

**TERMS OF REFERENCE OF DISASTER MANAGEMENT (DM) PROFESSIONAL  
IN  
DISTRICT DISASTER MANAGEMENT AUTHORITY (DDMA), MEGHALAYA**

**1. Background**

- DDMA as the apex body is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.
- Specialist inputs in relevant discipline/areas of disaster management need to be provided to DDMA by DM Professional. They will provide domain specific technical assistance in formulation of guidelines/conduct of subject related Training.

**2. Objective:**

- Drawing composite Annual Action Plan, duly approved by DDMA and SEC
- Carrying out HRVA for the district
- Preparation/Updation of DDMP as per the section 31 of the DM Act, 2005, the Model Framework developed by NDMA, SDMP and action points mentioned in the various guidelines of NDMA.
- Obtaining approval of SDMA for DDMP and uploading on SDMA/DDMA's website.
- Organization of the Mock Drill in hazard prone and vulnerable area for district specific disasters.
- Organize capacity building programme for community, officials including mason, PRI, Engineers, women, specially disabled persons, school teachers etc.
- Ensure that the areas in the district vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of its effects are undertaken by the departments of the Government at the district level as well as by the authorities as per section 30 of the DM Act, 2005.
- Organizing Mock Drill in the hazard prone and vulnerable for gap evaluation and updating the DDMP.
- Organized and coordinate special training programmes for different levels of Officers,, employees and Voluntary rescue workers in the districts as per section 30 of the DM Act, 2005
- Facilitate community training and awareness programmes for prevention/ mitigation of disaster with the support of local authorities, Governmental and Non-Governmental organizations as per section 30 of the DM Act,
- Review development plans prepared by the departments of the government at the district level, statutory authorities or local authorities with a view to make necessary provisions therein for prevention of disaster or mitigation as per section 30 of the DM Act, 2005
- Review of HRVA profile of district, identification of gaps with proposed measures to mitigate the same.
- **Regular meetings of DDMA-** At least once in every quarter

### 3. Training Programme to be conducted

- Training programme of Government Officials on IRS
- Training of Traffic Police on FA/SAR
- Training Programme of Govt. officers on EOC Operation and Maintenance
- Training Programme of Govt. officers on mainstreaming disaster management in their respective departmental plans and programmes
- Training Programme of Govt. officers on Gender mainstreaming for DRR, building resilience to climate change impact
- Training Programme for community members on DM and prevention of un-scientific mining
- Training Programme for community members on early warning system
- Training Programme for community members on Livestock management during different phase disaster
- Training Programme for People with disability (PWD) on disaster management
- Documentation and dissemination of lessons learnt, best practices and indigenous methods of building disaster resilience