



# विपद् जोखिम न्यूनीकरण तथा व्यवस्थापन प्रणाली सञ्चालन सम्बन्धी प्रशिक्षण तालिम

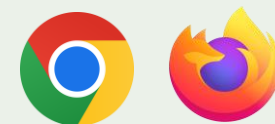
राष्ट्रिय विपद् जोखिम न्यूनीकरण तथा व्यवस्थापन प्राधिकरण  
सिंहदरबार, काठमाडौं

# प्रस्तुतीका मुख्य विषयहरू

- लग-ईन
- मोड्युलहरूको विवरण
  - सर्तकता (Alert)
  - घटना (Incident)
  - प्रोफाइल (Profile)
  - राहत (Relief)
  - जोखिम जानकारी (Risk Info)
  - सूची (Inventory)

## नोटः

साइटको राम्रो प्रदर्शनका लागि Google Chrome र Firefox को प्रयोग गर्नुहोस्।



# लग-ईन

- प्रणालीमा लग-ईन गर्न लग-ईन फिल्डमा प्रयोगकर्ता नाम र प्रदान गरिएको पासवर्ड प्रविष्ट गर्नुहोस् र लग-ईन क्लिक गर्नुहोस्

The screenshot shows the login interface of the BIPAD Portal. On the left, there is a white login form titled "Welcome to BIPAD Portal" with the subtitle "An integrated and comprehensive DIMS platform to support disaster risk management through informed decision making." The form contains two input fields: "Username" and "Password", both highlighted with a red box. A red arrow points from the "Username" field to the Nepali text "प्रयोगकर्ता नाम" (User Name). Another red arrow points from the "Password" field to "पासवर्ड" (Password). Below the password field is a "Forgot Password" link. A blue box highlights the "LOGIN" button, with a blue arrow pointing to the Nepali text "लग-ईन क्लिक" (Login Click). Below the login button, there is a link for "Other logins: MDSA". On the right, there is a blue sidebar with the text "Do not have an account?" and a link "Click to request BIPAD login credential" leading to a "PASSWORD REQUEST" button.

# सर्तकता

(Alert)

- सम्भावित जोखिम, सम्भावित घटना वा सक्रिय घटनाको जानकारी हेर्न मिल्छ
- जिल्लाहरूले प्रकोपमा अघावधिक रहन सर्तकताहरू हेर्न सक्छन्
- यसले जिल्ला तहको सरकारलाई तदनुसार तयारी र प्रतिकार्य योजना बनाउन मद्दत गर्छ

## उदाहरण:

- भारी वर्षाका कारण थ्रेसहोल्ड मान नाघिँदा बाढीको चेतावनी

यस खण्डमा प्रयोगकर्ताले सूचीबाट कुनै पनि अलर्टमा क्लिक गरेर निम्न विवरणहरू हेर्न सक्छन्:

- शीर्षक (Title) > चेतावनीको शीर्षक
- स्रोत (Source) > सर्तकतामा जानकारी प्रदान गर्ने संस्था
- प्रमाणित (Verified) > सर्तकता प्रमाणित छ वा छैन भन्ने बारे स्थिति
- सार्वजनिक (Public) > सर्तकता सार्वजनिक हो वा होइन भन्ने स्थिति
- प्रारम्भ मिति (Start date) > सर्तकता जारी भएको मिति
- अन्तय मिति (Expire on) > मिति जबसम्म सर्तकता प्रभावकारी हुन्छ
- प्रकोप (Hazard) > जारी गरिएको सर्तकतासँग सम्बन्धित खतराको प्रकार

### अनुमति:

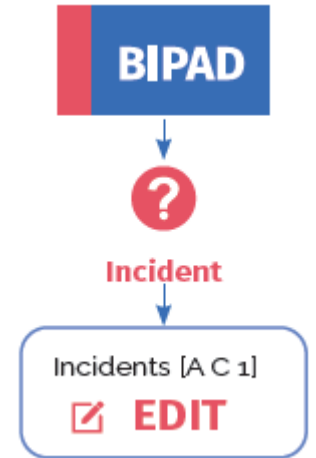
Access [A]

- Can view the alerts to stay updated on the disaster scenario

# घटना

(Incident)

- यस खण्डमा प्राकृतिक र मानव सर्जित घटनाहरू प्रविष्ट गरिएको छ
- यस खण्डमा घटनाको पहिलो जवाफदेहीका रूपमा नेपाल प्रहरी रहेका तथ्याङ्क नेपाल प्रहरीद्वारा भरिन्छ
- जिल्लालाई घटना फारम हेर्ने, सुझाव दिने र सम्बन्धित साझेदारहरूलाई तथ्याङ्क पूर्ण नभए वा पुनः अवलोकन गर्नुपरे सूचित गर्ने सुविधा हन्छ



## अनुमति:

Access Comment [A C1]

- Can view the details of incident.
- Can Verify and add verification message.

Form Fields	Description	Sample Data
Verified (Check Box)	Check this box to notify that the particular incident had been verified	
Verification Message	Verification messages or comments provide detail informations for verifying the incident. For instance, if the authority wants to report that the estimated loss is not correct as per the information they received, they can comment in this section, to notify the police and national line ministries that they need to re-check the loss amount.	Estimated Loss needs to be updated with assessed loss values.

# प्रोफाइल

(Profile)

## सम्पर्क विवरण

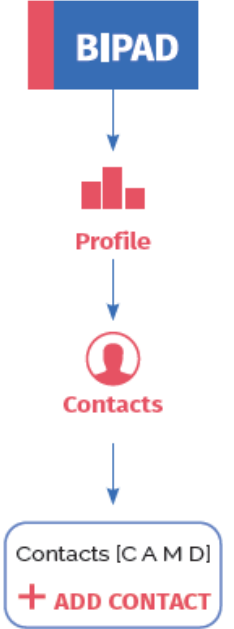
- विपद् जोखिम न्यूनीकरण र व्यवस्थापन ऐन २०७४ द्वारा अनिवार्य रूपमा जिल्ला स्तरमा जिल्लाले विपद् व्यवस्थापन समिति गठन गर्नुपर्ने हुन्छ
- समिति गठन गर्नुको उद्देश्य समितिले जिल्ला स्तरमा विपद् व्यवस्थापनलाई संस्थागत गर्ने, विपद् न्यूनीकरण, पूर्व तयारी, अल्पीकरण, प्रतिकार्य र राहतका लागि क्षमता अभिवृद्धि गर्न योजना र निर्णय गर्ने

### अनुमति:

Create Access Modify Delete [ C A M D ]

- Can add, edit, view and delete details of contacts data.
- Can manage owned data.

Form Fields	Description	Sample Data
Name*	Name of Person	John Debb
Image	Photo of person (if available)	(Image file)
Position*	Position of person in committee	Officer
Email	Email address of person	example@example.com
Work Number	Work number of person	029-420000
Mobile Number	Mobile number of person	9800000000
Is DRR focal person (tick)	Tick if person is DRR focal person	(Tick)
Committee*	Committee in which person is associated Community address for Community Disaster Management Committee	Non-committee member
Community Address	Community address for Community Disaster Management Committee	-
Organization	Organization to which the person is associated	
Province	Address of person	
District	Contact Location	Own Location
Municipality*	Contact Location	Own Location
Ward*	Contact Location	Own Location



# प्रोफाइल

(Profile)

सम्पर्क विवरण + ADD CONTACT

- 'प्रोफाइल' मोड्युलमा जानुहोस् र 'सम्पर्क' ट्याब चयन गर्नुहोस्। अब, सम्पर्क थप्न बटन क्लिक गर्नुहोस्

Add Contact ×

NAME John Debb	POSITION Officer	EMAIL example@example.com
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No Image Available

Upload Image

Selected: icon.png

WORK NUMBER 029-420000	MOBILE NUMBER 9800000000
---------------------------	-----------------------------

Is DRR Focal Person

ORGANIZATION  
Select an option

COMMITTEE  
Non committee members

COMMUNITY ADDRESS	PROVINCE Province 1	DISTRICT Bhojpur	MUNICIPALITY Bhojpur	WARD 9
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REGION  
Bhojpur, Bhojpur, Province 1

LATITUDE  
27.201995335619014

LONGITUDE  
87.05811373206156

200km

SAVE

# प्रोफाइल

(Profile)

तालिम विवरण [+ ADD TRAINING](#)

- प्रकोपसँग सम्बन्धित सम्पर्क व्यक्तिको तालिमको विवरण व्यवस्थापन गर्न  
उदाहरण: फायर फाइटिंग, प्राथमिक उपचार (First Aid)

अनुमति:

Create Access Modify Delete [ C A M D ]

- Can add, edit, view and delete details of contacts data.

Form Fields	Description	Sample Data
Title (Drop down)	Choose the title of training from the list	Fire Fighting
Duration Days	Total number of days of training	90

Add Training ×

TITLE  
Fire Fighting ▼

DURATION IN DAYS  
90

CLOSE SAVE

# प्रोफाइल

(Profile)

कागजात

- प्रकोप सम्बन्धित रेकर्डहरू व्यवस्थापन गर्ने जस्तै रिपोर्टहरू, कानूनी कागजातहरू, कुनै पनि घटनाहरूको विवरणहरू र अन्य

अनुमति:

Create Access Modify Delete [ C A M D ]

- Can add, edit, view and delete details of contacts data.
- Can manage owned data.

Form Fields	Description	Sample Data
Title	Title of the document	Cold Wave Contingency Plan
Category	Type of the document	Response Plans
Region	Level of administrative region who published the document	District
Province	Province who published the document (For Provincial level only)	Province 1
District	District who published the document (For District level only)	Morang
Municipality	Local Level who published the document (For Local Level only)	-
Add Document*	File	(File)
Event	Select event if the document is related with a particular event	-
Published Date	Date of publish for the document	2019-11-24

Add Document

TITLE  
Cold Wave Contingency Plan

CATEGORY  
Response Plans

PUBLISHED DATE  
24 11 2019

REGION  
District

PROVINCE  
Province 1

DISTRICT  
Morang

MUNICIPALITY  
All municipalities

EVENT  
Select an option

Add Document

No file chosen

CLOSE SAVE

BIPAD



Profile



Document

Document [C A M D]

+ NEW DOCUMENT

# राहत

## (Relief)

- जिल्लाको विपद् व्यवस्थापन कोषबाट केही सहायता विपद् पीडितहरूलाई राहत प्रदान गर्न प्रयोग गरिन्छ
- यस खण्डले विपद् व्यवस्थापन कोषबाट वितरण हुने सहायतालाई व्यवस्थापन गर्न मद्दत पुऱ्याउँछ

### Relief

×

**FLAWS** RELEASES

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**Flows** + ADD FLOW

TYPE: inflow AMOUNT: 10000 RECEIVED BY: 1 PROVIDED BY: 2  
EVENT: 2 2020-03-20 FISCAL YEAR: 1

EDIT  DELETE

TYPE: inflow AMOUNT: 2000 RECEIVED BY: 2 PROVIDED BY: 1  
EVENT: 2 2020-03-20 FISCAL YEAR: 2  
Test description

EDIT  DELETE

TYPE: initial balance AMOUNT: 99 RECEIVED BY: 1 PROVIDED BY: 2  
2020-03-22 FISCAL YEAR: 3

EDIT  DELETE

# राहत

(Relief)

## प्रवाह (Flow)

- एउटा संस्था/निकायबाट अर्को संस्था/निकायमा हुने नगद प्रवाहको रेकर्ड प्रबन्ध गर्दछ  
उदाहरण: केन्द्रीय निकायले जारी गरेको विपद् सम्बन्धी बजेट

### अनुमति:

Create Access Modify Delete [C A M D]

- Can add, edit, view and delete flows data.
- Can manage owned data.

Form Fields	Description	Sample Data
Description	Additional detail on disbursement	Relief for the event 'Fire'
Receiver Organization*	Organization receiving the disbursed amount	DAO Sindhupalchok
Provider Organization	Organization disbursing the amount	NEOC
Amount*	Amount of money	1000000
Type (Drop down)*	Flow type (initial balance/inflow)	Inflow
Event(Drop down)	Select event for which the amount was disbursed	Fire
Fiscal Year*	Select fiscal year for which the amount was disbursed	2075/76
Date	Date of money disbursed	29-03-2020

Add Flow ×

DESCRIPTION  
Relief for the event

RECEIVER ORGANIZATION  
DAO Sindhupalchok +

PROVIDER ORGANIZATION  
NEOC +

AMOUNT  
1,000,000

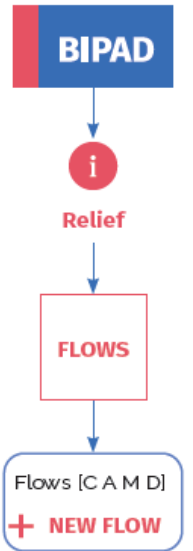
TYPE  
inflow +

EVENT  
Fire +

FISCAL YEAR  
2075/76 +

DATE  
29 03 2020

CLOSE SAVE



# राहत

(Relief)

## वितरण (Release)

- प्रकोपमा पीडितलाई कोष जारी गरी वितरण गरिएको रकमको रेकर्ड प्रबन्ध गर्दछ  
उदाहरण: आगलागी पीडितलाई कोष जारी

### अनुमति:

Create Access Modify Delete [C A M D]

- Can add, edit, view and delete releases data.
- Can manage owned data.

Form Fields	Description	Sample Data
Description	Description on distribution.	Fire at New Plaza due to electric short circuit.
Provider Organization*	Organization distributing the amount.	DAO Sindhupalchok
Amount*	Amount being distributed.	10,000
Incident* (Drop down)	Select incident for which amount is being distributed.	Fire
Person*	Name of person who was affected in the incident.	Januka Sedhai
Beneficiary	Person's name to whom amount is being distributed.	Januka Sedhai
Beneficiary Other	Beneficiary in case the entitled person is dead or unavailable.	-
Status	Status of affected person.	Injured

### Add Release

DESCRIPTION  
Fire at New Plaza due to electric short circuit.

PROVIDER ORGANIZATION  
DAO Sindhupalchok

AMOUNT  
10,000

INCIDENT  
Fire

PERSON  
जानुका सेढाई

BENEFICIARY  
जानुका सेढाई

BENEFICIARY OTHER

STATUS  
Injured

CLOSE SAVE



# जोखिम जानकारी

(Risk Info)

श्रोत तथा क्षमता

अनुमति:

Create Access Modify Delete [C A M D]

- Can add, edit, view and delete details of respective capacity resources.
- Can manage owned data.

← Risk info / Capacity & resources

Layers + ADD RESOURCE CLEAR ☰

- education
- health
- finance
- governance
- tourism
- cultural
- industry
- communication

Form Fields	Description	Sample Data
Title*	Name of government institution	Nepal Police, Biratnagar
Description	Description of government institution	Head office of Morang police
Type (Drop down)	Type of government institution (Choose from list of drop down)	
Phone number	Phone number	9800000000
Email address	Email address	example@example.com
Website	Website of government institution	www.example.com
No of Employee	Number of employee	1000
Opening Hours	Opening hours	24 hrs

Add Resource

RESOURCE TYPE  
Select an option

- education
- health
- finance
- governance
- tourism
- cultural
- industry

Add Resource

RESOURCE TYPE  
governance

TITLE  
Nepal Police, Biratnagar

DESCRIPTION  
Head office of Morang police

PHONE NUMBER  
9800000000

EMAIL ADDRESS  
example@example.com

WEBSITE  
www.example.com

TYPE  
Select an option

NO OF EMPLOYEE  
1,000

OPENING HOURS

CLOSE SUBMIT

# जोखिम जानकारी

(Risk Info)

## श्रोत तथा क्षमता

### शिक्षा

Form Fields	Description	Sample Data
Title*	Name of educational institution	Siddhakali English Boarding School
Description	Description of educational institution	Secondary level school.
Classroom count	No. of classrooms	30
Operator type	Operator type of educational institution	Private
Opening hours	Opening hours	10:00 a.m. to 4:00 p.m.
Phone number	Phone number	9800000000
Email address	Email address	example@example.com
No. of employee	Number of employees	50
No. of student	Number of students	300
Type		School

### प्रशासनीक कार्यालय

Form Fields	Description	Sample Data
Title*	Name of the government institution	Nepal Police, Biratnagar
Description	Description of the government institution	Head office of Morang police
Type (Drop down)	Type of the government institution (Choose from list of drop down)	
Phone number	Phone number	9800000000
Email address	Email address	example@example.com
Website	Website of the government institution	www.example.com
No. of Employee	Number of employees	1000
Opening Hours	Opening hours	24 hrs

### स्वास्थ्य

Form Fields	Description	Sample Data
Title*	Name of health institution	Bir Hospital
Description	Description of health institution	Government owned hospital
Bed count	Number of beds available	1000
Type*	Hospital type	Hospital
CBS code	CBS code	101010
Phone number	Phone number	9800000000
Email address	Email address	example@example.com
Emergency service (Check box)	Choose if emergency service is available (Yes/No)	(Tick)
ICU (Check box)	Choose if ICU is available (Yes/No)	(Tick)
NICU (Check box)	Choose if NICU is available (Yes/No)	(Tick)
Operating theatre (Check box)	Choose if operation theatre is available (Yes/No)	(Tick)
X-ray (Check box)	Choose if X-ray service is available (Yes/No)	(Tick)
Ambulance service (Check box)	Choose if ambulance service is available (Yes/No)	(Tick)
Opening hours	Opening hours of the institution	24 hrs
Operator type	Type of operator	Government
No. of staffs	Number of staffs	1000
Specialization		-

### पर्यटन

Form Fields	Description	Sample Data
Title*	Name of tourism place	Hotel View point
Description	Description of tourisms	Hotel at Kathmandu with beautiful view.
Type*	Type of tourism	Hotel

# जोखिम जानकारी

(Risk Info)

श्रोत तथा क्षमता

वित्तिय संस्था

Form Fields	Description	Sample Data
Title*	Name of the financial institution	Kumari Bank Limited
Description	Description of the financial institution	Commercial Bank
CBS code	CBS code	70909
Population		21949
Channel (Drop down)	Channel (Branchless Banking/Branch/ATM)	Branch
Access point count*		1
Type (Drop down)	Finance type (Money Exchange/Bank/ATM)	Bank
Phone number	Phone number of the financial institution.	9800000000
Email address	Email address	example@bank.com
Website	web address	www.example.com
Opening hours	Opening hour of the financial institution.	10:00 a.m. to 5:00 p.m.
Operator type	Operation type	Private
Bank type	Bank type	Commercial
Atm available (Check box)	ATM available (Tick)	(Tick)
Place address	Local or street address.	Anamnagar, Kathmandu
Network		

## सांस्कृतिक भवन

Form Fields	Description	Sample Data
Title*	Name of cultural place	Pashupatinath
Description	Description of cultural place	Temple
Religion	Religion related to cultural place	Hindu
Phone number	Phone number	9800000000
Email address	Email address	example@example.com
Opening hours	Opening hours	5:00 a.m. to 8:00 p.m.
Drinking water (Check box)	Drinking water available	(Tick)
Toilet (Check box)	Toilet available	(Tick)
Type		

## संचार

Form Fields	Description	Sample Data
Title*	Radio Station, Sindhupalchowk	
Description	Description of communication infrastructure	
Type	Type of communication infrastructure	
Towers name	Name of the tower	
ISP	Internet Service Provider	
Coverage Radius (KM)	Average radius in kilometers	
Operator Type	Operator Type	
Off grid cell sites	Off grid cell sites	
Internet type	Internet type	
Phone number	Phone number	
Email address	Email address	
Opening hours	Opening hours	
Website	Website	
Frequency (MHz)	Frequency in mega hertz	

# जोखिम जानकारी

(Risk Info)

श्रोत तथा क्षमता

उद्योग

Form Fields	Description	Sample Data
Title*	Name of Industry	KavreThanka Factory
Description	Description of industry	Thanka factory manufacturing from raw products of Nepal
Type*	Type of industry.	Large scale industry

# जोखिम जानकारी

(Risk Info)

## श्रोत तथा क्षमता (Inventory)

**अनुमति:**

**Create Access Modify Delete [C A M D]**


- Can add, edit, view, delete inventory entries.
- Can manage owned data.

Form Fields	Description	Sample Data
Rice (kg)	Rice (kg)	
Quantity	Same	1000
Description	Description	Plain Rice
Quantity*	Enter quantity of item available at that organization/warehouse	

**Hatkhola Chowk**

Ward: 5802  
 Resource Type: governance  
 Type: police  
 Phone Number:  
 Email Address:  
 Website:

EDIT DATA SHOW INVENTORY



Inventories

+ NEW INVENTORY

TITLE: Paracetamol  
 CATEGORY: Relief Items (Non-Food Items)  
 QUANTITY: 100.00pcs  
 CREATED ON: 2020-06-02  
 DESCRIPTION: Paracetamol tablets 50 Paracetamol liquid 50

EDIT DELETE

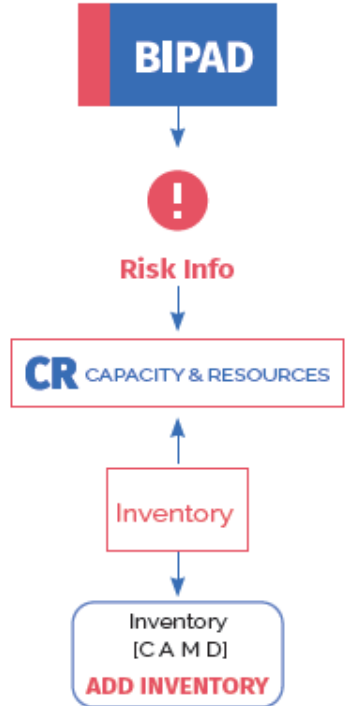
Add Inventory

ITEM  
Tent (pcs)

QUANTITY  
1,000

DESCRIPTION  
500 small tents  
500 Large tents

CLOSE SAVE



# धन्यवाद

जुटेर मात्र सम्भव छ विपद् जोखिम न्यूनीकरण