

IMMEDIATE

**GOVERNMENT OF PAKISTAN
PLANNING COMMISSION
PLANNING AND DEVELOPMENT DIVISION
(Public Investment Authorization Section)**

No. 5(7)Misc./PP&H/PD/10

Islamabad, the 23rd November, 2010


C I R C U L A R

Subject: **INTEGRATION OF DISASTER RISK REDUCTION INTO DEVELOPMENT PROCESS**

It has been decided that in future all development projects requiring approval of Government should give due consideration to vulnerability from natural and human induced disasters and incorporate measures of disaster risk reduction at the project design, planning and implementation stages. Accordingly Checklist (Infrastructure, Production and Social Sectors) are enclosed which may be made part of PC-I & PC-II for consideration of competent forum (i.e. DDWP, CDWP, PDWP, ECNEC).

2. This issues with the approval of the Deputy Chairman, Planning Commission.

Encl: Check List


(Zulfiqar Ali Kayhar)
Research Officer
Tel/9093621

**All Federal Secretaries / Addl. Secretaries (Incharge of Ministries / Divisions)
All Chief Secretaries / Chairman P&D / ACS (Dev.) Provincial Governments /
Departments, Govt. of AJK, Govt. of Gilgit Baltistan and ACS(FATA).**

Copy to:-

- (1) Members, Planning Commission, Islamabad.
- (2) Additional Secretary (Admn.) P&D Division Islamabad
- (3) Chiefs/ Heads of Technical Sections, P&D Division, Islamabad.
- (4) Chief, PIA, P&D Division, Islamabad.
- (5) Project Director (MPFP), Projects Wing, Chughtai Plaza, Islamabad.
- (6) NPD (DERA)
- (8) All Project Directors, P&D Division, Islamabad.

C.C to:-

- (1) PS to Deputy Chairman, Planning Commission, Islamabad.
- (2) PS to Secretary, Planning & Development Division, Islamabad.

Planning Commission of Pakistan

CHECKLIST FOR DISASTER RISK REDUCTION

Infrastructure Sectors

(Circulated vide No. 5(7) Misc./PP&H/PD/10, on 23 November 2010 as part of PC1 & PC2)

1. Which types of hazards have been considered as unavoidable for the project and thus a condition for its planning and design?

Indicate the relative order of importance of the hazards related to the project.

<input type="checkbox"/>	Earthquake	<input type="checkbox"/>	Drought	<input type="checkbox"/>	Torrential Rains	<input type="checkbox"/>	Fire
<input type="checkbox"/>	Flooding	<input type="checkbox"/>	Glacier Lake Outburst	<input type="checkbox"/>	Windstorm	<input type="checkbox"/>	Technological
<input type="checkbox"/>	Landslides	<input type="checkbox"/>	Locust	<input type="checkbox"/>	Tsunami	<input type="checkbox"/>	Intense Erosion
<input type="checkbox"/>	Avalanche	<input type="checkbox"/>	Cyclone	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Others						

2. Has the brief history of the identified hazard(s) in the area included in the PC-I.

Yes No Partial N/A

3. Is the project prepared keeping in view the Building Codes of Pakistan 2007?

Yes No Partial N/A

4. Is the project prepared keeping in view the prevailing Building bye-laws?

Yes No Partial N/A

5. Does the project incorporate the prevailing territorial planning regulations (e.g. hazard zoning, institutional jurisdictions)?

Yes No Partial N/A

6. Have the components and activities of the project been designed to resist the impact of hazards, prioritized in Q. No. 1 above, and to contribute to the reduction of its vulnerability, and that of its surroundings and beneficiaries?

Yes No Partial N/A

7. What facilities are available in the area for rescue and emergency relief in case of a disaster?

Sr.	Facility	Controlling Organization	Distance from the Project (approx)
1	Fire Fighting Services		
2	1122 Rescue Service		
3	Edhi Service		
4	Other		

8. Are there adequate arrangements within the project site for firefighting?

- Fire alarms
 Fire hoses
 Fire extinguishers
 Automatic sprinkler system

9. Are there funds for mitigation and periodical maintenance of its components, incorporated and meant to reduce the vulnerability of the project and its surrounding population?

- Yes
 No
 Partial
 N/A

10. Does the budget and cash flow of the project include items allowing the coverage of structural activities for risk management?

- Yes
 No
 Partial
 N/A

11. Does the budget of the project include provision to respond to emergencies (e.g. alert, contingencies, mitigation, and rehabilitation)?

- Yes
 No
 Partial
 N/A

12. Does the project include a campaign of awareness raising, training and understanding to risk management for planners, workers and beneficiaries?

- Yes
 No
 Partial
 N/A

13. Does the budget and cash flow of the project include items allowing the coverage of non-structural activities for risk management?

- Yes
 No
 Partial
 N/A

14. Do service, transfer, concession and reclamation contracts incorporate provisions for risk management?

Yes No Partial N/A

15. Does the project incorporate an adequate contingency plan for possible disasters?

Yes No Partial N/A

16. Does the project incorporate any instruments for its financial protection during execution and after the completion of the project (insurance, indemnity, guarantee, contingency credit arrangements, etc.)?

Yes No Partial N/A

17. Are there any financial or moral incentives to promote risk management?

Yes No Partial N/A

18. Is there provision in the budget for the periodic training of workers and staff to use fire extinguishers, first aid kits, and light search and rescue equipments available within the project site?

Yes No Partial N/A

19. Is the evacuation plan prepared, evacuation routes and safe assembly areas identified?

Yes No Partial N/A

20. Is the communication system for emergencies established, including a warning system wherever appropriate?

Yes No Partial N/A

Guidelines for Incorporating DRR in Infrastructure Projects

Process

1. Has there been a Participatory Situation Analysis?
 - a. Have disaster management experts, technicians, and specialists participated in project preparation?
 - b. Have vulnerable stakeholders, especially women and disadvantaged groups, been consulted?
 - c. Have the private sector and civil society organizations been involved?
2. Has Analysis of Stakeholders been accomplished?
 - a. Does the project incorporate poverty alleviation and social equity dimensions, considering that poor people are generally most exposed to disaster risks?
 - b. Will the project facilitate the access of vulnerable groups to social safety nets, health, knowledge, education and vocational training?

Legal and Regulatory

1. Does the project comply with applicable laws, regulatory frameworks, and by-laws?
2. Are there clear definitions of roles and responsibilities for institutions, organizations and individuals to ensure that the project complies with applicable laws and regulations?
3. Specifically, is there an inspection mechanism in place to ensure compliance with laws, rules, and by-laws during construction and operational phases?

Capacity Building

1. Does the project promote capacities to assess and monitor local, regional and trans-boundary hazards?
2. Does the project follow existing disaster-related rapid impact and needs assessment guidelines?
3. Does the project enable the utilization of existing disaster-related rapid impact and needs assessment guidelines?
4. Does the project promote capacity building at the community level for disaster management and risk reduction?
5. Specifically, does the project sensitize vulnerable groups, such as informal sector workers, on physical and socio-economic risks?

Knowledge and Information Sharing

1. Is there a hazards map for the locality, region?
2. Has the hazards map been utilized in project design, in risk assessment?
3. Has community-based local knowledge been incorporated, re-evaluated, in project design and project operational procedures?

Early Warning Systems

1. Is an early warning system incorporated into project design and operations?
2. Is there a use for the early warning system during normal times?

Specific Efforts to Reduce Underlying Risks

1. Does the project encourage sustainable land use and management of ecosystems?
2. Does the project support integrated environmental and natural resource management plans?
3. Does the project support mechanisms for improving food security?
4. Does the project support diversified income options for the poor?
5. Does the project engage the private sector in disaster risk reduction activities?

Application of Financial Resources

1. Does the project incorporate financial risk-sharing mechanisms?
2. Does the Benefit-Cost Analysis for the project incorporate the B:C Analysis of risk reduction alternatives?

Planning Commission of Pakistan

CHECKLIST FOR DISASTER RISK REDUCTION

Infrastructure Sectors

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INSTRUCTIONS FOR CHECKLIST

Q. No. 1

The sponsoring agency would checkout the relevant hazards box which are unavoidable and in order of importance starting with No. 1 as highest and 5 as least important for example in case of Karachi the major identified hazards are Earthquake Tsunami, Cyclone, Flood and Drought. Within Karachi in order of importance Tsunami may be at No. 1 if the project site is located close to the coastal area and in case the project site is located at north of Karachi then the order of importance may be different. Similarly, the most important hazards would become basis of the planning and design on the project.

Q. No. 2

The sponsoring agency would give brief history of the identified hazard (s) in the area. The history would include the frequency, intensity of the hazard, damages it caused and the protective measures both structural and non-structural taken to minimize the damages in case the hazard occurred in future. The information regarding hazards would be available with Meteorological Department while the information regarding protective measures taken would be available with District/Tehsil Administration or some Federal Govt. Department like Federal Flood Commission. The information is to be collected from the secondary sources.

Q. No. 3

The sponsoring agency would plan and design the project keeping in view the Building Codes of Pakistan 2007. Building Code of Pakistan, Seismic Provisions 2007, serves two purposes. First is to define earthquake level for each tehsil of the country, for which buildings have to be designed. Secondly, it provides codified procedures and guidelines for planning, design, analysis and detailing of building structures. The topics covered include site considerations, soils and foundations, general structural design requirements, reinforced concrete buildings, structural steel buildings, masonry buildings, architectural elements and mechanical & electrical systems. Effective implementation of this Code can lead to significant improvement in the seismic safety of buildings in the country.

Q. No. 4

The sponsoring agency would plan and design the project keeping in view the prevailing Building bye-laws of the local planning and development department/Authority like Floor Area Ratio (FAR), Height, Ground Coverage, Setbacks i.e., Front, Rear, Sides, parking requirements, distance between the buildings, etc.

Q. No. 5

The sponsoring agency would plan and design the project keeping in view the territorial planning regulations, i.e., keeping in view the overall zoning of the city/town avoiding restricted areas, flood prone areas, reserve forests, national parks, areas declared not suitable for development, etc.

Q. No. 6

The sponsoring agency would plan and design the project in such a manner that it minimize the impact of hazards and reduce its vulnerability and that of its surroundings and beneficiaries. For example in case of a building to be constructed in a moderate earthquake zone the building components would be designed in such a way that it resists the seismic forces.

Q. No. 7

The sponsoring agency would identify the rescue and emergency relief facilities available in the area in case of a disaster such as Fire Fighting Services, 1122 Recue Services, Edhi Service and any other volunteer service in the area.

Q. No. 8

The sponsoring agency would give details of the firefighting arrangements made within the project like fire extinguishers, fire hoses, fire alarms and automatic sprinkler system.

Q. No. 9

The sponsoring agency is expected to allocate funds for mitigation and periodic maintenance of the project components to reduce the vulnerability of the project and its surrounding population. This is more applicable in case of production sector projects like establishment of industrial units of fertilizer, acid manufacturing, chemical plant, nuclear, thermal or coal power generation plants, etc.

Q. No. 10

The sponsoring agency is to ensure in the budget and cash flow of the project for the coverage of structural activities for risk management. The structural activities include components of a building which are designed to carry vertical load from the member of the building such as columns, beams, walls, lintels, roof slabs, stairs, foundations, etc.

Q. No. 11

The sponsoring agency is expected to allocate budget to respond to emergencies such as alert, contingencies, mitigation and rehabilitation. In case of a disaster the sponsoring agency must have adequate funds to respond to the emergency and carryout measures to mitigate the impacts and rehabilitate the damages to the structural components of the building.

Q. No. 12

The sponsoring agency is expected to launch campaign of awareness raising, training and understanding to risk management for planners, workers and beneficiaries. This would be incorporated at the time of formulation of the project. The awareness raising, training and understanding would be achieved during execution of the project and after execution of the project. For example in case of an educational institution before execution of the project the construction workers and supervisors would be imparted training as how to respond to the emergencies during various stages of project execution. They would also be given training as to how to use fire extinguishers, first aid kits, and light search and rescue equipment available within the project site. Similarly, after completion of the projects the administration, faculty, staff, students and parents would be imparted training as to how to respond to the disaster to save themselves. Disaster Mitigation and response plan of the institution would be prepared and shared with all the stakeholders. They would be informed about the Evacuation plans, evacuation routes, safe assembly areas, etc. The evacuation plan would be shared with nearest police, fire and hospital officials. Staff and students would be encouraged to prepare for disasters at home and would be provided support material for this purpose.

Q. No. 13

The sponsoring agency is expected to allocate budget for coverage on non-structural activities for risk management. The non-structural activities for risk management include awareness raising and training, etc.

Q. No. 14

All the contracts relevant to the project should also incorporate provision for risk management.

Q. No. 15

A contingency plan should be incorporated in the project to cover the risk of disasters.

Q. No.16

The project should also incorporate instruments for its financial protection during the execution of the project and after the completion of the project like insurance or guarantee, indemnity, etc.

Q. No. 17

The project should also incorporate some financial incentives for the promotion of risk management. Like if someone give some good proposal for prevention or mitigation of disaster and that proposal is considered valuable and workable he should be awarded some financial benefit for encouragement.

Q. No. 18

The sponsoring agency is expected to prepare evacuation plan with evacuation routes to reach Safe Assembly Areas already identified.