

Program Disaster Management Plan Disaster Risk Management Programme

This Plan covers the following projects:

- **Improved Policy Making Mechanisms for Disaster Risk Reduction Initiatives in Tajikistan**
- **Improved Information Management in Emergencies – “111 Project”**
- **Tajikistan Earthquake Recovery Support**
- **Sustained development progress through effective identification, monitoring and reduction of the existing disaster risks in Tajikistan at all levels**
- **Support Unified and Coordinated Disaster Response Policy and Practice**
- **Capacity building for mitigation of climate change induced disaster risks**

Date Completed: 25 Feb 2013	Maruf Kandikov, DRMP Emergency Officer
Date Revised: 4 April 2013	By C. Kelly, Disaster Planning Consultant
Date Revised: 18 April 2013	By C. Kelly, Disaster Planning Consultant
Date Revised: 27 April 2013	By C. Kelly, Disaster Planning Consultant
Date Revised: 04 June 2013	By Valijon Ranoev, DRMP Project Analyst
Date Revised:	

Disaster Risk Management Focal Point:

Valijon Ranoev, Project Analyst,

Tel; (+992) 98 598 48 73

Email: valijon.ranoev@undp.org,

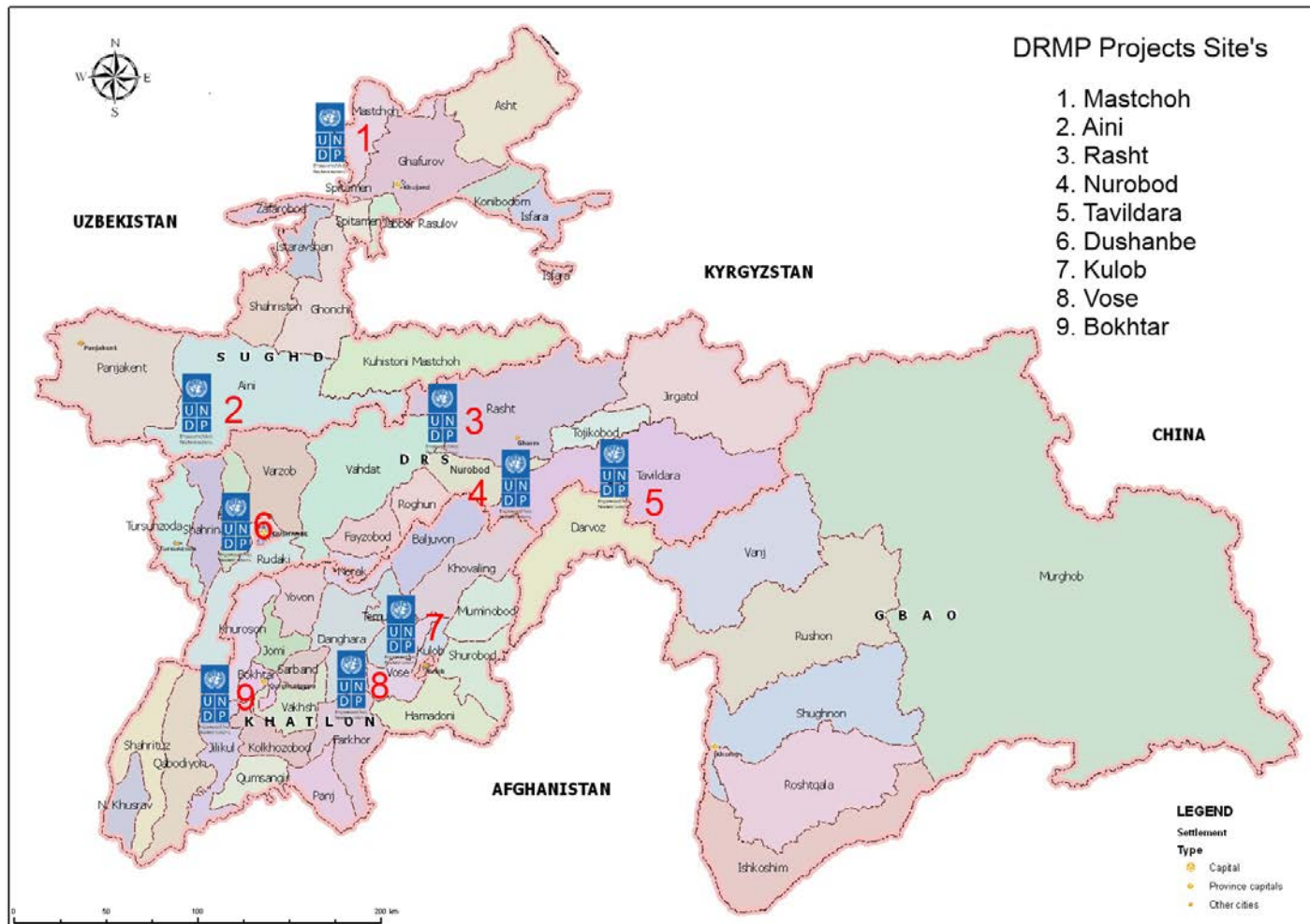
valijon85@gmail.com

This document is to be reviewed and revised yearly.

Table to Contents

Map of Project Activity Locations.....	3
Map of Project Office	4
I. Summary.....	5
II. Purpose.....	5
III. Contacts and Resources	6
A. Contacts.....	6
B. Resource Inventory	8
IV. Background.....	10
A. Country Context	10
B. Project Summary.....	11
C. Program Activity Summary.....	11
D. Summary of Interagency Contingency Plan (IACP) Risk Assessment.....	14
V. Summary of Program-Specific Risk Assessments	16
A. Program Level.....	16
B. Implementation Level	17
C. Outcome Level.....	19
D. Vulnerability Assessment.....	23
E. Office Safety Assessment	25
F. Site-Specific Hazard Screening Form.....	27
VI. Risk Management.....	28
A. Program-Level Risk Management Options	28
B. Standard Operating Procedures	28
1. Preparedness Stage	30
2. Warning Stage	33
3. Response Stage	35
4. Recovery Stage	36

Map of Project Activity Locations



DRMP Projects (as of February 2013)

1. Maschoh District, DRMP is supporting construction of Maschoh District Central Hospital.
2. Ayni District, DRMP is supporting a Micro Loan Organisation (MLO).
3. Rasht District, DRMP is involved in recovery activities after an earthquake on 13 May 2012.
4. Nurobod District, DRMP is involved in recovery activities after an earthquake on 13 May 2012.
5. Tavildara District - DRMP is involved in recovery activities after an earthquake on 13 May 2012.
6. Dushanbe city, two projects are implemented in partnership with CoES, on the National Platform and 111 Emergency Number System.
7. Kulob City – DRMP is supporting a MLO via the Communities Program.
8. Vose - DRMP is supporting a MLO via the Communities Program.
9. Qurgantube – DRMP is providing the Secretariat for the Regional REACT

Map of Project Office



I. Summary

This plan is designed to specify procedures for use by UNDP Tajikistan's Disaster Risk Management Program (DRMP) to manage sudden unexpected situations such as emergencies and disasters. The **Plan** enables DRMP to reduce the possible consequences of emergencies through specific preventative measures and the preparation of staff to respond to emergency situations in a planned, well prepared manner.

This plan covers the whole disaster management process, and addresses actions before, during and after disasters. The plan is compiled on the basis of a generic plan format including standard operating procedures and best practice which has been expanded to include risk-specific planning for disaster management challenges faced in Tajikistan. The **Plan** includes a description of staff responsibilities for addressing potential emergencies and disasters. The **Plan** also contains contact lists, maps of the program location and staff locations. The **Plan** is to be updated regularly and reviewed at least annually or when there are significant new additions to the DRMP program.

II. Purpose

Considering that Tajikistan is subject to a range of hazards and frequently experiences disasters (details provided below) the purpose of this **Plan** is to:

1. Reduce the threat to the life and performance of DRMP staff and their families,
2. Reduce the impact and disruption of disasters on program implementation, and
3. Incorporate disaster risk reduction into development programming.

Successful implementation of the **Plan** requires:

- Anticipating the types of hazards and disasters which might affect DRMP,
- Identifying and addressing weaknesses in DRMP's capacities to deal with the possible disasters,
- Identifying critical tasks that must be done before (*preparedness* and *warning*) and following a disaster (*relief* and *recovery*),
- Documenting procedures for all critical tasks,
- Identify primary and backup staff who are responsible for these tasks¹, and
- Identify opportunities to reduce disaster risk (*hazard impacts* or *social vulnerability*) through program activities.

¹It is hard to predict which staff members will miss work due to sickness or to care for loved ones. The **Plan** anticipates that all staff members are trained on the critical tasks.

III. Contacts and Resources

A. Contacts²

Name	Position	Location	Phone Numbers: Direct and (Short Number)	Email
Mr. Alexander Zuev	United Nations Resident Coordinator	Dushanbe	44 600-55-96/97/98	Alexander.zuev@undp.org
Mr. Norimasa Shimomura	UNDP Country Director	Dushanbe	44 600-55-96/97/98	Norimasa.Shimomura@undp.org
Firdavs Faizulloev	DMRP Program Manager	Dushanbe	918790114 (114)	Firdavs.Faizulloev@undp.org
Vadim Nigmatov	National Disaster Response Advisor, OCHA Contact	Dushanbe	985843617 (404)	Vadim.nigmatov@undp.org
Odina Sharifov	Log/Admin Assistant	Dushanbe	985 34 96 41 (220)	Odina.sharifov@undp.org
Gulandom Saidova	Fin/Admin Associate	Dushanbe	985349645 (224)	Gulandom.saidova@undp.org
Valijon Ranoev	Programme Analyst	Dushanbe	98 598 48 73 (163)	Valijon.ranoeva@undp.org
Vacant	Project Analyst	Dushanbe		vacant@undp.org
Islom Usmonov	National Consultant	Dushanbe	98050631 (065)	Islom.usmanav@gmail.com
Khursheda Aknazarova	Project Assistant	Dushanbe	918421962 (962)	Khursheda.agnazarova@undp.org
Ahmadjon Kadirov	IT Assistant	Dushanbe	918-79-04-96 (496)	Akhmadjon.kadirov@undp.org
Mansur Saidov	Driver	Dushanbe	98 534 96 43 (222)	mansur.saidov@inbox.ru
Zaffar Jumaev	Driver	Dushanbe	918 16 12 26 (226)	jumaevz@mail.ru
Zulfiya Abdukayumova	Cleaner	Dushanbe	935971067	bonu67@mail.ru
Sarafroz Mavlyanov	DRMP Security (Guard at gate)	Dushanbe	6005527 (553), 985843590 (578)	sarafroz@gmail.com
Khairiddin Abdurahimov	Chairman, Committee of Emergency Situations (CoES)	Dushanbe	2231009	
Abdusator Khushvakhtov	Deputy Chairman, CoES	Dushanbe	917 74 73 94	amirjon-9602@mail.ru
Alisho Shomahmadov	Head, Information Management and Analytical Centre, CoES	Dushanbe	907747394	Alisho.shomahmadov@mchs.tj

² An online map can be accessed via the following link which provides the exact location of the home address of all DRMP employees. [\\server\H Drive\Programme\UNDP DRMP\Workplan\11 - DRMP Disaster Preparedness Plan](#). The map can be accessed from other locations as well by using username and password details of which are provided on H-drive.

Jamshed Kamolov	Head, Department for the Protection of Populations, CoES	Dushanbe	907729769	jjk@list.ru
Jamshed Kurbanbekov	International Department, CoES	Dushanbe	935321516	Kurbonbekov_mchs@mail.ru
Contact details of UNDSS ³				
Faisal Mustafa	Security Adviser	Dushanbe	907722711	robert.painter@undss.org
Maxim Kamarzaev	Deputy SA	Dushanbe	907703850	Maxim.Kamarzaev@undss.org
Khurshed Toshmukhamedov	Local Security Assistant	Dushanbe	907783849	Khurshed.Toshmukhamedov@undss.org
Anvar Mirzoev	Local Security Assistant	Dushanbe	907712663	Anvar.Mirzoev@undss.org
Madina Sufieva	Local Security Assistant	Dushanbe	907703847	Madina.Sufieva@undss.org
Ilhom Hukumatov	Area Security Assistant (ASA) Shaartuz	Shaartuz	907502010	Ilhom.Hukumatov@undss.org
Ismoil Khalifaev	ASA Khujand	Khujand	907501080	Ismoil.Khalifaev@undss.org
Ilhom Merganov	ASA Ayni	Ayni	905052309	Ilhom.merganov@undss.org
Khairullo Murodov	ASA Kulob	Kulob	907756970	Khairullo.Murodov@undss.org
Firuz Solikhov	ASA Kurgan Tube	Kurgan-Tube	907502010	Firuz.Solikhov@undss.org
Shamir Saidov	ASA Gharm	Gharm	907501070	@undss.org

³ Details from UNDP Directory updated on March 2012.

B. Resource Inventory⁴

Disaster Resource Inventory				
Category	Specific Resource	Specification	Location	Contact for Use
Shelter / Housing (indicate location and m ²)	None available	Not available	Not available	Not available
Office Space	33.08 m ²	The office is located in a 3 story building which has a basement (kitchen, meeting room, storage) and a small courtyard partially used as a parking space.	91/10 T. Shevchenko street - "1-st Floor", Dushanbe, Tajikistan, Tel: (+992 44) 600 5919; Tel/Fax: (+992 44) 600 5910	Odina Shapifov Log/Admin Assistant, Tel; 6005906 (m) 985 34 96 41 (220)
Water	3,000 liters water storage (back up)	Plastic water tank which is supplying water to the entire building.	Courtyard of the building	Odina Shapifov Log/Admin Assistant, Tel; 6005906 (m) 985 34 96 41 (220)
Sanitation	Toilet and shower	Shared by male/female staff from second and third floor. Both shower and toilet are in the same room. An additional toilet is located in the courtyard, outside the building.	Second floor	Odina Shapifov Log/Admin Assistant, Tel; 6005906 (m) 985 34 96 41 (220)
Transport (vehicles) (list type and fuel used and location)	Land curiser 200, Lic # 101 99 Land Cuiser 200 Lic #101 77 RAV 4, Lic # 101 43 Nissan Patrol Lic #101 59 Mersedes Benz (gasoline tanker) Kamaz (serial ID XTC53215012163842)	- 6 passenger, diesel - 8 passengers, petrol - 8 passengers, petrol - 4 passengers, petrol - 9 passengers, petrol 10,000 liter capacity, diesel 8 ton capacity, diesel	Dushanbe Dushanbe Dushanbe Dushanbe Dushanbe Dushanbe Dushanbe	Mansur - 98 534 96 43 Zafar - 918731725 Zafar - 918731725 Odina - 985 34 96 41 Odina - 985 34 96 41 Odina - 985 34 96 41
Communications (list)	Fax and Phone: Tel: 6005910 Thuraya – Hughes – Car Use Unit with antenna - Tel 8821655540256 Thuraya – Hughes (battery bad) – charger unit with handset - Tel 8821655540792, Thuraya – small, with wall charger	-	Dushanbe Dushanbe Dushanbe	Ahmadjon Kadirov, IT Assistant, Tel; 6005906, (m) 918 790496 (496)

⁴ A separate inventory is attached as Annex A.

	– Tel 8821655540213			
Heavy Equipment (list by type, fuel and location)	None	NA	NA	
Computers and related equipment ⁵	Fujitsu Esprimo E3521, Fujitsu Esprimo E3522, Fujitsu Esprimo E3523, Notebook Fujitsu Siemens Lifebook S710, Notebook Fujitsu Siemens Lifebook S711, Fujitsu Esprimo E3521 Fujitsu Esprimo E3521 Fujitsu Esprimo E3521 Fujitsu Esprimo E3521	See inventory in Annex A.	DRMP DRMP DRMP DRMP DRMP DRMP DRMP DRMP DRMP DRMP	Valijon Ranoev Ahmad Kadirov Ahmad Kadirov Vacant Ahmad Kadirov Gulandom Saidova Khursheda Aknazarova Akhmad Kadirov Akhmad Kadirov Akhmad Kadirov
Specialize Personnel (list names, specialization and contact information)	Gulnora Pirmatova Gulandom Saidova	Undergone UNDP training to drive the UN vehicles Trained as a midwife		Log/Admin Assistant, Tel; 6005906, (m) 918 70 02 19 LogFinance Associate. Tel: 985349645 (224)
Storage Space (indicate size and current capacity)	Storage Room.	7.64 m ² storage room	Basement of the main building	Akhmadjon Kadirov, IT Assistant, Tel; 6005906, (m) 918 790496 (496)
Electrical supply/generators	None	NA	NA	NA
Fuel supplies	None	NA	NA	NA
Other Supplies (list)	None	NA	NA	NA

⁵ Printers, UPS and routers list of which is provided in **Annex A**.

IV. Background

A. Country Context⁶

Tajikistan, one of the poorest among CIS countries, is a disaster-prone country. The most frequent hazards occurring in Tajikistan are avalanches and mud flows (1,333 events over from 1997 to 2008), followed by small-scale earthquakes (228 events) and floods (151 events). These natural hazards typically happen several times a year and their impact is often local, affecting a few households, communities, villages and occasionally a larger part of a district. In any given year, an average of 1,500 families is affected by small to medium scale events. Though the loss of human lives is usually relatively small, the damage to infrastructure, family assets and livelihoods can be significant

Much is made of Tajikistan being a mountainous country, and it is this geography which gives rise to many of the hazards which lead to small disasters on recurrent basis. At the same time, Tajikistan's mountainous nature provides little opportunity to live away from natural hazards. Mountain communities find little space away from rock-fall or avalanche zones. Even communities in the broader valleys of the country are subject to flooding coming from the mountains and hills of Tajikistan, or neighboring countries. As well, all communities in the country are subject to earthquakes.

Further, the physical infrastructure (e.g., roads, power lines, water systems) needed to sustain livelihoods in Tajikistan are under constant threat from hazards, particularly flooding, landslides, mudflows, earthquakes and avalanches. The consequence is that the cost of establishing and maintaining this infrastructure is high, as are the repair or replacement costs when the infrastructure is destroyed or damaged.

During pre-independence, these costs were absorbed within the larger Soviet Union. Now these costs fall on one of the poorest countries in Central Asia, with limited resources to meet competing needs for disaster risk management, health care, education, investment and all the other development related investment expected from the government.

The damage and loss figures above do not capture the impact of a catastrophic disaster in the country. For instance, a major earthquake near Dushanbe has been projected to result in the loss of over 55,000 persons and substantial damage to infrastructure. Disasters of similar scale could result from the failure of the dam at Lake Sarez or the hydro-electric dam at Nurek⁷.

Hazards in Tajikistan:

- Avalanches
- Conflict in neighboring countries (refugees influx)
- Earthquakes
- Economic crisis
- Epidemics (human)
- Epidemics (non-human)
- Extreme cold weather
- Extreme food insecurity
- Floods
- Glacial lake burst
- Heavy snowfall
- Landslides
- Mudflows
- Rock falls

⁶ From **Program Document, Tajikistan Earthquake Recovery Support.**

⁷ From **UNDP DRMP Program Document 2010-2015.**

B. Project Summary⁸

The Disaster Risk Management Programme (DRMP) is the primary mechanism through which UNDP addresses disaster preparedness, response, and recovery and risk reduction in Tajikistan. DRMP was established in 2003.

Currently the Disaster Risk Management Programme is in its third phase with a program covering the period from 2010 to 2015. The overall objective of DRM Programme is to “decrease the risk of natural and man-made hazards to rural and urban livelihoods, and ensure infrastructure and recovery mechanisms in place”. In terms of technical areas the Programme consists of 5 main outputs:

1. Enhanced operational disaster risk management capacities,
2. Strengthened risk assessment, monitoring and warning capacities,
3. Strengthened disaster risk management institutional and legal frameworks,
4. Disaster response enabled and efficient, and
5. Disaster risk management coordinated.

The Disaster Risk Management Programme supports the Government of Tajikistan to reduce the impact of natural disasters on vulnerable communities by strengthening national capacity to prevent, coordinate, respond and recover from disasters. DRMP will continue to strengthen the capacities of the Committee of Emergency Situations at the national and regional levels, while building regional mechanisms for DRM and mainstreaming DRM into state policy at the national and sub-national levels.

C. Program Activity Summary

DRMP is currently implementing the projects listed below. The following annual work plans⁹ related to the implementation of these projects and the overall objectives of DRMP under the 2010-2015 **Program Document**.¹⁰

- Improved policy making mechanisms for disaster risk reduction initiatives in Tajikistan
- Improved information management in emergencies for effective response in Tajikistan
- Tajikistan earthquake recovery support
- Sustained development progress through effective identification, monitoring and reduction of the existing disaster risks in Tajikistan at all levels.

Improved Policy Making Mechanisms for Disaster Risk Reduction Initiatives in Tajikistan

- Conduction of Capacity assessment and gap analysis with involvement of NP members.
- Revision and update of roles and responsibilities of the members of the NP as well as its Secretariat.
- Development of recommendations for further improvement of roles and responsibilities of the members of the NP as well as its Secretariat.
- Development of annual work plan for NP for 2013 in collaboration with NP Secretariat.
- Provision of support to National Platform Secretariat in organization of four quarterly NP meetings.
- Conduction of three trainings (general DRR cycle, DRR and development, project development and PMC) for NP members, including members of the expert working group.

⁸ From **UNDP DRMP Program Document 2010-2015**.

⁹ Details from the **UNDP DRMP Annual Work Plan 2013**

¹⁰ See Footnote 8.

- Conduction of five meetings for NP Expert group (topics to be identified).
- Provision of support (organization, facilitation and etc) in development of methodology on integration of DRR into development planning document.
- Review of the current reporting formats, existing reports and other relevant documents and consultations with relevant stakeholders on NDRMS implementation.
- Development of SoPs on NDRMS implementation reporting.
- Introduction of developed SoPs through meetings, trainings and coaching.
- Provision of support to CoES in development of annual progress report on NDRMS implementation.
- Ensure provision of regular updates/presentations to REACT partners as well as NP members on progress of the implementation of NDRMS action plan.
- Organization and facilitation/co-facilitation of national consultations (meetings, onOnline, written and etc) for identification of national priorities for post-HFA and post-NDRMS documents.
- Ensure development of the Integrated Risk Management Framework.
- Support CoES in establishment of unified warning and response system for emergency situations.
- Organization and facilitation of regular monthly REACT meetings.
- Ensure proper and regular reporting to REACT members on activities of National Platform.
- Facilitate and lead the REACT review process (on-line, meetings, workshops, consultations and etc).
- Consultations and negotiations with potential replacers of REACT secretariats at regional level.
- Provision of secretariat services, to REACT partnership during the response and recovery operations.
- Facilitate and promote application of REACT recovery framework by REACT following the disaster.

Improved information management in emergencies for effective response in Tajikistan

- ToRs for the WG developed and agreed with the stakeholders.
- WG established.
- One Study Tour to CMC in neighboring countries conducted.
- International consultant hired for functional review and system design.
- Roles and responsibilities reviewed, discussed and agreed.
- SoPs on cooperation, coordination and information exchange developed and endorsed by the involved agencies (CoES, MIA, MoH).
- Needs in information (situation reporting) collection, analysis and dissemination are identified.
- International consultant for development of different stage data input and output formats is hired.
- Data/report formats for “111 service” are developed and agreed with participating agencies.
- Training programs are developed.
- Two trainings are conducted for CoES, MIA and MoH staff on data collection, processing and transfer.
- Equipment needs are identified and required equipment is procured and installed.
- One training conducted for CMC/111 service operators = on equipment operation.
- Real-time interagency simulation scenario developed and simulation conducted.

Effective coordination of response and recovery activities ensured

- Provide support to coordination efforts of REACT partnership related to emergency response and early recovery in close with the district Commissions on Emergency Situations in Rasht valley, Committee of Emergency situations, national agencies and REACT partners;
- Provide inputs to situation reports, highlighting response and recovery needs, support assessment and monitoring missions by CoES and REACT, support resource mobilization;
- Provide advice to REACT partners on aid coordination in humanitarian setting taking into account recovery needs;
- Further monitoring and coordination the implementation of the Joint Response Plan.
- Identification of further gaps and needs in recovery process.
- Support REACT partners in planning and implementation of recovery interventions, applying recently developed REACT Recovery Framework;
- Support UNDP in planning and implementation of recovery interventions in the disaster affected locations.
- Support the national agencies in damage and needs assessment, including sectoral assessments, and ensure that the assessments includes cross-cutting issues
- Based on this and former experiences assist the Committee of Emergency Situations to develop/improve the existing Damage and Needs Assessment procedures, respective formats and analytical frameworks, based on SPHERE or similar humanitarian standards (options to be agreed with the government);
- Develop DNA training modules and deliver respective trainings to the CoES staff in Dushanbe and in the regions.
- Ensure that DNA trainings are included into the training programme of the CoES Training Centre.
- Conduct one simulation exercise on newly developed DNA tool kit.

Sustained development progress through effective identification, monitoring and reduction of the existing disaster risks in Tajikistan at all levels

- Organise Study Tour of the main members of the NP to other NPs abroad for exchange of experience.
- Support UNDP programmes (Communities Programme in particular) in development of the new DDPs with provision of technical expertise and relevant information (risk assessments, contingency stocks etc) for DRR sections.
- Pilot DRR interventions linked to the DDP to show-case the linkage of DRR and Development, inter alias utilizing Cost-Benefit Analysis.
- Implementation of UNDP Action Plan on DRR integration.
- Conduct DRR certification of UNDP programmes/projects.
- Build capacity of UNDP staff on DRR integration into development activities.
- Identify lessons and show-case DRR integration (in UNDP programming) activities to DRR and development stakeholders in and outside of Tajikistan.
- Development and advocacy for endorsement of the National Guidance on Recovery.
- Table-top exercise, involving Gov't and non-Gov't partners to test the Guidance.
- Implementation of (at least) one recovery interventions based on REACT Recovery Framework and Recovery Guidance.
- Build capacity of REACT partners and gov't on conflict analysis and protection issues in emergencies.
- Develop/adapt energy efficiency/heat preservation techniques for rural housing.
- Identify and implement energy efficiency techniques at local level.
- In cooperation with UNDP EEP embark on development/review/improvement of the energy efficiency policies and standards for urban centres.

- Identification and implementation of DRR projects at local level (linked to District Development Plans).
- Identify lessons and show-case DRR projects of DRR and development stakeholders in and outside of Tajikistan.
- Conduct trainings on DRM cycle, DRR and Recovery.
- Ensure peer-review of the National Risk Assessment methodology.
- Train stakeholders (both national and international) on National Risk Assessment methodology.
- Commission risk assessments using the developed Methodology.
- Strengthen capacity of the MEWS Expert Group on data collection, processing and dissemination.
- Establish mechanism of regional (province-level) MEWS info dissemination.
- Consider establishment of the regional (sub-national) MEWS centers.

Support to the unified and coordinated disaster response policy and practice in Tajikistan

- Ensure appropriate maintenance of UNERT premises;
- Ensure stocks within UNERT are refreshed regularly;
- Ensure stocks are ready to be dispatched immediately after a disaster;
- Ensure office supplies inventoried on a regular basis;
- Provision of support to office maintenance and safer working environment/ “disaster proof”.

Capacity building for mitigation of climate change induced disaster risks

- Recruitment of national consultant to conduct risk management capacity assessment and mapping of MLO's and provision of appropriate guidance and reports for selected MLO's.
- Provision trainings for selected MLO's on financial/credit risk management and risk assessment of loan strategies.
- Conduct DRR awareness raising events to DRR Fund Administration councils and selected MLO's.
- Provision of technical and advisory support to DRR Fund Administration councils on selection of appropriate DRR activities.

D. Summary of Interagency Contingency Plan (IACP) Risk Assessment¹¹

The main natural hazards affecting Tajikistan are of two categories: geophysical hazards, a function of the geological make up, and meteorological hazards, which are the result of weather conditions. Geophysical hazards include natural hazards where the principal causal agent is geological and geomorphological (e.g. landslides and earthquakes). Examples of meteorological hazards include flooding and mudslides (could be also geophysical).

The most frequent natural hazards occurring in Tajikistan are avalanches and mudflows (1,333 events over the last 11 years), followed by small-scale earthquakes (228 events) and floods (151 events). These natural hazards typically happen several times a year and their impact is local, affecting a few households, communities, villages and occasionally a larger part of a district.

¹¹ The full **InterAgency Contingency Plan for Tajikistan** can be accessed at <http://untj.org/coordination-mechanisms/disaster-management/resource-page>.

Many of these disasters are linked to spring thaw and precipitation and therefore occur mostly between April and June. Minor events also comprise rock falls, hail, wind, heavy snowfall, and high ground water. In any given year, an average of 1,500 families (i.e. 7,500 people) is affected by such small- to medium-scale events. Though the loss of human lives is usually relatively small, the damage to infrastructure, family assets and livelihoods can be significant.

A severe earthquake hitting capital Dushanbe or another major urban centre is a permanent threat. With few residential and social buildings being resistant to high intensity earthquake, a high magnitude earthquake would result in the devastating destruction in the city. Based on century-long research and observations, seismologists warn that the time for a major earthquake is overdue.

Adverse weather conditions over a prolonged period of time, such as drought or severe cold, occur less frequently but, when they do, have grave consequences for large parts of the population. For instance, an estimated 2 million people were affected by the extreme cold in the first weeks of 2008, while another 800,000 suffered from the consequences of the drought in October of the same year. Matters are further complicated by the impact of severe weather on the country's hydro-powered energy production and agricultural output, thereby increasing food insecurity and interfering with livelihoods.

Another slow-onset hazard is an economic and financial crisis: over 1 million Tajiks earn their living abroad, mostly in Russia, and their remittances constitute up to half of the country's income. A dramatic decrease or collapse of this money flow would severely impact livelihoods, access to basic services and food security.

Epidemics are one of the most deadly hazards in Tajikistan, with an average of 12 human fatalities per event over the last 11 years. The 2010 polio epidemic took 12 lives, while hundreds more fell ill and remained permanently disabled as a consequence (see IACP Tajikistan 2010).

Instability and conflict-related hazards include the current low probability of a spill-over or refugee influx from the potential internal conflicts in Kyrgyzstan and Afghanistan. The long-standing disputes with downstream countries of Central Asia's major rivers, especially Uzbekistan, over the use of precious water resources constitute another risk.

Presently relatively low risk hazards include dam failure, hazardous industrial and biological waste, unplanned chemical releases, transport accidents and accidents affecting gas, fuel and heating pipelines or life support systems.

The updated **IACP Tajikistan 2012**, similarly to IACP 2010, considers three different scenarios of potential disasters, categorized according to the impact and the speed of the onset. A more frequent or more likely hazard is used as a sample scenario for each type of disaster.

As a result, the focus of the IACP is the three most likely disasters: (i) medium-scale natural events and disasters, (ii) rapid-onset large-scale disasters and (iii) slow-onset crisis set off by several mutually reinforcing triggers.

V. Summary of Program-Specific Risk Assessments

A. Program Level¹²

	Description	Date Identified	Type	Impact & Probability	Countermeasures/ Mngt. response	Owner	Submitted/updated by	Last Update	Status
1	Major disaster	1/2010	Operational	A major disaster will divert resources from rest of Programme and slow implementation. <i>Very likely.</i>	Pre-disaster and response plans to incorporate continuation of other operations (e.g., limit allocation of DRMP staff to disaster operations & hire more staff as needed); incorporate risk management into major disaster relief and recovery programme.	Khusrav Sharifov, DRMP	None	1/2010	Not actualized
2	Armed conflict	1/2010	Political and Operational	Armed conflict in or affecting Tajikistan will change focus of donor, NGO, IO and GoT efforts to greater concern about conflict limitation and impact mediation. This will shift attention away from overall risk management efforts. <i>Low likelihood.</i>	Anticipate increase in conflict-related issues and fire-wall them from disaster risk management efforts (procedurally or geographically); consider separate REACT-like structure and mechanisms for dealing with conflict-related humanitarian needs.	Khusrav Sharifov, DRMP	None	1/2010	Not actualized

The recent initiative, in terms of extending contracts for all employees for 3 months instead of 6 months causes a serious threat to the overall performance of the project, as staff feels insecure with such short term contracts and will look for better opportunities. Loss of experienced staff can have a big impact on overall performance.

¹²From UNDP DRMP Program Document 2010 – 2015.

B. Implementation Level

The results of the hazard analysis should be included in project implementation plans, including the **Annual Work Plan** and activity-specific plans.

Program: DRMP		Date Completed: 17 December 2012
	<i>Will the hazard have a significant impact the implementation of the project? Yes or No</i>	<i>If yes, will the impact be positive or negative? Summarize impacts and management actions.</i>
Flooding	Yes	Can be both. Negative – Implementation of existing projects might face delays due to workload and shortage of staff. Positive - The program might receive more financial resources. Management: Use monitoring to identify possible flooding for advance planning.
Drought	No	--
Frosts and freezing	Yes	Negative - Cold weather can lead to energy deficit in the country. The lack of generator during the winter might cause significant delays in the project performance. Management: Install generator.
Heavy Snowfall	Yes	Heavy snowfall always paralyses the capital transportation system thus making it difficult for the staff to reach office. Might impact construction related projects causing delays in terms of implementation. Heavy snow also leads to occurrence of avalanches paralyzing some parts of the country. Management: Use monitoring to identify possible periods of heavy snow fall for advance planning.
Heavy Rainfall	Yes	Can be both. Heavy rains increase the chances of more disasters. More disasters means more workload and at the same time opportunities for more projects Management: Use monitoring to identify possible periods of heavy rainfall for advance planning.

		Identify options for additional temporary staffing.
Hail	No	--
Prolonged Winter Weather	Yes	Negative - Can cause delays in implementation. Management: Use monitoring to identify possible prolonged winter for advance planning. Identify options for additional temporary staffing. Assure generator is working and can handle extended use.
High Wind	No	--
Avalanches	Yes	Negative - Avalanches causing threat to staff movement during winter time and some projects which might be located in risk areas. Access to many parts of the country is impossible in case when immediate intervention is required. Management: Use monitoring to identify possible avalanches or advance planning.
High Ground Water	Yes	Raises the opportunity of new projects and at the same time leads to additional work load (assessment, etc).
Mudflows	Yes	Can affect both ways.
Landslide	Yes	Can affect both ways. Raises the opportunity of new projects and at the same time leads to additional work load (assessment, etc).
Earthquake	Yes	Negative impact. Major earthquake can stop the project from functioning due to loss of premises, equipment and staff members. Small scale earthquake leads to more work load. Management: Identify options for additional temporary staffing.
Rock fall	Yes	Negative - Increases the risk of loss of staff members and transportation.
Epidemics	Yes	Negative - Might significantly affect staff members and accordingly the program performance. Management: Use monitoring to warn and assess for potential impacts. Promote health messages when threat identified. Identify options for additional temporary staffing.
Epizootic epidemic	No	--
Epiphytotic epidemic	No	--

C. Outcome Level

This table is used to assess whether specific hazards could have a significant impact on expected outcomes and activities, as well as identifying mitigation measures.

Outcome/Activity (Based on ProDoc and 2013 Work Plans)	Hazard (Check if applicable)																	Impact (List hazards checked and impacts)	Mitigation Measures (List measure/s for each impact)
	Floods	Drought	Frost and freezing	Heavy Snowfall	Heavy Rainfall	Hail	Prolonged Winter Weather	High winds	Avalanches	High Ground Water	Mudflows	Landslides	Earthquake	Rockfall	Epidemics	Animal Disease	Plant Disease		
Improved Policy Making Mechanisms for Disaster Risk Reduction Initiatives in Tajikistan																			
Improved Policy Making Mechanisms for Disaster Risk Reduction Initiatives in Tajikistan	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N		
Timely and effective monitoring of the implementation of the NDRMS for 2010 – 2015	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N		

Better coordination of the implementation of DRR policies and strategies by state and non-state stakeholders through an improved information flow between REACT and the National Platform	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	The workload on REACT partners could exceed current capacities during a disaster.	CoES staff could back up REACT when the need arises however most of CoES staff members need some additional trainings and more involvement in day to day operations of REACT. Other options are to second staff from other organizations or to use interns, volunteers or short term consultants.
Improved information management in emergencies for effective response in Tajikistan																			
Harmonized intra- and inter-agency information exchange arrangements between main emergency services in Tajikistan are in place	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	N	111 Center could be damaged by an earthquake.	Identify alternate site.
Improved information management in emergencies for effective response in Tajikistan	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N		
Tajikistan earthquake recovery support																			
Effective coordination of response and recovery activities ensured	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	If a disaster occurs then there will be a need to expanded/improve recovery support	Develop recovery plans and increase awareness of these plans.
Implementation of recovery activities supported	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		

Improved DNA process	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Sustained development progress through effective identification, monitoring and reduction of the existing disaster risks in Tajikistan at all levels																			
Local and national development planning documents incorporate disaster risk reduction and/or preparedness activities, outlining roles and responsibilities of state and non-state stakeholders.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	If a disaster occurs then there will be a need to expanded/improve recovery support. The activities are implemented in 15 districts, and the above mentioned hazards can cause delays of implementation	Develop recovery plans and increase awareness of these plans. Consider an extension of the project is a solution. Incorporate a risk assessment into the project.	
Improved disaster risk reduction and disaster recovery capacities	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Identification of disaster risks through increased capacity to assess, monitor and warn on risk factors at national and district levels	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Support to the unified and coordinated disaster response policy and practice in Tajikistan																			
Effective emergency response enabled	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Demand for supplies from UNERT may exceed capacity. The stock itself can be subject to damage in case of earthquake.	UNERT is designed to assist limited number of beneficiaries. In a large scale disaster the stock might not be sufficient. Funding options need to be developed to support the UNERT.	
Capacity building for mitigation of climate change induced disaster risks																			

Mainstream DRR into humanitarian and development activities	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Disasters may affect operations of microloan organizations.	Work with organizations to develop disaster management plan.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--

D. Vulnerability Assessment

The following socio-economic vulnerability assessment was conducted with DRMP program staff based on the current DRMP projects and work plans. The table used in the assessment exercise is provide below, followed by the results for:

- REACT staff, and,
- The public involved in the “111 Project” (the project with the most direct contact between DRMP and the at risk populations.
- Sustained development progress through effective identification, monitoring and reduction of the existing disaster risks in Tajikistan at all levels

Project Activity: DRMP					Date: --
Capital	Indicator	Level of Capital			
		1	2	3	4
Human	Level of education	No formal education	Education up to 5 years	Education up to 9 years	University or professional degree
Social	Contacts with others	Isolated	Limited contact with others	Daily contact with family and friends locally	Local, national and international connections
Financial	Assets to cover needs	Funds available do not cover basic daily needs	Funds cover basic needs	Funds to cover full daily needs	Full daily needs covered; Excess funds to invest
Natural	Access to natural resources	Almost no natural resources	Access meets some needs	Access meets immediate needs	Access exceeds needs
Physical	Physical assets	No regular housing or assets	At least one room; no vehicle, land	Housing/heating, land but no vehicle	Housing/heating, land and vehicle
Political	Engagement of GovT	No engagement	Some engagement	General engagement	Total engagement

Socio-Economic Vulnerability Scoring		
REACT staff (male/female):		
Capital	Score	Notes
Human	4	Around 50% of REACT members are female. Owning a good income in case of disasters they most probably would prefer to continue working to keep the family income steady.
Social	4	
Financial	3	
Natural	3	
Physical	3	
Political	3	
111 users in Dushanbe (all of the population of Dushanbe)		
Human	3	Results of the assessment for Dushanbe population might differ from these results if we target more specific group of people.
Social	4	
Financial	2	
Natural	3	
Physical	2	
Political	3	
Female 111 users in Dushanbe		
Human	2	None.
Social	2	

Financial	2		
Natural	3		
Physical	2		
Political	3		
<i>Elderly 111 users Dushanbe</i>			
Human	4	None.	
Social	3		
Financial	1		
Natural	2		
Physical	2		
Political	3		
General Comments			
- Political engagement requires more improvement and the 111 Project might have an impact on political engagement. - The 111 Project can also have general impact on the social aspects widening the sources for seeking assistance and information. - The 111 Project can improve access to natural resources (e.g., water) by directing problem calls to the right authorities.			
(Completed on 19 Feb 2013 with DRMP program management staff.)			
<i>Sustained development progress through effective identification, monitoring and reduction of the existing disaster risks in Tajikistan at all levels</i>			
	General Population	Females	None.
Human	2 to 3	2 to 3	
Social	3	2	
Financial	2 to 3	2 to 3	
Natural	2	3	
Physical	2	2	
Political	2	3	

E. Office Safety Assessment

Office: DRMP			
Person completing form: Maruf Kandikov			
Date: 27 April 2013			
Safety Question	Yes	No	Actions to be Taken
Is the VHF radio in the office charged and checked each week?	X		
Is the Satphone in the office charged and checked each week?	X		
Has a hazard assessment been done for the building where you are located?	X		
Has your building been subject to a seismic upgrade or built to seismic codes updated since 2000?	X		
Is your office outside a flood zone?	X		
Is the building in which your office located outside areas subject to landslides, rock falls or avalanches?	X		
Have the water pipes in your building been replaced in the last 15 years? (Skip if building is less than 15 years old.)	X		
Is no more than one extension cord connected to each plug in the office, and only one device connected to each plug available on the cord?	X		
Is there a fire extinguisher in each room?	X		
Has the staff been trained in the use of a fire extinguisher?		X	
Does the office have a warden?	X		
Is there an indication of the number of normal occupants in your office posted outside the office?	X		
Are there two exits from your office (e.g., through a door and through a window)?	X		
Is the glass in windows covered by anti-blast plastic?	X		
Do windows have heavy curtains or blinds?	X		
Are all bookcases, pictures, lights and heavy items secure against seismic shaking?	X		
Will exits still be usable if heavy items fall in the room?	X		
Can an item fall on directly on any seated staff member (including a printer or coffee pot)?	X		
Does the office use a check-in/check-out board for travel in and outside Dushanbe?	X		

Do you have a basic first aid kit in the office?	X		
Has the staff been trained in basic first aid?	X		
Are there flashlights or safety lights available in the office?	X		
Are evacuation plans posted in visible locations?		X	
Are office computer files backed up regularly?	X		
Are office computer files saved away from the office?	X		
Comments Training in passenger vehicle use is also needed for all staff with Driver's Licenses.			

F. Site-Specific Hazard Screening Form

The following form is used to quickly assess whether any major physical hazard could affect a specific site, e.g., office, project site or other facility.

Location: 91/10 Shevchenko St, Dushanbe		Completed: 27 April 2013
Completed by: C. Kelly		Confirmed by:
	<i>Will the hazard have a significant impact the implementation of the project? Yes or No</i>	<i>If yes, indicate impact and measures to reduce impact.</i>
Flooding	No	-
Drought	No	-
Frosts and freezing	No	-
Heavy Snowfall	Yes	Can limit access to the office. Needs for plans to remove snow.
Heavy Rainfall	No	
Hail	Yes	Can damage vehicles and plants. Need for hail protection and warning.
Prolonged Winter Weather	Yes	Can affect water and electrical supplies. Need for generator and means to deliver water when needed.
High Wind	No	-
Avalanches	No	-
High Ground Water	No	-
Mudflows	No	-
Landslide	No	-
Earthquake	Yes	Can damage the office, contents and water/electrical supply. Need to assure water and electrical supplies (generator and water storage) and secure items which may fall or cause damage.
Rock fall	No	-

VI. Risk Management

A. Program-Level Risk Management Options

Most of the risks described in the document can lead to additional workload and shortage of staff which eventually might impact the program performance. Although total avoidance of all risks is not possible, there are number of initiatives which could significantly reduce this risks which are as follows:

Reallocation of Tasks: During day to day operations staff members must be fully aware of all implemented activities and should be encouraged to interchange each other whenever necessary. This exercise permits a reallocating of tasks to other staff member when one staff member is absent.

Prioritizing Tasks: In periods of crisis it will be necessary, due to large volume of work, to prioritize tasks and implement those which need urgent solution first. This prioritization should be done between an staff member and their supervisor.

Defer Some Tasks: Considering the program capacity it's more reasonable at times to defer some of the project activities or tasks to allow full resources to be devoted to crisis-related operations.

Second Staff: Most of the potential risks described in the document can lead to additional workload and shortage of staff which eventually might impact the project performance. To address this staff shortage, staff from other UN agencies can be assigned to temporarily support DRMP.

Use Volunteers: Use of volunteers is worldwide encouraged by UN programs. UNDP Tajikistan has a specific person to encourage the spirit of volunteerism and to manage the pool of volunteers. Volunteers can be used as an extra support team for conducting survey/assessments.

Interns: Interns are another alternative and in comparison to volunteers interns can be assigned to some professional tasks and can be a valuable support to the program.

OCHA/BCPR/MSB: These organizations can support DRMP, particularly in terms of Information management, assessments and technical support. Used effectively, they can significantly reduce the workload even from distance and their presence in the country or in the affected areas not always necessary.

See the preceding tables in **Sections V B** and **C** in terms of risk impacts on implementation and outcomes and specific risk management measures.

In terms of socio-economic vulnerability, DRMP can reduce vulnerability through improving the outreach of the 111 Project. Measures as set out in the following Standard Operating Procedures will assist in enabling DRMP and REACT staff to be more involved in responding to disasters.

In terms of office safety, a number of issues have been identified and are to be resolved by DRMP, as per the table in **Section V E**.

B. Standard Operating Procedures

The follow tables provide a list of expected actions by sector covering disaster preparedness, warning, response and recovery reflecting the risk management priorities internal to the project.

These lists constitute Standard Operating Procedure (SOP) guidance for use at each stage of managing a disaster.

The lists include specific tasks for each stage of the disaster management process as well as space to indicate

1. Who is responsible for a specific task, and
2. What actions have been taken by the project to address the tasks?

Note that a number of the tasks and linked actions are covered by normal project operations, e.g. evacuation plans.

The **Preparedness** SOP should be completed at the same time as the **Plan**. The **Warning** SOP should be updated based on the seasonal nature of disasters (e.g., in the spring for flooding/landslide season and in the fall for the snow and cold weather period). The **Relief** and **Recovery** SOPs should be reviewed once a warning has been issued. The **Recovery** SOP should again be reviewed once a major relief operation has been initiated. Note that the Recovery SOP provides a general summary of recovery-related tasks and would be complemented by specific recovery plans developed using the **REACT Recovery Framework**. All the SOPs should be reviewed at least annually.

For projects working in different locations a separate set of lists will need to be prepared as the persons who will manage specific tasks and the actions to be taken may be different.

1. Preparedness Stage

Standard Operating Procedures – Preparedness				
Sector	Task	Who is to manage the task?	Backstop	Action to be Taken
Coordination	Ensure that all aspects of the disaster response can work effectively and in a coordinated manner.	Firdavs Faizulloev	Valijon Ranoev	- Ensure that Russian and English versions of the Disaster Plan are prepared appropriately and accessible to all staff members, with a copy to DSS and OCHA. - Ensure that all members understand their roles and responsibilities - Ensure that the Plan is updated on regular basis
Early Warning	Assure warning systems exist for potential disasters. ¹³	Valijon Ranoev	Khursheda Aknazarova	- Establish a contact point for early warning information and distribute the warning information when received. - Ensure that all contact details of all staff member are up to date. - Ensure that the home address of each staff is available and updated
Office Facilities	Assure office facilities can be used during a disaster.	Odina Sharipov	Akhmadjon Kadirov	- Ensure that a back-up power supply system is available in case of absence of the main electricity supply - Ensure that the “H” drive and internet are accessible when the main power supply is out. - Identify possible sources of food and bedding for use if office is used on 24 hr basis or as shelter.
	Assure disaster risk reduction measures are implements for the office and other facilities.	Odina Sharipov	Akhmadjon Kadirov	- Ensure that evacuations signs are installed in the office - Ensure that shelves/cupboards are attached to the walls to prevent them from falling during earthquake - Ensure that the evacuation exits are kept clear at all times - Establish a second evacuation route from the second floor.

¹³ Note that a staff contact list should be developed as part of this task.

	Assure that adequate safety equipment is available and preparedness measures have been established.	Odina Sharipov	Akhmadjon Kadirov	- Ensure that fire extinguishers are available in the office and staff members are aware how to use them - Ensure that the office is equipped with smoke detectors and a fire alarm - Ensure that a first aid kit is at hand at all time and includes all the necessary items.
Evacuation	Ensure that there is a safe evacuation plan and everyone is informed.	Sarafroz Mavlyanov	Valijon Ranoev	- Ensure that an evacuation point is identified and staff are aware of the gathering point - Ensure that an evacuation exercise is conducted at least twice per year.
Shelter/Housing	Ensure that plans have been made for sheltering project staff after a disaster.	Firdavs Faizulloev	Valijon Ranoev	- Ensure that list of all staff members along with their next of kin are up to date - Ensure that arrangements are made for provision of temporary shelter - Ensure that the temporary shelter facilities can be equipped with basic sanitation, hygiene facilities, water supply and heating facilities.
Food and Non-food Items	Ensure that basic food and non-food needs can be met following a disaster.	Odina Sharipov	Odina Sharipov	- Ensure that a certain amount of cash is available for purchase of basic food and non-food items
Water and Sanitation	Ensure that water for human consumption and other needs and gender and child appropriate sanitation facilities will be available after a disaster.	Odina Sharipov	Valijon Ranoev	- Minimum 3 ton of water including 1 ton of drinking water at the office must be kept in reserve all the time - Availability of necessary materials for construction of temporary toilets. - Determine where sanitary items can be purchased if needed. - Stockpile sanitary items needed for normal operations.
Health	Identify means to provide emergency health care following a disaster.	Odina Sharipov	Khursheda Aknazarova	- Agreements with local health facilities should be used to make sure that staff in needs of medical assistance get the required treatment - Staff members must be aware of the medical insurance policies to which they are entitled
	Ensure all staff have	Odina Sharipov	Khursheda	- Ensure that all staff have basic first aid

	basic first aid training and first aid supplies are available in the office and project vehicles.		Aknazarova	training. - Ensure that all DRMP vehicles and the office are equipped with first aid kits.
Logistics	Develop plans to ensure project vehicles will be able to operate following a disaster, including the availability fuel and alternative drivers.	Zafar Jumaev	Mansur Saidov	- Staff members possessing driving license should be able to operate DRMP vehicles whenever needed - At least 3 tons of fuel should be stored at the office or in UNERT warehouses for emergency situation. - Vehicles should have at least a ½ a tank of fuel at the end of each working day.
Education	Ensure basic education needs can be met for children of project staff following a disaster.	Firdavs Faizulloev	Gulandom Saidova	- Liaise with local education authorities in terms of assignment of children to new schools if they were deprived from their own.
Social Services	Develop plans to ensure basic social services, including welfare support and counseling, are available to project staff and their families following a disaster.	Odina Sharipov	Khursheda Aknazarova	- Develop a list of organizations and agencies providing social services and define how staff members benefit from these services.
Finance	Define options for expedited expenditures by the project to support relief and recovery operation.	Odina Sharipov	Firdavs Faizulloev	- Define mechanisms through which DRMP can access up to \$10,000 in cash following a disaster. - Define mechanisms for providing staff with salary advances following a disaster. - Define mechanisms for direct payment of salary to staff.
Communications	Ensure that emergency communications systems are established and operating as needed.	Valijon Ranoev	Akhmadjon Kadirov	- To maintain an updated list of communications equipment - To assure that relevant staff members are trained and capable to use communications equipment - To ensure that all staff members carry Thuraya's, GPS and other necessary communication equipment during field trips - Develop a plan to set up a communication operation following a disaster.

2. Warning Stage

Standard Operating Procedures – Warning - actions to be taken when a warning has been received				
Sector	Task	Who is to manage the task?	Backstop	Actions Taken
Coordination	Ensure that warning systems are operational and that warning-related tasks are completed.	Firdavs Faizulloev	Valijon Ranoev	
Early Warning	Disseminate warnings as available. ¹⁴	Valijon Ranoev	Khursheda Aknazarova	
Office Facilities	Assure office facilities can be used during a disaster	Odina Sharipov		
	Assure that adequate safety equipment is available and preparedness measures have been established.	Odina Sharipov		
Evacuation	Ensure that the evacuation plan is up to date and everyone is informed. ¹⁵	Valijon Ranoev	Odina Sharipov	
Shelter/Housing	Ensure that plans are up to date for sheltering project staff after a disaster.	Odina Sharipov	Valijon Ranoev	
Food and Non-food Items	Ensure that basic food and non-food supplies are available based on expected post-disaster needs.	Odina Sharipov		
Water and Sanitation	Ensure that water for human consumption and other needs and gender and child appropriate sanitation facilities will be available as needed.	Odina Sharipov		
Health	Ensure the means to provide emergency health care will be available following a disaster.	Odina Sharipov		
	Ensure all staff have basic first aid training and first aid supplies are available in the office and project vehicles.	Odina Sharipov		
Logistics	Implement plans to ensure project vehicles can operate following a disaster, including the availability fuel and alternative drivers.	Odina Sharipov		
Education	Ensure basic education needs can be met for children of project staff during and following a disaster.	Firdavs Faizulloev	Valijon Ranoev	
Social Services	Verify plans to ensure basic social services,	Firdavs Faizulloev	Valijon Ranoev	

¹⁴ Note that a staff contact list should be developed as part of this task.

¹⁵ Note that a staff contact list should be developed as part of this task.

	including welfare support and counseling, are available to project staff and their families following a disaster.			
Finance	Verify options for expedited expenditures by project to support relief and recovery operation can be implemented immediately.	Gulandom Saidova		
Communications	Ensure that emergency communications systems are operating.	Ahmadjon Kadirov		

3. Response Stage

Standard Operating Procedures – Response – actions to be taken in response to a disaster				
Sector	Task	Who is to manage the task?	Backstop	Action Taken
Coordination	Ensure that all aspects of the disaster response can work effectively and in a coordinated manner	Firdavs Faizulloev	Valijon Ranoev	
	Identify and coordinate the disaster response activities using project resources.	Firdavs Faizulloev	Valijon Ranoev	
	Ensure that all staff are safe, and medical care is provided as needed.	Firdavs Faizulloev	Valijon Ranoev	
Office Facilities	Assure office facilities are operational.	Odina Sharipov	Ahmadjon Kadirov	
	Assure that adequate safety equipment is available as needed.	Ahmadjon Kadirov	Odina Sharipov	
Evacuation	Ensure a safe evacuation is taking place (if needed).	Valijon Ranoev	Valijon Ranoev	
Shelter/Housing	Ensure that shelter is available to project staff as needed.	Odina Sharipov		
Food and Non-food Items	Ensure that basic food and non-food needs for project staff are met as needed.	Odina Sharipov		
Water and Sanitation	Ensure that water for human consumption and other needs and gender and child appropriate sanitation facilities are available as needed.	Odina Sharipov		
Health	Ensure that emergency health care is available following a disaster as needed.	Odina Sharipov		
	Ensure first aid supplies are available in the office and project vehicles following the disaster.	Odina Sharipov		
Logistics	Ensure project vehicles are able to operate following the disaster, including fuel and alternative drivers if needed.	Drivers		
Education	Ensure basic education needs are met for children of project staff.	Firdavs Faizulloev	Valijon Ranoev	
Social Services	Ensure basic social services, including welfare support and counseling, are available to project staff and their families following a disaster.	Firdavs Faizulloev	Valijon Ranoev	
Finance	Ensure procedures for expedited expenditures by project to support relief and recovery operation are operational.	Gulandom Saidova		
Communications	Emergency communications systems are operating as needed.	Valijon Ranoev	Ahmadjon Kadirov	

4. Recovery Stage

Standard Operating Procedures – Recovery – actions to be taken to support disaster recovery Also see the REACT Recovery Framework -				
Sector	Task	Who is to manage the task?		Action Taken
Coordination	Ensure that disaster recovery work is coordinated.	Firdavs Faizulloev	Valijon Ranoev	
	Identify and coordinate the disaster recovery activities using project resources.	Valijon Ranoev	Valijon Ranoev	
Office Facilities	Assure office facilities are functional based on recovery workload.	Valijon Ranoev	Odina Sharipov	
	Assure that adequate safety equipment is available.	Odina Sharipov	Ahmadjon Kadirov	
Shelter/Housing	Ensure that project staff have adequate shelter.	Odina Sharipov		
Food and Non-food Items	Ensure that basic food and non-food needs of staff and families are met.	Odina Sharipov		
Water and Sanitation	Ensure that water for human consumption and other needs and gender and child appropriate sanitation facilities are available.	Odina Sharipov		
Health	Ensure that staff and families have adequate access to appropriate health care during the recovery period.	Firdavs Faizulloev	Valijon Ranoev	
Logistics	Ensure project vehicles operate at levels necessary to support recovery, including the availability of fuel and alternative drivers.	Drivers		
Education	Ensure basic education needs are met for children of project staff.	Firdavs Faizulloev	Valijon Ranoev	
Social Services	Ensure basic social services, including welfare support and counseling, are available to project staff and their families during recovery.	Firdavs Faizulloev	Valijon Ranoev	
Finance	Expedite expenditures by the project to support recovery operation.	Gulandom Saidova		
Communications	Ensure that normal communications systems operating as needed.	Valijon Ranoev	Ahmadjon Kadirov	