

ATTACHMENT:            DECREE OF THE CHIEF OF ARCAMANIK SUB-DISTRICT  
                              No.     : 360/SK.67-CAM/1998  
                              DATE    : DECEMBER 17<sup>th</sup> 1998

## **DISASTER MANAGEMENT STANDARD OPERATING PROCEDURE FOR FLOOD IN ARCAMANIK SUB-DISTRICT**

### **I        INTRODUCTION**

As we all know that each year the Arcamanik Sub-district is affected by flood whenever precipitation is high that it has become known as flood area. The flooding is caused by overflowing of the Cijalupang/Cisaranten, Cipagalo and Cikiley rivers, a breach in the embankment, the narrow cross section of the rivers, and the conservation of the upstream land/forest, which has never been optimum. Flood management in these areas are done by the people, both for preventive or repressive actions with help from the SATLAK PB of the Municipality of Bandung through its DM Operational Unit for Arcamanik Sub-district. Such actions include reparation of breached embankment by using sacks filled with earth, excavation of the river, and provision of medications.

The wet season of 1998/1999 was related with the La Nina phenomenon that was predicted to cause more severe natural disasters, especially floods, compared to previous records. This is the reason for the establishment of this Arcamanik Sub-district Standard Operating Procedure for Flood Management; to help future implementation.

### **II       OBJECTIVES AND PURPOSES**

The objectives and purposes of flood management is to mitigate annual floods and reduce the suffering of the people due to the flood, both preventively and repressively especially in preparation for the 1998/1999 wet season that is predicted to cause worse floods due to the La Nina phenomenon. The implementation of flood management is integrated and structured with related institutions.

### **III AIM**

The aim of flood management is:

1. Mitigation of flood disaster in the Arcamanik Sub-district.
2. The reduction or recovery of the victims suffering from the flood, physically and non-physically.

### **IV REGULATION BASE FOR IMPLEMENTATION**

The implementation of flood management is based on the following regulations:

1. Decree of The Mayor of the Municipality of Bandung, No. 360/SK.634 – Mawil Hansip (District HQ of Civil Defense), December 1<sup>st</sup> 1998, on the Disaster Management Executive Unit (SATLAK PB) of Bandung Municipality.
2. Decree of The Mayor of the Municipality of Bandung, No. 630/SK.638 – Mawil Hansip, December 5<sup>th</sup> 1998, on the Disaster Management Standard Operating Procedure for Bandung Municipality.
3. Decree of the Sub-district Chief of Arcamanik No. 360/SK.66-Cam/1998, December 17<sup>th</sup> 1998, on the establishment of the Disaster Management Operational Unit for Arcamanik Sub-district.

### **V FLOOD PRONE AREAS**

Flood prone areas in Arcamanik Sub-district are located in areas lower than the rivers. In the beginning the rivers are intended to serve as irrigation for rice fields; now it has changed function to being drainage canals even though it can still be used for irrigation purposes. This change is in accord with the development.

The flood prone areas are:

1. RW 01, 02, 03, 04, 05, 06, 07, 08, 11, and 12 of the Kelurahan Cisaranten Kulon, caused by overflowing or a breach in the embankment of the Cisaranten River.
2. RW 03, 04, 05, and 10 of the Kelurahan Cisaranten Bina Harapan, caused by the overflowing or breach in the embankment of the Cijalupang River.
3. RW 01 and 02 of the Kelurahan Sukamiskin, caused by the overflowing of the Cikiley River and the accumulation of rain that cannot be conveyed to anywhere.

## VI MITIGATION EFFORTS

The mitigation efforts for flood management in the Arcamanik Sub-district are as follows:

1. Kelurahan Level
  - a. Before flood disaster
    - 1) Create flood prone map;
    - 2) Prepare the potential of the people/community protection to mitigate flood disasters;
    - 3) Provide counseling for the people on flood disaster management whenever possible;
    - 4) Determine alternative evacuation areas for the flood victims;
  - b. During flood disaster
    - 1) Give early warning to the people in the flood prone areas;
    - 2) Evacuate flood disaster victims;
    - 3) Search and rescue flood victims;
    - 4) Provide first aid to the flood victims;
    - 5) Prepare the public kitchen;
    - 6) Prepare temporary shelter for the flood victims;
    - 7) Secure flooded areas;
    - 8) Receive, manage, and distribute aid (food, medicine, clean water, etc.);
    - 9) Report the flood to the Sub-district Chief of Arcamanik as the head of the DM Operational Unit.
  - c. Post flood disaster
    - 1) Record the number of victims and estimate the damages;
    - 2) Bury the deceased victims;
    - 3) Rehabilitate the psychological state of the community, social and public facilities, and residential buildings that were damaged by the flood;
    - 4) Transfer the flood victims to safer residential areas;
    - 5) Report the flood occurrence and needs to the Sub-district Chief of Arcamanik as the head of the DM Operational Unit.
2. Sub-district Level
  - a. Before flood disaster
    - 1) Create a map of flood prone areas;
    - 2) Notify the flood prone areas and alternatives for victim evacuation and the potential of community protection at the local kelurahan/village.

- 3) Provide counseling and guidance of the potential of Community Protection Units at flood prone kelurahan/village;
  - 4) Provide early warning to the people living in flood prone areas;
  - 5) Supply sacks according to the requirements from the people or propose for sack supply from the government of the Bandung Municipality through the SATLAK PB.
  - 6) Supply medicine through the Arcamanik and Cicadas Puskesmas.
- b. During flood disaster
- 1) Give first aid to the flood victims;
  - 2) Prepare the public kitchen;
  - 3) Prepare temporary shelter for the flood victims;
  - 4) Evacuate the flood victims;
  - 5) Secure flooded areas;
  - 6) Receive, manage, and distribute aid (food, medicine, clean water, etc.);
  - 7) Carry out medical check-up of the flood victims;
  - 8) Report the flood to the Sub-district Chief of Arcamanik as the head of the DM Operational Unit.
- c. Post flood disaster
- 1) Record the number of victims and estimate the damages;
  - 2) Rehabilitate the psychological state of the community, social and public facilities, and residential buildings that were damaged by the flood;
  - 3) Relocate the flood victims back to their homes or to safer residential areas;
  - 4) Report the flood occurrence and needs to the Sub-district Chief of Arcamanik as the head of the DM Operational Unit.

## **VII TEMPORARY SHELTER PLAN**

The plan for temporary shelter for flood victims in the Arcamanik Sub-district is as follows.

1. Kelurahan Cisaranten Kulon:
  - a) The Arcamanik Sub-district office for the people of RW 01 & 02;
  - b) Madrasah (Islamic religious school) of RW 03 for its people;
  - c) The office of Kelurahan Cisaranten Kulon for the people of RW 04 and 05;
  - d) Houses in RW 06 that are secure from the flood and TKA/TPA schools (madrasah) for the people of RW 06;

- e) Badminton sports hall for the people of RW 07;
  - f) The YPP building for the people of RW 08;
  - g) Houses in RW 11 and 12 that are secure from the flood or, if necessary, the office of DIPARDA for the province of West Java for the people of RW 11 and 12.
2. Kelurahan Cisaranten Bina Harapan:  
The people of RW 03, 04, and 05 that suffer from the flood may go to their temporary shelter at the RW 03 office building, houses in RW 03 and 05 that are secure from the flood, or set up tents in the free spaces available in RW 05. The people of RW 10 can go to Madrasah At Taqwa or the Bina Harapan Primary School.
  3. Kelurahan Sukamiskin  
The flood victims of RW 01 and 02 may go to the residential area of PT. Sari Mas (to the houses not yet sold/used) or the office of the Sukamiskin Lurah.

## **VIII PUBLIC KITCHEN AND CLEAN WATER PLACEMENT PLAN**

### **A. Public Kitchen**

1. Kelurahan Cisaranten Kulon:
  - The area in front of the Arcamanik Sub-district office for the people of RW 01, 02, 03, 04, and 05;
  - The open space in RW 07 for the victims in RW 06, 07, 08, 11 and 12.
2. Kelurahan Cisaranten Bina Harapan: in the open spaces in RW 05 to serve the victims in RW 03, 04, 05, and 10.
3. Kelurahan Sukamiskin: in the open spaces of RW 02 for the flood victims of RW 01 and 02.

### **B. Clean Water Placement (PDAM)**

1. Kelurahan Cisaranten Kulon:
  - The area in front of the Arcamanik Sub-district office for the people of RW 01 and 02;
  - The area in front of the Cisaranten Kulon Kelurahan Office for the people of RW 03, 04 and 05;
  - The open space in RW 07 for the victims in RW 06, 07, 08;
  - The area to the right of the DIPARDA office of Province of West Java to serve the people of RW 11 and 12.

2. Kelurahan Cisaranten Bina Harapan:
  - The open spaces of RW 05 for the victims in RW 03, 04 and 05;
  - Near the schoolyard of Bina Harapan Primary School for the victims from RW 10;
3. Kelurahan Sukamiskin: located in the residential area of PT. Sari Mas to serve the victims from RW 01 and 02.

## **IX FLOOD DISASTER MANAGEMENT OPERATORS**

The integrated implementation of flood disaster management is carried out by:

1. The SATLAK PB (DM Executive Unit) of the Municipality of Bandung (Mayor's Decree, December 1<sup>st</sup> 1998 No. 360/SK.634-Mawil Hansip);
2. DM Operational Unit for the Arcamanik Sub-district (Chief of Arcamanik Sub-district, December 17<sup>th</sup> 1998 No. 360/SK.66-Cam);
3. Community Protection Units of the local kelurahan;

## **X FLOOD DISASTER MANAGEMENT COMMAND POSTS**

In order to support flood management, the following command posts are established:

- a) The sub-district Flood Disaster Operation Center is established at the Sub-district Office with the Head of the Sub-district Mawil Hansip as the responsible person assisted by six officials in charge of data collection, operations, logistics, *tramtib*, information, documentation and rehabilitation.
- b) The kelurahan Flood Disaster Operation Center is established at the meeting room of the local Lurah with the Head of Community Protection (Linmas) Unit/Hansip Task Force in charge with obligation to collect disaster data, Linmas potentials, tools and maintenance.
- c) Strategic command posts are situated at the flood disaster areas (RT/RW).

## **XI FLOOD DISASTER MANAGEMENT TIME OF IMPLEMENTATION**

Flood disaster management is implemented at every opportunities, before, during, and after the disaster occurs. The flood disasters are predicted to occur approximately between December 1998 through January 1999 and enduring up to March 1999.

## **XII FUNDING**

Flood disaster management implementation is financed by the Government of the Bandung Municipality (via the Municipality Budget) and/or from the community.

## **XIII REPORT**

1. Reporting procedures:
  - a) Local Lurah report the development of the flood disaster situation and the efforts to mitigate it to the Camat as the head of the DM Operational Unit.
  - b) As the head of the DM Operational Unit, the Camat reports the development of the flood disaster situation and the counter actions to the Mayor of the Bandung Municipality as the chief of SATLAK PB.
2. Disaster report formats:
  - 1) Daily report;
  - 2) Weekly, tri-monthly, and annual report;
  - 3) Disaster occurrence report:
    - a. Preliminary report (via the telephone or facsimile)
    - b. The complete report
3. The contents of the reports are:
  - 1) Type of disaster;
  - 2) Location of the disaster;
  - 3) Disaster time of occurrence;
  - 4) The number of victims of the disaster;
  - 5) The counter actions already implemented;
  - 6) Request for assistance
4. Dissemination of the information on the flood disaster and its counter actions to certain related institutions by the municipal mayor as one of his authorities as the head of SATLAK PB.

#### **XIV FINAL WORDS**

This Standard Operating Procedure of the Arcamanik Sub-district was formulated in response to the wet season influenced by the La Nina Phenomenon that will occur in 1998/1999. May Allah bless all our efforts always.

Bandung, December 1998  
Camat of Arcamanik Sub-district

Awan Gumelar  
NIP. 010081012



GOVERNMENT OF THE MUNICIPALITY OF BANDUNG

HEAD OF THE SUB-DISTRICT ARCAMANIK

Cisaranten Kulon St., No. Phone: 7801583 Bandung 40293

---

DECREE OF THE HEAD OF THE SUB-DISTRICT ARCAMANIK

NUMBER: 360/SK.66-CAM/1998

ON

THE ESTABLISHMENT OF THE DISASTER MANAGEMENT OPERATIONAL UNIT  
FOR THE SUB-DISTRICT OF ARCAMANIK

THE HEAD OF ARCAMANIK SUB-DISTRICT

- Considering:
- a. That the decree of the Head of Arcamanik Sub-district No. 360/SK.34-Cam/1997 on the establishment of the DM Operational Unit for the Arcamanik Sub-district needs to be improved to increase performance and success ration in its implementation, in reference to the Decree of the Mayor of Bandung Municipality No. 360/SK.634-Mawil Hansip on the establishment of the DM Executive Unit (SATLAK PB) of Bandung Municipality.
  - b. In relation to the above point, it is considered necessary to support the implementation with a decree from the head of Sub-district.

- Referring to:
1. Regulation No. 5/1974 on Local Government Principles
  2. Decree of the Mayor of Bandung Municipality No. 360/SK.634-Mawil Hansip on the establishment of the DM Executive Unit (SATLAK PB) of Bandung Municipality.

RESOLVING

Resolution:

FIRST:                   Withdrawing and declaring invalid the Decree of the Head of Arcamanik Sub-district No. 360/SK.34-Cam/1997 on the establishment of the DM Operational Unit for the Arcamanik Sub-district

SECOND:                Enhance the establishment of the DM Operational Unit for the Arcamanik Sub-district whose organization structure, directory of staff and job description are listed in Attachment I, II and III of this decree.

THIRD: All funding necessary in the Diktum Activities both of these decrees are part of the APBD (Regional Budget) of Bandung Municipality and the donation from the people.

FOURTH: This decree is valid from the date it was resolved and is subject to change in the future should there be a mistake in its implementation

Resolved in: Bandung

Dated: December 17<sup>th</sup> 1998

Camat of Arcamanik Sub-district

Awan Gumelar

NIP. 010081012

To be forwarded to:

1. The Mayor of Bandung Municipality;
2. Assistant to the Mayor of Bandung Municipality;
3. The Chief of the Mawil Hansip VIII/14 of Bandung Municipality;
4. The Assistant for Development Administration for Bandung Municipality;
5. All the Lurah/Village chief in the Arcamanik Sub-district
6. Everyone it may concern to acknowledge and implement as should be.

ATTACHMENT I: DECREE OF THE HEAD OF ARCAMANIK SUB-DISTRICT  
 NUMBER: 360/SK.66-CAM/1998  
 DATE: DECEMBER 17<sup>TH</sup> 1998

ORGANIZATION STRUCTURE OF THE DISASTER MANAGEMENT OPERATIONAL UNIT FOR  
 THE ARCAMANIK SUB-DISTRICT

Chairman : Camat  
 Vice Chairman I : Danramil  
 Vice Chairman II : Lapolsekta  
 Daily Executive : Sub-district Head of Mawil Hansip

Task Group for Health

Task Group for Rescue

Task Group for Disaster Management

Members:  
 Sectoral Traffic Department for the Sub-district

Members:  
 - Community elements  
 - Community organizations  
 - Sub-district level organizations

DM Executive Unit for Villages/Kelurahan and Vital Objects

Task Force for Health

Task Force for Rescue

Task Force for DM

Group:	Group:	Group:
	Transport/ stretcher	evacuation

Group:	Group:	Group:
Shelter/ Pub Kit.	PHB/ CARAKA	WASTAI

Group:	Group:	Group:	Group:
SAR/ Guide	PIONIR	DAM KAR	PAM

DIRECTORY OF STAFF FOR THE DISASTER MANAGEMENT OPERATIONAL UNIT FOR THE  
ARCAMANIK SUB-DISTRICT

Chairman : Camat of Arcamanik Sub-district  
Vice Chairman I : Dan Ramil 1810 Arcamanik  
Vice Chairman II : Kapolsekta for Arcamanik  
Daily Executive : Head of the Mawil Hansip of Arcamanik Sub-district

A. Supporting Element and DM Operational Staffs:

1. Head of the Health Task Group: Mahmud
2. Head of the Rescue Task Group: Suyoso
3. Head of the Disaster Management Task Group: E. Kusmana

B. Members of the DM Operational Unit:

1. Agency/Institution:
  - a) Social Department Officials for the Arcamanik Sub-district
  - b) Head of the Arcamanik Community Health Center (Puskesmas)
  - c) Head of the Cicadas Community Health Center (Puskesmas)
  - d) PPLKB of Arcamanik Sub-district
  - e) Jupen (spoke person) of Arcamanik Sub-district
  - f) Head of Arcamanik Sub-district KUA
  - g) Head of the Education and Culture Department Office of Arcamanik Sub-district
  - h) Branch Head of the Education and Culture Department for Arcamanik Sub-district
  - i) PPL Pertanian (Agriculture) for Arcamanik Sub-district
2. Community elements:
  - a) Chief of the PMI for the Arcamanik Sub-district Branch
  - b) Head of the Kwaran Scouts of Arcamanik Sub-district
  - c) Chairman of the TP PKK of Arcamanik Sub-district
  - d) Chairman of the FK PSM of Arcamanik Sub-district
  - e) Chairman of the FK KT of Arcamanik Sub-district
  - f) Chairman of the PK KNPI of Arcamanik Sub-district

JOB DESCRIPTION FOR THE DISASTER MANAGEMENT OPERATIONAL UNIT  
OF THE ARCAMANIK SUB-DISTRICT

- A. Obligations of the leading elements of the DM Operational Unit:
1. The leading elements (Chairman and both Vice Chairmen) act as policy makers and are the responsible officials of the DM Operational Unit activities of the sub-district in accord to the policy of the Head of SATLAK PB of Bandung Municipality and other regulations and conventions in the effort of disaster management.
  2. The Daily Executive of the DM Operational Unit act as coordinator of command and control of the implementation of policies made by the leading elements.
  3. The references for implementing both points above are:
    - a) Decree of the Minister of Internal Affairs No. 37.1989 on the Disaster Management Guidance for the Regional Civil Defense Staffs;
    - b) Instructions of the Minister of Internal Affairs No. 20/1997 on Regional Disaster Management;
    - c) Other policies for disaster management and from SATLAK PB of Bandung Municipality.
- B. Obligations of the supporting and operational staffs of the DM Operational Unit (head of task groups):
1. Provide advices for policy-making and hold administration counseling, administration technical service and the Rupusop (DM Operation Center Room), make activity reports. The references are:
    - a) Decree of the Minister of Internal Affairs No. 37.1989 on the Disaster Management Guidance for the Regional Civil Defense Staffs;
    - b) Instructions of the Minister of Internal Affairs No. 20/1997 on Regional Disaster Management;
    - c) Other policies related to disaster management.
  2. For the implementation of the tasks above, the Heads of the Task Groups are assisted by one community member from each village/kelurahan in Arcamanik Sub-district.
- C. The obligation of the sub-district DM Operational Unit members is to assist the actions of the sub-district DM Operational Unit in accord to their obligations and organization

ATTACHMENT III: DECREE OF THE HEAD OF ARCAMANIK SUB-DISTRICT  
NUMBER: 360/SK.66-CAM/1998  
DATE: DECEMBER 17<sup>TH</sup> 1998

---

functions, and the community capacity in order to support and assist disaster management in Arcamanik Sub-district.

**THE GOVERNMENT OF BANDUNG CITY**  
**PUBLIC WORKS DEPARTMENT for IRRIGATION**

4A Cianjur Street Phone. (022) 7231214 Fax (022) 7200493 Bandung 40271

---

Number	: 362/1341/DPU-Air	Bandung, December 12 <sup>th</sup> 2000
Type	: Urgent	To the Honorable
Attachment	: 1 (one)	Mayor of Bandung City
Subject	: Activity Report in preparation of the wet season/flood risk	No. 2 Wastukencana Street Bandung

Respectfully, we hereby deliver the activities report of the Public Works Department for Irrigation in anticipating possibilities of flood occurrences, as follows:

Implement 24 hours flood task force guard picket beginning in October 2000 to collect reports from the people by phone (022-7231214). The details are included.

Incident reports gathered prior to November 30<sup>th</sup> 2000 and other data.

Identification of locations that need anticipative/preventive efforts for disaster.

This report was prepared for notification and reference as needed.

Head of the Public Works Department for Irrigation  
Bandung City

R. H. Edi Supiadi, ME.

NIP. 480 032 926

To be forwarded to:

Head of the Public Works Department for Irrigation of the West Java Province

SATKORLAK PB, Sukarno-Hatta Road, Bandung

Head of the Mawil Hansip, SATLAK PB of Bandung City.

## LIST OF INCIDENTS AND OTHER DATA

Attachment of: Document No. 362/1341/DPU-Air

1. On Thursday, November 9<sup>th</sup> 2000 at 14.00 WIB, the *kirmir* of Citepus River collapsed for as long as 12 meters, located in Bima Street of the Kelurahan Arjuna of Cicendo Sub-district, Bandung. The incident was resolved by the Irrigation Infrastructure Project of the Public Works Department for Irrigation of Bandung City (with photographs enclosed).
2. On Monday, November 12<sup>th</sup> 2000, the *kirmir* of Ciparungpung River collapsed for as long as 7 meters, located in RT 03, RW 06 of Kelurahan Pasir Layung of Cibeunying Kidul Sub-district. The incident will be resolved by BPSDA (Water Resource Development Office) for the Citarum Region.
3. During the very same time, water inundated for 4 (four) hours reaching 40 cm deep at the junction of Rumah Sakit Street and Gede Bage Road due to a jam in the Cinambo River culvert. The solution was to excavate and clean the area, especially at the entrance and exit of the culvert.
4. Weather report
  - a. Average temperature: 25 °C; Lowest: 23 °C; Peak: 28 °C
  - b. Average atmospheric humidity: 74%; Lowest 58%; Peak: 90 %
  - c. Precipitation data for November 2000

No.	Weather Station	Station Number	Precipitation (mm)	Rain Day(s)	Maximum Rain (mm)
1	4 Cianjur St., Bandung	163 A	279	17	42
2	Kiaracandong	163 B	252	12	62
3	Ujung Berung	164 A	238	6	59
4	Sukasari	164 B	190	13	33
5	Sukajadi	163 C	202	15	54
6	Coblong	163 D	183	19	51
7	Bengkok	164 C	218	19	51

- The highest rainfall between October 15<sup>th</sup> and November 30<sup>th</sup> 2000 was 62 mm with the maximum rain days of 19.
- The precipitation data during the flood occurrence is as follows

Date	Bandung (mm)	Kircon (mm)	Uber (mm)	Sukasari (mm)	Sukajadi (mm)	Coblong (mm)



10/11/2000	24	17	49	29	54	0
13/11/2000	42	35	59	0	0	5

5. Flood occurrence report can also be informed to the BPSDA for Citarum River Network at 137 Braga Street, Bandung, phone: (022) 4215241.
6. Available flood aid:
  - a. 110 units/rolls of barbed wire
  - b. 13.000 plastic sacks
7. List of the locations prone to disaster is enclosed.

Head of the Public Works Department for Irrigation  
Bandung City

R. H. Edi Supiadi, ME.  
NIP. 480 032 926

*Ctt. Kirmir = tanggul = embankment ??*

*Keterangan foto*

1. The *kirmir* of Citepus River at Bima Street in Kelurahan Arjuna collapsed on November 9<sup>th</sup> 2000, approximately at 11.00 WIB.
2. The *kirmir* was rehabilitated by the Irrigation Infrastructure Project of the Public Works Department for Irrigation of Bandung City