

ESDO Social Disaster Response Policy
(SDRP), including health and Safety Policy
Revised on 1st July 2025



Eco-Social Development Organization (ESDO)

Head Office

Collegepara (Gobindanagar)
Thakurgaon-5100
Bangladesh

1. About of ESDO

Eco Social Development Organization (ESDO) continuous its mandate for holistic development of rural populations in the areas of livelihood, skill development, health, education, water and sanitation, nutrition, mother and child health care services, kitchen gardening, growth monitoring, immunizations, arsenic mitigation and the developing needs of marginalized people of Bangladesh from its inception in 1988. At the same time ESDO has been continuing micro credit, social development, food security, disaster management, agricultural development, livestock, fisheries, water resources management, hazardous child labour reduction, counter trafficking intervention, human right, adult education, child education and skill development activities for ensuring equitable society free from poverty in ESDOs working area.

2. Vision

ESDO seek an equitable society free from all discriminations.

3. Mission


Reduction in income poverty and human poverty of the people in ESDO's working area through undertaking massive income generation activities, literacy program, nutrition and health programme, human rights and good governance programme giving proper importance to environmental protection and regeneration. ESDO firmly believes and is actively involved in promoting human rights, dignity and gender equality through people's social, economic, political and human capacity building. Women in general and children are the core and central focus of its activities. Strengthening the organizational capacity carries importance to ensure quality of its services. Extending its services to the ultra-poor is its main manifesto.

4. Legal Status

- Registered with the Department of Social Service in 1988, Registration No. DSS/440/88
- Registered with the NGO Affairs Bureau in 1993, Registration No. 694/93 (Renewed-2018)
- Registered with the Micro-credit Regulatory Authority, No: MRA-0000204



Dr. Md. Shahid Uz Zaman
Executive Director
ESDO, Thakurgaon.



MD. SHAFIQUL ISLAM
Chairman
Executive Commr.
ESDO

5. Goal of the policy

To reduce the disaster risks including health and initiate effective response in Bangladesh country context.

6. Purpose of the Policy

Eco Social Development Organization (ESDO) started its journey in 1988 with a noble wish to stand in solidarity with the poor and marginalized. Being a peoples' centered organization, ESDO envisioned for a society which will be free from inequality and injustice, a society where community people will be able to effectively mitigate & adapt with disasters and save their livelihood and resources.

This manual presents the standard procedure and policies of Social Disaster Response of ESDO. This is a guiding rule for all staff members of ESDO. ESDO committed to responding disasters to be saved their livelihood and resources.

This SDR Policy is ESDO's statement of intent that demonstrate our commitment to reduce vulnerability from disaster(natural & social/Man-made) and strengthening capacity on disaster response to all in the organization and who come in to contact with us.

The purposes of this Social Disaster Response Policies are to:

- provide a management strategy to response disaster and protect vulnerable people in the course of our work;
- protect ESDO staffs, communities and partners from natural & social disasters and practices disaster coping mechanism
- Provide ESDO staffs and partners with clear disaster guidelines on what to do in the case of probable disaster.

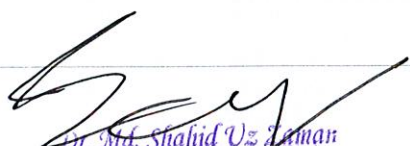
7. Scope of the Policy

This policy applies to all part-time, full-time, and casual ESDO employees, freelance and other experts, interns and volunteers as well as associate firms and sub-contractors working with ESDO on the implementation of development assistance projects.

8. Definitions

Disaster

Serious disruption of the functioning of a community or society causing wide spread human, materials, economic or environmental losses which exceed ability of the affected community or society to cope using its own resources.


Md. Shahid Uz Zaman
Executive Director
ESDO, Thakurgaon.


MD. SHAFIQU L ISLAM
Chairman
Executive Committee
ESDO

A disaster attributed in part or entirely to human intent, error, negligence, or involving a failure of a man-made system, resulting in significant injuries or deaths

Natural Disaster

Natural disaster is an act of weather or earth-related events that cause destruction.

Social/Man-made disaster

A disastrous event caused directly or principally by one or more identifiable deliberate or negligent human action.

Man-made disasters are disasters that are related to events caused by actions of man and probably could have been prevented.

9. Principles and values

The following principles and values reflect ESDO's stance on SDRP:

Priority to Human Life

The security of personnel is of higher priority than the protection of assets, including premises, vehicles, office equipment or programme materials. Similarly, good judgment is required with regard to continued programming and presence in an area of insecurity, with a recognition that it may be necessary to accept a presence, the programme staff are able to save the lives of people who would otherwise die.

10. ESDO's commitment


ESDO's commitment to response & protection vulnerable people from disaster will be guided by the following:

Awareness

We will ensure that all ESDO staff and partners as well as stakeholders involved in projects are aware on the disaster, its risks & response.

Prevention

We will ensure, through raising awareness, adapting capacity and practicing that ESDO staffs and partners minimize the risks of disaster and initiates effective response.


Md. Shalid Uz Zaman
Executive Director
ESDO, Thakurgaon.


MD. SHAFIQL ISLAM
Chairman
Executive Committee
ESDO

Reporting

We will ensure that ESDO staffs and partners are clear on what steps to be taken, where disasters occurred and save the lives and resources.

Responding

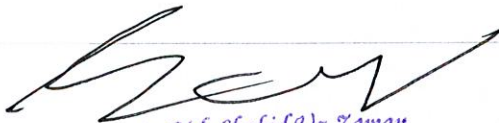
We will ensure that action is taken to support and protect vulnerable people from disasters affecting in Bangladesh.

Further to the above, ESDO will:

- Not permit a person to routine work in his/her working areas after declaration that areas as disaster affected by Government;
- rescue all vulnerable people in safe place;
- take positive steps to ensure the protection of children, women, aged in priority basis;
- support vulnerable people, ESDO staffs who seriously injured, affected by the disasters
- Involve appropriately and effectively with responding or cooperating with any kind of process related to disaster response;
- Closely work with govt, NGOs, Donors and development partners to ensure the effective response of disasters and protect the lives livelihood of vulnerable people.

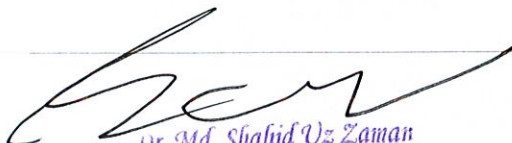
11. Responsibilities under SDR Policy:

1. Maintains regular communication and follow up with the Donors, Govt. & concerned personnel during disasters.
2. Inform & list submit in time to the head office SDR committee, about the damage of assets such as sign board, office equipment's, documents etc.
3. Always steps to be taken for safe/secure of staffs & vulnerable people from the disasters.
4. Always ensure government rules and regulation including compliance on BRTA rules for vehicle and Motorcycle driving.
5. During *Hartal* (Blocked) day without emergency, none can drive Motor Cycles.
6. If social disaster occurred in any working area of ESDO, staffs must be worked at home instead of office with the prior approval of the SDRC.
7. Vehicle/ Motor Cycles never are allowed without permission of management within the social disaster period.
8. Any unknown person come in office with travel bags, ensure checking for safety.
9. Priority given to office safety/ security.
10. During disaster, stop the loan recovery and if necessary disburse loan.


Dr. Md. Shahid Uz Zaman
Executive Director :
ESDO, Thakurgaon.


MD. SHAFIQU L ISLAM
Chairman
Executive Committee
ESDO

11. Ensure the 100% use of ID card by the ESDO staffs.
12. If any staffs make plan for visiting team/branch office, prior inform to the respective office.
13. During Hartal stop savings collection & asset distribution, if necessary communicate with Donors by using urgent mail.
14. All staffs of ESDO, either outside or inside the office are strictly prohibitive to discuss on political issues. If prove, then ESDO will take disciplinary actions against that person.
15. Need to be kept out yourself to make any comments on face book.
16. If wants to implement any event, then should have to take approval from Donor.
17. Increase more securities in all level (field and office). Inform the concern government authority, if needed any assistance.
18. During the disaster, all offices should be closed after the evening and all staffs should be stayed in residence. It is strictly forbidden to go outside the office after the office time with tricking the office work. If this type of staff will be found then will have taken action against that staff instantaneously.
19. Increase the monitoring by all Social Disaster Response Committee under ESDO and more strengthen the District Committee.
20. Does not create any kind of panic in case of security purpose – Need to be kept this site.
21. Cash money should not be kept in the office within any cost- Need to be kept this thing in mind.
22. Increase the security of any kind of significant resource/buildings under the organization.
23. Need to be increased the security of Motorcycle/vehicle garage (head office level) for the security purpose
24. Communicate or close the old / not running offices and increase the security
25. It is strictly forbidden to go outside the working area wit out permission of concern author ties.
26. Ensure sign up two times in a day for the purpose of keeping the record of office attendance.
27. Need to be monitored all offices as a responsibilities of Central Committee and communicate regularly the branch offices. If necessary, form the district level committee and take necessary steps to hand over the responsibilities. Regularly update information to executive director through the district committee.
28. Ensure approval from approved committee in case of staying any guest into any training center.


Dr. Md. Shahid Uz Zaman
Executive Director
ESDO, Thakurgaon.


MD. SHAFIQL ISLAM
Chairman
Executive Committee
ESDO

12. Process of updating:

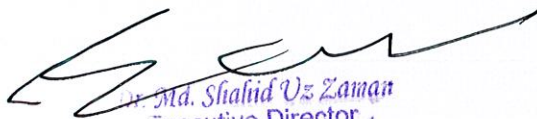
The SDR Policy of ESDO is not a static documents, it is expected to review and update time to time to be a living and evolving document. The Executive Committee of ESDO, will review the proposals from the Management, to be submitted as and when required or when amendments becomes essential for responding disaster by the organization and address the sphere standard and government policies and take appropriate decision.

13. Reserve clause

The Management of ESDO reserves the right to add, amend or delete issues of this SDR Policy from time to time in consultation and with approval from the Executive Committee.

14. Effectiveness

ESDO SDR Policy comes into operation revised from 01 July, 2025.



Md. Shafiqul Uz Zaman
Executive Director :
ESDO, Thakurgaon.



MD. SHAFIQL ISLAM
Chairman
Executive Committee
ESDO

