



UDVABONI MOHILA SANGSTHA

EMERGENCY RESPONSE POLICY

(Emergency Preparedness, Response and Recovery Policy)



FLOOD



CYCLONE



EARTHQUAKE



FIRE



EMERGENCY
RESPONSE



HEAD OFFICE:



Village: Damodar
Post Office: Phultala
Upazila: Phultala
District: Khulna-9210
Bangladesh.



Email: udvabonimohilasangstha@gmail.com



Whatsapp: +8801711476400



Web: <https://www.umsbd.org>

Prepared: **Maria Bhuiyan Marry**

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1. INTRODUCTION

Udvaboni Mohila Sangstha (UMS) is a humanitarian and development organization committed to supporting vulnerable communities, particularly women, children, persons with disabilities, elderly people, and disaster-affected populations.

Bangladesh is highly vulnerable to natural disasters such as cyclones, floods, storms, river erosion, heat waves, and other emergencies. To ensure timely, effective, and coordinated actions during emergencies, this Emergency Response Policy has been developed.

This policy establishes a framework for preparedness, response, recovery, coordination, and risk reduction measures to protect beneficiaries, staff members, volunteers, and organizational assets during emergencies.

2. PURPOSE OF THE POLICY

The purpose of this policy is to:

2.1 Protect Human Life

Ensure the safety and well-being of beneficiaries, staff, volunteers, and stakeholders during emergencies.

2.2 Improve Emergency Preparedness

Strengthen organizational readiness before disasters occur.

2.3 Ensure Effective Response

Provide clear procedures for responding quickly and efficiently to emergencies.

2.4 Promote Coordination

Enhance collaboration with government agencies, local authorities, donors, and humanitarian partners.

2.5 Support Recovery

Assist affected communities in restoring livelihoods and rebuilding resilience after emergencies.

3. SCOPE AND APPLICATION

This policy applies to:

- All employees of Udvaboni Mohila Sangstha
- Volunteers and interns
- Consultants and contractors
- Partner organizations
- Community representatives

- Emergency response teams

This policy covers:

- Natural disasters
 - Public health emergencies
 - Fire incidents
 - Building collapse
 - Accidents
 - Security threats
 - Humanitarian crises
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4. GUIDING PRINCIPLES

4.1 Humanity

Human life and dignity shall be protected at all times.

4.2 Neutrality

Assistance shall be provided without discrimination.

4.3 Impartiality

Support shall be delivered based on need alone.

4.4 Accountability

The organization shall remain accountable to beneficiaries and stakeholders.

4.5 Participation

Affected communities shall participate in decision-making processes.

4.6 Protection

Special attention shall be given to women, children, elderly persons, and persons with disabilities.

4.7 Transparency

All emergency activities shall be conducted transparently.

5. EMERGENCY PREPAREDNESS

5.1 Risk Assessment

The organization shall conduct annual risk assessments to identify:

- Flood risks
- Cyclone risks
- Fire hazards
- Disease outbreaks
- Security concerns

5.2 Emergency Planning

Preparedness plans shall include:

- Evacuation procedures
- Emergency contact lists
- Resource mapping
- Staff responsibilities
- Safe shelter identification

5.3 Capacity Building

The organization shall provide:

- First aid training
- Fire safety training
- Disaster preparedness training
- Emergency simulation exercises

5.4 Emergency Supplies

Emergency supplies may include:

- First aid kits
 - Emergency food
 - Drinking water
 - Flashlights
 - Protective equipment
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6. EMERGENCY RESPONSE PROCEDURES

6.1 Emergency Activation

The Executive Director or designated authority may activate emergency response procedures when a disaster or crisis occurs.

6.2 Rapid Assessment

Within 24–72 hours, emergency teams shall assess:

- Number of affected people
- Immediate needs
- Damage levels
- Vulnerable groups

6.3 Emergency Assistance

Depending on the situation, support may include:

- Food assistance
- Non-food items
- Emergency shelter support
- Health and hygiene support
- Psychological support
- Protection services

6.4 Documentation

All emergency interventions shall be documented through:

- Assessment reports
- Distribution records
- Attendance sheets
- Photographs
- Monitoring reports

7. ROLES AND RESPONSIBILITIES

Executive Director

Responsibilities include:

- Overall leadership
- Emergency declaration
- Resource mobilization
- Stakeholder engagement

Emergency Response Coordinator

Responsibilities include:

- Coordinating field operations
- Supervising response activities
- Reporting progress

MEAL Focal Person

Responsibilities include:

- Data collection
- Monitoring response quality
- Reporting results

Finance Officer

Responsibilities include:

- Emergency fund management
- Financial reporting
- Compliance monitoring

Volunteers

Responsibilities include:

- Community support
 - Distribution assistance
 - Information dissemination
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8. COMMUNICATION AND COORDINATION

Internal Communication

Communication channels may include:

- Telephone
- WhatsApp groups
- Email
- Emergency meetings

External Coordination

Coordination shall be maintained with:

- Government authorities
- Local administration
- Donor agencies
- NGOs
- Community leaders

Public Information

Information provided to the public must be:

- Accurate
 - Timely
 - Verified
 - Non-discriminatory
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9. SAFETY AND SECURITY MEASURES

Staff Safety

The organization shall ensure:

- Safe transportation
- Protective equipment
- Health and safety briefings
- Insurance coverage where applicable

Child Protection

Children shall be protected from:

- Abuse
- Exploitation
- Neglect
- Violence

Gender-Based Violence Prevention

Emergency responses shall include measures to prevent:

- Sexual harassment
- Exploitation
- Abuse
- Discrimination

Data Protection

Beneficiary information shall remain confidential and secure.

10. RECOVERY AND POLICY REVIEW

Recovery Support

Following emergencies, the organization may provide:

- Livelihood support
- Skills development
- Community rehabilitation
- Psychosocial support

Lessons Learned

After each emergency response:

- A review meeting shall be conducted.
- Challenges and achievements shall be documented.
- Recommendations shall be developed.

Policy Review

This Emergency Response Policy shall be reviewed every two years or whenever significant changes occur in organizational operations, legal requirements, or humanitarian standards.

APPROVAL

This Emergency Response Policy is approved and adopted by Udvaboni Mohila Sangstha and shall be applicable to all organizational emergency preparedness, response, and recovery activities.

Maria Bhuiyan Marry

Executive Director

Udvaboni Mohila Sangstha

Damodar, Phultala, Khulna-9210, Bangladesh.

Date: 24 June 2026

Signature:


