

Sample Roles and Responsibilities of Ministries/Agencies

Ministry of Communication, Transport, Post and Construction

- Designates a disaster management focal point in the Ministry and its agencies
- Provides emergency communications as required by the National Commission (NC)
- Ensures rapid repairs to damaged telecommunications
- Maintains information on the availability of emergency transportation
- Coordinates use of transportation as required by the NC
- Assists with survey and assessment of damage
- Undertakes road clearance and repairs during emergencies
- Repairs/restores damaged public installations and facilities
- Develops and implements technical measures such as zoning and building codes for mitigating the effects of disasters

Ministry of Defense

- Designates a disaster management focal point in the Ministry and its agencies
- Coordinates the use of the armed forces to assist the civilian authorities in times of disasters
- Carries out search and rescue operations, reconnaissance surveys, damage assessment, transportation and emergency repair operations as required by the NC
- Develops disaster related training with the armed forces

Ministry of Education

- Designates a disaster management focal point in the Ministry and its agencies
- Develops department's emergency management policy and operational plans, including guidelines for schools to prevent and minimize emergencies and include disaster awareness training in school programs
- Responds to advice from NC relative to the safety of school children
- Provides on-site assistance and support for management of local issues involving parents, staff, students and media during emergencies
- Makes available, if required, school buildings as temporary welfare and evacuation centres in times of emergencies
- Provides staff as administrative managers of school buildings being used as welfare and evacuation centres
- Coordinates with other agencies in informing people of impending disasters, especially in remote areas
- Assists, where possible, in assessment of damage

Ministry of Finance

- Designates a disaster management focal point in the Ministry and its agencies
- Provides advice to NC on financial matters relating to disaster recovery
- Manages all government expenditure on recovery activities, including grants and other forms of assistance
- Authorizes the release of funds to meet immediate disaster needs

Ministry of Foreign Affairs

- Designates a disaster management focal point in the Ministry and its agencies
- Processes, through diplomatic channels, offers and requests for international assistance
- Facilitates entry of approved international assistance personnel

Ministry of Health

- Designates a disaster management focal point in the Ministry and its agencies
- Conducts survey and assessment of health of disaster victims
- Provides emergency medical treatment of disaster victims including hospitalization if required
- Maintains emergency medical supplies for disasters
- Implements preventative measures to check and control the spread of disease during emergencies
- Supervises public health standards during emergencies
- Monitors quality of water supplies
- Coordinates the utilization of medical teams, supplies and equipment provided through international assistance

Ministry of Information and Culture

- Designates a disaster management focal point for the Ministry and its agencies
- Provides advice on media liaison
- Assists with the drafting of community information
- Broadcasts warnings and public information as required by the NC
- Maintains broadcasting capacity as required by NC during emergencies
- Provides advice on broadcasting format of disaster related information

Ministry of Industries

- Designates a disaster management focal point for the Ministry and its agencies
- Develops regulations and/or codes of practice to enhance levels of disaster preparedness and community safety
- Undertakes surveys and assessments as required by the NC

Ministry of Interior

- Designates a disaster management focal point for the Ministry and its agencies
- Provides advice to the NC on fire and community safety issues

Police

- Maintains law and order and protection of life and property during disasters
- Supports other agencies in the development of emergency plans
- Acts as control agency for search and rescue and road and other accidents
- Acts as coordinators of resources or services in response to emergencies
- Supports other agencies in dissemination of information

Fire

- Provides protection of life and property from fire and other hazards
- Investigates the cause of fires
- Provides support to other agencies
- Develops community safety education programs
- Provides input into fire safety regulations and/or codes

Ministry of Labour and Social Welfare

- Collaborates with NGOs for the provision of emergency food, clothing and household goods supplies.
- Provides temporary shelter assistance and manages government buildings as evacuation and welfare centres
- Provides advice to the NC on industrial safety and associated matters

Afghanistan Red Crescent Society (ARCS)

- Designates a disaster management focal point
- Maintains emergency relief supplies
- Provides first aid, relief items and other assistance to disaster victims
- Undertakes tracing of missing persons
- Provides and manages non-government buildings as evacuation and welfare centres
- Assists with emergency transportation and temporary storage facilities
- Assists with community education and awareness
- Assists with preparedness measures at community level

Other NGO's

- Designate a disaster management focal point
- Roles and tasks coordinated by the NC, including:
- First Aid
- Emergency food, clothing, household supplies and other relief items
- Help trace missing persons
- Assistance with provision of temporary shelter
- Provision and management of non-government buildings as evacuation and welfare centres
- Assistance with transport and temporary storage facilities