1. Warning of impending hazard indicating that people should prepare for evacuation;
2. Order to move to assembly/pick-up points;
3. Actual evacuation from area at risk to safe location;
4. Remain in Evacuation Center;
5. Return to former location or relocate to a new place.

The community, led by the Evacuation Committee, designs a plan for the actual evacuation based on the following:

1. Identify a safe place for the evacuation center
2. Identify shortest and safest route
3. Identify and prepare alternative routes
4. Identify pick-up points or assembly points for people
5. Place 'road signs' along evacuation routes
6. Prepare master list of evacuees and check at each pick-up point if group is complete
7. Prepare evacuation schedules and groupings in case transportation is needed
8. Set provisions and plan the evacuation of animals and other property of evacuees
9. Organize an Evacuation Management Plan and form committees among community members
10. Identify and prepare requirements during evacuation (transport, gasoline, food, water, medicine, road signs, communication system, etc.)

While in the evacuation center, the community members participate actively in all aspects of camp management (see Table 4.2 and Evacuation Center Management under Emergency Response).

Tasks of evacuation committee

Before:
Define criteria for evacuation center selection, such as:

- Availability of water
- Accessibility
- Topography and drainage
- Available space (people, animals, communal services, etc)
- Safety
- Soil type (drainage / farming)
- Land rights
- Site assessment
- Site planning (latrines, cooking, animals, etc.)
- Ensure access to site through approval of site/center

During:

- Registration and monitoring of evacuees
- Space assignments for evacuees

- Evacuation Center orientation to new arriving evacuees
- Maintain order (people, health, sanitation, garbage disposal, cooking, etc.)
- Coordinate delivery of services (relief, medical missions, etc.)
- Provision of information
- Training and education (long term evacuation)
- Networking and resource generation

After:
- Ensure that return is safe or find alternative shelter
- Repair damages in community
- Clean evacuation site
- Return to community
- If this is not possible, networking, negotiation, advocacy will be necessary to find alternatives

7.B Community Early Warning and information
Design a Community Specific Warning System

Warning is a positive action to alert people about an impending hazardous event or circumstance in their location, which may threaten their safety and security, and which requires an adaptive response. Very often, public official warning signals from the national level do not reach communities or if they do, they arrive late. A community-based warning system contributes to people's safety.

Hazard assessment provides information that the community can readily use to design a warning system. What is key are the *warning signs* or indicators that a hazard is about to happen. These will be used to activate the various alert levels. The period mentioned under *forewarning* is the time span the community has to warn and evacuate community members. In general, there are three or four alert levels:

alert level 1: first warning received, people prepare for evacuation (food, clothing, valuables, animals, etc.)
alert level 2: people prepare for actual evacuation and gather at assembly points
alert level 3: actual evacuation, people move from the danger zone to a safe place
alert level 4: people are in the safe location when the hazard hits the community

A community-specific warning system will be effective if:

- the warning is hazard specific
- the warning is target group and location specific (focus on the most vulnerable)
- the warning is timely enabling people at risk to take appropriate decisions (consider 'forewarning' determined during hazard assessment)
- the warning is issued by a credible source (from national to community level)
- warning message is short and clear
- community members are oriented to the warning system and understand the warning signals and their meaning

- the warning from the national level (technical/scientific) is explained and translated into community-defined warning terms that are easily understood and practical)
- the warning is done in phases to avoid panic; timely information is given to community members about changes in warning and risks involved
- a community-level information committee exists that is responsible for warning, hazard monitoring and information dissemination. Roles and responsibilities must be agreed upon.
- regular drills are conducted to keep community members updated and prepared
- the warning system and related preparedness and emergency measures are evaluated to identify deficiencies and required improvements.

7.C Community Response

Assessment

1. Based on the Damage Needs Capacity Assessment
2. Takes into account differences in vulnerability among affected families and prioritizes accordingly
3. Needs are validated against baseline data

Community Based Teams use existing tools for their assessment: Capacity and resources map, community baseline profile, vulnerability map, etc.

Prioritize risks based on:

Who is most affected? How many people are affected?
What are the available community resources to face the problem?
What other resources could be available?

Capacities

1. Community is able to conduct assessment
2. Large part of the Relief Delivery Operation is done by community itself
3. Relief operation is carried out systematically and in an orderly fashion as a result of pre-set tasks and responsibilities
4. Reporting and accountability is facilitated according to proper record keeping by the community

Sequence for the community:

a. Community reports to the local authorities and to the Red Cross.
b. Red Cross establishes an operation agreement with the community for relief efforts
c. Community records all distributions using Red Cross templates

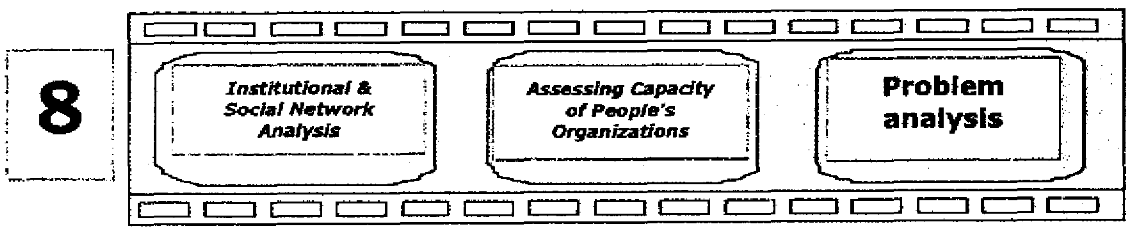
Timeliness

Quick response (ranging from same day to at most 3 days after the disaster hits) is possible as a result of quick and reliable damage, needs and capacity assessment.

Sequence for the community:

a. Evacuation on time
b. CBT undertakes an assessment
c. CBT reports numbers of casualties or wounded people to emergency agencies
d. Existing coping capacities will cover the needs of the first days of the emergency
e. Damage, Needs and Capacities Assessment: final data is shared with relief organizations

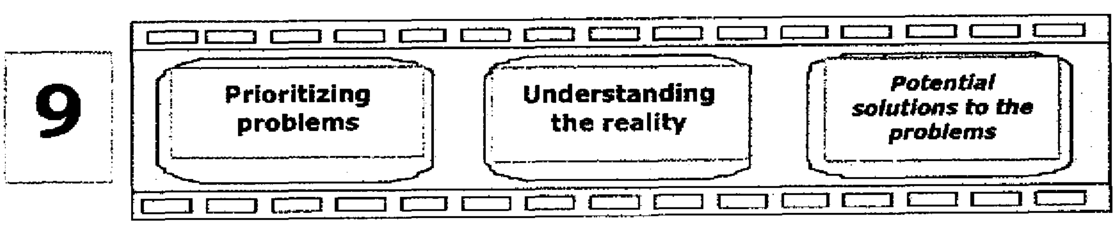
Appropriateness
The more accurate a needs assessment is to start with, the more appropriate the combined response will be.



8.A *Institutional & Social Network Analysis*
Use tool number THIRTEEN

8.B *Assessing Capacity of People's Organizations*
Use tool number FOURTEEN AND FIFTEEN

8.C Problem analysis
Use tool number SIXTEEN



9.A *Prioritizing problems*
Prioritizing problems necessitates giving preference to some aspects over others. The criteria are:

- The most urgent
- The most critical
- The most immediate
- What affects most people
- Those problems most often voiced by community members

- The most important
- Those that the community has the available resources to address

9.B Understanding the Reality

Once we have detected some of the problems that affect the community there is a need to ensure the information we are getting is the one that requires actions. In order to be more precise on this matter the following questions will help:

a) How many people are affected by the problem? The idea here is to measure the impact of the problem
b) What are the consequences as a result of the problem? We want to understand which problem affects the most people
c) When is it more critical: This helps to recognize the moments when the problem is more critical
d) What the causes are: during the appraisal the main interest is to evaluate how the problems are perceived by different groups: What explanations are offered?
e) What kinds of solutions have been tried before: This question will help to motivate the community to learn from past experiences. Define the PROS and CONS of each solution
f) What are the resources that we count on to solve the problem: We refer to human and material resources

9.C Potential Solutions to the Problems

1. Ask community members how problems and disaster risks were addressed previously. For instance, by other organizations, their own coping mechanisms and what resources and skills are available? Why did these initiatives fail or succeed?

2. Have people make a list of possible solutions for each main problem. This can be done by converting problems (stated in a problem tree) into positive statements or through asking people what needs to change to overcome these problems.

3. Convert the (root) causes into positive statements

4. Ask community members (men and women) what criteria they used to choose the solutions (not all solutions will be equally beneficial, and some are more difficult to achieve than others). Criteria might include power relations, gender concerns, culture, increased income, reduced risk, skills available, environmental themes, external factors, etc.

5. Discuss the selected responses vis-à-vis class, gender, age, culture, religion, and other Community Based Organization/DR principles.

6. Check with completed Hazards, Vulnerabilities and Capacities Assessments or VCA matrix to determine which vulnerabilities are being addressed and if all capacities are being used.

7. Ask the community members to rank the solutions according to priority, considering the discussion in points 5 to 7. This will inform you on what people want and why.

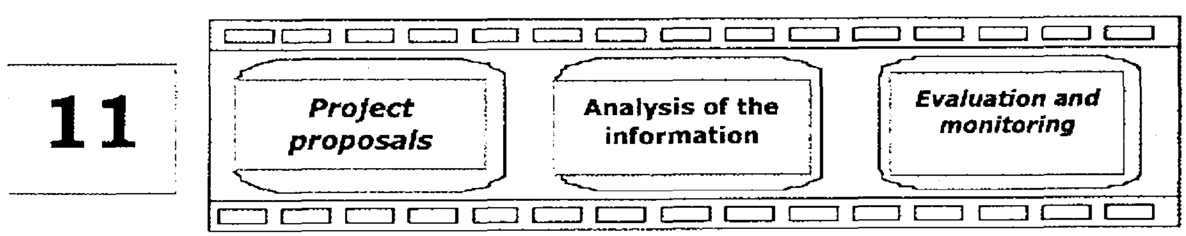
8. Reach consensus among different groups on prioritized responses.

As an assisting agency, we evaluate the solutions within the context of our mandate, capacity, timeframe, as well as external factors.

10.A Future Vision
To be developed in conjunction with the community

10.B Community Development Plan
To be developed in conjunction with the community

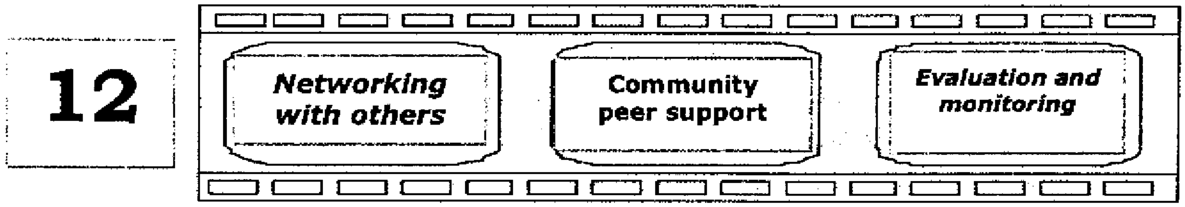
10.C Plan Approval by Local Authorities
To be developed in conjunction with the community



11.A Project Proposals
To be developed in conjunction with the community

11.B Analysis of the Information
To be developed in conjunction with the community

11.C Evaluation and Monitoring
To be developed in conjunction with the community



12.A Networking with Others
To be developed in conjunction with the community

12.B Community Peer Support
From here the Community Organization with a disaster response structure can tackle more demanding activities, link up with other communities and support-groups and can undertake mitigation measures like creation of seed banks, village pharmacy, repair irrigation works, etc. All these contribute to building resilience

12.C Evaluation and Monitoring
To be developed by the teams with participation from the community

Principles of Participatory Rapid Appraisal (PRA)

a. **Perception:** Reality is perceived in different ways by different people. Mutual respect is extremely important
b. **Visualization:** To compile all shared ideas, points of view and to use visual tools to reflect peoples thinking
c. **Equity:** The PRA belongs to everyone. Special attention should be given to those that traditionally have no voice: elderly, women and children
d. **Field Work:** The information belongs to the people and is for their use. The work must be done in the field where the people live
e. **Adequate Information:** Avoid putting too much emphasis on information that will not be used as it is time consuming and less relevant. Focus on what is most relevant. Use your common sense to get to the real necessities.
f. **Triangulation:** It is always important to have a balance between technical information and **opinion**. Information must be verified and adjusted on a regular basis.
g. **Creativity and Imagination:** The PRA is a tool that promotes creativity, imagination and coherence. Be a facilitator of the process and avoid imposing your ideas
h. **Monitoring and follow up:** The information gathered from a PRA should help to do follow up on the commitments made and promote future challenges for specific communities

What to Keep in Mind When Developing a PRA:

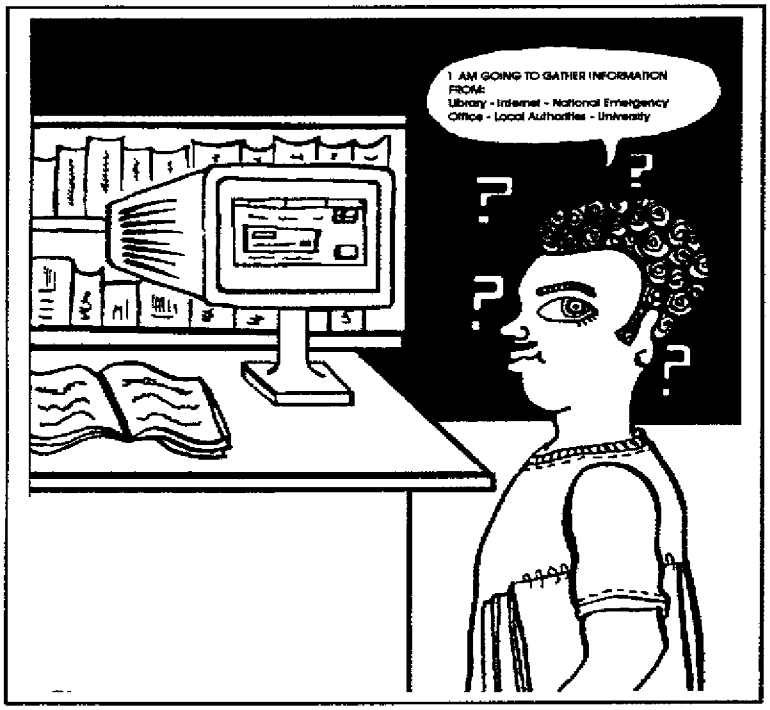
The final goal of a PRA is to develop an integrated development plan for a community which includes the identification of issues/problems as well as local community capacities.

As a result of the PRA the following information should be obtained:

1. understanding of the problems, the root causes and how these problems are show themselves in the community
2. the actors that are involved
3. the impact of the problems
4. the resources available for finding solutions
5. what types of solutions have been identified in the past
6. what types of resources the Red Cross Society has to offer

Tool number ONE

a. Secondary Data Review



What
Collection of existing data & information about:

- relevant background info on community (census, research findings, reports, maps, journalistic articles, etc.)
- possible threats to the community
- scientific info about hazards / threats
- case studies about hazards / threats in other communities
- relevant legislation and government policies regarding human-made hazards
- participation of the local authorities in the community.
- access to public services, municipal or government plans in the community.

Why

- To get an overview of the situation and context; to save time; to learn from experiences elsewhere.

Who

- Red Cross Team responsible for working in the community. A team should have at least three members in order to promote much wider opportunities to research and exchange ideas; community members can validate information.

How

Visit to the National Emergency Office and find out if they have any information on the selected community. Visit the local authorities including parishes, which usually have relevant information. Police and army headquarters are usually good places to visit and collect information.

The basic information we recommend to work on, is the following:
Developing a community profile

1. Name of community, 2. Location of community, 3. Type of community (main economic activity), 4. Access to community, 5. Community infrastructure, 6. Population of community, 7. Community resources, 8. Community organizations, 9. Disaster history of community, 10. Vulnerable areas in the community, 11. Population of vulnerable areas, 12. Location of emergency shelters, 13. Specific community problem/s, 14. Main hazards identified by the community.

Tool number TWO

b. Direct Observation

What

Systematically observing objects, people, events, relationships, participation, and recording these observations. There are two techniques:

- Direct observation; informal observation
- Participant Observation.

Why

- To get a better picture of the (disaster) situation, especially of things that are difficult to verbalize. To cross-check verbal information.

Observations are analyzed afterwards (for instance how men and women participate in community meetings).

Who

Red Cross Team, Community Based Team. Both may validate information.

How

Make a checklist of the points that you will have to identify, including:

- Social environment of the community: church, sports fields, shopping areas, restaurants, main areas of concentration (children, adolescents, adults).
- Physical environment: Characteristics of housing construction, roads and streets, drainages, etc.
- Neighboring communities: How close is the neighboring community? Does the neighboring community have any influence in the selected community you are working with? For example, does garbage from community A affect community B?
- Look for existing capacities and resources in the community.

Direct Observation: The collection and systematizing of information and facts based on observing the reality. Later on, the information will need to be verified with interviews. If you want to take pictures or record audio, request authorization from the community members.

Participant observation: Community member perceptions of day-to-day community processes. The process takes at least three months and the field notes are very useful for the evaluation.

Tool number THREE

c. Semi-Structured Interviews (SSI)

What

Semi-structured interviews are discussions set out in an informal and conversational way and are the principal tool for the success of an Appraisal.

They do not use a formal questionnaire but rather a checklist of questions as a flexible guide.

There are different types of semi-structured interviews:
(1) group interview
(2) focus group discussion
(3) individual interview
(4) key-informant interview

Why

To get info (general and specific), in order to analyze problems, vulnerabilities, capacities, perceptions and to discuss plans, etc. Each type of semi-structured interview has its specific purpose.

- ***Group interview***: to obtain community level information and to have access to a large body of knowledge; not useful for sensitive issues.
- ***Individual interview***: to obtain representative, personal information. May reveal differences/conflicts within the community.
- ***Key-informant interview***: to obtain specialized knowledge about a particular topic; for example, you can interview a nurse if you want to know more about epidemics, a farmer about cropping practices or a village leader about procedures and policies.
- ***Focus group discussion***: to discuss specific topics in detail with a small group of persons who are knowledgeable or who are interested in the topic. People can also be grouped according to gender, age, owners of resources, etc.

Who

Red Cross Team, Community Based Team and other community groups with skills but always coordinated by the Red Cross Team.

How

The interview is carried out with the prior permission of the interviewee. He/she will decide if they want to be interviewed or not and will determine when and how. In this kind of interview it is important to ensure the interviewee knows the reason why the interview has been requested. Another important point to take into consideration is that it is not necessary to have a structured questionnaire. A checklist with 10 or 15 key questions will help. Take into consideration elements such as: problems, vulnerabilities, capacities, main disasters, people's perception about disasters, key organizations of the community, etc. A standard interview will not exceed one hour in duration and a focus group should not exceed 90 minutes.

- Prepare the Red Cross Team to lead the interview. Ensure that the interviews will be done with the presence of two members. One member will be responsible for conducting the interview while the second takes notes on the responses given.

- Avoid interviews during working hours as this could create a sense of anxiety and inappropriately speed up the process.

- Ask questions in an open-ended way (what, why, who, when, how, how do you mean, anything else?) look for:

  Relation between production for subsistence and commercial production, access to resources, family composition and size.

- Ask for concrete information and examples.

- Try to involve different people (if present, interview children, adolescents, adults).

- Ask new (lines of) questions, arising from answers given.

- Make notes in a discreet way.

See questionnaire
Semi structured interviews (SSI) questionnaire guide

DISASTER MANAGEMENT COMMUNITY BASELINE DATA

A checklist for assessing community disaster vulnerabilities and capacities for response to disaster events

Developed by InterWorks

April 21, 2003

By Jim Good and Charles Dufresne of InterWorks www.interworksmadison.com

Community Baseline Survey checklist for disaster management (including assessment of vulnerability, and capacities for response to disaster events)
Categories and information needs

1. **Location of community**
   - Department
   - Municipal
   - Community
   - Rural
   - Sub-urban (within 5K of urban services)
   - Urban
   - Other Names or special notes:

2. **Physical Description of community**
   - Location is mountainous
   - Includes floodplain or flash flooding hazard
   - Coastal
   - Elevation above sea level
   - Ease and ability to access this community during floods, landslides, post-hurricane damage

3. **Climactic conditions**

4. **Demographics of the community** *(if you do not get this information from the local authorities, the VCA process will allow you to collect this information)*
   - Total Adults (> 20 years)
   - Total Youth (13 years plus 1 day – 20 years)
   - Total children (5 years to 13 years)
   - Infants, toddlers and young children (Under 5 years)
   - Average family size (related family members under same roof)
   - Gender make-up of the community

5. **Local contact information**
   - Mayor, (CDO Community Development Officer, town of village clerk) name and contact information