

Standard Operation Procedures of Urban Disaster Management in the Municipality of Bandung

Prepared by the

Indonesian Urban
Disaster Mitigation Project

March 2000



Asian Disaster Preparedness Center

Bangkok, Thailand

www.adpc.ait.ac.th

The **Indonesian Urban Disaster Mitigation Project** was launched in March 1997 under the Asian Urban Disaster Mitigation Program. The objective of the Indonesia national demonstration project is to reduce the vulnerability of the urban population, infrastructure, critical facilities, and shelter in Bandung, West Java to natural disasters, particularly to earthquake hazards. The project, implemented by the Center for Earthquake Engineering Studies (CEES) and Center for Urban and Regional Development Studies (CURDS) within the Institute for Research, Institut Teknologi Bandung (ITB), demonstrated a methodology for seismic risk analysis, mitigation and preparedness. The project assisted municipal officials to develop improved tools and skills in urban planning, improved building regulation, and emergency preparedness. Activities under the demonstration phase of the project included hazard and vulnerability mapping, city spatial plan review, building control monitoring system review, capacity building of local disaster management unit, development of city operational emergency plan, review of the existing national policy on disaster management and mitigation, and networking.



This paper is published under the Asian Urban Disaster Mitigation Program for sharing knowledge and experiences from national demonstration projects on disaster mitigation in target countries of Asia. It is made available by the Asian Disaster Preparedness Center, Bangkok, Thailand, with minimal editing. The opinions expressed herein are those of the author and do not necessarily reflect the views of Asian Disaster Preparedness Center or the U.S. Agency for International Development. Publication of this paper was made possible through support provided by the Office of Foreign Disaster Assistance, United States Agency for International Development, under the terms of Cooperative Agreement No. 386-A-00-00-00068.

The contents of this paper may be freely quoted with credit given to the implementing institution, Asian Disaster Preparedness Center and to the Office of Foreign Disaster Assistance of the U.S. Agency for International Development.

Working Paper #2

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Acknowledgements

It is with great pleasure that ADPC presents the working paper on Standard Operation Procedures of Urban Disaster Management in the Municipality of Bandung prepared by the Indonesian Urban Disaster Mitigation Project (IUDMP). The IUDMP is one of the national demonstration projects under the Asian Urban Disaster Mitigation Program (AUDMP). The AUDMP, which is currently being implemented in Bangladesh, Cambodia, Laos, India, Indonesia, Nepal, Philippines, Sri Lanka, and Thailand, has demonstrated successful methodologies and approaches in mitigating the impact of the natural disasters in the region. During implementation of the national demonstration projects by country partners, there has been continuous building of knowledge and experience emanating from the country projects. The national demonstration projects have produced wealth of knowledge in the form of hazard maps, reports, proceedings, review of policies, documentation of various events and activities, etc.

The purpose of making this report available is to share the knowledge and experiences with those attempting to develop similar procedures for urban disaster management in their respective cities.

The IUDMP is implemented by the Center for Earthquake Engineering Studies and Center for Urban and Regional Development Studies within the Institute for Research, Institut Teknologi Bandung. The project has demonstrated a methodology for seismic risk analysis, mitigation and preparedness. The project assisted municipal officials to develop improved tools and skills in urban planning, improved building regulations, and emergency preparedness. Major activities under the demonstration phase of the project included hazard and vulnerability mapping, city spatial plan review, building control monitoring system review, capacity building of local disaster management unit, development of city emergency operation plan, review of the existing national policy on disaster management and mitigation, and networking.

ADPC congratulates ITB and the IUDMP project team for successfully implementing the demonstration project activities. ADPC appreciates the efforts made by the project in promoting earthquake risk reduction policies and replicating the activities to other earthquake prone areas, such as Bengkulu. The initiatives taken by the IUDMP for reducing the loss of lives and damage of properties from devastating earthquake disasters are of great value to those involved in similar efforts elsewhere in the region.

We hope that you will find this report useful and we look forward to receiving your comments.

Dr. Suvit Yodmani
Executive Director
Asian Disaster Preparedness Center
Bangkok, Thailand

March 2000

BANDUNG MUNICIPALITY'S MAYOR FOREWORD FOR DISASTER MANAGEMENT STANDARD OPERATING PROCEDURES IN BANDUNG MUNICIPALITY BOOK PUBLICATION

Assalamu 'alaikum Wr. Wb

Many thanks and praises to Allah SWT, for only through His will and blessing this Disaster Management Standard Operating Procedure (SOP) can be completed.

This book is composed as an implementation of Bandung Municipality Mayor's Decree No. 30/SK.638-Mawil Hansip 1998 about Disaster Management Standard Operating Procedure. Based on evaluation, standard operation that has been arranged by Mawil Hansip need to developed in order to make it easier to understand for everyone who need it.

The purpose of composing this book is to have guidance in Disaster Management in Bandung Municipality.

This book is a product from a very good relationship between Bandung Municipality's Government with ITB Research Institution (LAPI-ITB). The revise of this SOP based on Disaster Management policy examination and inputs from workshop that is involved many competent institutions for disaster management in Bandung Municipality.

At a glance this book is contain duties and responsibilities for all elements involved in Disaster Management operational unit.

With the publicity of this book we hope that everyone can make this book as a standard, tool, and direction to improve perception about main job of involved institutions and organizations or even communitys in Bandung Municipality in disaster management, before, during and after the disaster.

Wassalamu'alaikum Wr. Wb.
Bandung, August 1999
Mayor of the Municipality of Bandung

AA TARMANA

IUDMP MANAGER FOREWORD

Disasters that hit many regions in Bandung Municipality indicate that Bandung Municipality can be categorized as a risky place. The disaster can be caused by nature, human, or by technology. As one of big towns in Indonesia with many problems, Bandung Municipality indeed needs a Standard Operating Procedure (SOP) to mitigate disasters and to coordinate all institutes that are involved.

Standard Operating Procedure (SOP) urban Disaster Management project in Bandung Municipality had been established with the decree from the Bandung Municipal Mayor No.30/SK.638-Mawil Hansip on December 5th 1998. Even though it has been established, this SOP needs to be socialized and developed so that all institutions involved can comprehend and encourage them to give feedback.

In order to socialize and develop this SOP, Bandung Municipal government cooperates with ITB Research Institution (LAPI-ITB) has made some researched about mitigating disaster, which involves all institutions related in disaster management. On March 29th 1999 in Bale Pakuan, Bandung we had organized a workshop with the theme: “Socialized and Developing Standard Procedure Disaster Management in Bandung Municipality”, which was attended by 48 institutions seriously involved in discussions and give valuable inputs.

This document contain Disaster Management policies which become the basic foundation to arrange tasks and responsibilities of each institutions according input from the institutions who attend the workshop itself. Beside all the things that have been mentioned before, this document contains work description mechanism for Disaster Management Operational Unit which will explain as a development from previous SOP.

This document is a result from a very good relationship between ITB Research Institution, which is represented by IUDMP (Indonesian Urban Disaster Management Project) and Bandung Municipality Government, which is represented by Bandung Municipality Disaster Management Operational. For the good relationship we would like to thank to:

- Bandung Municipality Mayor who has given all the trust to socialize and develop this SOP
- Mr. Letkol Kusnadi as chief of Bandung Municipality Disaster Management Operational
- Mr. Drs. H. Priyatna Danubrata as Secretary of Bandung Municipality Disaster Management Operational Unit
- Mr. H Uli Syamsudin, Syarief Susana BA, Dedi Rustandi SH, Dadang Setiawan SIP, all Mawil Hansip colleagues who have become data sources in this SOP development

The compilation of this document could not have been done without the valuable inputs from many experienced parties in disaster management. We would also like to thank Mss. Sherly Matingly the ADPC (Asian Disaster Management Project) consultant who has given us many valuable input in the making and developing of this SOP development document by her consultation report

We hope this document can be useful and become reference for Disaster Management in Bandung Municipality.

Bandung, August 1999
IUDMP Project Manager

Dr. Ir. Krishna S Pribadi

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CHAPTER 1

INTRODUCTION

Background

Disasters that hit many regions in Bandung Municipality indicate that Bandung Municipality can be categorized as a risky place. The disaster can be caused by nature, human, or by technology.

Generally, many different disasters occur in almost every region in Bandung Municipality. Even though different but suffering is always be the consequences. Human lives, properties, and damage to the surrounding environment and development products.

Understanding those consequences, on 1st December 1998 Bandung Municipality Mayor had issued Decree No.360/SK.643-MAWIL HANSIP/1998, relating to Disaster Management Operational Unit establishment.

1.1 General Overview

Definitions

1. Disaster is a phenomenon that suddenly or continuously occur that will effect normal life cycle or damaging the ecosystem or infrastructure, and needs an extremely emergency action to save and help human life and the environment.
2. Disaster Management is an effort and initiative which is implemented in one action to eliminate disaster offensive and to avoid disaster in order to minimize the disaster effect or even nullify it.
3. Disaster victim management is the efforts to relieve suffering and to supply the primary needs of the disaster's victims, which are clothing, food, house, healthy needs and victims classifying.
4. Coordination is by combining many source and activities, organizations, government unit, and community's social organizations for mitigate the disaster comprehensively and integrated so we can achieve the goals.
5. Control means directing in Disaster Management, especially in operation against disaster (direction condition)
6. Prevention is all efforts and activities that had been made to avoid disaster or even to nullify it.
7. Submission is the effort and activity to avoid and to reduce all disaster's impact.
8. Rescuing is the effort and activity that had been made to help, aid victims and to secure properties, infrastructure, public facilities, and environment from disaster.

9. National Disaster Management Coordination Unit (BAKORNAS) is a non-structural organization, founded with the Presidential Decree No.43 in 1990. BAKORNAS's main task is to coordinate and to mitigate disaster in Indonesia before and after the disaster occurs.
10. Disaster Management Coordination Unit is a non-structural organization in the province responsible to coordinate and to control mitigation disaster activities in SATKORLAK PB area under governor's leadership.
11. Disaster Management Operational Unit (SATLAK PB), is a non-structural organization in Municipal district responsible to initiate Disaster Management before, during, and after disaster by mobilize all the potencies in its region under mayor leadership who responsible to BAKORNAS PB.
12. Disaster Management Task Unit, is a communitys self-supporting Disaster Management unit. The unit is based on community's unity, capability and autonomy, before, during, and after disaster. In the beginning phase disaster will handle by Hansip matrix that have been formed in all region in Bandung Municipality and develop parallel with SISKAMSWAKARSA or SISKAMLING.

Kinds of Disaster

a. Natural Disaster

Natural phenomena caused by geologic, biologic, seismic, and hydrologic symptoms or by some natural process, which endanger life, structures, and economic matters and cause catastrophe.

Disasters that can be categorize as natural disaster are: epidemic, plant disease, earthquake, Volcanoes eruption, landslide, high tide waves, flood, erosion, typhoon, tropic storm, aridity, and forest burning.

b. Human Caused Disaster

Phenomena caused by technological processing, human interaction with his environment and interaction among human itself that can make a negative impact to mankind life.

Disaster which can be categorized as human caused disaster are: Industrial incident, industry waste, nuclear incident, bad pollution, traffic accident, resident fire, and chemical explode which are caused by social and politic conflict or even war.

Disaster Classification

a. Primary Disaster

Tectonic earthquake (primary) beside destroying communitys residence, it can damage industrial area which

can break gas, chemical or oil pipes and create secondary disaster to the surrounding inhabitants.

Flood as a primary disaster can pollute people's wells and create diarrhea disease (secondary) to the inhabitants or refugees.

b. Secondary Disaster

Volcanoes eruption (primary) can create secondary disaster, boulders or sand concentrated in the top of the mountain's area for example can produce massive mud flood and hit native's houses surrounding it when the rain comes.

c. Slow On-set Disaster

Disasters that produce effects slowly (slow on-set disaster or Creeping disasters) like the condition where people abilities to earn their needs are reduced to unsafe point.

If this condition can be detected earlier, then compensation action can be taken to prevent disaster. But if we ignore it, it can cause a worse disaster that will need bigger support such as in a disaster mitigation situation.

d. Sudden Disaster

Disaster that occurs suddenly can be natural disaster or human caused disaster. Even though sudden disaster can be detected, but it is still impossible to know the exactly time when the disaster will happen.

Disaster Management Principles

a. Togetherness and Voluntary Essence

Disaster management, basically become a collective task and responsibilities between Bandung Municipality government and the community.

b. Integration and Coordination Essence

Disaster Management executed by many sectors coordinatedly and integratedly based on good relationship and support.

c. Autonomy Essence

Disaster Management is mainly conducted independently by people in the risky area it self, especially by Hansip (civil defense) matrix.

d. Quick and Correct Essence

Disaster Management must be done quickly and correctly according to the current condition.

e. Priority Essence

When disaster occur, Disaster Management must have first priority especially to human life rescuing.

f. Alertness Essence

Disaster Management must be focused on alert activities, which consists of prevention and mitigation before disaster happen.

g. Universal Essence

Disaster Management must involve all potential of the Bandung Municipality government and community.

Disaster Management Principles

- a. Disaster Management is an implementation of Bandung Municipality's community protection through out the Bandung area.
- b. Disaster Management is a collective obligation between Bandung Municipality Government and community, based on the community's and government participation and initiative.
- c. Disaster Management focusing on the before-disaster phase, including preventing, mitigation and preparedness to minimize, reduce and decrease the impact that might happen.
- d. Disaster Management is a part of development process to reduce suffering of and to improve the community life, physically and mentally.

Disaster Management Direction

Disaster can not be avoided or estimated precisely, so in order to make disaster management done well and in conjunction with the sustainable national development then disaster management can be directed to:

a. Avoid disaster threat

Disaster Management activities focusing to the before disaster phase which include alert, mitigation and readiness so we can avoid threat and disaster's impact.

b. Rescuing Human Life and Development

Disaster Management focusing on human life safety and securing the national development and its products, but it does not mean ignoring properties, structure, infrastructure, and environment.

c. Recovery and Reconstruction

Disaster Management is executed to reduce the people's suffering, recover community and government activities.

Disaster Management Phases

1. Before Disaster

Activities that must be done before activities are including:

- Preventive

This includes all efforts and activities, which are aimed to partially eliminate or to reduce disaster. The activities are mainly focusing in controlling and distribution of the regulations which may reduce or eliminate disaster risks, including make a disaster map and use all technologies that are involved.

- Mitigation

Activities focusing in reducing and minimizing disaster's impact, for examples: means of transportation, infrastructures, transportation vehicle, communication tools, medical, and cooking tools etc., transmigration; and

law enforcement to constitution and signs movement to the risky places.

- Preparedness

Including all activities like: training and simulation to inhabitants in the risky places and surrounding it. Government officials teaching and training, including activating watching stations, weather watching stations, flood controlling stations and other kind of stations, including SATLAK PB stations in Bandung Municipality, or in smaller areas like Hansip matrix stations.

2. When Disaster Happen

Activities that should be done in this phase includes:

- a. Early Warning

A very important action that can not be neglected in order to give people time to avoid disastrous possibilities.

Early warning, can be conveyed whether in oral or written which include:

- Type of disaster
- Disaster's time and place
- Disaster's effect
- All the steps that have already been taken

- b. Emergency reaction

Part of Disaster Management effort that include mainly search, help, data collecting, and saving disaster victims. Donating clothing, food, tents and others similar activities.

3. After Disaster

Soon after the disaster is subdued, activities that should be done in this phase includes:

- a. Rehabilitation

Is an effort for activate and consolidate all economic structure and infrastructure, transportation, and life hood in order to reduce community's suffering. Kind of activities in this phase including:

- Giving material support to the injured victims to help find work for life.
- Record and collecting data about all structures and infrastructures in disaster management.

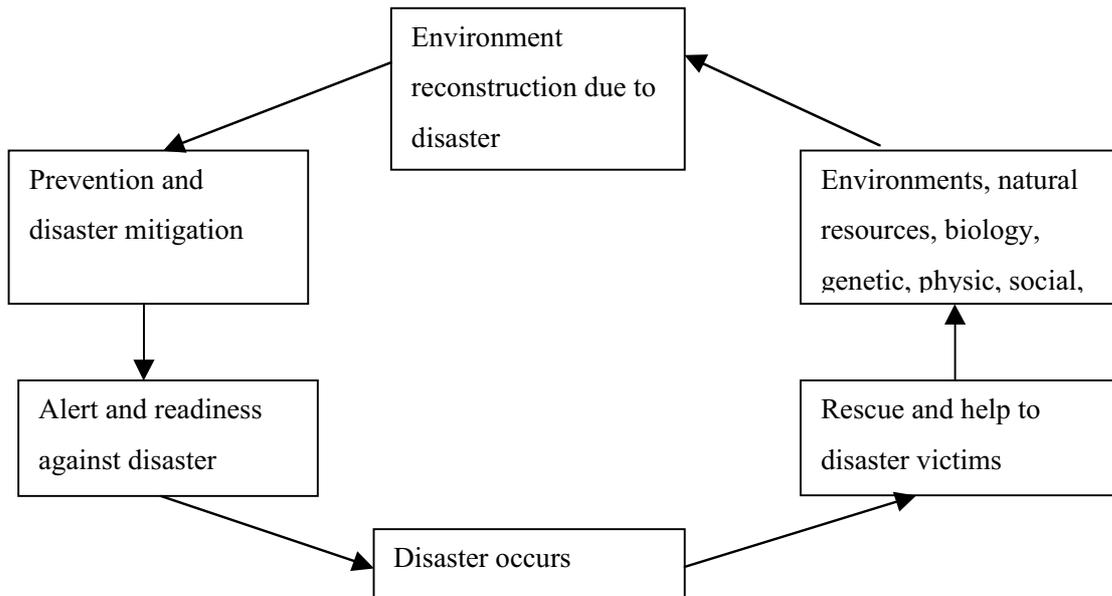
- b. Reconstruction

Is and effort to reconstruct all damages caused by disaster better than before.

In this stage reconstruction must be planned carefully and accurately, involving many disciplines from many government or private institutions and universities compactly.

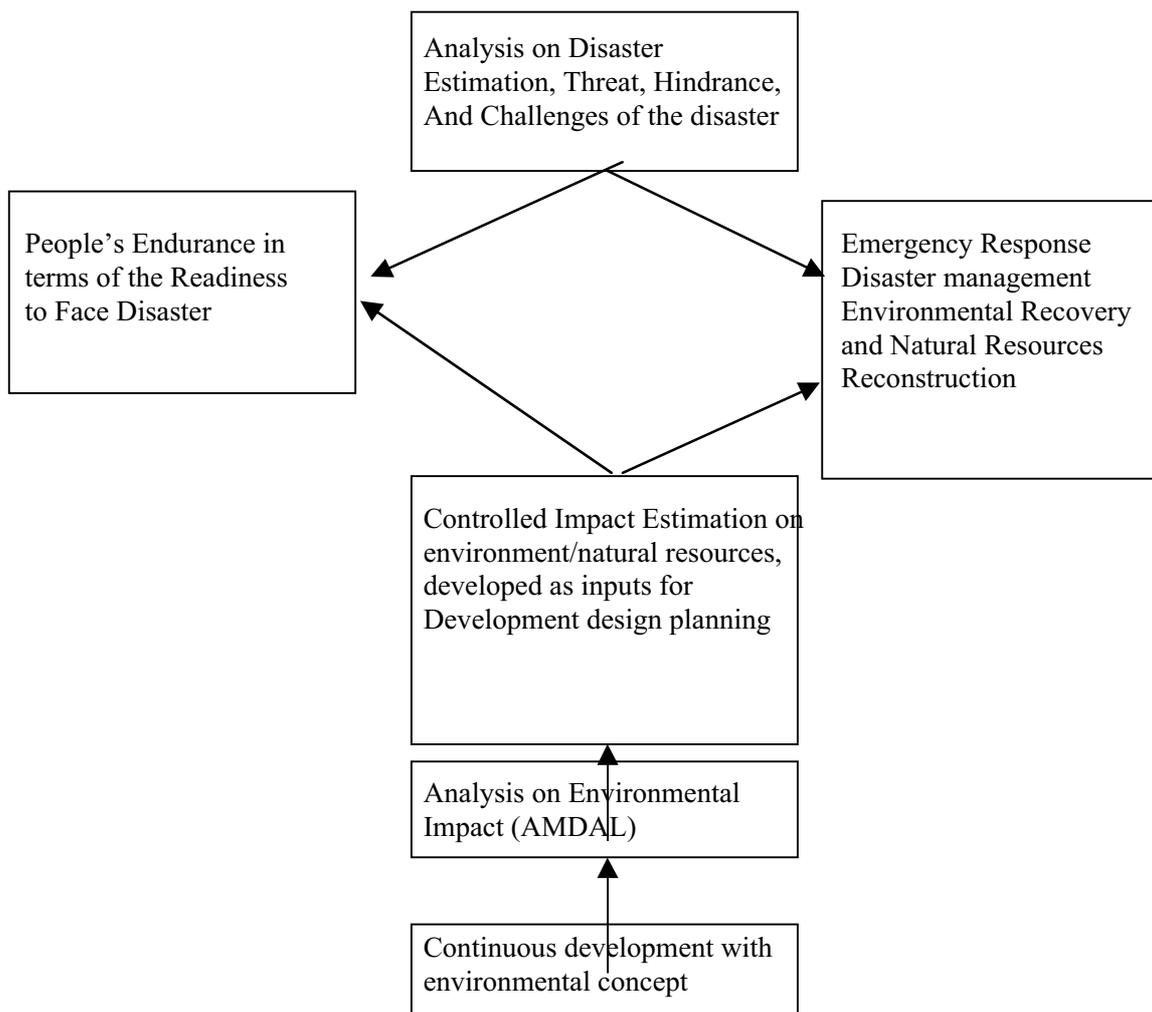
Disaster Management Cycle

The disaster management cycle can be observed in the following:



Disaster Management Analysis

Disaster management analysis can be described as picture below:



Disaster Management Strategies

- The capability to analyze endurance and susceptibility of biological environment or natural resource bio geophysics social economy and culture of development site.
- The capability to analyze possible disaster risk.
- The capability to plan and arrange disaster prevention effort.
- The capability to plan and arrange readiness in facing disasters.
- The capability to consolidate and mobilize task unit (Task forces) of Dati II or task forces of Villages and coordinate with the Provincial government as well as with BAKORNAS.

1.2 Objectives

The objectives of this book project are to give illustrations concerning the operational unit (Satlak PB) of Municipality of Bandung, organizationally structure and also its working procedure. It is expected that these guidelines could be great source for Satlak PB of the Municipality of Bandung so that Disaster management in Bandung can be done integratedly.

1.3 Problems of the city of Bandung

Disaster is a dynamic process, but the uncertainty always becomes prominent factor concerning with human and its surroundings. This brings to the fact that study of disaster management problems should be done emphasizing on geographical, demographical, social economical, organization and legality support culture, as well as needed fund resources.

Geography.

Geographical location, geology, climate, and physiography of The Municipality of Bandung can give positive or negative impact to the whole development aspects in The Municipality of Bandung.

The Municipality of Bandung which comprises of six Regions 26-sub districts and 139 villages, is potentially dangerous to the disaster for each area has unique types and kinds of disaster that need different ways to handle.

This variety of types and kinds of disaster that may occur in The Municipality of Bandung is a hard challenge for the overcoming efforts in aspects of prevention, readiness, rescue, rehabilitation, and reconstruction.

Usually disasters occur in rural areas, which are hardly reachable due to minimum means and infrastructures that there are problems in implementing a quick and exact

management effort especially concerning on early information of disaster.

Disasters would give impacts to human and people's economy as well as the local government of Dati II Bandung if the disaster struck areas are densely populated areas.

Demography

The population density which is concentrated in a certain region with high growth rate can cause a region to become a potentially hazardous area. Very high density causes wearing out of areas, either areas for residence or occupation which reduces the people's awareness to the space order, land and environmental use, which at last come to promote conflicts.

People's comprehension on the meaning of disaster and ways to prevent and reduce the risks is still low so it could present an obstacle in self-overcoming efforts (Penanggulangan Bencana Swakarsa).

Physical and Space order.

Physically the Municipality of Bandung is situated in the Bandung basin with steeper topography on the north side. The existence of mountains in the North and The East also become obstacles in area exploitation for cultivation.

Apparently, people of The Municipality of Bandung still use areas, which are potentially dangerous to disasters such as riverbank areas, and areas with slope of more than 40%. Space lay out plan that divides the region into two regions, Preservation Area and Cultivation Area, is still often violated. If neglected, this problem can be a threat of disaster when the environmental capacity to support can no longer sustain its physical environment any more.

Social Economy, and Culture.

Most people of The Municipality of Bandung work as industrial workers and employees so that they prefer to inhabit the center activities and densely populated area, which are basically dangerous area.

Some of them have occupation as farmers so they tend to live in low-level area that are risky for flood that come from the upstream due to the fact that the place is actually a water retaining area for the upstream area.

However, it is hard to relocate people to safer area due to the condition that Bandung is a zone for industries, trade, and office centers where land becomes complex problem.

National development that had been implemented for the last five years (Pelita) has brought achievements in many fields of living. Some high technology should be watched for it can bring dangerous risk and ruin the development

itself if it is used without any consideration to the preservation of environment and the ecosystem. Moreover, transforming technically irrigated farmland into industrial area will have clear effect to the achievement on other aspects.

Excessive land exploitation in order to reach non-oil-gas commodity export target without being followed by rehabilitation efforts can permanently damage the environment which also bring floods to the cities, fire, industrial waste which at the end will ruin the development itself.

Another factor that can begin disaster other than direct exploitation of natural resources is the tribe, race, and religion factor (SARA) that can potentially initiate social riots. Varied tribe, race, and religion can trigger unrest, which will continue to vandalism and the fall of many victims.

Organizational Aspect

The spreading of information and preparation of the implementation of disaster management according to the guidelines (Kep. Menko Kesra No.02/1983) will need time for adaptation from each operational unit in SATLAK PB's area. The conditions do not allow implementation of modern management methods in disaster management yet. Giving an exact report to SATKORLAK PB on integrated information concerning disaster, such as location map, become a challenging task for the secretariat of SATLAK PB Dati II Bandung due to the limited resource and fund to handle the task.

The implementation of disaster management which was initially focused on repressive way and later on changed to preventive way according to modern method of management still need comprehension from officers who run SATLAK PB Kodya dati II Bandung.

In organizational aspect, the obstacle is the way to enforce people's potential in large scales such as the SATPAM, HANSIP, and other LSM due to unavailability of planning law and LINMAS (people protection) law.

Legal Aspect

Until now, Indonesia does not have any law on disaster management. However, some regulations and laws do exist and can be the foundation for the efforts on disaster management although it is still sectoral.

Realizing the fact, local government of Dati II Bandung has set up a Mayor's decree (Keputusan Walikota KDH Tk II Bandung No. 360/SK 634-MAWIL HANSIP/1998), on December 1st 1998 on the Establishment of the Disaster

management Operational Unit (SATLAK) for the Municipality of Bandung.

Financial Support Aspect

Disaster management as a development effort through preventive way will need large financial support for investments, especially to form a Funding Institution that will give assurance either for individual or large communities.

Due to the fact that most people still have low income and it is difficult to become member of existing public insurance in Bandung, the establishment of an insurance institution can bear the loss caused by the disaster but will need perfect consideration and awareness from the whole people.

Challenges, Obstacles, and Opportunity (SWOT)

Threat

- a. The complex condition of Bandung, with high density and uneven density of residence as well as low awareness on orderliness and clean culture, become the obstacle in overcoming disasters in The Municipality of Bandung.
- b. The Region of The Municipality of Bandung which physiologically consist of plateaus and mountains with tropical climate that knows only two seasons, the rain and dry seasons, clearly show this region potentially dangerous to disasters.
- c. People's independence to be able to overcome disaster can be a great first step in developing Independent Disaster management system (Swakarsa) which is contained by Matrik Hansip/LINMAS with the observation focus on villages, sub districts (Kecamatan)/Kamawil Hansip Kecamatan.

Obstacles

- a. Existing Law and regulation cannot be taken fully as foundation to implement the complete and integrated disaster management.
- b. The Mayor's Decree KDH Tk II Bandung No.360/SK.634-MAWIL HANSIP/1998 can be used as the foundation for disaster management implementation, with more consistent task operation enhancement in the field.

Opportunity

- a. Mutual cooperation amongst the people of The Municipality of Bandung which is a national cultural heritage, which is implemented in organizations such as RT/RW/PKK as well as HANSIP, is a great valuable

thing for the implementation of disaster management in Bandung.

- b. The Mandate of GBHN 1993 and REPELITA VI (Five Years Development Plan) can be the basis for developing the ability to overcome disaster in The Municipality of Bandung according to disaster management principles.

1.4 Use and Benefit of the Book

Benefits

This book is beneficial to official or institute related to the overcoming disaster in The Municipality of Bandung primarily to the ones joined in SATLAK PB as guidelines in accomplishing the task. By guidance from this book, hopefully disaster management in The Municipality of Bandung can be more effective and integrated.

1.5 Book Organization/Systematic

Chapter 1, Introduction

Contains general view on Disaster management in The Municipality of Bandung, some definitions of disasters, general illustration on physically and non-physic of The Municipality of Bandung, and book systematic.

Chapter 2, Basic Regulations and Authority on Disaster Management

Contains regulations and the basic of disaster management in national scope and local scope.

Chapter 3, DM Organization Structure of the Municipality of Bandung

Contains explanation on organizational structure of disaster management in Bandung starting from Dati II to the village level completed with all the elements.

Chapter 4, Responsibilities, Tasks, and Authority of Each Element of SATLAK

Contains explanation concerning Responsibilities, Task, and Authority of each elements of SATLAK PB of The Municipality of Bandung.

Chapter 5, Working Order Mechanism of SATLAK PB

Contains explanation on coordination mechanism of SATLAK PB, administration, reporting, fund, information system, and communication as well as seeking and surviving victims.

Chapter 2

BASIC REGULATION AND AUTHORITY ON DISASTER MANAGEMENT

2.1 Regulation and Basic law of National Disaster management

GBHN 1998

GBHN 1993 & Repelita VI in Chapter 34C

Disaster management gives mandate that in order for the National Development to achieve its the targets, and effectively avoided from obstructions, threats, and interference, thus the National development is carried on through the National Resilience approach which show integrity of the whole life aspect completely and wholly.

In disaster management effort, GBHN 1993 shows, among others, that geological knowledge should be improved in order to get maximum benefit and capability to exactly estimate natural geological disasters in order to give correct protection for the people.

The improvement of People protection (LINMAS) is aimed at the realization of people's capability and resilience as well as environmental-based capability to actively independently take care or reduce the impacts caused by natural disaster or other disasters.

Disaster management, especially the rescue after a natural and other kind of disaster is a national-scoped task and must be done in good coordination by some parties which need to be consolidated through improvement of organizational ability, human resource's quality, management as well as means and infrastructure in order to be capable to give rescue helps quickly and correctly.

The Aim of PJP II

1. The realization of the people's capability to actively and independently overcome or reduce the impacts caused by disaster or other accidents.
2. The establishment of operational system and units. For village level, in the form of people protection unit (LINMAS), which is contained in Matrik HANSIP (LINMAS unit).

The aim of REPELITA VI

1. By the end of the 6th Pelita, the awareness and readiness of people in overcoming disasters and other accidents have been improved.
2. The mastering of disaster management technology that is supported by reliable means as well as the quantity and quality of operational manpower will be improved.

3. The mapping of potentially dangerous zone will be continued and information on the danger level for certain zone will be used optimally in order to set up space lay out master plan in each local government.
4. Improving and stabilizing coordination in taking care of disaster through systematical security and LINMAS as well as complete and integrated national disaster management mechanism.
5. The realization of LINMAS units on village or sub district levels and also data base center for the disaster management operational control center (PUSDALOPS PB) on regional level. In addition it is expected that the LINMAS's regulation have been established in law by the end of The 6th Five Year Development Planning (REPELITA).

Keppres No. 43/1990 on BAKORNAS.

BAKORNAS's obligation

1. Formulating policy on disaster management and give guidelines as well as coordinating disaster management either in initialization, in the progress, or after disaster in integrated way.
2. Giving guidelines for policy on disaster management effort, either preventively, repressively, or in rehabilitation way, which cover prevention, management, rescuing, rehabilitation, and reconstruction.

Kepmenkokesra/Chief of BAKORNAS No. 17/Menko/Kesra/X/1995

This is a follow up of the Keppres (Presidential Decree) No. 43/1990 on BAKORNAS which resulted in the explanation on:

- Organization, Task, and Function of BAKORNAS PB
- Organization, Task, and Function of Satkorlak PB
- Organization, Task, and Function of Task forces PB
- Working Order of BAKORNAS, and
- Fund and helps on PB

2.2 Regulation and Basic Law on Regional and Local Disaster management

Governor's Decree of the West Java Province No. 29/1997 on The Establishment of Satkorlak

The Governor's Decree No. 29/1997 is a follow up of the Decree from Kepmenkokesra/Chief of BAKORNAS No. 17/Menko/Kesra/X/1995.

The main purpose of this Governor's Decree is the establishment of organization and Working order of the Disaster Management Coordination Unit (Satkorlak PB) for the West Java Province.

Mayor's Decree of the Municipality of Bandung No. 360/SK/634-Mawil Hansip on Disaster Management Operational Unit (Satlak PB).

This Mayor's Decree is the replacement for the Mayor's Decree No. 360/SK 619-Bag. Sos/1997 on November 18th 1997 on the Operational Unit of Disaster management for Bandung.

By law regulation Hierarchically, this Decree (SK) is also a follow up from the Governor's Decree KDH Tk I Jawa Barat No. 29 tahun 1997 on The Establishment of Organization and working Order of Coordination Unit of Disaster Management (Satkorlak PB) for West Java Province.

The main purpose of this Decree (SK) is to form Coordination Unit for Disaster Management (Satkorlak PB) for the municipality with organizational structure level from Municipality level, Sub district level, to Village level along with job description and technical guidance.

Mayor's Decree of the Municipality of Bandung No. 360/SK/634-Mawil Hansip on the Standard Procedure of Disaster Management.

This Decree (SK) from the Mayor of Bandung is the latest law product on disaster management. It was signed on December 5th 1998, which is the replacement of Mayor's Decree of the Municipality of Bandung No. 360/SK/634-Mawil Hansip on March 12th 1998 on Standard procedure for Disaster Management for the municipality of Bandung.

The aim of this Standard procedure is as a follow up for Mayor's Decree of the Municipality of Bandung No. 360/SK 634 –Mawil Hansip on December 1st on Operational Unit for Disaster management (Satlak PB) for the Municipality of Bandung and giving guidance in member implementation which is involved in SATLAK PB.

Chapter 3

THE ORGANIZATIONAL STRUCTURE OF DISASTER MANAGEMENT OF MUNICIPALITY OF BANDUNG

In taking care of disaster caused by nature or man made, it is needed organized overcoming, which is relying on steady management system and Overcoming operational mechanism. For the purpose, the organization structure is set up which will regulate and explain how each board involved in the progress that consist of precaution, in the disaster time, or after disaster.

With the formed organization structure available, it is hoped that there will be clear cooperation either horizontally or vertically. So that will be clearly depicted to whom an institution should give its responsibility. Through this organization structure scheme, confusion in doing the task will be eliminated.

Mayor's Decree of the Municipality of Bandung No. 360/SK/634-Mawil on December 1st contains the organizational structure that comprise of the Disaster Management Operational Unit (SATLAK PB) for the Municipality of Bandung for the sub district level, and for the village level. The decree (SK) also described completely and briefly what institutions are involved, the tasks, and responsibility of each institution involved in the three organizations.

3.1 Aim and Purpose

- Realization of a planned, coordinated, integrated, quick, and correct action either before disaster occurs, during the disaster, and after the disaster.
- With the realization of organized action, it is hoped that there will be reduction on the number of victims, materials, or worse environmental damages.

3.2 Organization Structure on Operational Disaster management

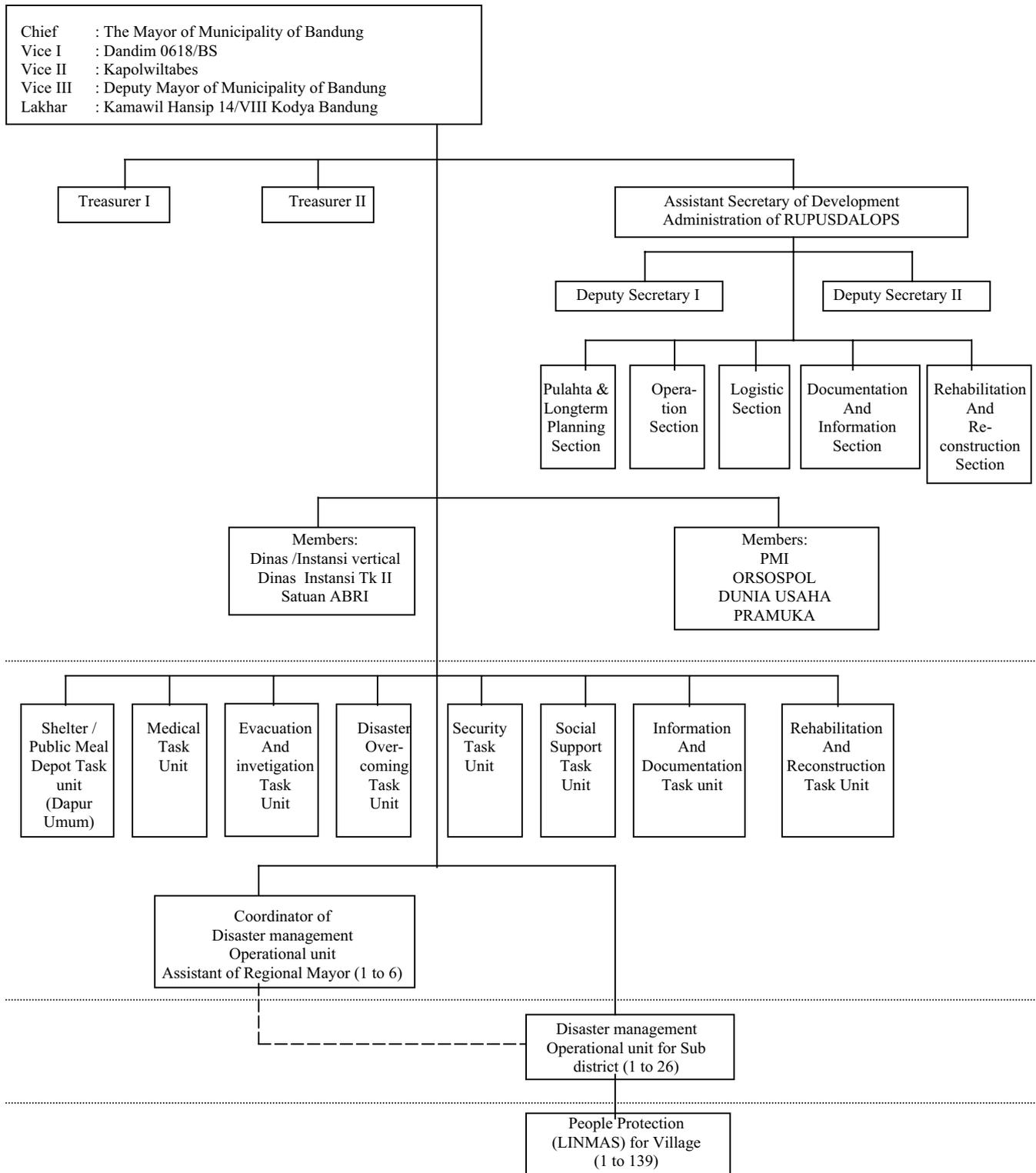
On the Municipality level, Operational Disaster management Unit is formed with the Mayor as the chief, and directly responsible to the chief of BAKORNAS PB through the Governor of the related province.

The Disaster Management Operational Unit (SATLAK PB) is a semi-permanent organization consist of Local Institutions and Vertical Institution in the region such as Medical, Social, Public Work, Transportation, Armed

Forces, and other elements involved in the overcoming of disaster.

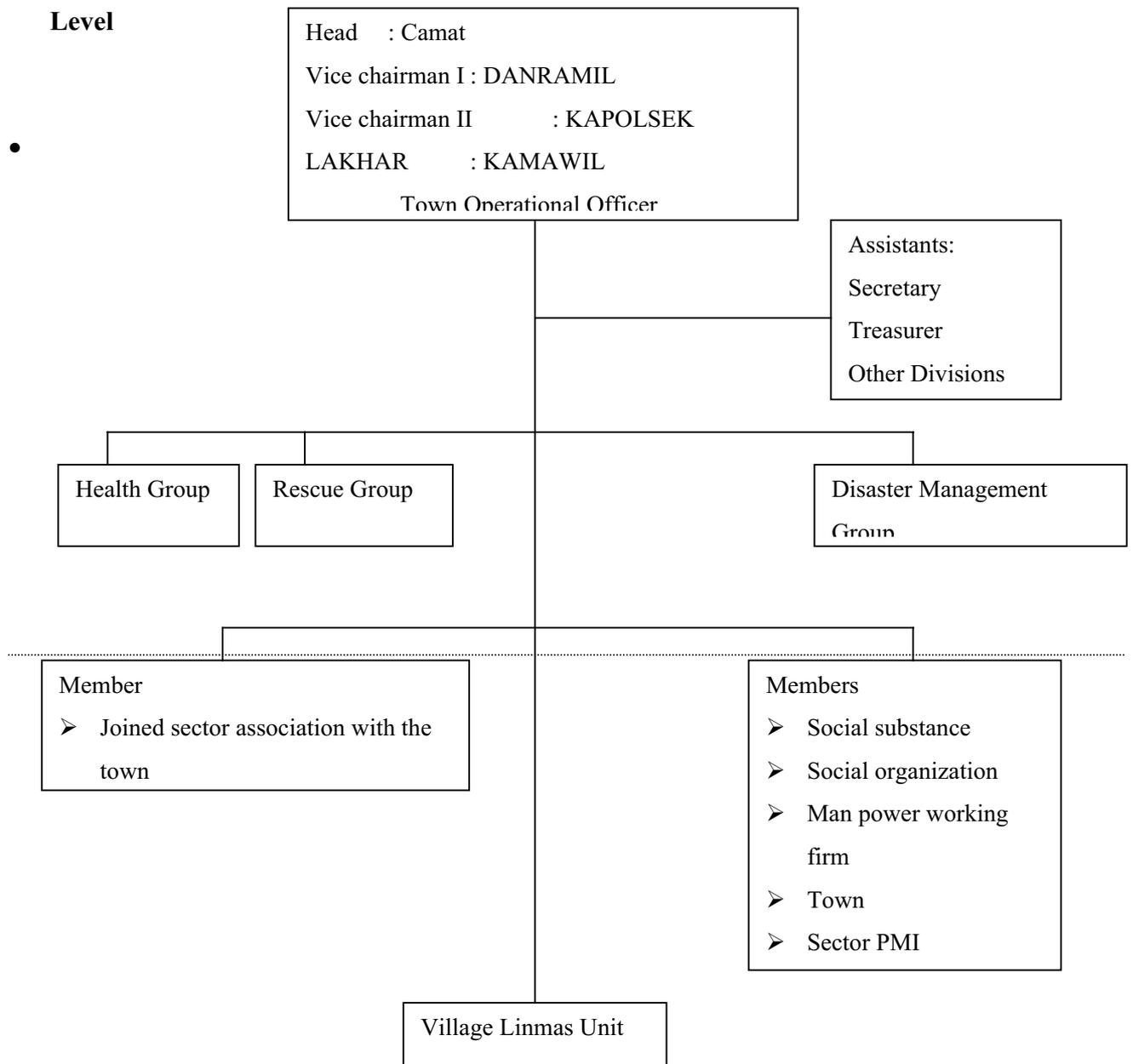
On sub district level, non-structural organization is formed, it is Disaster management Operation Unit. And in the village level, People Protection Unit Organization is formed to help the Chief of village in coordinating disaster management in his region.

THE ORGANIZATIONAL STRUCTURE OF THE SATLAK PB FOR THE MUNICIPALITY OF BANDUNG

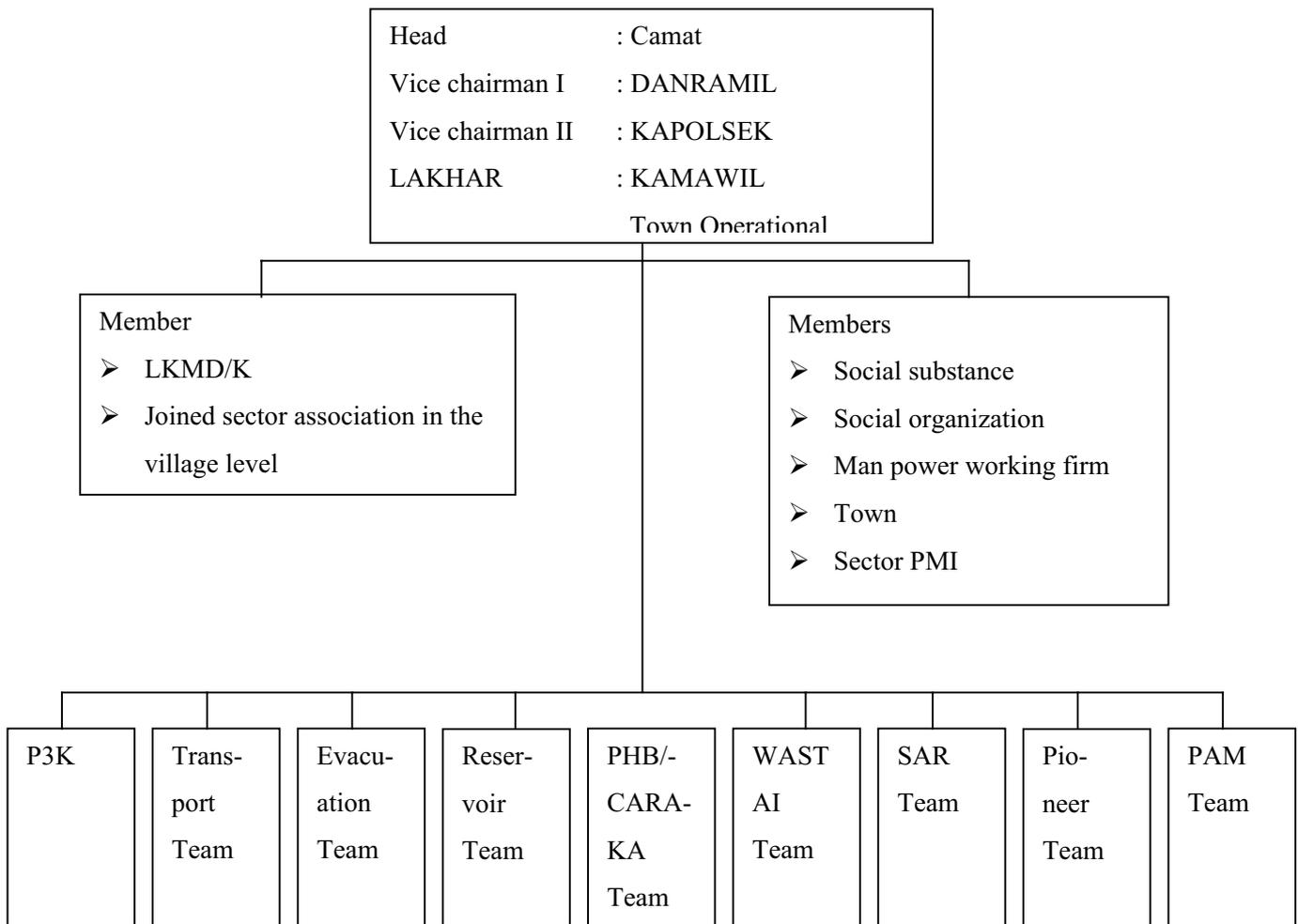


• **Disaster Management Operational Unit Organizational Structure, Sub-district**

Level



Village Unit Organization Structure in the Village Level



3.3 Organizational Elements of Satlak PB

The Bandung Disaster Management Operational Unit (SATLAK PB)

Bandung Disaster Management Operational unit (SATLAK PB) in the Dati I consists of the supporting elements, as follows:

Leading Elements of SATLAK PB in Municipality of Bandung

SATLAK PB in the Dati I Bandung elements, consists of:

Head : Head of the level II City of Bandung
Vice chairman I : DANDIM 0618/BS Bandung
Vice chairman II : Head of Bandung Police
Vice chairman III : Vice chairman of the level II City of Bandung
Daily Operational unit: Head of MAWIL HANSIP 14/VIII City of Bandung

Supporting Elements in SATLAK PB in the level II City of Bandung

Supporting Elements staff in SATLAK PB in the level II City of Bandung, consists of:

Secretary : Assistant Development Administration of Bandung
Vice Secretary I : Head of Social Division City of Bandung
Vice Secretary II : Head of Administration Sub Division of Mawil Hansip 14/VIII level II City of Bandung
Treasurer I : Social Service Division City of Bandung
Treasurer II : Treasurer of PUMC Mawil Hansip 14/VIII of Bandung
Assisted by : Economic Division coordinator, Equipment Division coordinator, Program Planning Division coordinator, Monetary Division coordinator, Serenity Division coordinator and Public Relation coordinator.

Supporting elements of Satlak PB of Bandung is in the form of secretariat Satlak PB/Pusdalops which consists of 5 divisions, as follows:

Supporting elements
Pulahta and Planning
Division

This division is headed by a staff which is appointed from the Mawil Hansip
The Pulahta and Planning Division coordinates these following elements:
KODIM, City Central Police Headquarter, Social and Politic

Operational Division	Office, SATPOL PP, BAPPEDA, GENERAL LABOR COMMISSION, Health Commission. PT PLN, Government, Social Commission, Fire Dept.
	This Division is headed by a staff which is appointed form the Mawil Hansip
	The Operational Division Coordinates these following elements:
	KODIM, City Central Police Headquarter, Social and Politic Office, SATPOL PP, BAPPEDA, GENERAL LABOR COMMISSION, Health Commission, Emergency Unit, Regional SAR Team, PMI (Indonesian Red Cross), TVRI/RRI (Indonesian television and radio), PWI (Women of Indonesia Group), PRSSNI (Indonesian Press Organization), KWARCAB PRAMUKA (Regional Boys Scout), PT PLN, Fire Dept., PMD, KODIM, Education and Culture Commission.
Equipment Division	This Division is headed by a staff which is appointed form the Social Division
	The Equipment Division Coordinates these following elements: Social Commission, Program Planning Division, Equipment Division, General Commission, PT POS Indonesia, GENERAL LABOR COMMISSION, Water and Irrigation Commission, PDAM, PT PLN, PD BANK BPR, BPD, PT TELKOM.
Information and Documentation Division	This Division is headed by a staff which is appointed form the Information Commission Office
	The Information and Documentation Division Coordinates these following elements:
	Public Relation Commission, TVRI/RRI, ORARI/RAPI, PRSSNI, Law Division
Rehabilitation and Reconstruction Division	This Division is headed by a staff which is appointed form the General Labor Commission (DPU)
	The Rehabilitation and Reconstruction Division Coordinates these following elements:
	PD. Air Minum, Water and Irrigation Commission, PT PLN, PT TELKOM, KODIM, City Central Police Headquarter, MAWIL HANSIP, Health Commission, Work Labor Commission, Social Commission, Transmigration Commission, Agriculture Commission, BPN, Department of Religion, Livestock Commission, Fishery Commission, Cooperation Work (KOPERASI).
Operational Elements of the Operational unit of Disaster Management (Satlak PB) Health Operational	Operational Elements of Operational unit of Disaster Management consists of eight Operational units, which are as follows:

unit	<p>This Operational unit is headed by a staff which is appointed from the Health Commission</p> <p>Health Operational unit coordinates these following elements: PMI (Indonesian Red Cross), Government Hospital, Health Clinics/ABRI's Health, Society's Health Central, General Hospital.</p>
Rescue and Evacuation Operational unit	<p>This Operational unit is headed by a staff which is appointed from the Fire Department</p> <p>Rescue and Evacuation Operational unit coordinates these following elements:</p> <p>Fire Department Commission, General Division of the Regional government, Social Commission, General Hospital, Society Organization, PKK, ABRI, Boys Scout, DLLAJ.</p>
Evacuation Evacuation Camp Care/General Kitchen Operational unit	<p>This Operational unit is headed by a staff which is appointed from the Indonesian Red Cross</p> <p>Reservoir/General Kitchen Operational unit coordinates these following elements:</p> <p>Social Commission, Social Section, PPK, General Section, PDAM, MAWIL HANSIP, PT PLN, ABRI/BEK. ANG, PKK, Society Organization, Boys Scout.</p>
Disaster Recovery Operational unit	<p>This Operational unit is headed by a staff which is appointed from the General Labor Commission</p> <p>Disaster Recovery Operational unit coordinates these following elements:</p> <p>Fire Department, PT PLN, SAR, PIONIR, ABRI/ZENI and City Central Police Headquarter and the society.</p>
Safe keeping and Traffic Operational unit	<p>This Operational unit is headed by a staff which is appointed from the ABRI/City Central Police Headquarter</p> <p>Safe keeping and Traffic Operational unit coordinates these following elements:</p> <p>DLLAJ, ORGANDA, MAWIL HANSIP, SATPOL PP, OKP, Society Organization.</p>
Social Service Operational unit	<p>This Operational unit is headed by a staff which is appointed from the Social Commission</p> <p>Social Service Operational unit coordinates these following elements:</p> <p>Social Division, Health Commission, PKK, Indonesian Red Cross, Society Organization.</p>
Information Operational unit	<p>This Operational unit is headed by a staff which is appointed from the Department of Information</p> <p>Information Operational unit coordinates these following elements:</p> <p>Public Relation Commission, Department of Religion, Department of Transmigration, TVRI/RRI, ORARI/RAPI,</p>

Rehabilitation and
Reconstruction
Operational unit

PRSSNI, PT POS Indonesia, PT Telkom, PWI

This Operational unit is headed by a staff which is appointed from the General Labor Commission (DPU)

Rehabilitation and Reconstruction Unit coordinates these following elements:

DPU Cipta Karya, DPU Binamarga, Water and Irrigation Commission, BAPEDALDA, BAPPEDA, Agriculture Commission, Health Commission, Fishery Commission, ABRI/ZENI, Living Environment Division.

DM Operational
Coordinator Unit

Operational Unit of Disaster Management Coordinator Elements consists of the city mayor assistants

Members of DM
Operational Unit of
the Municipality of
Bandung

Members of Disaster Management Operational unit of Bandung, consists of the following:

1. Head of Industrial and Trade Commission of Bandung.
2. Head of Department of Education and Culture of Bandung.
3. Head of Religion Commission of Bandung.
4. Head of Information Commission of Bandung.
5. Head of Koperasi and PPK of Bandung.
6. Head of BAPPEDA of Bandung.
7. Head of Social and Politic Commission of Bandung.
8. Commander of Satpol PP of Bandung.
9. Development Village Society Office Chief of Bandung.
10. Head of the Fire Department of Bandung.
11. Head of General Labor Commission (DPU) of Bandung.
12. Head of City Planning Commission of Bandung.
13. Head Commission of Building Safety Surveillance of Bandung.
14. Head of Health Commission and Society Health Center of Bandung.
15. Head of Garden Commission of Bandung.
16. Head of Education and Culture Commission of Bandung.
17. Head of Market Commission of Bandung.
18. Head of Regional Income Commission of Bandung.
19. Head of Cemetery Commission of Bandung.
20. Head of Housing Commission of Bandung.
21. Head of BAPEDALDA of Bandung.
22. Division Head of Government Planning Commission of Bandung.
23. Division Head of Equipment Commission of Bandung.
24. Division Head of Public Relation Commission of Bandung.
25. Division Head of Law Commission of Bandung.
26. Division Head of Monetary Commission of Bandung.
27. Division Head of Government Commission of Bandung.
28. Prime Director of PD Air Minum of Bandung.
29. Prime Director of Sanitary Commission (PD Kebersihan) of Bandung.
30. Branch Chief of Social Commission West Java.
31. Branch Chief of DLLAJ West Java.
32. Branch Chief of Man Labor Commission West Java.
33. Branch Chief of Bina Marga General Labor Commission West Java.
34. Branch Chief of Water and Irrigation General Labor Commission West Java.
35. Leader of PT (PERSERO) PLN West Java distribution, Bandung's Branch
36. Branch Leader of Meteorology and Geophysics Association

Bandung

37. Head of KADINDA of Bandung.
38. Head of BPC GAPENSI of Bandung.
39. Team Leader of PKK Movement of Bandung.
40. Coordinating Chief Social Prosperity Activity (KKKS) of Bandung.
41. Head of Indonesian Red Cross Branch if of Bandung.
42. Secretary of KORPRI of Bandung.
43. Head of Transmigration Office of Bandung.
44. Head of non-governmental hospitals of Bandung.
45. Society Organization.
46. Secretariat Organda City of Bandung.

Unit of Operational Disaster Management in a Sub-district Organization

Structure of

Operational Unit

- a. Leading elements:
 - Chairman : Camat
 - Vice chairman I : Danramil
 - Vice chairman II : Kaplosakta
- b. Daily Executive of Disaster Management Operational Unit: Sub-district's Kamawil Hansip
- c. Supporting staff elements and Sub-district Operational Disaster Management Unit. Members:
 - Satpo PP Elements
 - Involved sectors and society

Village Linmas Unit

Structure of Village

Linmas Organization

- a. Headed by the following:
 - Head : Village Chief
 - Vice chairman I : BABINSA-AD
 - Vice chairman II : BIMMAS-POL
- b. Daily execution Village Operational Disaster Management Unit is the chief of the village SATLAK PB.
- c. Supporting elements and Village Linmas Operational Unit.
- d. Members of Village Linmas Unit, consists of the following:
 - LKMD
 - Involved organization which is located in the village level.
 - Society elements.
 - Society organization
 - Commercial organization in the village level.
- e. Operational team consists of the following:
 - Surveillance team.
 - Affiliation team.
 - Transportation team.
 - Health team.
 - Evacuation team.
 - Reservoir/general kitchen team.
 - SAR team.

Chapter 4

OBLIGATIONS AND RESPONSIBILITIES OF ELEMENTS OF THE OPERATIONAL UNIT

Background

SATLAK PB (Satlak PB) has an obligation to implement any kind of efforts dealing with disaster management in its region in accordance with the policy stipulated by National Coordination Organization (BAKORNAS) or the directions from the Governor, the provincial authority, as the head of Satkorlak PB that covers actions before the disaster, during the disaster, and post-disaster, also including prevention, submission, rescue, rehabilitation, and reconstruction. In implementing this obligation, an SATLAK PB may use two methods, they are:

1. Direct use of governmental officials and related vertical instances in its region.
2. Involving the community, Indonesian Red Cross and other community organizations.

In order to assist the implementation of the disaster management in a region, Task forces PB (DM Task Force) is established, which is lead by an officer appointed by the chief of Satlak. Task forces PB has an obligation and responsibility to implement actions of managing disasters under the directions of the chief of SATLAK PB, in accordance to its functions.

Below is an explanation of the tasks of each elements and task forces involved in disaster management.

4.1 General Overview

The Duties of the Chairman

The duties of the SATLAK PB Chairman in Bandung are:

- a. Chief Element (chairman and vice-chairmen) is obliged to make decisions and are responsible for the actions of the SATLAK PB.
- b. Daily Executive member worked as the command coordinator to control the implementation of policies stated by the head and its vice of the SATLAK PB.

The chief and his daily executives have the full right to take decision right at the emergency moment.

The Duties of The Chief of SATLAK PB

a. Pre-disaster

1. Coordinate, give guidance and directions, and training of technical plans for disaster management.

2. Coordinate administration training and management to the SATLAK PB.
3. Demand or receive implementation report of the investigation of the disaster and the operational preparation and technical services from Rupusdalops as the deciding factor in determining policies and reports and also to evaluate them.
4. To find and provide fund for disaster management from provincial and regency expense budget and other possible assistance.

b. During disaster

1. Coordinate, give directions, guidance, and hold a training dealing with Disaster Management.
2. Coordinate administrative technical control in disaster management within instances, units, and social organizations, National Armed Forces/Police, community organizations.
3. Implement a direct investigation to the area where the disaster occurs.
4. Coordinate and control the incoming and the flow of any kind of assistance given to the head of the district and head of the village where the disaster occurs.
5. Make a report on the actions of disaster management to the coordinator of SATLAK PB and National Coordination Organization of Disaster Management (BAKORNAS PB).

c. Post-disaster

1. Coordinate a plan of rehabilitating any social aspects ruined by the disaster.
2. Create a policy dealing with plans and constructional preparations on economic buildings, means and infrastructures damaged by the disaster.
3. Monitor the implementation of reconstruction and rehabilitation of the damaged area.
4. Document and evaluate the programs.

4.2 Supporting Elements Staff of the SATLAK PB

General Duty

The duty of Supporting Staff of Disaster Management of Bandung is:

To give suggestions to conceive policies and hold an administrative training from Rupusdalops. Set up a report of the actions and prepare conditional meetings on the implementation of SATLAK PB.

The Assignments of Supporting Staff are:

Pre-disaster:

1. Conceive an operational administrative policy on disaster management.
2. Hold a training and administrative management to all Satlak PB, sub-district DM operational unit, and unit of community protection in the villages.
3. Carry out administrative actions of SATLAK PB.
4. Carry out activities of Rupusdalops especially collect and process the data, and also monitor the condition of smashed area.

b. During disaster:

1. Receive report, administer, and inventory, the damaged area.
2. Compose a report of the condition of damaged area to the SATLAK PB and BAKORNAS PB.
3. Inventory assistance and its management, and designate its distribution to the victims.
4. Hold coordination, direct the SATLAK PB in implementing and perfecting the Disaster Management administration.
5. Carry out a managerial training on disaster management to the district operational unit and Linmas (Community Protection) of Disaster management.
6. Provide any operational equipment and administration.
7. Prepare any meeting to conclude operational stages in disaster management.
8. Activate the function of Rupusdalops thoroughly.

c. Post-disaster:

1. Make a managerial coordination of rehabilitation and reconstruction the damaged area and disaster prone areas.
2. Hold a managerial rehabilitation on disaster, and implement follow up actions.
3. Arrange the programs to be carried out by the SATLAK PB and compose a report of its activities.
4. Prepare conditional meetings.
5. Effectively activate the function of Rupusdalops especially officials dealing with rehabilitation and reconstruction program.

Supporting Elements

The Assignments of Supporting Elements are:

1. Secretary

A secretary has assignment to coordinate administrative work of SATLAK PB in Bandung. In doing his/her job, the secretary assisted by 2 vice secretary.

2. Vice Secretary I

This element is occupied by the head of social division of Bandung. Its duty is to handle financial sources and logistics.

3. Vice Secretary II

This position is occupied by the head of the Administration Subdivision of the Mawil Hansip 14/VIII of Bandung. Its duty is to accommodate internal administration and operation of the SATLAK PB.

4. First Treasurer

This position is occupied by the social division of Bandung. Its job is to handle the administration of the financial sources of the SATLAK PB in Bandung.

5. Second Treasurer

The second treasurer is occupied by the treasurer of *PUMC pad. Mawil Hansip (civilian defense) 14/VIII* of Bandung. Its duty is to take care of the operational fund of the SATLAK PB of Bandung.

6. Secretariat Assistants

The tasks of the secretariat assistants is to assist the duty of the secretary in preparing the operational actions of the SATLAK PB in Bandung. This supporting division is a coordination between instances in Bandung, according to their authority.

The tasks of the supporting division are

a. Pulahta and Design

The duties are:

1. Find, gather, and compile data.
2. Manufacture and save the data.
3. Distribute data to affiliated instances.
4. Set up a plan for medium and long term Disaster management programs.

b. Operational section.

The duties are:

- a. Prepare persons in charge to be involved in Disaster management programs.
- b. Set up an operational plan and contingent plan of Disaster Management program.
- c. Prepare a communication system.
- d. Carry out an early signal.
- e. Prepare TRC.

- f. Take cares and prepare Rupusdalops of Disaster Management.

c. Logistic Section

Their duties are:

1. Provide supports/helps.
2. Accept any kind of support.
3. Prepare assists.
4. Take care of the support.
5. Distribute support.
6. Make report on its actions.

d. Document and Informational section

The duties of this section are as follows:

1. As Public Relation officer.
2. Carry out training and briefing meeting.
3. Document things related to its function.

e. Rehabilitation and Reconstruction Section

The tasks of this section are:

1. Analyze and evaluate the effect of the disaster.
2. Do a limited physical and mental rehabilitation.
3. Control and report the rehabilitation implementation.

The duties, obligations, and the coordination between each supporting instance is described in *appendix A*.

Rupusdalops

Rupusdalops is a facility given in the form of room used in accepting, compiling, distributing and evaluating information in the effort of decision making on Disaster Management which is facilitated with communication means, map of disaster prone area, data about disaster management potentials, transportation, and other supporting facilities. It is also equipped with TRC (Quick Response Team), which will be directed in the Mayor's Decree.

4.3 SATLAK PB members of Disaster Management

The Duty of SATLAK PB member

SATLAK PB member is assigned to support the implementation of Disaster Management by the SATLAK PB of Bandung in accordance to the duty and function of each organization in order to support the success of Disaster Management in Bandung.

SATLAK PB member's duty at the pre-disaster, during, and post-disaster stages can be found in *Appendix B*.

4.4 Operational Elements of SATLAK PB

The Disaster Management Operational Unit consists of Disaster Management Task Forces responsible in carrying out Disaster Management. This is based on directions and orders issued by the chief of SATLAK PB. It is also based on suggestions recommended by the coordinator of the Disaster Management Operational Unit/Chief of Disaster Management Operational Unit, in accordance with the function of each instance, divisions, or social organization. There are 8 task forces united in an operational unit of Disaster Management. Each task force has the obligation as follows:

1. Health task force:

This task force is responsible to implement first aid kits until its hospitalization and manage actions in recovering the physical fitness of the people suffered by the disaster. This task force can make coordination with affiliated instances.

2. Rescue/Evacuation task force:

This task force is responsible to hold, controls, and manages rescue actions and evacuates injured people and injury's possessions to a safer place.

3. Task force of Encampment/Public Kitchen:

It is responsible to hold, manage, and prepare places of camps and public kitchen including preparing staple/fundamental needs and other supportive ones.

4. Emergency Regulation task force:

It is responsible to implement, and manages action of Disaster Management, including the consequences resulted in accordance with people pains and possessions through an effort of minimizing or reducing a bigger risk.

5. Security task force:

This task force is responsible to implement, manages, secures surrounding the damaged area by method of localizing the smashed area and controlling the pathway, in, or out of damaged area in order to smoothen the way of helps and ease the refugees to through.

6. Social Assist task force:

This task force is obligated to collect, accommodates, and distributes Physical helps and matters to the injuries to relief their pain.

7. Informational Task force:

This task force is responsible to implement manages mental-spiritual training for the injuries, and collects and

give informational needed at once to the mass mean in order to regulate disaster and record important matter to be evaluated.

8. Rehabilitation and reconstruction task force:

Its responsibility is to implement and manages program of rehabilitation and reorganization in injures area, which has smashed physically by the disaster. It also has duty to keep up the injuries mental-spiritual aspect as their need.

4.5 Coordinator of Operational Unit of Disaster Management

The Main duty of the Disaster Management Coordinator in the Sub-districts

The coordinating element of Disaster Management operational consists of the mayor's assistants. Their duty is to manage, supervise, and give directions on the tasks of the sub-district Disaster Management Operational Unit in the mayor's authority accordance with direction of the chief of SATLAK PB of Bandung. Its duty is also to report the implementation of Disaster Management in the region to the mayor of Bandung.

Sub-District Disaster Management Operational Unit

Leading Elements of the Sub-District Disaster Management Operational Unit.

Chief Element of district operational unit consists of:

- This element is assigned to make decision and are responsible for the activities of the sub-district Disaster Management Operational Unit, in accordance with policies given by the chief of SATLAK PB in Bandung, and also other regulations on disaster management.
- Daily Executive of the Sub-district DM Operational Unit acts as the coordinator of commands and controller of any policy implementation issued by the Chairman/Vice Chairman of the Sub-District Disaster Management Operational Unit

Supporting Element Staff and Sub-District DM operational Unit

Its duty is to give suggestions on formulating policies and hold a administration training, technical administration services from Rupusop (Disaster Management Operation Center Room).

Members of the Sub-District Disaster Management Operational unit

Members of the Sub-District Disaster Management Operational Unit are obliged to assist the implementation of actions carried out by sub-district

disaster management operational unit, according to the duty and the function of each organization and their capacity in order to assist Disaster Management in related sub-districts.

Community Protection Unit of Village

1. Chief Element of Community Protection of Village

1. The Chief Elements (chairman and vice-chairmen) assigned as decision-maker, they are responsible for the activities in Community Protection Units in villages. This is appropriate with the policy given by The Sub-district Disaster Management Operational Unit, policy of SATLAK PB in Bandung, rules, and norms dealing with Disaster Management.
2. The Daily Executive of the Community Protection in villages work as command-coordinator and controller of every policy implementation, dealing with Disaster management, which is issued by the chairman/vice of the Village Community Protection Unit. All at once as the supporting staff unit, with the duty to give directions, formulate policy and hold an administrative training, administrative technical services, and setting up a report.

Supporting Element Staff and Operational Unit of the Village Community Protection

The task of each task force is to implement the policy (chairman/vice-chairmen/daily executive officer of Community Protection/Village Task Force).

Member of the Village Community Protection Unit

The duty is to assist the implementation of the activities of Disaster Management Operational Unit. This is in accordance to the duty and function of each organization and capacity in supporting and assisting the programs of Disaster Management of the concerned village.

SATLAK PB of Vital Objects

The duty of this unit is to keep in accordance with the rules and stipulation about guiding fundamental obligation and functions of the Disaster Management program. This will be regulated further on.

Guidelines for Sub-district Supporting Element

Chief element of Operational Unit and supporting staff Unit of Sub-district Disaster Management and Community Protection in village have to follow guidelines below:

- Internal Affair Minister Decree No.37/1989 about Guidelines of Disaster Management for Local Civilian Defense Row.

- Internal Affair Minister Instruction No.20/1997 about Management of Disaster Management in Local region.
- And other policy directions dealing with Disaster Management.

4.6 Quick Response Team (TRC)

Membership

The membership of TRC consists of the members of Satkorlak PB or Satlak PB that are needed, which are the elements of Mawil Hansip, Health, PU, Social, Agriculture Division of ABRI, Communication, SAR, etc.

Purpose

The main purpose of Quick Response Team (TRC) is in examining the field and the approximation of the needs caused by the disaster is to collect and process data on:

- a. Medical aid and public health.
To estimate the medical needs and health of the people who get the disaster.
- b. Water supply.
 1. Examining how much water supplied which is safe to drink and other needs.
 2. Estimating how much water is needed.
- c. Food and Agriculture aid.
 1. Determining the needs of food to help the victims of the disaster.
 2. Making a recovery plan for the agriculture.
- d. Housing and Resettlement.
 1. Evaluating how many houses are damaged and ruined.
 2. Estimating the needs of houses and temporary resettlements needed.
- e. Public Service, Communication, and Transportation.
 1. Making sure the condition of the public infrastructures and facilities.
 2. Making sure the conditions of communication and transportation.
 3. Estimating the recovery so that the communication, transportation, public service can function again.

Work System

The work system of the Quick Response Team comprises of three stages, which are the Planning Stage, Preparation Stage, and Implementation Stage.

1. Planning Stage

The stages which are going to be implemented are:

- a. Accepting duty.

- b. Duty analysis.
- c. Making work plan with the following details:
 - 1. Time and Location.
 - Time and location.
 - Time and departure place.
 - Destination.
 - Traveling plan.
 - Transportation used.
 - 2. Preparation of Examination.
 - Gathering and departure time.
 - Data of the area in disaster.
 - The officials to be contacted.
 - Preparing a check list needed in examination.
 - 3. Supplies being brought.
 - P3K.
 - Food and water to be used during duty.
 - Fuel for transportation.
 - Writing tools and report equipments.
 - Communication tools.
 - Map of the area in disaster.
 - Funds needed.

2. Preparation Stage.

- a. Preparing the personal and team's equipment.
- b. Preparing transportation facilities to and at the location of disaster.
- c. Study the data of weather, the field, and threats of the disaster.
- d. Study the disaster map that comprises of geography, demography, and social condition.
- e. Preparing transit letter, funding, and team accommodation.
- f. Coordinate with the officials in disaster area.

3. Implementation Stage.

- 1. Search and collect primary data on:
 - Officials whose area is in disaster.
 - Related instances and the public. (Sub-district Head, Village Head, Hospital, Puskesmas, Public Organizations, LSM, PMI, Private Entrepreneurs, etc).
 - Data of victims and damage in field.
- 2. Process, analyze, and evaluate data, comprising of situation analysis, analysis of probable needs, approximation analysis of the growing situation.
- 3. Making recommendation.
- 4. Making reports to the Head of Satkorlak PB/Head of Satlak PB.
- 5. Length of time of control ranges from 2 to 4 days (maximum 2 days in field).

TRC Report

The Quick Response Team (TRC) makes a report of the results of the examination in the field to be presented to the Head of Satkorlak PB or Satlak PB immediately, correctly, and accurately.

Usually the report made is divided in two:

1. Daily report which is given everyday to the Pusdalops PB.
2. Report of the final activity in details, which is given to the Head of Satkorlak PB/Satlak PB about consequences of the disaster and urgent needs.

The report made has to be brief (about the root of the problem), clear (not confusing), relevant (perceiving questions on prepared form), and consistent (obeying norms, containing same kinds of information, applies anywhere).

CHAPTER 5

THE MECHANISM OF WORK SYSTEM OF THE DISASTER MANAGEMENT OPERATIONAL UNIT (SATLAK)

Background

SATLAK PB is an institution that is responsible directly in disaster management which is assisted by some elements, including vertical instances, horizontal, also networks. The DM secretariat has a duty to coordinate and control all important elements connected with disaster management. To ease operation and coordination, secretariat of Satlak PB is equipped by RUPUSDALOPS, which is the center of activity and coordination of disaster management.

To succeed the disaster management in Kotamadya Bandung; clear, easy to understand, realistic, consistent, and responsible mechanism of coordination is needed. That is why mechanism of coordination is an absolute thing needed before the disaster (pre-disaster), at disaster, and after disaster (pasca disaster).

5.1 Mechanism of Coordination of Disaster Tackling SATLAK

The most important thing in disaster management is coordination. The coordination has to involve all the members of SATLAK PB, from the government, public, LSM, international institution, etc.

Mechanism of Coordination of Pre-Disaster

Vertical Coordination

In the pre-disaster stage, coordinations in the form of vertical coordination are:

- Coordination of instance/vertical institution in official meeting from Dati II, sub-district and political district administered by village chief (lurah)
- Establishing periodic meeting coordinated by MAWIL HANSIP level II involving elements of SATLAK PB stage sub-district and political district administered by village chief
- Through establishment of workshop or seminar connected to the disaster management
- Coordination with the report mechanism on the condition of the operational area of disaster management
- Establishing training and counseling to the public figures, heads of RW and RT in Bandung
- Teaching and adapting the public to face all disaster forms through demo and enactment in field and also

through some information and communication media such as radio, television, brochures, pamphlets, internet, etc.

- Recruitment of volunteers to aid the task forces of SATLAK PB

Horizontal Coordination

In the pre-disaster stage, coordinations that can be done for the horizontal level are:

- Establishing periodic meeting between instances, members of SATLAK PB coordinated by SECRETARIAT SATLAK PB/PUSDALOPS lead directly by Assistant Administration II for the Municipal Development.
- In strengthening the bond and making easy the coordination between members of SATLAK PB, in every instance the members of SATLAK PB are obliged to send contact person whose position in the instance must be clear.
- Establishing training/provisioning also as coordination of disaster management to all instances involved as members of SATLAK PB.
- Coordination and standardizing the process of coordination through workshop or seminar connected with the disaster management
- Coordination through information media such as newspaper, internet, television, telephone, or other communication devices.

Network Coordination

What is meant by network coordination here is coordination which involves institution/instance that is not included in horizontal and vertical level. The form of these institutions are: LSM, Ormas, Consultant, PT, School, International Institution, Bilateral Cooperation, and other institutions not included in either vertical or horizontal structure.

The coordinations that can be done are:

- Establishing warning simulation, rescuing, evacuation, and other disaster management activities
- Establishing technological cooperation in disaster management practice between areas/regencies, provinces.
- Establishing technological cooperation and disaster management practice between cities, countries.
- Establishing regional/international meeting about the activities of disaster management
- Sponsorship cooperation with international finance institution.
- Cooperation with institutions connected with disaster in local, regional, international level.

- Cooperation with LSM, public organization, and other institutions connected to the disaster management.

Mechanism of Coordination during Disaster

Vertical Coordination

In the stage during the disaster, coordinations that can be done for the vertical level are:

- Every task force of political district administrated by village chief immediately report the condition of the field to the sub-district task forces to be continued to PUSDALOPS to be reacted
- Secretariat of SATLAK PB immediately consultat with the field team and instance that has rights to inform of the condition of disaster to be reported to the Head of SATLAK PB to be declared.
- The Secretariat of SATLAK PB immediately activates DM RUPUSDALOPS and task forces to follow up the condition of the happening disaster.
- Sending warning/information of disaster as fast as possible to the center stage and to the public through effective and efficient media.
- Collecting and informing the leaders of sub-district/political district administrated by village chief in RUPUSDALOPS (if it is impossible, then it can be done through communication tools prepared at the disaster) for briefing and rescue job distribution by the head of municipality or the head of lakhar (daily executive officer) from MAWIL HANSIP
- All members of PB use effective communication tools when the disaster is happening
- Sections in the secretariat of SATLAK PB immediately prepare emergency operation strategy to follow up the happening disaster.
- The highest command is the Mayor as the Head of SATLAK PB of Bandung. Every operation is done by one command.
- Every operation is reported intensively to the central by special telephone, internet, messenger, or other effective media. It is done to make the communication easier.

Horizontal Coordination

In the disaster stage, horizontal level coordinations that can be done are:

- Collecting the members of SATLAK in RUPUSDALOPS (if it is impossible, then it can be through communication media prepared at disaster) for briefing and rescue job distribution by MAWIL HANSIP
- All task forces of SATLAK PB should use effective communication tools when the disaster is happening.

- Each department/instance being the members of SATLAK immediately sends the task forces team in each department/instance.
- Each information is reported to the central in RUPUSDALOPS to be sent to the other members of SATLAK for being followed up
- In special emergency of instance (very urgent), the rescue duty or others can be done without waiting for the command from RUPUSDALOPS.
- Every hour, day, or periode of some time, there is briefing about the last condition

Network Coordination

In the disaster stage, the vertical level coordinations that can be done are:

- Request technical aid or others in disaster management from the nearest city that doesn't get disaster, if can't then request help to the central.
- Request aid from LSM, Public Organization, and the institutions not included in the members of SATLAK PB, to be active and proactive helping SATLAK in disaster management according to their own subject.
- Request financial aid to the international finance institution to give aid for the victims of disaster
- Request the government, especially that is connected with foreign cooperation to spread out the condition of disaster, to get aid from international finance institutions.
- If the cooperation with LSM, public organization, and other institutions aboard connected to the disaster management needed.

Mechanism of Coordination After the Disaster

Vertical Coordination

In the stage after disaster, coordinations can be done for the vertical level are:

- Each task forces of district immediately reports the condition of damage and disadvantages in the field to the sub-district task forces to be continued to the Satlak PB of Kotamadya to be followed up
- Secretariat of SATLAK PB immediately makes consultation with Task forces of Rehabilitation and Reconstruction to make priority scale of the tackling of the disaster damage
- Spreading out the information of disaster damage as fast as possible to the central and public (especially outside the disaster area) through effective and efficient media in order to collect humanity aid

- The Head of SATLAK PB collects and informs the leaders of regency/district level in RUPUSDALOPS and the job description of reconstruction and rehabilitation
- Sections in the secretariat of SATLAK PB immediately make strategy and also reconstruction and emergency rehabilitation program for such important areas: bridge, PLN, PDAM, Telkom, government instance
- Highest command is by the Major as the Head of SATLAK PB Bandung. Each reconstruction and rehabilitation operations done under one command.
- Every operation activity is reported intensively to the central by special telephone, Internet, messenger, or other effective media. This is done to ease the coordination.

Horizontal Coordination

In the after disaster stage, coordinations can be done for the horizontal level are:

- Collecting instance/institution/organization that is the member of SATLAK in RUPUSDALOPS for coordination in determining the reconstruction and rehabilitation according to their own subject (seeing the duty and responsibility)
- Every department/instance being the member of SATLAK immediately sends the task forces team, equipment, and fund for reconstruction and rehabilitation of damage in each department/instance.
- Every information of development of reconstruction and rehabilitation is reported to the central in RUPUSDALOPS to be sent to other SATLAK members for being followed up and coordinated again.
- The coordination meeting between instances that are members of SATLAK PB is very recommended after the disaster and done as often as possible, after that it is done if needed.

Network Coordination

In the after disaster stage, coordination can be done for vertical level are:

- Request technical aid or others in reconstruction and rehabilitation of disaster from the nearest city that doesn't get disaster, if it can't then request help to central level.
- Request aid from LSM, public organizations, and institutions not included in members of SATLAK PB to be active and proactive in helping SATLAK in reconstruction and rehabilitation according to their own subject.

- Request financial aid to international finance institution in order to give humanity aid for the victims of disaster and physical and social town reconstruction
- Request the central government especially connected with foreign cooperation to spread out the condition of disaster, to get aid from international institutions.
- If needed cooperate with LSM, public organization, and other foreign institutions that are very much connected to disaster management is needed in the future (mitigation).

5.2 Mechanism of Administration and Logistics

Mechanism of Administration and Logistics

Matters that should be concerned in the mechanism of administration and logistics are:

1. Preparing the rehabilitation center for the victims/evacuation in the determined location
2. Using logistics prepared by the district government
3. Aid or contribution is coordinated by Social Division, distributed through local sub-district.
4. Preparing means for:
 - Troops transportation
 - Logistics transportation
 - Victims evacuation
5. Establishing public kitchen
6. Making a note of the victims' things
7. Making a note and taking care of the dead victims, if impossible leaving them with a sign.
8. Giving an identification sign for the evacuees as needed.

5.3 Mechanism of Reporting

Report System

- The reporting system before disaster can be done periodically, according to special condition of own area. For the sensitive area of disaster, the report is relatively more often for disaster prone areas.
- At disaster, reporting system is done clearly, fast, correctly, responsible, and as fast as possible maybe through RRI, TVRI, printed media, article, telephone, also messenger.
- The public should be supplied and given facilities by knowledge/reporting way of disaster easily and fast, for instance through special Hotlines or public service post in their own areas.
- Using standard report format to see how far the damage and disadvantage level caused by the disaster is.

- Mechanism of reporting done by SATLAK PB must be justified transparently and as clear as possible to the people, especially the one connected social aid from the public, central government, local and national finance institution, PMI, etc.

5.4 Mechanism of Payment

Funding Sources

The funds come from:

1. Routine budget of local district government (DATI I and DATI II)
2. Routine budget of vertical instance connected
3. Aid from BAKORNAS PB and Central Level of Department/instance connected
4. Public participation as the valid legislation rules, such as: PMI, caring relief fund (dompet peduli), etc.
5. International public aid as the government's authority.

Justification

All funds used in the disaster management activities must be justified clearly and transparently. The justification and finance reports are done periodically, for instance quarterly or maybe every month. The responsible person in finance of the operational SATLAK PB is the treasurer, who is the supporting element of the Head of SATLAK PB.

Funds that do not concern the operational instant disaster management are loaded on the instance budget of each member of SATLAK PB. More explanation will be on the JUKLAK and JUKNIS.

5.5 Mechanism of Information and Communication System

In the danger management of a disaster, information system holds an important role in supporting the management system of disaster management. Through this information system, right procedure and policy for disaster management are formulated in regency level, sub-district, and also political district administrated by village chief.

This information system must be supported by information media. Through dispersed media, the development of information from public and received from the involved structure in disaster management for area in disaster will be implemented better. Satlak PB has a responsibility in coordination of sending the information had to the elements involved at all levels. Department of Information can be used as supporting staffs in spreading out information.

Purpose

Sending all information of the disaster to the public quickly, correctly, and effectively to guarantee public safety and prosperity.

Targets

1. Describing environmental condition, range, and effects of disaster, to avoid fear and unclear information.
2. Focusing attention to public safety.
3. Describing everything that can be done by the public to help from danger of disaster in public active participation.
4. Supplying information of the protection condition existing for the public.
5. Supplying information from location of disaster source.

Information Source of Disaster

Information sources about disaster going to be spreaded out to the public is received from instances such as:

- Direct Information from the Mayor as the Head of Satlak PB
- Secretary of Satlak PB occupied by the Second Assistant of the Mayor as the secretary of Satlak PB.
- From organization or department that has authority to give immediate warning. For example: Hurricane → BMG
- Other information from the mass media, printed also electronic others which have been confirmed to the Satlak PB.

Equipments of RUPUSDALOPS

In the room of information center of disaster, some supporting devices are needed such as Graphic Information System (SIG), On line communication, systematic maps, radio communication transmitter, etc. Besides utilizing technology and enough/advanced equipment like communication tools and great network. Existence of the devices is adapted with the finance condition and local need.

Media of Spreading Out Information for Public

For the success of disaster management, the public is expected to participate actively in every activity of Satlak PB. That is why all information collected must be spreaded out to the public through the existing media. So with the information received, public can be more prepared and can arrange the plan in giving aid together with the involved elements in Satlak PB in efforts of disaster management for their own safety.

A. Public Volunteer and Hansip

Organization for communitys to participate voluntarily in this duty is Hansip (Civil Defense). Hansip is an organization existing in every settlement areas, occupation and education and one of its functions in public protection is to tackle the results of war, natural disaster, and other disasters.

With such functions, then all components of Hansip are demanded to have enough ability/skills and always be ready at all time and also can cooperate in harmony with other functional agency connected to the public protection and safety. Of course this will be achieved if there is a good information system, so that all information can be disseminated out to all parties connected.

To increase good resources, intensive and continuous construction is needed. The construction can be an assignment, simulation, or training established specially for it. Training of disaster management should be established wide for the public, especially the public in critical area of disaster.

B. Mass Media

The ones included in this information media are:

Electronic Media

- Government Radio: RRI
- Private Radio integrated into PRSNI
- ORARI/RAPI
- Government Television: TVRI
- Private Television Stations: RCTI, SCTV, ANteve, TPI, Indosiar, etc.
- International Television: CNN, Reuters, NBC, etc.

Printed media

- Local Newspapers: Pikiran Rakyat, Hikmah, Galura, etc.
- National Newspapers: Republika, Media Indonesia, etc.
- Magazines
- Pamphlets, brochures, advertisement board of public service, etc.
- And other printed media.

Internet Media/Computer Network

- Establishing SATLAK PB homepage with e-mail service for disaster report
- Telephone media, HT, Satellite, etc.

5.6 Implementation Orders of Giving The Warning of Disaster

Background

Warning shows preparation for a disaster which warning system is needed. This system can have variation from

alarm (for example for fire), alarm (for instance for industrial accident) until announcement through radio, television, etc. (for example for hurricane, flood) and other traditional method of communication (such as hitting a gong, ringing bells, raising a flag, etc.).

In the general condition of disaster, experience has shown that loss of human lives, properties can be reduced as the result of approximation preparation and correct alarm system. That is why the need of warning system should be stressed. But not every condition gives chance to send a warning. False warning at can cause people to react. That is why it is very important to determine the official who is responsible for warning of a disaster source.

Organization with authority to give a warning of disaster

Secretariat of SATLAK PB in RUPUSDALOPS is a prime instance which is responsible to give warning of disaster. Highest command to declare a disaster condition is by the Head of SATLAK PB who is the Mayor of Dati II Bandung.

Moreover, there are technical instances which has authority to give registered warning:

INSTANCES

TYPES of DISASTER	AUTHORIZED
• Earthquake	Body of Meteorology & Geophysics (BMG)
• Flood	Irrigation Agency
• Hurricane	Body of Meteorology and Geophysics
• Epidemic Disease • Landslide/Erosion	Department of Health GTL
• Outer space Object • Food Crisis	Boscha Observatorium Social Agency
• Volcano Eruption • Mass Chaos	Directorate of Volcanology Police, KODAM, Hansip
• Traffic Accident	Department of Transportation
• Industrial and Chemical Accident	Bappedalda, Industry, Police
• Fire Police,...	Fire Department,

Important Aspects of Warning

These following aspects can be considered in spreading warning, such as:

1. All warning systems and technology that are connected are always taken care of at working condition and also checked regularly.
2. The public in the dangerous area is informed about the warning system.
3. Alternative announcement system must be prepared in condition of technical failure (for example dead electric current, cut road).
4. Only appointed officials may spread the warning.
5. All warning systems supplied must be used.
6. The spreading of warning must be optimum, clear about hardness level, time of occurrence, and areas that is probably struck.
7. The warning statement must be sent simply, directly and not using technical language, and also combining daily patterns of using.
8. Certainty of 'yes' and 'no' must be explained clearly to the public to ascertain right action.
9. Warning statement must not encourage curiosity or panic. It must be in professional language without emotion.
10. The control mechanism to issues/gossips must be activated.
11. All instances and organizations that are connected must be informed.
12. If possible/needed, aid from the public leader and group of organizations must be used to explain the threat which is faced.
13. Once the warning is spreaded, it must be followed with small warnings to inform the progress of the last condition.
14. In the condition where the disaster has passed, a signal of safety must be sent.
15. Every warning has limitations and various warning system will help.

5.7 Mechanism of Searching and Rescuing Victims of Disaster (SAR)

It is very important to understand the threat faced and steps needed to be done. All instances connected in the evacuation must have a general understanding about roles and responsibility to avoid confusion and panic.

Different circumstances take different priorities, hence evacuation responsibilities are addressed to different institutions.

All evacuation processes will be conducted by evacuation officials, The Police, Fire Department, Social Institutions or any other institutions under the instruction of the chief of

SATLAK PB. For security and reliability the evacuation commands taken by coordination with the people's leader. The evacuation must be reported to the Evacuation Unit or local police department immediately.

Factors that Need to be Considered in Emergency Evacuation

Several Consideration Assumptions

- Time required in evacuating depend on the type of disaster.
- If the situation could be monitored like a tornado, SATLAK PB can take one or two days of preparation.
- In other type of disaster: emergency evacuation.

Important Factors

- The shelter should be one hour away by foot or 3 miles (5 km) from houses.
- Evacuation route should avoid flooded possible area, but may be small route.
- Make sure the right evacuation method by including people's participation and these instructions:
 1. Evacuation should be conducted by the leaders and people organizations support for security and convenience.
 2. Preparation suld make sure the route not blocked.
 3. It's very important that one family is also one unit in evacuation.
 4. In lack o transportation or emergency condition, ask the people to conduct the evacuation by this following order:
 - Seriously injured and sick people.
 - Children, women and physically disabled people.
 - Old people

It's required an evacuation planning based on priorities to help preventing people panic.

Emergency Evacuation Preparation

Recommended preparation for the people are:

1. A family is recommended to bring sufficient drinking water, food, clothes, and emergency tools.
2. Every family is recommended to prepare a family kit that consists of:
 - Water reserves in closed and unbreakable container.
 - Packed and instant food.
 - Change clothes and rain preparation
 - Blanket, bed cover, and towel.
 - Pails, plates, glasses and plastic drinking ware
 - Soap, tooth brush, tooth paste

- Battery powered radio, torch, wind lamp, matches.
 - Money and jewelry.
 - Personal medicine
 - Important documents such as ransom card, passport, bank accounts, address and phone book, certificates, driving license, property documents, insurance documents, etc
 - Special things such as food for babies, old people and physically disabled people.
3. Recommending people to keep gas amount on their cars stable because the fuel station could be closed in emergency.
 4. Ask the people to shut down the electricity, gas, and water before leaving.
 5. Ask the people to listen to the radio and follow local instructions.
 6. If there's a danger of a chemical leak, people should be instructed to leave immediately.
 7. In other circumstances, it's recommended to follow these instructions:
 - Wear protective suit.
 - Leave the house securely, close and lock all doors and windows.
 - Close all electricity main switches and water valves.
 - Leave as soon as possible to avoid being trapped.
 - Follow the instructed route. Short cuts may be blocked.
 - Not moving to the flooded area.
 - Get away from electricity towers.
 - Pets might be not allowed in the refugees camp.
 - They should leave their cattle.
 - If possible, people recommended to bring their cattle with them [if evacuation not required transportation]

Rescue for Disaster Refugees

In flood disaster,

- The evacuation should be done immediately.
- Refugees should move to temporary camp.
- In less than 3 hours since the disaster refugees should be provided with:
 - ❖ Drinking water
 - ❖ Medicine
 - ❖ First Aid
 - ❖ Food

Preparation 48 hours after the disaster

- Transportation for seriously injured people must be fast, according to the condition, such as flood, we must prepare helicopter and speed boat.

- An experienced paramedic must be included in the rescue team by carrying medical box and make sure to serve the seriously injured first.
- The water must be standardized in quality. It's paramedic responsibility to check the quality.
- Tagging must be executed in standard [tagging is a process to give first priority to the seriously injured for the paramedic. They are recognized by giving tag/identity to them and different colors mean different degree of injury]
- For food reserves, must meet the standard from The Health Department.

APPENDIX A

APPENDIX A.1

Planning and Data Collection and Processing Section

The main job of the section are:

1. Searching and collecting data.
2. Processing and saving data.
3. Distributing the data to related institution
4. Responsible to long and middle term planning of disaster.

Section of Planning and Data Collection and Processing					
No	Activities	Before Disaster	Disaster Time	After Disaster	Coordination with
1.	Planing the data collection, disaster observing and reporting the result to The Chief of Satlak PB and summarize the planning				MH/BAP/BAPEDAL DA
2.	Collecting data of victims and disaster location from Satgas				MH/BAP/BAPEDAL DA
3.	Arranging and collecting reports from institutions a process them as planning and information matter for collecting potentials at the disaster region.				MH
4.	Coordinating observation and planning result with related institutions.				BAP
5.	Collecting data of the destruction especially on people's homes.				PU
6.	Preparing required data for road reconstruction.				PU
7.	Collecting data of electricity distribution at disaster area for shut down action				PLN
8.	Collecting data of electricity network destruction at disaster area				PLN
9.	Collecting data and planning of medicine and paramedics availability				DK
10.	Collecting data of medicine and paramedics distribution				DK
11.	Collecting data of political situation at disaster area for PB				KSP
12.	Support PB operation if there would be political factors				KSP
13.	Preparing education data at disaster				DPK/DEP

	location and give the report				DIKBUD/ DEPAG
14.	Collecting data of education facilities destruction at the area and give the report				DPK/DEP DIKBUD/ DEPAG
15.	Collecting data of support infrastructure for logistic availability consists of food and the tools, etc for PB and coordinating with related institutions.				DS
16.	Collecting data of logistic and tools distribution used in PB				DS
17.	Preparing personnel, place and medical kit used in emergency.				UGD
18.	Arranging planning of needs and tool road tools at the area				PU
19.	Collecting data of disaster area river.				DA

APPENDIX A.2

Operational Section

Responsibilities of Operational Section are these followings:

1. Prepare the PB personals
2. Preparing operation planning and PB contingency planning
3. Preparing the Communication System
4. Giving early warning
5. Preparing TRC
6. Maintaining and Preparing RUPUSDALOPS PB

Operational Section					
No.	Activities	Pre Disaster	Disaster Time	After Disaster	Coordination with
1.	Planning procedure of search and rescue of victims				MH
2.	Helping the Operation Unit				MH
3.	Arranging action program and giving assistance and social service				DS
4.	Observing distribution of social fund				DS
5.	Arranging personnel preparation				MM
6.	Coordinating PB personnels				MM
7.	Evaluating working performance of PB officers				MM
8.	Preparing technical guidance of administration at the area				BTP
9.	Collecting data for administration the people				BTP
10.	Preparing people administration technical guide at the area				BTP
11.	Preparing training and also Rehearsals.				MH
12.	Preparing technical tools for controlling operations or disaster management				MH
13.	Coordinating operational technical tools				MH
14.	Maintaining operational technical tools				MH
15.	Empowering the people to help in disaster management				PMD
16.	Coordinating operational technical planning with daily Satlak PB				KOD
17.	Preparing rescue techniques suitable with the kind of disaster and the areas				KOD/MM

18.	Preparing related units that involved in victims rescuing				KOD/POL
19.	Coordinating rescuing personnels				KOD/MH
20.	Arranging nearest route, evacuation route and temporary camp at the area				KOD/POL
21.	Coordinating rescuing operation teams				KOD/POL
22.	Evaluating rescuing route effectiveness				KOD
23.	Preparing operational searching coordination of security at the area with SATLAK PB/Lakhar				POL
24.	Coordinating security operation at the area with SATLAK PB/Lakhar				POL
25.	Analyzing and evaluating of jobs				POL
26.	Coordinating regional security planning with Lakhar and the secretary of SATLAK PB				SPP
27.	Preparing the place and the tools if there'd be victims evacuation				UGD
28.	Administrating disaster victims				
29.	Preparing the planning, policies and PB rescuing facilities and coordinating with Lakhar/secretary of SATLAK PB				PMII/SAR/ BAP
30.	Coordination with the members for PB operations				RRI
31.	Helping in administration and distribution of donation to the victims				RRI
32.	Facilitating PB training with the SAR teams				RM/SAR/ PRAM
33.	Coordinating the members to prepare the PB's help				KP
34.	Helping in administration of food distribution and victims management				KP
35.	Coordinating electricity shutting down at the area				PLN
36.	Coordinating lighting rehabilitation and reconstruction at the area				PLN
37.	Giving information and training to the people about fire and preparing the personnels and				DB

	Alkap				
38.	Helping the Satgas in fire handling				DB
39.	Helping administrating loss and doing research about fire				DB
40.	Coordinating institutions such as Kodim, P&K, Mawil Hansip, Sospol, Kwardcab Pramuka (Regional Branch Scout), Bina Marga, Cipta Karya for preparing PB potentials planning				PMD
41.	Preparing potentials such as human resources and infrastructure at the area				PMD
42.	Supporting PB operations by considering political aspects				KSP
43.	Giving information to the people				POL/KOD/ MHDK/ KSPP MD/ KP
44.	Preparing potentials of scout into PB				KP

APPENDIX A.3.

Logistics Section

The main jobs of Logistics Section are these followings:

1. Supply provision
2. Receiving assistance
3. Preparing assistance
4. Maintaining assistance
5. Distribution assistance
6. Reporting assistance

Logistics Section					
No.	Activities	Pre Disaster	Disaster Time	After Disaster	Coordination with
1.	Asking for logistics availability supporting facilities data consists of Pb's needs and coordinating with logistics related institutions				DS
2.	Asking for logistics availability facilities from The Social Department				BS
3.	Giving information				BS
4.	Preparing needs planning of logistics, tools, facilities and infrastructure				BPP
5.	Coordinating distribution of logistics, tools, facilities and infrastructure				BPP
6.	Evaluating logistics distribution for future planning				BPP
7.	Administrating logistics planning for PB by coordination with Lakhar				BPL
8.	Giving information and fuel to PB				BU
9.	Helping Satlak PB in distributing written information (coordination with Law Section)				POS
10.	Helping distributing written information to the area				POS
11.	Helping enhance communication and make it easier				POS
12.	Making plan for riverside infrastructure for rescuing				DA
13.	Coordinating making facilities and infrastructure to minimize the destruction				DA
14.	Preparing planning for security and rehabilitation				DA

15.	Preparing water availability at the area				PDAM
16.	Coordinating water distribution to the victims				PDAM
17.	Preparing water availability at the area				PDAM
18.	Distribution the help and liquidate for PB				BRI
19.	Receive fund and help				BRI
20.	Helping, receiving and reporting PB to the Satlak (Subbag Sante/Lakhar)				TEL

APPENDIX A.4

Information and Documentation Section

The main jobs of Information Section are:

1. Public Relations
2. Information and Counseling
3. Documentation

Information and Documentation Section					
No.	Activities	Pre Disaster	Disaster Time	After Disaster	Coordination with
1.	Planning, preparing and coordinating information spread about disaster possibilities and anticipation efforts				KDP/ HUM
2.	Coordinating information spread about field condition				KDP/ HUM
3.	Giving information about disaster management and rehabilitation effort				KDP
4.	Preparing coordination documentation to be exposed				KDP/ HUM/ RRI
5.	Preparing written report to the Satlak Chief				HUM
6.	Giving information to the people and the press				HUM
7.	Giving information to the people and the press				HUM
8.	Thanks giving to the volunteers				HUM
9.	Communicating and coordination with Deppen and PR and also Satlak/Lakhar in disaster information spread				RRI
10.	Helping Deppen and PR in PB's information spread				RRI
11.	Coordinating Perda/SK realization in PB				HUK

APPENDIX A.5

Rehabilitation and Reconstruction Division

The main jobs of Rehabilitation and Reconstruction Division are:

1. Disaster effects analysis and evaluation
2. Limited physical and mental rehabilitation
3. Rehabilitation control and report

Rehabilitation and Construction Section					
No.	Activities	Pre Disaster	Disaster Time	After Disaster	Coordination with
1.	Coordinating land use of disaster area and evacuation location				BPN/BAP/DTK
2.	Coordinating Satlak Rehabilitation PB				KOD
3.	Coordinating disaster area guard				POL
4.	Adminstrating rehabilitation and reconstruction activities and report them to Ka. Satlak PB Cq. Secretary of Satlak PB				MH
5.	Preparing health facilities				DK
6.	Planning, preparing and coordinating social aspect rehabilitation				DS
7.	Distributing the help to the victims by coordination with Satlak PB and Lakhar				DS
8.	Collecting data and social help by coordination of Satlak PB and Lakhar				DS
9.	Collecting data of people who wants to transmigrate				DT
10.	Preparing transmigration for the people at the disaster area by coordination with Satlak PB				DT
11.	Giving information and collecting data to damaged mosques				DEPAG
12.	Giving information and cooperation training to the people				KOP

Abbreviations:

1. BAP = Regional Development Planning Board
2. BPL = Utilization Board
3. BPN = National Land Board

4. BPP = Program Arranger Section
5. BRI = PD, BPR, BPD and BRI
6. BS = Social Section
7. BTP = Administration Section
8. BU = General Section
9. DA = Irrigation Section
10. DB = Fire Department
11. DEPAG = Religion Department
12. DI = Fishing Section
13. DK = Health Section
14. DN = Agriculture Section
15. DP = Food Agriculture Section
16. DPK = Education and Culture Section
17. DS = Social Section
18. DT = Transmigration Section
19. HUK = Law Section
20. HUM = Public Relation Section
21. KDP = Information Department
22. KOD = Military District Command
23. KOP = Cooperation
24. KP = Scout
25. KSP = Social and Politics Office
26. MH = Civil Security Regional Headquarter
27. PDAM = Drinking Water Company
28. PLN = State Owned Electricity Company
29. PMD = Rural Development Office
30. PMI = The Indonesian Red Cross
31. POL = Regional Police
32. POS = Indonesian Post Pte. Ltd
33. PU = General Construction
34. RM = The Students Regiment
35. RRI = TVRI, RRI, ORARI/RAPI, PNI, PRSNI
36. SAR = Regional SAR Team
37. SPP = PP Police Unit
38. TEL = Telkom
39. TK = Employment Board
40. UGD = Hospital's Emergency Unit
41. PRAM = Scout

APPENDIX B

Members of Satlak PB

The members of Satlak PB in charge of helping Bandung Satlak PB responsibilities in disaster management of Bandung City. The following are the responsibilities of Satlak PB members at pre disaster, when disaster happens and after disaster:

1. Civil Security Regional Headquarter					
No.	Activities	Pre Disaster	Disaster Time	After Disaster	Coordination with
1.	Planning the search and rescue operation of victims				PMI, SAR, DKK
2.	Preparing the right persons in their field				
3.	Determining PB operation pattern				PMI, SAR, DKK
4.	Making map of disaster location and evacuation region				BAP
5.	Collecting data of disaster observation and give the report to Chief Satlak PB and summarize the planning from institutions and collecting PB's potentials such as human resources and facilities				BAP
6.	Investigating victims and disaster location consists of evacuation preparation and supporting PB's resources by involving Civil Security and preparing PB's facilities				BAP
7.	Helping the tools management for victims rescuing				Logistics Section
8.	Involving Civil Security and the people in victims rescuing				Logistics Section
9.	Arranging and collecting observation from institutions to be processed as disaster area resources				ASDA II, BAP
10.	Preparing rehabilitation and reconstruction at the disaster area				PU
11.	Documentation for analyzing and evaluating especially in the disaster cause and effect				BAP
12.	Continuing victims searching operation				SAR, PMI, KOD, SPP, POL

13.	Managing disaster victims relocation				KOD/SPP/ POL
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2. Regional Development Planning Board					
No.	Activities	Pre Disaster	Disaster Time	After Disaster	Coordination with
1.	Preparing facilities and infrastructure supporting PB's decision				MH, ASDA
2.	Investigating disaster location that including evacuation location preparation and supporting PB's resources by involving Civil Security and preparing PB's tools				NH, Lakhar, DPU, Bag. Social
3.	Coordinating observation and planning for PB's programs and related institutions				MH, ASDA
4.	Collecting data about disaster location and victims				MH, Lakhar, DPU, Social Div., Food Division
5.	Preparing short and long term planning in rehabilitation of facilities and infrastructure				BPP
6.	Processing and planning PB and rehabilitation planning				MH, ASDA, PU

3. District Military Command					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Create PB territorial plan	X			MH
2.	Create estimation of disaster sensitive areas and nearest evacuation route	X			DK
3.	Create secure planning within the disaster area	X			MH
4.	Technical Coordination of the PB operation plan with PB daily implementation units	X			MH
5.	Plan/organize in accordance to the possible disaster occurring and possible disaster area	X			MH, SAR
6.	Plan the nearest route within the disaster area, the evacuation route and temporary evacuation site	X			MH
7.	Plan coordination PB rehabilitation implementation units	X			ASDA, MH
8.	Assist search and rescue of victims and their residences		X		SAR
9.	Request for backup manpower when necessary		X		MH
10.	Rescue disaster victims, survivors and lightly injured to the evacuation site		X		SPP, MH, SPP, SAR
11.	Head search operation and help disaster victims with Hansip and the society		X		SAR, MH
12.	Bring heavily injured victims for immediate transportation to nearest RSUP, working together with relevant service/ installations.		X		PMI, MH
13.	Coordinate operational team and rescue volunteers		X		MH, SAR, PMI
14.	Assist reducing the number of victims within disaster area		X		SAR, MH
15.	Secure location until certain of location safety		X	X	POL, MH, SPP
16.	Check surroundings of disaster area			X	KOD
17.	Carry out checking and do evaluation of activities implemented			X	MH

18	Continue next stage operation to rescue remaining victims			X	SAR, MH, PMI
19	Evaluate implemented activities			X	MH
20	Check disaster area surroundings			X	BAP
21	Bring under control resettlement of disaster victims			X	MH/SPP/PO L
22	Assist destroyed building rehabilitation by sending equipment and manpower			X	PU

4. Health Service					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Create estimation of epidemic sensitive area and closest evacuation route	X			KOD
2	Plan supply of medicine and medics	X	X	X	PMI, DK
3	Coordinate health rescue plans with lakhar	X	X	X	MH, PMI
4	Prepare medical supply for PB	X			Logistic division
5	Assist disaster victims in health service and distribute supplies by delivering medical supplies and medic to make possible victim care and temporary rescue	X	X	X	DS, ORMAS, MH
6	Carry out rescue operation and health services within PPPK posts in disaster area		X	X	Logistic Division
7	Redistribute victims to hospitals and carry out treatments until the victim is well		x	X	PMI

5. Emergency Unit/ Hospital					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Own disaster plan in accordance with each hospital's condition and capability	X			MH, BAP, DK
2	Prepare site and assignment equipment whenever disaster victims are delivered	X			MH, BAP, DK
3	Accept, serve and tend to disaster victims that are delivered and forward to hospitals whenever treatments are unavailable		x		DK, PMI
4	Carry out disaster victim data input		X		PMI, DK
5	Prepare to contain post-disaster victims			X	PMI, DK
6	Report expense, medical supplies used and treatments given			X	MH, DS, DK

6. Police					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Coordinate Communal Security and control operation planning within disaster sensitive areas with PB implementation unit/Lakhar	X			Regional Officers (RO)
2	Plan coordination of securing disaster sensitive area	X			RO
3	Secure property and evidences for safety reasons and guard the disaster area		X		RO
4	Carry out Communal security and control		X		SPP, RO
5	Give information to the community on the disaster, relevant to the individual's field of work		X	X	All members of information service , RO
6	Give analysis and evaluation on the implementation of assignments			X	RO
7	Bring under control resettlement of disaster victims			X	KOD/ SPP/MH, RO
8	Execute joint regional security operation within disaster area to save lives and property		X	X	RO
9	Send security equipment for disaster victims and the surroundings			X	RO
10	Operation Community security and control with guard		X	X	SPP, RO

7. Satpol PP					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Plan and implement community security and control within disaster area		X		RO, communication team (CT), POL
2	Coordinate regional security plan with lakhar	X			RO, CT
3	Rescue surviving and lightly injured disaster victims to evacuation sites		X		RO, CT, KOD
4	Carry out help search and disaster victim rescue	X			RO, CT
5	Coordinate operational team and rescue volunteers		X		RO, CT
6	Reduce disaster risks, prevent additional number of victims in disaster area		X		RO,CT
7	Bring to control resettlement of disaster victims			X	KOD /MH/ POL, RO, CT
8	Community security and control of village operation and safety		X	X	POL, RO,CT

8.					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Organize evacuation route and relocation site	X			BAP, lakhar
2	Repair road utilities to ease the evacuation flow			X	MH
3	Plan repair of relocation road and disaster site road			X	MH, KOD, public org.
4	Organize spatial order of disaster area and evacuation barracks also building order band prevention at disaster sensitive area	X			BAP, MH
5	Plan, prepare and coordinate reconstruction of buildings, economic structure and infrastructure whenever disaster strikes	X			RO
6	Plan repair of road utility for disaster sensitive areas	X			Lakhar, BAP
7	Prepare shelters for disaster victims, assist in building materials and tools		X		PMI, DK, DS
8	Prepare materials for road development and emergency bridges for victims, including transportation		X	X	PMI, DK, DS, MH
9	Deliver structural and infrastructural assistance necessary in rescuing buildings, including technical manpower in helping disaster victims		X		DS, DK, KOD, MH
10	Research disaster damage		X		MH
11	Send road repair assistance in disaster area		X		DS, BAP, MH
12	Rehabilitate road in disaster area including repair and organizing infrastructural need and tools			X	Budget team
13	Give periodical report		X	X	MH, ASDA

9. PT. PLN (State Electrical Company)					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Plan electricity distribution	X			MH, BAP
2	Plan rehabilitation of electrical network within the disaster area			X	MH, BAP

3	Prepare electrical utilities for disaster sensitive areas	X			MH
4	Assist disaster victims, especially in relocation sites for electrical marketing			X	DK, PMI, SAR, MH
5	Provide electrical lines for PB	X			PMI, DS
6	Assist electrical needs and disconnect electrical lines of disaster area whenever dangerous		X		MH, KOD, POL
7	Assist electrical needs and information			X	All information service members

10. Governing order division					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Organize instruction manual for technical implementation of disaster area governance	X			MH, ASDA
2	Organize development of population administration within the disaster area			X	HEAD, ASDA

11. Social service and social division					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Data input and mapping of disaster sensitive areas	X			BAP, MH
2	Train Disaster management unit	X			MH, BAP
3	Transfer population from disaster sensitive areas	X			BAP
4	Prepare structural and infrastructural disaster management	X			BAP, MH, PU
5	Search and rescue of disaster victims		X		SAR, PMI, DK
6	Evacuation and temporary sheltering of disaster victim refugees		X		SAR, PMI, KOD, PMI, POL. MH, DK
7	Provide emergency assistance in the form of food and clothing		X		SAR, MH, PMI, KOD, DK
8	Make community kitchen		X		PMI, SAR, MH
9	Social rehabilitation			X	PU, BAP
10	Provide capital support assistance for productive economic business			X	ASDA, BAP, MH
11	Train Social organizations and the society			X	MH, SOSPOL
12	Do data inputting for people who wish to transmigrate			X	DT, ASDA
13	Organize work program for training, assisting and social service connections	X			MH, BAP
14	Plan and implement disaster victim rehabilitation, provide information and social reconstruction			X	All information service members

15	Plan, prepare and coordinate social aspect rehabilitation in accordance to PB	X			MH, BAP
16	Assist in saving disaster survivors and social need tools		X		PMI, DK, SAR
17	Channel rehabilitation support and infrastructure for disaster victims			X	MH, KOD, SAR, PU
18	Channel assistance to social locations whenever shelters are not available and social help is necessary			X	PU, DK, PMI
19	Organize report/data from social coordinator on logistic support and victim search		X		BPP

12. Fire Brigade					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Organize personnel preparation	X			MH
2	Mobilize personnel, tools for fire disaster management and coordinate with relevant services and provide support to victims		X		MH, KOD, POL, SAR, PMI, DK

13. Sanitation service					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Carry out clean up of disaster location			X	DPU, General div., equipment div, DB, Zipur

14. Search and Rescue team					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Plan Search and Rescue Exhibition and training	X			MH, PMI
2	Rescue victims and request for support from relevant installations		X		DK, PMI, MH, KOD, POL
3	Search for remaining disaster victims and report the progress to PB implementation unit			x	MH, KOD, POL, PMI, ORMAS

15. The Indonesian Red Cross					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Organize Technical Manual	X			MH
2	Educate qualified manpower	X			DK, SAR, MH
3	Prepare first aid supplies/ community kitchen	X			DS, SAR
4	Map disaster sensitive areas	X			MH
5	Do data inputting of First Aid posts spread	X			RO, DK
6	Coordination implementation	X			MH
7	Organize disaster pattern		X		MH
8	Mobilize survey team to disaster location		X		MH, SAR
9	Coordinate with implementation unit for field technical activities		X		Lakhar
10	Mobilize SAR and first aid teams		X		DK, SAR
11	Evacuations to hospitals		X		DK,
12	Search for missing persons		X		SAR, DK
13	Input data on human casualties			X	MH, DS
14	Provide support in the form of first aids and community kitchen			X	DK, DS, MH
15	Organize report to regional/ federal government			X	ASDA, MH
16	Family treatments			X	DK, DS
17	Provide service for disaster victims, regional support on disaster victims and community kitchen activities		X	X	DK, SAR, DS
18	Give first aid help to disaster victims			X	DK, DS, MH

16. TVRI, RRI, PWI, ORARI/RAPI, PRSNI					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Carry out coordination with members in accordance with PB	X			MH
2	Active monitoring on sensitive areas and report them to relevant installations	X			MH, ASDA
3	Communicate and Coordinate with the information department, public relations and Implementation Unit/Lakhar in socializing disaster information	X			MH, KDP, HUM, DS
4	Build communication posts within disaster areas whenever necessary		X		HUM, MH, KOD, ASDA
5	Provide active communicational support from disaster area to Rupusdalops		X		HUM, KDP, MH, ASDA
6	Support The information department and public relations in socializing PB information		X		KDP, HUM
7	Monitor member assignments in disaster victim rescue		X		KDP/HUM
8	Prepare documentation for exposure			X	KDP/HUM

17. University Student Regiment					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Joint training with SAR team	X			SAR, MH
2	Assist disaster victims alongside SAR team and disaster management team		X		SAR, MH

18. Scouts Regional Branch					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Help Disaster Victims		X		SAR
2	Carry out joint practices	X			SAR
3	Assist administration of victim support and material mobilization			X	MH, DS
4	Coordination with members for PB support preparation	X			MH, POL, KOD, PMI, SAR
5	Prepare scout potential in accordance to PB		X		MH, POL, KOD, PMI, SAR, DS

19 Village community development office					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Organize potential utilization: Human Resources and PB equipment	X			BAP, MH, ASDA
2	Coordinate Military District Command, The Department of Education and Culture, Civil Defense Headquarters, Social and Politics dept, Scout Regional Branch, Bina Marga, Cipta Karya and regional officers in plan organization for PB potential utilization	X	X		RO
3	Prepare potentials in the form of Human resources and infrastructures within the disaster area		X		MH, BAP, DS
4	Mobilize the society through regional officers and LKMD at the disaster site and also assist in rehabilitation of damaged structure/infrastructure with help from the community		X		MH, ASDA, POL, KOD
5	Provide funding from the government and public participation			X	DS, ASDA
6	Provide information to the disaster victims			X	KDP, HUMAS

20. Social Politics Office					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Collect data on political condition in disaster area for PB	X			MH, KOD, POL
2	Support PB operation by monitoring and give judgement on the situation, especially whenever political aspects are involved		X		MH, KOD, POL

21. The Education and Culture Department					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Coordinate with relevant installations and NGOs	X			LSM, MH
2	Provide building physical data to the implementation unit	X			MH, BAP, PU
3	Research damage inflicted to educational structures at the disaster site		X		MH, PU, BAP
4	Rehabilitate education structure damage and its reconstruction; hence report the activities to divisional head			X	PU, BAP,
5	Evacuate students to safe locations to guarantee the educational process.		X	X	MH, POL, KOD
6	Training of student and teacher evacuation	X			MH, BAP, ASDA

22. Program Organization Division					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	File report/data from social coordinator on logistic support and victim rescue		X		BS
2	Organize logistic plan, material, equipment, structure and infrastructure necessities	X			MH, BAP, BS
3	Coordinate logistic necessity plan to organize rescue plan and disaster victim rescuing			X	MH, PMI, BAP, DS

23. Equipment division					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Prepare equipment for disaster management	X			PU, MH
2	Distribute equipment needed by the PB implementation unit		X		MH
3	Inventory equipment used			X	MH
4	Provide disaster equipment support for disaster victim area to rescue disaster victims	X	X		Logistic division
5	Help disaster victims by dropping equipment to support logistic supply		X	X	MH

24. General Division					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Give out service information and provide service transportation and fuel for PB needs	X	X	X	Logistic division
2	Give support by providing transportation for disaster victim information service		X	X	All information service members
3	Help give disaster information by monitoring the conditions of the disaster site	X	X	X	HUM, MH, KDP

25. PT. Pos Indonesia (Indonesian Post Office)					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Assist PB implementation unit in distributing informative letters (coordination with the law department)	X			KDP, HUM, MH, ASDA
2	Support information flow from and to the disaster site		X		MH, ASDA
3	Help ease communication from and to the disaster site and help smoothen communicational utilities			X	MH, HUM, ASDA, KDP

26. Irrigation service					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Build structural and infrastructural disaster victim support which are in the river vicinity	X			PU, MH, BAP
2	Organize reparation plan and security within the disaster area			X	PU, MH, BAP
3	Produce maps for disaster sensitive rivers to be delivered to Rupusdalops	X			BAP, MH
4	Implement information services according to their relevant fields of work			X	All information service members
5	Search victims within the river area and help save victims		X		SAR, PMI, POL, KOD, DK
6	Plan and implement dam repairs caused by the disaster			X	PU, MH

27. Piped water service					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1	Plan water sufficiency in disaster area	X			DPU
2	Plan rehabilitation of drinking water pipes present in disaster sensitive area	X			DPU, BAP
3	Prepare wrappings for Water cleansing medicine and disinfectants	X			DK,DS
4	Plan location of water tanks for community kitchen	X			PMI, DK,DS
5	Provide clean water shipment to disaster area		X		PMI, DK,DS, MH
6	Plan possible connections of drinking water pipe for clean water demand of disaster are			X	PU
7	Rehabilitate damaged water pipes and send supporting clean water to disaster sensitive area		X		RO
8	Deliver mobile toilets to the disaster fields		X		RO

28. PD, BPR, BPD & BRI					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Provide funding for DM	x	x	x	Social Dept., Finance Div., Lakhar
2.	Grant financial requests from DM organizations		x		BK, MH, ASDA
3.	Receive and issue assistance from community for DM funding preparations		x		SATLAK
4.	Report the funds accumulated and the funds that were already utilized			x	Lakhar Chief, Secretary

29. PT Telkom (Telecommunication Company)					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Assist, receive and make a report DM activities to the Satlak (Subbag Santel/Lakhar)	x			MH
2.	Help to monitor the condition of the disaster and report		x		MH, KDP, HUM
3.	Assist establishment of telecommunication facilities in the disaster area			x	KDP, HUM. MH

30. Information Department					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Plan, prepare and coordinate dissemination of information and explanation on the possibility of a disaster occurring and policies on the efforts to anticipate the disaster	x			HUM
2.	Coordinate the preparation of data and documents to expose			x	HUM/RRI/-TVRI
3.	Carry out explanation patrols and document areas prone to disaster		x		MH
4.	Give counseling to the community about the post disaster stage			x	HUM/RRI

31. PUBLIC RELATION DIVISION					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Planning, preparing and coordinating distribution of information and explanation of disaster occurrence possibility, policy for disaster anticipating effort				KDD, Satlak
2.	providing press released to be published about condition of disaster, effects and its anticipating effort				Lakhar, areal officer.
3.	providing documentation of coordination to be exposed by the head of task force				KDP/RRI
4.	Providing documentation for Head of task force expose.				MH
5.	documentation and publication for institutions after being confirmed by the Dept. of Information and Satlak./Lakhar				Lakhar, areal officer
6.	Giving information and publicizing to mass media about victim's rehabilitation				

32. LEGAL DIVISION					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Composing and planning for SK and Perda (local rules) of PB (disaster management).				MH
2.	Distributing SK/local rules (Perda) of PB together with Satlak PB/Lakhar				MH, HUM

LABOUR DIVISION					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Giving explanation according to it's task subject				All members giving explanation
2.	Planning jobs opportunity and skill for the society of the disaster area				MH, BAP, DS
3.	Assisting in providing instrument/tools for rescuing the victims				MH
4.	Encourage activities for victims.				
5.	Assisting in providing working tools to increase victim's income and skill training.				

34. NATIONAL LAND AFFAIRS BOARD					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Collecting data and deciding alarmed areas by administrating and making regional planning of the alarmed area and coordinating it with Satlak PB				MH, BAP
2.	land mapping of the disaster area by deciding the status of the land.				BAP
3.	planning the utilization of the land in the disaster area and replacing the land for rehabilitation of the victims.				BAP

35. TRANSMIGRATIONS SERVICE					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Arranging transmigration for the people in alarmed areas and coordinating it with Satlak PB.				Transmigration Department

36. AGRICULTURE SERVICES					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Collecting data of alarmed areas, supplying farming tools to help people living in alarmed areas.				MH, BAP
2.	mapping the areas of disaster and estimating financial losses.				BAP, MH
3.	Organizing research, tests and experiments on the devastated land				MH
4.	Rehabilitating victim's land by providing food plants' seeds and coordinating it with Satlak PB/Lakhar				MH

37. DEPARTMENT OF RELIGIONS					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Organizing data recording of religions believers in area of disaster				Department of Information
2.	Provide religious and morale services for the victims and services in funeral.				DS, BS
3.	Organizing data recording of the damaged house of worship				PU, BAP

38. LIVESTOCK SERVICES					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Organizing data recording of livestock in alarmed areas				Head of sub-district or Lurah
2.	rescuing and saving all the livestock				Areal officers
3.	collecting data of lost livestock due to disaster				Areal officers
4.	assisting in rehabilitating stables				Areal officers
5.	distributing livestock donations for the victims to improve their living				Social services

39. FISHERY DIVISION/SERVICES					
No.	Activities	Pre	During	Post	Coordination

		Disaster	Disaster	Disaster	n with
1.	Organizing data recording of people's fishery in alarmed areas				Head of sub-district/Lurah
2.	Providing fish seeds and the explanation				All members of elucidators

40. COOPERATIVE ORGANIZATIONS					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Planning in cooperative guidance and counseling in alarmed areas.				Information Department
2.	Helping the victims by supplying the primary needs function as distributor for the victims.				Social services, social division.
3.	Ongoing counseling and guidance in organization, capitals, and entrepreneurs				Economic division

41. TRAFFIC AND TRANSPORTATION SERVICE					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	problems identification and planning for potent factors lead to disaster				Transportation department
2.	personals and equipment mobilization for disaster management and coordinating it with related services and assisting in transportation structure and infrastructure for helping the victims.				MH, PMI, Mass Organizations

42. Local Environmental Agency (Bapedalda)					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Environmental and industrial wastes management with continuous monitoring of its quality				PDAM/DK
2.	Giving information of contaminated area to related environmental institutions				BAP/DK
3.	environmental management counseling for the local people				DK
4.	pollution checking/testing in the area disaster occurred				BAP
5.	measuring the level of pollution in the area disaster occurred				BAP
6.	environmental rehabilitation				PU
7.	monitoring/measuring of the effect of the industrial wastes or another environmental disaster and the secondary /tertiary influences to the society				BAP

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3. BPN = Badan Pertanahan Nasional (National Land affairs board)
4. BPP = Bagian Penyusun Program (Program arranging division)
5. BRI = PD, BPR, BPD, dan BRI
6. BS = Bagian Sosial (social division)
7. BTP = Bagian Tata Pemerintahan (governmental administrator division)
8. BU = Bagian Umum (General Division)
9. DA = Dinas Pengairan (Irrigation/watering services)
10. DB = Dinas Kebakaran (fire department/services)
11. DEPAG = Departemen Agama (Religions Department)
12. DI = Dinas Perikanan (fishery services)
13. DK = Dinas Kesehatan (health services)
14. DN = Dinas Peternakan (livestocks services)
15. DP = Dinas Pertanian Tanaman Pangan (agriculture services)
16. DPK = Dinas P&K (Culture and Education Services)
17. DS = Dinas Sosial (Social Services)
18. DT = Dinas Transmigrasi (transmigration Services)
19. HUK = Bagian Hukum (Legal Division)
20. HUM = Bagian Humas (Public Relation Division)
21. KDP = Kandep Penerangan (Information Department office)
22. KOD = Kodim (Military District Command)
23. KOP = Koperasi (Cooperative Organization)
24. KP = Kwarcab Pramuka (Regional Scout Branch)
25. KSP = Kantor Sospol (Politics and Social Affairs office)
26. MH = Mawil Hansip (Area Headquarters of Civil Defense)

- 27. PDAM = Perusahaan Daerah Air Minum (Municipal Waterworks)
- 28. PLN = PT. PLN (State Electricity Enterprise)
- 29. PMD = Kantor Pembangunan Masyarakat (Society Development office)
- 30. PMI = Palang Merah Indonesia (Indonesian Red Cross)
- 31. POL = Polwiltabes (Local City Police)
- 32. POS = PT. POS Indonesia (Indonesian Postal Service)
- 33. PU = Pekerjaan Umum (General Works)
- 34. RM = Resimen Mahasiswa (Student Regiment)
- 35. RRI = TVRI, RRI, ORARI/RAPI, PNI, PRSSNI
- 36. SAR = Sarda (Tim SAR daerah = Local SAR team)
- 37. SPP = Satpol PP (PP Police unit)
- 38. TEL = Telkom (Telecommunication)
- 39. TK = Dinas Tenaga Kerja (Labor services)
- 40. UGD = Unit Gawat Darurat RSUD (Public Hospital' Emergency Unit)

APPENDIX C

APPENDIX C.1

Health Task force

Giving first aid to hospitalization, and actions coordination for victims' health recovery with related institution.

Health Task Force					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Transport victims that needs further treatment to the nearest Central Public Hospital cooperating with related institution				KOD
2.	Erect First Aid Tent and checkup victims' health				KOD
3.	Assisting, treating, and taking care of the patient and pass them on to the Hospital immediately.				UGD
4.	Assisting in victims' treatment in health structure aid.				PMI. DK

APPENDIX C.2

Rescue/Evacuation Task Force

Terminating, managing and coordinating rescuing and evacuating actions of victims, either human, or properties to safer place.

Rescue/Evacuation Task Force					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Terminating operational efforts of searching, helping, and rescuing victims involving civil defense member and society.				MH, RM, KOD
2.	Rescuing survivors and mild injured victims to evacuation area.				KOD/SPP
3.	Guiding the search and rescue operation together with civil defense members and the society.				KOD
4.	Request for backups if needed				KOD
5.	Managing the evaluation of the terminated action				KOD
6.	Managing areal checking in the disaster area				KOD/BAP
7.	Search for the rest of the victims and report actions to SATLAK PB				SAR
8.	Managing victims search by the river and assisting victims rescuing				DA, SAR
9.	Assisting in equipment mobilization and utilization for victims rescuing				MH
10.	Rescuing livestock and managing data recording of dead livestock caused by disaster.				DN
11.	Rescuing properties and evidences for security and secure the area struck by disaster				POL

APPENDIX C.3

Refugee task force/public kitchen/kitchen

Managing, coordinating preparing place for temporal refuge and public kitchen that provides primary and other supplementary needs.

Refugee task force/public kitchen					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Preparing refuge for the victims.				PU, BPL
2.	Managing the public kitchen				PMI, BS, DS
3.	Helping in potable water dropping in disastrous area				PDAM

APPENDIX C.4

Emergency disaster management task force

Terminate, coordinate actions to manage disaster, and the effects caused by it, including people' suffering and loss of properties by reducing greater risk.

Emergency management					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Assisting in electricity and shut the structure down in alarmed areas.				PLN
2.	Personals and equipment mobilization to terminate the fire management and first aid for the victim.				DB
3.	Reinforcement mobilization to manage fire hazard and coordinating it with related institute				PU
4.	Preparing road building assistance for victims and transportation means				PU
5.	Send structural and infrastructural reinforcement for building reparation and technical assistance to help the victims				DA
6.	Helping and rescuing victims in river area using available means				DA
7.	Assisting in fire fighting, to prevent more victims in the disaster area				KOD

APPENDIX C.5

Security task force

Terminating, coordinating security actions around the area disaster occurred by isolating the area and managing the traffic to maintain order in giving help and evacuation.

Security Task Force					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Managing security around the location.				KOD/SPP
2.	Maintaining order in victim's resettlement				MH/KOD/SPP
3.	Managing the areal security of society and properties in the area disaster occurred				POL
4.	Managing peace and order in society				POL/SPP

APPENDIX C.6

Social aid task force.

Collecting, accommodating and distributing physical and material assistance to the individuals or groups of victims to ease the suffering caused by the disaster.

Social Aid task force					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Helping the victims by providing the primary needs taken from the local cooperative.				KOP, BS, DS
2.	Managing victims' replacement to the social reservations if settlement places are not available and victims need social aid.				DS
3.	Organizing morale guidance to the victims and giving assistance in funeral services				DEPAG DISKA M

APPENDIX C.7

Information task force

Managing, coordinating spiritual and mental guidance activities for the victims and recording and distributing information to the electronic/printed media and the society to gain help for the disaster management and documenting it as a material for the evaluation.

Information task force					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Make radio contact with the authority to spread the information about the disaster occurred.				KDP
2.	Assisting in informing the disaster by monitoring the condition of the disaster area (Dubbag Santel) in coordinating with Lakhar and reporting it to the Satlak PB officer in charge.				BU
3.	Assisting in monitoring the situation of the disaster and reporting it.				TEL
4.	Assisting in providing the telecommunication structure in the disaster area.				TEL
5.	Documenting the alarmed area as the material of information				KDP

APPENDIX C.8

Rehabilitation and reconstruction task force

Managing, coordinating actions of physical and mental spiritual rehabilitation and reconstruction the areas suffered from the disaster according to its feasibility.

Rehabilitation and reconstruction task force					
No.	Activities	Pre Disaster	During Disaster	Post Disaster	Coordination with
1.	Mental and spiritual rehabilitation through morale and religious guidance.				DEPAG
2.	Examining the damage to the education structures				DPK
3.	Examining the damage of the public facilities and infrastructures.				PU
4.	Sending the rehabilitation assistance to fix the damage public structures				PU
5.	Managing the road to the area needed to be rehabilitated and organizing the infrastructure requirement and means needed.				PU
6.	Rehabilitating the municipal waterworks damage and sending potable water supply to the alarmed area				PDAM
7.	Managing emergency embankment construction				DA
8.	Land mapping of the area struck by disaster by giving status to the area				BPN

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The **Asian Urban Disaster Mitigation Program (AUDMP)**, launched in 1995, is the largest regional program of ADPC. The program, with core funding from the Office of Foreign Disaster Assistance of the United States Agency for International Development, will ultimately work in ten or more countries of the region. The program was designed to make cities safer from disasters. The goal of the AUDMP is to reduce the disaster vulnerability of urban populations, infrastructure, critical facilities and shelter in targeted cities in Asia, and to promote replication and adaptation of successful mitigation measures throughout the region. Towards this end, the program develops and supports national demonstration projects, information dissemination and networking activities, and policy seminars and professional training in the target countries of Bangladesh, Cambodia, India, Indonesia, Lao PDR, Nepal, Philippines, Sri Lanka, Thailand and Vietnam.



The **Asian Disaster Preparedness Center (ADPC)** is a regional resource center dedicated to disaster reduction for safer communities and sustainable development in Asia and the Pacific. Established in 1986 in Bangkok, Thailand, ADPC is recognized as an important focal point for promoting disaster awareness and developing capabilities to foster institutionalized disaster management and mitigation policies.

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