |  |
| Pema Wangda | Cultural Officer | 17676408 |  |
| Regzin Lhundrup | EO | 17987775 |  |
| Yonten Phuntsho | DF | 17720579 |  |
| Golay | SAR | 17532169 |  |
| Tshering | SAR | 17713922 |  |
| Tempa Gyeltshen | SAR |  |  |
| Dorji Duba | SAR |  |  |

**Dzongkhag Emergency Medical Team (EMT)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Members** | **Designation** | **Contact No.** | **Remarks** |
| Pema Tshewang  Dr. Kezang Dorji | DHO  CMO | 17670879  77232566 | Team Leader |
|  | EMT |  |  |
| Ambulance | Driver |  |  |

**Dungkhag Response Team**

|  |  |
| --- | --- |
|  | **Remarks** |
| Dungpa | Team Leader |
| ADM |  |
| Accountant |  |
| Doctor/OC |  |
| Volunteers |  |

**Gewog Response Team**

|  |  |
| --- | --- |
| **Members** | **Remarks** |
| Gup | Team Leader |
| GAO |  |
| Mangmi |  |
| Concerned ChiwogTshogpa |  |
| Village Volunteers |  |

**List of Essential Food Items (Per Head for instant relief and for 1 week)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Equipment** | **Nos.** | **Remarks** |
| 1 | Biscuits | 2 |  |
| 2 | Noodles | 2 |  |
| 3 | Mineral Water | 1 |  |
| 4 | Litchi / Frooti | 2 |  |
| 4 | Rice | 5 Kg |  |
| 5 | Dal | 1 Kg |  |
| 6 | Oil | 1 Litre |  |
| 7 | Salt | 200 gm |  |
| 8 | Chilli | ½ Kg |  |
| 9 | Dry Fish | ½ Kg |  |

**Essential List of Search & Rescue Equipment**

|  |  |  |  |
| --- | --- | --- | --- |
| **SL** | **Equipment Name** | **Qty.** | **Remarks** |
| 1 | Plain carabineer | 11 |  |
| 2 | Screw carabineer | 22 |  |
| 3 | Figure of 8 | 6 |  |
| 4 | Descender | 2 |  |
| 5 | Prusik | 9 |  |
| 6 | Tab sealing | 5 |  |
| 7 | Half body harness | 12 |  |
| 8 | Full body harness | 4 |  |
| 9 | Water throw bag | 6 |  |
| 10 | Dynamic rope | 100m & 50 m |  |
| 11 | Static Rope | 50m |  |
| 12 | Megaphone | 1 |  |
| 13 | Life Jacket | 8 |  |
| 14 | Single Pulley | 6 |  |
| 15 | Double Pulley | 2 |  |
| 16 | Web belt | 2 |  |
| 17 | Helmet | 15 |  |
| 18 | Stretcher | 3 |  |
| 19 | Life bowel | 8 |  |
| 20 | Ankle plate | 1 |  |
| 21 | Rope Sealing | 4 |  |

## I. Contact details of DDMC members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Name** | **Designation** | **DDMC** | **Contact No** |
| 1 | Tharchin Lhendup | Dzongdag | Chairperson | 07-251131 |
| 2 | Pema Dorji | Dzongrab | Member | 07-251132 |
| 3 | Lt col. Rinzin Dorji | Superintendent of Police | Member | 113/07-251156 |
| 4 | Cheku Dorji | Drungchen, Rabdey | Member | 17674530 |
| 5 | Leki Wangchuk | DT Chairman | Member | 17940956 |
| 6 | Sonam Tshering | Gomdar Gup | Member | 77700323 |
| 7 | Jigme | Orong Gup | Member | 17968739 |
| 8 | Gunman Singh Gyal | Langchenphu Gup | Member | 17286615 |
| 9 | Tenpa Gyeltshen | Lauri Gup | Member | 17507790 |
| 10 | Sangay Wangchuk | Martshala Gup | Member | 17674900 |
| 11 | Madhukar Subba | Pemathang Gup | Member | 17969636 |
| 12 | Jamyang Gyeltshen | Phuentshogthang Gup | Member | 17387528 |
| 13 | Tara Bir Bista | Samrang Gup | Member | 17887005 |
| 14 | Pema Chophel | Serthi Gup | Member | 17860040 |
| 15 | Sangay Tenzin | Wangphu Gup | Member | 17111039 |
| 15 | Ugyen Tshering | Offtg. Kidu Officer | Member | 17787813 |
| 16 | Yonten Phuntsho | Offtg. Disaster Management Officer | Member Secretary | 17720579 |

## II. Emergency Contact details of responsible Officers from Dzongkhag

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Name** | **Designation** | **Contact No** |
| 1 | Pema Dechen | Chief District Engineer | 77405602 |
| 2 | Sangay Dorji | CFO | 17131897 |
| 3 | Pema Wangda | Cultural Officer | 17676408 |
| 4 | Chorten Gyeltshen | DAO | 17668400 |
| 5 | Kelzang Wangmo | ADM Asst. | 17711525 |
| 6 | BN Sharma | DLO | 17732032 |
| 7 | Sonam Tobgay | Procurement | 17512577 |
| 8 | Chimi Tenzin | HRO | 17434363 |
| 9 | Kezang Jigme | Internal Auditor | 17476138 |
| 10 | Sachin Limbu | Environment Officer | 17774440 |
| 11 | Yeshey Wangchuk | Legal Officer | 17464015 |
| 12 | Wangchuk | Planning Officer | 17801734 |
| 13 | Ngawang Tshering | CDEO | 17567495 |
| 14 | Pema Tshewang | CDHO | 17670879 |
| 15 | Jigme Choizom | Finance Officer | 17715496 |
| 13 | Kezang Yuden | ICT Officer | 17567433 |
| 14 | Regzin Lhundrup | Election Officer | 17987775 |

### ***III. Firefighting (trucks, equipment, location, capacity)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.** | **Facilities/equipment’s/ personnel** | **Location** | **Capacity** | **Contact person** | **Phone** |
| 1. | Fire Fighting Truck | RBP, S/Jongkhar | 4500 L | Yangyel Tshering | 110/17686334 |

### ***V. Medical Facilities***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Name of hospital/ BHU** | **Location** | **Contact person** | **Phone** |
| 1. | 20 bedded Hospital | S/Jongkhar Thromde | Chief Medical Officer | 77232566 |
| 2 | 40 bedded Hospital | Dewathang | Chief Medical Officer | 77471797 |
| 2. | 10 bedded Hospital | Jomotshangkha | Dr. Narayan | 17286393 |
| 3. | 10 bedded Hospital | Samdrupchoeling | Dr. Tshering Y Choden | 17660502 |
| 4. | 10 bedded Hospital | Gomdar | Dr. Kezang Dorji | 77875750 |

***VII. Contact details of Gewog Administrative Officers***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No** | **Name** | **Designation** | **Contact Number** |
| 1. | Sonam Wangdi | GAO, Dewathang |  |
| 2. | Sangay Choezom | GAO, Gomdar | 17575697 |
| 3. | No GAO | GAO, Orong |  |
| 4. | Tenzin Dorji | GAO, Langchenphu | 17471199 |
| 5. | No GAO | GAO, Lauri |  |
| 6. | No GAO | GAO, Martshala |  |
| 7. | Leki Tshering | GAO, Pemathang | 17958360 |
| 8. | Rinchen Dorji | GAO, Phuentshogthang | 17660280 |
| 9. | Leki Phuntsho | GAO, Samrang | 17356998 |
| 10 | Jambay Dorji | GAO, Serthi | 17120928 |
| 11 | Ugyen Norbu | GAO, Wangphu | 17655529 |

**Desuup**

|  |  |  |  |
| --- | --- | --- | --- |
| Karma Loday | De-suup Coordinator | 97 desuup | 17655045 |