



Guideline for
Disaster Management Committees (DMCs)
in Camp Settlement
Cox's Bazar, Bangladesh

June 2025



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List of Abbreviations:

ACiC	Assistant Camp in Charge
AFD	Armed Force Division
APBN	Armed Police Battalion
AoR	Area of Responsibility
BMD	Bangladesh Meteorological Department
BDRCS	Bangladesh Red Crescent Society
CiC	Camp in Charge
CPP	Cyclone Preparedness Programme
DMC	Disaster Management Committee
DMU	Disaster Management Unit
DPHE	Department of Public Health Engineering
DRM	Disaster Risk Management
EPRP	Emergency Preparedness and Response Plan
FDMN	Forcibly Displaced Myanmar Nationals
FSCD	Fire Service and Civil Defence
GBV	Gender Based Violence
IOM	International Organization for Migration
ISCG	Inter Sector Coordination Group
JRP	Joint Response Plan
LSDS	Livelihood and Skill Development
MHRP	Multi-hazard Response Plan
MoDMR	Ministry of Disaster Management and Relief
NFI	Non-Food Items
RRRC	Refugee Relief and Repatriation Commissioner
SMSA	Site Management Support Agency
SOP	Standard Operating Procedure
UNHCR	United Nations High Commissioner for Refugees
WASH	Water, Sanitation and Hygiene

Table of Contents:

Sl. No.	Title	Page No.
1	Background	1-2
2	Membership of Disaster Management Committees in camps	2-3
3	Disaster Management Committees Meetings	3-4
4	Activation of DMC During Emergency in Camp Settlement	4-6
5	Roles and Responsibilities of Camp Disaster Management Committee Chairperson	7
6	Roles and Responsibilities of Camp Disaster Management Committee Member Secretary	7
7	Roles and Responsibilities of Camp Disaster Management Committee Members	7-8

1

Background

Since the influx happened in August 2017, 1,005,675¹ displaced Rohingya people are living in camp settlement in Ukhia and Teknaf sub-districts under Cox's Bazar district and Bhasan Char under Noakhali district, Bangladesh. The geographical location, land characteristics, monsoon climate and coastal morphology² make this region highly vulnerable to multi-hazards including cyclone, fire, landslide, flash flood, monsoon flooding, lightening, and drownings. The changing climatic variables have stressed the need to scale up multi-hazard preparedness and response effort to minimize the community risks and vulnerabilities prevailing in camp settlement. Furthermore, changes in climate variables triggered by concurrent land use pattern, environmental situation has exacerbated the overall situation which is a call for taking measures to handle multi-dimensional crisis situation. These multi-hazard risk management requires preparedness and readiness to response interventions through proper coordination among the agencies working in the camp settlements under the guidance of the government of Bangladesh through the Refugee Relief and Repatriation Commissioner (RRRC) Office, and Inter Sector Coordination Group (ISCG), which rationalize the requirements of establishing the Disaster Management Committees (DMCs) in Rohingya camps and investing in strengthening the capacity and functionality of those committees. The harmonized efforts in all 33 camps will support in facilitating multi-hazard preparedness and response actions before, during and after a crisis in consultation with camp administration i.e., Camp in Charge (CiC)/Assistant Camp In Charge (ACiCs) and humanitarian agencies.

The Ministry of Disaster Management and Relief (MoDMR) of the Bangladesh Government has introduced the community-based disaster preparedness mechanism through expanding the Cyclone Preparedness Programme (CPP)³ in the camp settlements since beginning of this influx. Simultaneously, the humanitarian agencies working in camps also have contributed to strengthen disaster risk management portfolio along the path. In 2022, the Inter Sector Coordination Group (ISCG) has incorporated a new strategic objective (# 5) on Disaster Risk Management in the Joint Response Plan (JRP). This objective structurally stresses on the need to "prepare for and respond to multi-hazard crises and address the impacts of climate-change in Ukhia and Teknaf Upazila, including through developing disaster contingency plans, strengthening disaster management in the Rohingya camps, rehabilitating ecosystems, promoting renewable energy sources, and training camp and Bangladeshi first responders among other stakeholders".

¹<https://data.unhcr.org/en/country/bgd>

²Coastal morphology is the study of natural processes ongoing at the shoreline and of the impact due to human interventions within the coastal zone. These natural processes, which involve wind, tides, currents, waves, biota, soil, and sea-level changes, interact with the materials from which the coastal zone is built.

<https://www.tudelft.nl/en/ceg/about-faculty/departments/hydraulic-engineering/sections/coastal-engineering/coastal-morphology/>

³The Cyclone Preparedness Programme (CPP) – joint arrangement of the Bangladesh government and BDRCS for community preparedness to mitigate the challenges of catastrophic cyclones that frequently hit Bangladesh coast. <http://volbd.cpp.gov.bd/about> and <https://bdracs.org/cyclone-preparedness-programm-cpp/>

The interventions associated to DRM under this objective would facilitate streamlining the Multi-hazard Response Plan (MHRP) which deals with preventing and managing risks through slope stabilization, access improvement, drainage and managing residual risks through camp emergency preparedness, and response assessments and action-plans, as well as investment in the capacity building of the camp communities and support them with trainings and equipment/gears as the first on-site responders, while promoting the use of environmental friendly materials in DRM interventions.

Key Objectives of DMCs in Camps:

- Facilitate the multi-hazard preparedness efforts to contribute to ensuring risk management and required services are provided in a timely manner for any emergency impacting the affected people living in camps and the Bangladeshi people living within the camp boundaries (where applicable).
- Act as a platform to strengthen the integrated response efforts including camp emergency stock prepositioning, response capacity mapping among the agencies/staff, and mobilizing resources where necessary to alleviate suffering of the affected people.

2

Membership of Disaster Management Committees in Camps

The DMC will be formed with representation of camp level stakeholders, who are directly involved with camps' communities and camp management. The members will be oriented on their roles and responsibility to perform as and when needed. The structure of DMC will be as following:

Sl. No.	Name of Stakeholder	Number	Types of Membership
1	Camp in Charge (CiC) [following RRRC office order]	1	Chairperson
2	Assistant Camp in Charge (ACiC) -if any	1	Member
3	All sector/sub-sector focal (WASH, Health, Shelter/NFI, Protection, Education, Food, Nutrition, Site Development, Livelihood and Skill Development, Child Protection, Gender Based Violence.)	11 (where applicable)	Member
4	Representative from Department of Public Health Engineering (DPHE)	1	Member
5	Representative from Law Enforcement Agency (CiC/ACiC to decide based on availability of concerned agency)	1	Member
6	Representative from Fire Service and Civil Defense	1	Member
7	Representative from Bangladesh Red Crescent Society (BDRCS)	1	Member
8	Representative from CPP (CPP Camp Focal Person)	1	Member

Sl. No.	Name of Stakeholder	Number	Types of Membership
9	Representative from DMU/SMS volunteers; one man and one woman (nominated by Chairperson and Member Secretary)	2	Member
10	Member from Forcibly Displace Myanmar National (FDMN)/ Rohingya community (nominated by Chairperson and Member Secretary)	1	Member
11	Representative from IOM/UNHCR as AoR agency	1	Member
12	Representative from Site Management Support Agency (SMSA)	1	Member Secretary
Total		23	

Note: The DMCs can co-opt and invite more members and form any technical partner/institution, groups and sub-groups considering the camp situation and special circumstances.

3

Disaster Management Committee Meetings

3.1 Regular DMC meetings will be organized according to the seasonal calendar with the minimum hazard focused agenda:

March: Cyclone preparedness, anticipatory action, and response

- ❖ Reflection on the implementation of the previous fire preparedness, and response capturing the best practices, and challenges to consolidate recommendations on areas for improvement in the next implementation period.
- ❖ Identification of key risks/vulnerability related to cyclone in camp settlement.
- ❖ Discussion on updating the overall strength/capacity on cyclone preparedness, anticipatory action, and response.
- ❖ Mapping of additional key actions that need to be implemented and responsible member among the DMC for each key action to facilitate a more effective preparedness, anticipatory action, and response on cyclone.
- ❖ Updating the contingency stocks prepositioned in the respective camp in line with the EPRP.

June: Monsoon preparedness, anticipatory action, and response

- ❖ Reflection on the implementation of the previous cyclone preparedness, anticipatory action, and response capturing the best practices, and challenges to consolidate recommendations on areas for improvement in the next implementation period.
- ❖ Identification of key risks/vulnerability related to monsoon in camp settlement.
- ❖ Discussion on updating the overall strength/capacity on monsoon preparedness, anticipatory action, and response.

- ❖ Mapping of additional key actions that need to be implemented and responsible member among the DMC for each key action to facilitate a more effective preparedness, anticipatory action, and response on monsoon.
- ❖ Updating the contingency stocks prepositioned in the respective camp in line with the EPRP.

September: Cyclone preparedness, anticipatory action, and response

- ❖ Reflection on the implementation of the previous monsoon preparedness, anticipatory action, and response capturing the best practices, and challenges to consolidate recommendations on areas for improvement in the next implementation period.
- ❖ Identification of key risks/vulnerability related to cyclone in camp settlement.
- ❖ Discussion on updating the overall strength/capacity on cyclone preparedness, anticipatory action, and response.
- ❖ Mapping of additional key actions that need to be implemented and responsible member among the DMC for each key action to facilitate a more effective preparedness, anticipatory action, and response on cyclone.
- ❖ Updating the contingency stocks prepositioned in the respective camp in line with the EPRP.

November: Fire preparedness and response

- ❖ Reflection on the implementation of the previous cyclone preparedness, anticipatory action, and response capturing the best practices, and challenges to consolidate recommendations on areas for improvement in the next implementation period.
- ❖ Identification of key risks/vulnerability related to fire in camp settlement.
- ❖ Discussion on updating the overall strength/capacity on fire preparedness and response.
- ❖ Mapping of additional key actions that need to be implemented and responsible member among the DMC for each key action to facilitate a more effective preparedness and response on fire.
- ❖ Updating the contingency stocks prepositioned in the respective camp in line with the EPRP.

- 3.2 Quorum will be constituted by two-third members of the committee in the regular meetings mentioned in 3.1.
- 3.3 Ad-hoc meetings are exempted from the clause 3.2.
- 3.4 The committee may meet virtually during regular meetings, emergencies, or any unprecedented situation based on the decision of the DMC chairperson.
- 3.5 The committee can request an expert or specialist (s) to attend any meeting as per need.

Below details the recommended triggers in activating DMCs aligned with specific hazards along with corresponding agenda in each of the phases:

Hazard	Cyclone	Monsoon	Fire
Triggers	<ul style="list-style-type: none"> ◆ BMD Local Cautionary Signal 4 	<ul style="list-style-type: none"> ◆ BMD heavy rainfall Advisory especially for Chattogram Division 	<ul style="list-style-type: none"> ◆ Number of impacted shelters based on estimation is 50 and above. ◆ Occurrence of at least 3-5 fire incidents within the camp in a week.
Phases	Focused Agenda during DMC Activation in Emergency		
Pre-alert	<ul style="list-style-type: none"> ◆ Reflection on situation overview ◆ Revisit high risk area (s) in the camp and determine measures to mitigate/reduce potential impact if applicable with sectoral plans ◆ Revisit and update existing resource capacities including contingency stocks among member organizations ◆ Revisit status of relocation facilities within the camps and check overall readiness 	Not Applicable	Not Applicable
Alert	<ul style="list-style-type: none"> ◆ Activate emergency relocation inside the camps following the agreed protocol among ISCG EPR partners and RRRC Office (Danger signal V-VII for cyclone) 	<ul style="list-style-type: none"> ◆ Reflection on situation overview ◆ Revisit high risk area (s) in the camp and determine measures to mitigate/reduce potential impact if applicable with sectoral plans 	Not Applicable

Hazard	Cyclone	Monsoon	Fire
		<ul style="list-style-type: none"> ♦ Revisit and update existing resource capacities including contingency stocks among member organizations ♦ Revisit status of relocation facilities within the camps and check overall readiness ♦ Activate emergency relocation inside the camps 	
During Impact	<ul style="list-style-type: none"> ♦ Continuously monitor the overall situation ♦ Ensure that sectoral interventions are carried out accordingly and identify the areas that require additional support (i.e., activation of additional relocation centers, mobilization of additional volunteers to provide S&R, First Aid, etc.) ♦ Consolidate response actions and develop situational report to be submitted to RRRC office 	<ul style="list-style-type: none"> ♦ Continuously monitor the overall situation ♦ Ensure that sectoral interventions are carried out accordingly and identify the areas that require additional support (i.e., activation of additional relocation centers, mobilization of additional volunteers to provide S&R, First Aid, etc.) ♦ Consolidate response actions and develop situational report to be submitted to RRRC office 	<ul style="list-style-type: none"> ♦ Monitor the situation within the camp ♦ Identify existing resource capacity focusing on the lifesaving: <ul style="list-style-type: none"> • Firefighting/suppression • Relocation of affected individuals • First Aid and medical support ♦ Consolidate response actions and develop situational report to be submitted to RRRC office
Post Impact	<ul style="list-style-type: none"> ♦ Determine overall impact within the camp in terms of: <ul style="list-style-type: none"> • Shelter, Infrastructure, and Critical Facilities Damages • Camp population impact (no. of people affected, no. of injuries and casualties (death, missing), tracking displaced people ♦ Determine preliminary needs and gaps analysis based on the overall impact and existing capacities within the camp ♦ Determine the emergency classification for a particular camp ♦ Develop emergency response plan based on needs and gaps to be submitted to RRRC office ♦ Implement, Monitor, and Evaluate the emergency response plan ♦ Deactivate the DMC 		

Note: The committee may still activate DMCs during emergencies according to their discretion.

5

Roles and Responsibilities of Camp Disaster Management Committee Chairperson

- 5.1 S/he will act as the head of the Disaster Management Committee (DMC) and provide necessary instruction/s aligning guidance from RRRC office.
- 5.2 S/he will call the coordination meetings (regularly and on a needs bases).
- 5.3 S/he will provide strategic guidance and advisory support to the members of the DMC to implement the Emergency Preparedness and Response Plan (EPRP).
- 5.4 S/he will lead the development of camp level contingency plan and operationalize the contingency plan across the Sectors.
- 5.5 S/he will guide and drive relevant anticipatory action aligning Early Warning (EW) information from Bangladesh Meteorological Department (BMD) integrating ISCG MHRP and Standard Operating Procedures (SOPs) for cyclone, monsoon associated hazards (flood, landslide) and emerging weather- related hazards (heatwave, cold wave etc.).
- 5.6 Activate DMC based on its agreed triggers aligned with specific hazards.
- 5.7 S/he will endorse meeting decisions based on the consensus of the committee members.
- 5.8 S/he will update the progress of implementation of EPRP to the RRRC on behalf of the DMC.

6

Roles and Responsibilities of Camp Disaster Management Committee Member Secretary

- 6.1 S/he will support the DMC Chairperson in accomplishing the roles and responsibilities of the committee.
- 6.2 S/he will coordinate and follow-up with the agencies regarding the decisions that have been taken in the DMC meeting regarding DRM efforts.

7

Roles and Responsibilities of Camp Disaster Management Committee Members

- 7.1 Facilitate and support the preparation and update the EPRP through comprehensive understanding on risks associated with multi-hazards; Cyclone, Monsoon Flooding, Landslide, Fire, Lightning, Drowning and others.
- 7.2 Confirm Emergency Preparedness and Response (EPR) checklist at camp level.
- 7.3 Liaise with agencies to organize multi-hazard preparedness and response drill, training, and simulation.
- 7.4 Compile the status of prepositioned emergency stocks by catchment area.
- 7.5 Coordinate with different agencies to ensure support to strengthen the Early Warning and Early Action (EW-EA), two-way communication with communities, messaging and multi-hazards awareness raising.

- 7.6 Confirm the proposed list of temporary communal facilities to accommodate people in need, and coordinate with relevant sectors for required services.
- 7.7 Facilitate the sensitization of DRM approaches associated with Emergency Preparedness and Response planning across the Sectors/Working Group-WG for wider accomplishment.
- 7.8 Share the progress on implementation of Emergency Preparedness and Response Plan (EPRP) and relevant DRR interventions conducted by different stakeholders in DMC meeting.
- 7.9 Coordinate with relevant actor/s to compile the verified damage and need information during/after emergency with the support from member secretary and share in the DMC meeting for facilitating better response actions in camps.

This revised guideline will be followed to mainstream and facilitate the effective multi-hazards preparedness and response coordination mechanism in the camp settlements under the leadership of Refugee Relief and Repatriation Commissioners (RRRC) Office with the support from humanitarian partners including ISCC, UNHCR, IOM, BDRCS, and IFRC in Cox's Bazar.

Signature



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Refugee Relief and Repatriation Commissioner,
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Cox's Bazar, Bangladesh.

Agencies Involved in Guideline Development



ISCG
INTER SECTOR
COORDINATION
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**Rohingya
Refugee
Response**
Bangladesh



UNHCR
The UN Refugee Agency

IOM
UN MIGRATION



IFRC

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