Making Cities Resilient
My City is Getting Ready

Urban Risk Assessment Guideline

Ministry of Disaster Management & Relief
Comprehensive Disaster Management Programme II

This UCRA user manual is developed in accordance with the *"UNISDR-Global Campaign on Safer Cities: My City is Getting Ready"* and with the financial and technical assistance of
Comprehensive Disaster Management Programme II
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Abbreviations

ADP	Annual Development Plan
ADPC	Asian Disaster Preparedness Center
CDMP	Comprehensive Disaster Management Programme
CDA	Chittagong Development Authority
RAJUK	Rajdhani Unnayan Kortipokhho
KDA	Khulna Development Authority
LG-SAT	Local Govt. Self-Assessment Tool
UN	United Nations
HFA	Hyogo Framework for Action
UCRA	Urban Community Risk Assessment
UPPR	Urban Partnership for Poverty Reduction
UNISDR	United Nations International Strategy for Disaster Reduction
INGO	International Nongovernment Organization
NGO	Nongovernment Organization
PDB	Power Development Board
DESCO	Dhaka Electric Supply Company
DESA	Dhaka Electric Supply Authority
WASA	Water Supply and Sewerage Authority
DRR	Disaster Risk Reduction
CSR	Corporate Social Responsibility
PRA	Participatory Rural/Rapid Appraisal
GIS	Geographic Information System
RRAP	Risk Reduction Action Plan
DMC	Disaster Management Committee
CDMC	City Disaster Management Committee
MDMC	Municipal Disaster Management Committee
WDMC	Ward Disaster Management Committee
FGD	Focus Group Discussion
HH	Household
RR	Risk Reduction
CCA	Climate Change Adaptation
PPP	Public Private Partnership
FTCRA	Fast Tracked Community Risk Assessment
PWD	Person with Disability
UNDP	United Nations Development Programme
UNICEF	United Nations Children Emergency Fund
WFP	World Food Programme

CHAPTER I
INTRODUCTION:
Global Campaign on Safer Cities: My City is Getting Ready

The Making Cities Resilient: 'My City is getting ready!' campaign, launched in May 2010, focusses on local governance and urban risk. With the support of partners and participants, including the Mayors of the Asian and the Pacific who publically endorsed the program in a Statement made during the 2011 Global Platform for Disaster Risk Reduction, the Making Cities Resilient campaign will be extended beyond the present 2015 end date.

Making Cities Resilient: 'My City is Getting Ready!' is in its second phase, 2012-2015, capitalizing on the success of the first phase (2010-2011), its focus is based around implementation support, city-to-city learning and cooperation, local action planning and monitoring of progress.

The campaign continues to advocate for widespread commitment by local governments to build disaster resilience, and increased support by national government to cities for the purpose of strengthening local capacities. In the future the program will target private sector partners to support the development of industry standards and innovative urban risk reduction solutions.

The following ten point checklist and tools were developed by the campaign and form the building blocks for city based disaster risk reduction. They were developed in line with the five priorities of the Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters.

Ten-point Checklist - Essentials for Making Cities Resilient

1. Put in place organization and coordination to understand and reduce disaster risk, based on participation of citizen groups and civil society. Build local alliances. Ensure that all departments understand their role to disaster risk reduction and preparedness.
2. Assign a budget for disaster risk reduction and provide incentives for homeowners, low-income families, communities, businesses and public sector to invest in reducing the risks they face.
3. Maintain up-to-date data on hazards and vulnerabilities, prepare risk assessments and use these as the basis for urban development plans and decisions. Ensure that this information and the plans for your city's resilience are readily available to the public and fully discussed with them.
4. Invest in and maintain critical infrastructure that reduces risk, such as flood drainage, adjusted where needed to cope with climate change.
5. Assess the safety of all schools and health facilities and upgrade these as necessary.
6. Apply and enforce realistic, risk compliant building regulations and land use planning principles. Identify safe land for low-income citizens and develop upgrading of informal settlements, wherever feasible.

7. Ensure education programmes and training on disaster risk reduction is in place in schools and local communities.
8. Protect ecosystems and natural buffers to mitigate floods, storm surges and other hazards to which your city may be vulnerable. Adapt to climate change by building on good risk reduction practices.
9. Install early warning systems and emergency management capacities in your city and hold regular public preparedness drills.
10. After any disaster, ensure that the needs of the survivors are placed at the centre of reconstruction with support for them and their community organizations to design and help implement responses, including rebuilding homes and livelihoods.

Local Government Self-Assessment Tool

The Local Government Self-Assessment Tool helps to set baselines, identify gaps, plan actions and have comparable data across local governments, within the country and globally and facilitates effective monitoring. By using this tool cities and local governments can argue for priority and budget allocations from city councils and the national government.

The main purpose of the Local Government Self-Assessment Tool is to:
• Help local governments engage with different stakeholders to map and understand existing gaps and challenges in disaster risk reduction in their city or locality.
• Set a baseline and develop status reports for cities and municipalities that have committed to the Making Cities Resilient Campaign and its Ten Essentials.
• Complement information gathered through the national Hyogo Framework for Action (HFA) monitoring system by providing local-level information. Cities can chose to share their results with national HFA focal points as part of the national reporting process.

> The full set of Local Government Self-Assessment Tool, developed by UNISDR is provided in the annex

Who conducts the Self-Assessment?

To be effective, the self-assessment should be undertaken as a multi-stakeholder process led by local governments. The main actors include local government authorities, civil society organizations, local academia, the business community and community-based organizations, with the support of national entities as needed. The involvement of civil society organizations and community-based organizations is essential to the success of this process.

Locally-specific indicators: The results of the self-assessment are recorded in a web-based online system, which can also be used offline if the local government prefers. The online system and template were developed by UNISDR, in consultation with several partners, including ICLEI, local government representatives, and representatives of the Global Network of Civil Society Organizations for Disaster Reduction (GNDR)

PREFACE

The Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters; offers solutions for local government and local actors to manage and reduce urban risk. Urban risk reduction provides opportunities for capital investments through infrastructure upgrades, building retrofits for energy efficiency and safety, urban renovation and renewal, cleaner energies, and slum upgrades.

It's clear the urban population worldwide is growing much faster than the population as a whole, and this is occurring faster than ever before. Globally, urban areas are expected to double, reaching more than 4 billion people, by 2025. 80 percent of these people will live in developing countries. By 2025, the U.N. predicts Dhaka will be home to more than 20 million people — making it larger than Mexico City, Beijing or Shanghai.

Given the circumstances above CDMP II, through its Urban Risk Reduction OUTCOME, realized the need to have an Urban Risk Assessment Guideline, so that urban risks are identified in a systematic way and incorporated into an appropriate Risk Reduction Action Plan. Accordingly this guideline is designed to assist Urban Risk Reduction practitioners in Bangladesh meet the HFA commitments. The guidelines also contribute towards the achievement of the national vision and mission for disaster management.

Successful mainstreaming can only be achieved through a broad range of strategies including top down policy reform, awareness raising interventions, bottom up (community driven) risk assessment and planning activities. The UCRA Guidebook plays an important role in assisting urban communities, relevant authorities and disaster risk reduction practitioners to identify "all hazards". This allows the development of appropriate risk reduction options which can be implemented to eliminate or reduce risk to a manageable level.

The UCRA processes currently being used vary across agencies and mainly do not use scientific hazard and risk analysis. Nor do they consider climate change variables or the way these issues would change the risk environment.

A uniform UCRA guide that ensures the consideration of both traditional and scientific factors is therefore viewed by the majority of stakeholders as the preferred approach to managing community risk.

I therefore extend my deepest appreciation to the guide development team headed by Mr. Mohammad Mohiuddin, CRA Analyst, CDMP II for their great efforts in producing this valuable resource.

This guidebook has been developed based on practical experience from the Rural Community Risk Assessment process. The tools were field tested at Gopalganj Urban area in collaboration with Gopalganj Municipality and Urban Partnership for Poverty Reduction (UPPR) project with the help of the *NARRI consortium members* who participated in the field test.

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CHAPTER II
URBAN RISK ASSESSMENT: AN OVERVIEW
Introduction to Urban Risk Assessment Guideline

Urban Risk Assessment is an exercise in understanding the characteristics, circumstances and causal relationship among factors that render urban dwellers prone to disasters. It must try to answer the fundamental question "What would happen if a hazard event occurred in a given city area?"

It is an organized way of determining the nature and extent of risk by analyzing potential and actual hazards, evaluating conditions of vulnerability and potential threat, to people, property, livelihoods and the environment. Then examining the capacity gaps that must be overcome. From there the risk assessment identifies the priority interventions required to address the risks in question.

This helps to determine the level of risk an urban community faces given their particular area within a city. Risk assessment is a pre-requisite for disaster risk reduction, preparedness, as well as response planning.

When conducted as regular element of the planning process risk assessments provide the opportunity to decide where and what disaster risk reduction intervention will be suitable in the local context. Thus guiding future growth, land use pattern, and city planning. Risk assessments improve development decisions and, when integrated into the development planning process, they help identify actions that meet development needs and reduce risk safeguarding investments.

The participatory approach in urban risk assessment facilitates the active involvement of city dwellers, and other crucial stakeholders, fostering a common understanding, ownership, sense of responsibility and mutual accountability.

Over the years, CDMP has developed the Community Risk Assessment and Risk Reduction Action Plan (CRA/RRAP) that have been adopted as a nationally-endorsed standard methodology in assessing risks and determining priority actions in rural areas. Increasing recognition of the need to address urban risks has highlighted a need to develop similar methods and tools for the urban settings. So ADPC, Plan Bangladesh, and Islamic Relief Worldwide under DIPECHO SOUTH ASIA-V agreement with technical inputs from Handicap International developed a guidebook for urban risk assessment. The two streams have converged with the aim to devise faster, simplified, and more effective methods of assessing risks. The practitioners began putting together a set of urban risk assessment tools.

Urban Risk Assessment will gradually incorporate the ten essentials from Global Safer City Campaign into its purview. To the extent possible coordination must be undertaken with the concerned authorities through the Department of Disaster Management as the official ISDR focal point in Bangladesh.

Background of developing UCRA guide:

CDMP II developed this urban risk assessment guidebook keeping the following two major drivers in the centre; (i) *The Hyogo Framework for Actions,* and (ii) the *Global Campaign on Safer City-*"My City is Getting Ready", which launched in May 2010, addresses issues of local governance and urban risks.

Hyogo Framework for Action (HFA): Priorities for Action

1.   Ensure that disaster risk reduction (DRR) is a national and a local priority with a strong institutional basis for implementation
2.   Identify, assess and monitor disaster risks and enhance early warning
3.   Use knowledge, innovation and education to build a culture of safety and resilience at all levels
4.   Reduce the underlying risk factors
5.   Strengthen disaster preparedness for effective response at all levels

The Making Cities Resilient: 'My City is Getting Ready!' is in its second phase 2012-2015 moving forward capitalizing on the successes in the first phase (2010-2011) and shifts its focus to support implementation, city-to-city learning and cooperation, local action planning and monitoring progress.

CDMP's main thrust is to develop user friendly and fast methodologies and tools. A draft tool was developed and field tested at Gopalganj municipal area in February 2013. The exercise was conducted by CDMP in collaboration with the NARRI consortium members, Urban Partnership for Poverty Reduction-UPPR and Gopalganj Municipality. After the exercise a lessons learnt sharing meeting was organized with the participating organizations and other INGO/NGOs who deal with urban risk assessment. Based on the workshop recommendations this final version of Urban Risk Assessment Guideline is developed.

Principles that CDMP II will follow:

Effective Disaster Risk Reduction needs a proactive approach that is integrated in regular development planning. It should be part of every-day decision making in all aspects of society from how people educate their children to how they plan their cities, industries, agriculture and so on. Every decision made makes people either more vulnerable, or more resilient.

Therefore the ***first and foremost principle*** is to influence the decision making process of the departments/organizations whose mandate covers overall development and/or risk reduction initiatives. In the case of the City Corporation the mandated departments and/or authorities for infrastructure development, risk reduction and providing lifeline systems to city dwellers are:

i)   City Development Authorities (RAJUK, CDA, KDA etc.)
ii)   Power Supply (PDB/ DESCO/ DESA)
iii)   Gas Transmission Company (Titas/ Bakhrabad etc.)
iv)   Water Supply and Sewerage (WASA) etc.

In order to incorporate DRR into the ongoing development initiatives CDMP will principally try to influence in the following areas:

- Master Plan/ Urban Planning:
- Infrastructural interventions:
- Utilities Provision
- Incentive/ dis-incentives to business/ commercial activities
- People's movement / mobilization/ empowerment

If an authority develops their multiyear master plan as part of city/municipality development initiative without considering Disaster Risk and Climate Change issues, and/or Disaster Management Actors develop Risk Reduction Action Plans separately without linking to one another, it could result *in an increase in disaster vulnerability instead of reduction in risk.*

Therefore, City/Urban Risk Assessment must not be a standalone initiative of Disaster Management actors; it must be a coordinated effort with all the relevant stakeholders. Involvement of stakeholders should continue until the Risk Reduction Action Plan development has been finalized and is incorporated into the master plan or city/urban plan.

The **second principle** is to create an enabling environment providing incentives to those business entities, initiatives and commercial activities that promote environmental management, or in other words do not damage the environment or increase disaster vulnerability. Similarly, a provision should be in place to impose additional disincentives, such as taxation and subsidies, against air, sound, water and land pollution or other environmentally damaging activities.

The **third principle** is to promote community based social movements; youth groups, urban volunteer groups, student forums, women organizations and environmental activists can, if empowered to do so, organize to improve the awareness level of threats in the wider community and stimulate public discussion often resulting in positive action.

Rationale for UCRA:

a)   Urban living engenders risks!
b)   Urban governance is not fully ready/active on risk assessment -> running business/doing development activities in a conventional way.
c)   Urban populations have more interdependency.

The majority of urban dwellers have migrated from rural areas and are not familiar with how their actions contribute to risk accumulation. Almost 30% of urban populations live in informal settlements (slums), and are exposed to hazards like flood, fire, epidemics and earthquake.

Many construction companies are building new settlements without following building codes which increases disaster risks for the surrounding urban populations.

City corporations and municipal authorities are generally not aware of risk assessments due to the absence of adequate policies, rules, procedures and a general lack of systematic operation. Urban populations also have more interdependency with one another, but they often fail to recognize this because of lack of proper governance.

Benefit of UCRA

- URA helps to identify the level of risk that a community is facing
- It enables decision making and prioritization of disaster risk reduction interventions in local contexts
- UCRA helps local authorities, communities and stakeholders to better prepare for, and respond to, disasters.

Applying the UCRA Tools:

The following steps set out the process for conducting Urban Risk Assessment in a participatory manner in a multi stakeholder environment. Ideally the URA will determine the disaster risk level of a community at present, a vision for a Safer City and a list of recommended risk reduction measures.

Steps in Full Scale UCRA:

CDMP II Proposed Steps of Urban Risk Assessment and Developing Risk Reduction Action Plan

	Steps of Urban Community Risk Assessment at City Corporation settings
	Scoping the Target Area
1.	Consensus Building with City / Municipality DMC
2.	Formation of Ward DMC/ Ward level working group/committee
3.	Consensus Building with Ward DMC /ad-hoc committee
4.	Facilitators Team formation & Training
5.	Distribution of roles and responsibilities and orientation
6.	Primary & Secondary data collection-Scientific & Modeling Information/Socio-economic Information
	Risk Assessment
7.	Transect walk
8.	Drawing Hazard maps and narrative report preparation
9.	Public gathering
10.	Assessing Vulnerability
11.	Focus Group Discussion
12.	Household and Institutional level vulnerability survey
13.	Mapping
14.	Validation of the FGD and HH & Institutions vulnerability survey findings and maps (Present Vs. Vision)
15.	Assessing the Capacity Gaps
16.	Risks statement/ consequences
17.	Identification of Risk Reduction Options
18.	Develop Risk Reduction Action Plan
19.	Vetting from the expert group
	Risk Reduction Action Plan
20.	Develop Risk Reduction Action Plan (RRAP)
21.	Vetting from the expert group
	Vetting / Impact Analysis
22.	Parameters: Political / Social, Technical / Financial, Environmental and Sustainability/ Climate Change
	Report Writing
23.	The end product is a consensual urban risk assessment at ward level and an agreed multi-year Risk Reduction Action Plan (RRAP)

A. Scope the Target Area:

Steps must be taken to coordinate the URA with stakeholders and communities to ensure there is a mutual understanding regarding the process, time table, and responsibilities.

Planning in City/Municipality DMC: City/Municipality authority should organize an initial meeting with the officials of city/municipality, or Disaster Management Committee if one exists, to; confirm responsibilities, appoint a facilitator, determine the process, establish a timeframe, coordinating and reporting mechanisms. The planning meeting should address the following topics:

- Overall objective of the meeting,
- The importance of LG-SAT,
- Benefit of incorporating the findings of LG-SAT into Annual Development Plan (ADP),
- The probable steps of conducting multisectoral LG-SAT and who/which organization will assist in conducting the assessment and writing the report.
- Level of cooperation expected from stakeholders

Engaging Ward DMC or forming Ward level working group/committee: If DMC does not exist at Ward level; City/Municipality should form an ad-hoc committee to coordinate the tasks among the city government, stakeholders, and the community. The size of the committee must be kept at the minimum to make it efficient; however it is essential to have representatives from the following areas:

- City officials
- Housing association
- City/Municipal Engineer/Planning Officer
- Representative of sectoral community
- Representative of NGOs
- Disaster Response agency

Distributing roles and responsibilities and providing orientation: Clear roles and responsibilities must be distributed among the team members; a member's personal preferences should be taken into account as much as possible. Necessary orientation should be provided as per the assigned responsibilities.

Collection & Analysing secondary data: The URA Facilitators Team must collect secondary data including economic, geographic and demographic details in collaboration with the concerned authorities. The data should include, but is not limited to; population, educational institutions, hospitals, health clinics, health centers, length of drainage coverage, length of city roads, sewerage system, markets, shopping centers, banks, booths. Whenever possible, scientific and modeling information should also be gathered including GIS maps and remote sensing and satellite images such as Land use information and maps, urban area plans, drainage and flood protection systems, commercial and residential building and industry.

B. Risk Assessment:

Assessing Hazards: at this stage the LG-SAT Team focuses on identifying risks and assessing factors that pose a threat to the targeted community. These could be natural elements and events, climate-induced events, or human-induced factors such as industrial and technological failure. Some of the techniques and tools available to do this include:

B.1. Physical Inspections (Transect Walk): This involves a physical inspection of the vulnerable community. The inspection team should include ward members who understand the infrastructures like;

- educational buildings,
- market places,
- industries,
- cottage industry,
- WASA,
- drainage system,
- fuel pump station,
- garbage dumping places,
- slums,
- major housing settlements,
- gas distribution points,
- hospitals, clinics,
- community centers,
- open places, playground, Eid-gah field,
- Warehouses, chemical storage and so on.

This exercise is aimed at identifying obvious vulnerabilities to threats such as:

- strong wind,
- seasonal rain,
- flooding,
- fire hazards,
- storage of dangerous chemical products in residential areas,
- waste dumping in public places,
- water logging,
- defecation in public, dumping building materials, etc.

The team should interview some community members along the way. They will ask the community people relevant questions which include but are not limited to the following:

a) Is there water logging within the ward, if it is raining?
b) If it happens, which are the roads most inundated?
c) How long the inundation continues?

d) Why the inundation happens?
e) Is sufficient drainage network available?
f) Does it work well?
g) Has there been any fire incident in this ward in the past?
h) If it happened, how devastating was it?
i) Has there been any other incident in the past that caused loss of asset and/or life-when and what was the incident?
j) Do the community people apprehend any hazardous events likely to happen in future in the particular ward?
k) What are the factors for which they apprehend such an incident?

During their busy lives residents have little opportunity assess the overall hazards in their wards. The transect walk gives them an opportunity to see the overall scenario and sensitizes residents about how their actions contribute to the accumulation of disaster risk. The observation helps participants to draw a map of the existing hazard scenario.

At the end of the inspection the facilitators will produce a report with their findings. The preferable time for conduction the inspection is in the early morning, before business and traffic movement start.

B.2. Hazard Mapping: It is recommended that the team carry the city/municipality map and a GPS device to properly locate major hazards, this will help in preparing a GIS based map. Participation of a GIS expert will make mapping more effective, although a simple marking on the map would serve the purpose if this is not possible. It's important that mapping is based on entries agreed on by all members of the team.

Presenting the map to decision makers and communities raises awareness and enables the design of appropriate interventions and policies. Maps are one way to depict the spatial location, size and frequency of hazards. Hazard maps provide a clear and attractive picture of the geographic distribution of potential hazard sources and impacts. Maps frequently provide motivation for risk management actions that would be difficult to obtain without a compelling visual aide. A narrative report must also be prepared by the team describing their observations and findings gathered through questions. *(A checklist is in the Annex)*.

Assessing Vulnerability:

B.3. Conducting FGD: Two to three Focus group discussions with 15 to 20 city residents should be conducted by the facilitators in two to three different locations. The location should be identified based on the concentration of hazards and ratio of people living with vulnerability. The identification of FGD location should be done during inspection. The focus group participants should be from the all walks of life; women, slum dwellers, business men/ shop keepers, govt. job holders, teachers, religious leaders, NGO representative, students etc. and representatives from the ward members. Discussion would be guided by the checklist (to be provided).

In the case of Municipality where generally people have more time to spare, efforts must be made to have more sectoral group discussions with specific characteristics instead of single or several Focused Group Discussions. For instance women's group, youth, workers, disadvantaged groups, professionals, religious leaders etc. The more diverse group consultation will allow richer and more in-depth understanding of the differential perception of hazards by the various sectors.

B.4. HH & Institutional level vulnerability survey: Through a random sampling method a representative number of households are selected for data collection. A questionnaire must be developed for this purpose. Different sets of questionnaires need to be developed for different institutions in the target areas. Data collected should show household and institutional level vulnerabilities, and the level of awareness on disaster risks scenarios. Extreme caution must be exercised in selecting the appropriate data collection techniques. Door-to-door household interview visits and/or sectoral focused group discussions would be appropriate in the context municipality while circumstances in cities where people are busier may require a written survey.

Vulnerability Mapping: Based on results of the FGD- B.3 and household survey-B.4, vulnerability maps should be updated.

B.5. Vision Map: A vision map showing the future vision of the ward in term of the selected disaster risk reduction measures should be developed to complement the disaster maps and should include information gathered from the survey. Both maps, showing the present and desired situation, should be erected side-by-side in a public place. This will provide a visual aid to raise awareness, creating motivation and help to generate determination within a community about their future vision. The maps should be developed with the participation from ward members, facilitators, a mapping expert and a graphic designer.

B.6. Validation of the maps (Present vs. Vision): The draft maps need to be presented before the WDMC and selected senior members for validation. The maps should be accompanied by an explanation by the facilitators about how and why the maps have been prepared. At the beginning of the meeting the facilitators will inform the chair of the meeting that they (the chair) will collect opinion from the participants and that based on their feedback amendments will be investigated. Meeting decisions should be documented, signed by the meeting participants and made available to the public.

B.7. Assessing the Capacity Gaps:

This step seeks to answer the key question "what will it take to mitigate the identified hazards and/or reduce household and institution vulnerability to disaster?" This translates the findings into requirements for capability development and resources needed to; prevent the emergence of particular disaster, mitigate the severity of the threats, prepare for events, respond when the disasters happen, and to recover effectively and in timely manner after a disaster event. The answer revolves around what the communities and institutions themselves currently have at their disposal. Along with the resources and capabilities of the city government departments and those belonging to the national government at the city level. Communities that have both high hazards and vulnerabilities need more capacity to offset their threats.

B.8. Risks statement/ consequences: Repeat FGD sessions need to be organized with the same FGD groups as earlier. An additional FGD needs to be organized with the WDMC as well. In these discussions the facilitators will share the final list of vulnerabilities and will ask the FGD participants the following question:

If "X" vulnerability is not addressed what are the likely consequences for the community. The answers are then written in statement form. For example:

> (i)   If emergency vehicles do not have quick access to all areas, thousands of garment workers of "A" garments located within the Ward could be burnt and hundreds of neighboring households would be severely affected.
>
> (ii)   If dumping of solid waste in drains is not stopped, the drains will over flow next monsoon and the road # xxxx, # xxxxx, and #xxx will be waterlogged again like in the past.
>
> (iii)   If the steep slope of hill cuttings in Ward X remain as they are and the torrential rain during monsoon seasons continue to be as heavy as over previous years the neighborhood occupying the foothills will likely experience heavy loss of lives and livelihoods.

B.9. Identification of Risk Reduction Options: The Ward DMC/ working committee will invite meeting of the committee to inform them about RR options and identification. All the invitees will be provided with the following reports in advance so that they are prepared for the meeting:
(i)   Transect walk findings,
(ii)   FGD findings,
(iii)   HH level / institution level survey findings,
(iv)   Information of existing capacity gaps, and
(v)   The list of "Risks statement/ consequences" identified through the above FGD.

Before the meeting starts both the maps should be displayed so that everybody can see them once again. The facilitator will ask the participants, based on the findings of transect walk, FGD and HH survey, how can the existing vulnerable situation be overcome in order to achieve our future vision (how we want to see our ward in four years' time). What are the options and activities that need to be accomplished? This exercise can be done in different ways based on the situation;
> (i)   participants can be divided into groups to identify options/activities and finalize in plenary session, or
>
> (ii)   provide VIPP card and ask participants to write options/activities and finalize through synchronizing the cards, or
>
> (iii)   one facilitator may stand before the board with flip charts and ask the participants to tell the names of the options/activities and write them down one by one.

After listing the responses they need to be ranked by priority. This can be done through open voting hands against each item and preparing the list in order of priority. The DMC meeting should be minute, all the participants should sign as an agreement of the findings of the activity and this should be made available to the public.

C. Developing Risk Reduction Action Plan:

This is an important task that requires careful selection of participants to conduct the RRAP development process. There should be no more than 30 participants, excluding the facilitators, and include the following categories of people:
• City / Municipality Mayor
• DMC members
• Religious leaders,
• Representative of the slum dwellers (minimum one male and one female),
• Representative of local educational institutes,
• Representative of business community in the ward,
• Representative of women and or women organization in the ward, if any
• Representative of expert group such as urban planner, GIS expert, officials of the service providing agencies-Gas/ WASA/ PDB/DESCO etc.
• Representative of youth groups within the ward.

At the outset the prioritized list of the options and activities should distributed to all the participants, preferably in advance and displayed to the group as a starting point. The facilitator should inform the participants of the meeting's objective, i.e. to reach consensus on what recommended activities are to be undertaken, by whom, and when, and how. Risk reduction actions should be in line with and contribute to local and national development goals. The meeting should develop an action plan for the implementable activities and a list of larger interventions developed to be submitted to respective sectoral department/ service-providing agencies.

Vetting the Action Plan:

The list of actions that is put together by the ward meeting should be validated to ensure relevance, feasibility, and immediate and long term risk reduction effects.

Technical expert group vetting: Experts such as an; urban planner, GIS experts, sectoral departments, DRR and development practitioners should be invited to do the technical vetting. If for any reason experts are not available it's recommended to postpone the RRAP finalization until the draft can be vetted by an expert group. If the experts suggest changes then the necessary adjustments should be made at Ward committee meeting. This vetting process is also an avenue to mainstream the proposed options into different sectoral department/ service providing departments.

Impact analysis vetting: the proposed options then subjected to further vetting by checking them against various parameters such as;
I.   Political / social,
II.   Technical,
III.   Financial,
IV.   Environmental, and

V.   Sustainability / climate change.

The following table can be used to document the vetting:

Vetting / Impact Analysis Exercise table of the proposed Risk Reduction Action Plan

SL #	List of the Options as proposed in the RRAP	Political	Social	Technical	Financial	Environmental	Climate Change/Disability/ Gender

NOTE: Relevant authorities should sign underneath the Table; such the Mayor/Sectoral Officials.

CHAPTER III

CONCLUDING THE URA:

Writing Reports: The end product of the process is to produce a URA report. Risk assessment is the foundation upon which a local disaster risk reduction action plan is developed. With the results from the risk assessment one should be able to identify what areas of their locality is susceptible to each hazard, where the highest losses would occur and how the lives and quality of life in their town or city might be affected in the aftermath of a disaster. These identified risk areas and estimated impacts constitute the information necessary to support the development of a disaster risk reduction action plan. It is therefore important to compile the results of the assessment work into a written report. This report should be presented to citizens and elected officials, it should be made available for them to refer to on various occasions and a copy permanently placed in the public domain preferably online.

The URA Report can be structure as follow:
1.   Brief statement of the URA & LG-SAT background and process
2.   Disaster risk profile of the city
3.   Table of the approved RRAP,
4.   Annexes:
   I.   Minutes of Meetings
   II.   Disaster and climate change profile
   III. LG-SAT Score and Explanations
   IV.   Proposed Risk Reduction Options
   V.   Hazard & Vision Maps
   VI.   Attendance signature sheets of the URA participants

Submitting reports for endorsement:
LG-SAT Team and or Assessment Committee should submit the final report to the city/municipal authorities along with follow up recommendations, roadmap of the immediate action plan, and records of lessons learnt throughout the process.

Terminating the URA:
The URA Team should propose that the UR Assessment Committee be dismissed. Proper courtesy call and/or de-briefing visit to the City/Municipality Mayor should be done to formally end the process.

Hyogo Framework for Action priorities for action

1 **Make Disaster Risk Reduction a Priority**

Ensure that disaster risk reduction is a national and a local priority with a strong institutional basis for implementation

2 **Know the Risks and Take Action**

Identify, assess, and monitor disaster risks - and enhance early warning

3 **Build Understanding and Awareness**

Use knowledge, innovation, and education to build a culture of safety and resilience at all levels

4 **Reduce Risk**

Reduce the underlying risk factors

5 **Be Prepared and Ready to Act**

Strengthen disaster preparedness for effective response at all levels

The Ten Essentials for Making Cities Resilient

1. Put in place organisation and coordination
2. Assign a budget for disaster risk reduction
3. Prepare risk assessments as the basis for city development plans and decisions
4. Invest in and maintain critical infrastructure that reduces risk
5. Assess the safety of all schools and health facilities
6. Apply and enforce realistic, risk-compliant building regulations and land use planning principles
7. Ensure education and training on DRR
8. Protect ecosystems and natural buffers
9. Install early warning systems and emergency management capacities
10. Ensure addressing the response and recovery needs of the affected population

LG-SAT Format

The Local Government Self-Assessment Tool (LGSAT) provides key questions and measurements against the Ten Essentials for Making Cities Resilient and builds upon the priorities and national indicators of the Hyogo Framework for Action. Using the Local Government Self-Assessment Tool will help cities and local actors to set baselines, identify gaps and have comparable data across local governments, within the country and globally, to measure advancements over time. The main purpose of the LGSAT is to:

Help local governments engage with different stakeholders to map and understand existing gaps and challenges in disaster risk reduction in their city or locality.

- Set a baseline and develop status reports for cities and municipalities that have committed to the Making Cities Resilient Campaign and its Ten Essentials.
- Complement information gathered through the national Hyogo Framework for Action monitoring system (HFA Monitor) by providing local-level information. Cities can choose to share their results with national HFA focal points as part of the national reporting process.

BASIC INFORMATION

City / Local Government	
Local government name	
Province/ Country	
Focal Point contact details	
Name	
Function	
Department	
Address	
Email	
Telephone	
Fax	

HOW TO SCORE THE INDICATORS

5. Comprehensive : desirable status is achieved with the commitment and capacities to sustain efforts at all levels.

4. Substantial: desirable status is attained but with some deficiencies in commitment, financial resources or operational capacities.

3. Significant: there is some commitment and capacities but progress is not sufficient.

2. Insignificant: progress has been made but they are incomplete; there are plans but with limited commitment and capacities

1. Negligible: there are some plan but progress is yet to be made

Essential 1: Put in place organization & coordination to clarify everyone's roles & responsibilities [HFA 1]

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1. How well are local organizations (including local government) equipped with capacities (knowledge, experience, official mandate) for disaster risk reduction and climate change adaptation? [1.1.1]

Local government departments and organisations with the responsibility for reducing disaster risk and supporting community adaptation to climate change require adequate levels of human resources, knowledge and experience, and relevant skills and tools to be effective. Further, the different tasks and programmes involved in delivering disaster risk reduction and climate change adaptation must correspond to officially and socially recognised roles and responsibilities among the different actors involved.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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2. To what extent do partnerships exist between communities, private sector and local authorities to reduce risk? [1.1.2]

Experience from local governments across the globe highlights the need for effective partnerships in order to implement successful community development. Where representatives from affected communities, local organisations, the private sector and responsible local authorities work together, results are usually significant.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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3. How much does the local government support vulnerable local communities (particularly women, elderly, infirmed, children) to actively participate in risk reduction decision-making, policy making, planning and implementation processes? [1.3.1]

Affected local communities need to be involved in the whole process of review, planning and implementation of any community-level activity. Furthermore, where particularly vulnerable groups are successfully included in dialogue and decision-making from the beginning, local investments usually yield high levels of return and have the potential to be sustainable.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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4. To what extent does the local government participate in the national DRR planning? [1.4.1]

Ensuring a link between national policy and planning processes on the one hand and local government programmes on the other hand is crucial for success. Yet, enabling local governments to contribute local experience to national planning processes can result in the selection and implementation of more effective and efficient disaster risk reduction strategies.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

Essential 2: Assign a budget & provide incentives for homeowners, low-income families, private sector to invest in risk reduction [HFA 1 and 4]

5. How far does the local government have access to adequate financial resources to carry out risk reduction activities? [1.2.1]

Adequate levels of financing for disaster risk reduction remains a challenge at all levels. At local level, governments can mobilise resources from nationally allocated budgets, local revenue streams and the private sector. Ensuring that adequate resources can be invested into reducing disaster risk rather than just responding to extreme events will be one of the key determinants of the success of local disaster risk management.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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6. To what degree does the local government allocate sufficient financial resources to carry out DRR activities, including effective disaster response and recovery? [1.2.2.]

Financial allocations to disaster risk management must consider the whole disaster management cycle and hard wire risk considerations into local development budgets. Allocations for risk (hazard, vulnerability and exposure) assessments, early warning and communication, education and monitoring, preparedness, response and recovery need to be made in a coherent manner that are integrated into the local economic and social development plans.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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7. What is the scope of financial services (e.g. saving and credit schemes, macro and micro-insurance) available to vulnerable and marginalised households for pre- disaster times? [4.2.1]

Access to formal financial services for vulnerable communities can significantly reduce the mid- to long-term economic effects of local disasters. Local governments can actively encourage the provision of microfinance and micro insurance services to small businesses, farmers and households with low asset-levels by private service providers and non-profit organisations. Local governments can also advocate for improved outreach of national programmes in their local authority.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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8. To what extent are micro finance, cash aid, soft loans, loan guarantees etc. available to affected households after disasters to restart livelihoods? [4.2.2]

Post-disaster loans and grant schemes can alleviate suffering of affected households in the immediate aftermath of a disaster. They can also avoid significant asset loss that could in turn lead to a loss of livelihoods, for example in the case of small farmers and livestock owners who have to otherwise sell farm equipment or livestock to meet immediate consumption needs.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

9. How well established are economic incentives for investing in disaster risk reduction for households and businesses (e.g. reduced insurance premiums for households, tax holidays for businesses)? [4.3.1]

Local businesses and households may not invest in disaster risk reduction unless they see clear incentives for doing so. There are a number of policies and regulations, which local (and national) governments can provide and that can create such incentives, for example through the pricing of insurance, tax breaks for resilient investments etc.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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10. To what extent do local business associations, such as chambers of commerce and similar, support efforts of small enterprises for business continuity during and after disasters? [4.3.2]

The role of the private sector in ensuring the continued delivery of goods and services in the aftermath of a disaster is pivotal. Local governments can help in facilitating active support to small and medium sized enterprises in affected areas, through partnering with local business networks and professional associations and creating incentives for their engagement in disaster response and recovery.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

Essential 3: Update data on hazards & vulnerabilities, prepare & share risk assessments
[HFA 2, 3 and 4]

11. To what degree does the local government conducted thorough disaster risk assessments for key vulnerable development sectors in your local authority? [2.1.1]

Local risk assessments that include a comprehensive analysis of hazards, exposure and vulnerability levels are the first step toward successful risk reduction. Without understanding the risks faced by local communities and economies, no adequate disaster risk management strategy can be developed and investments are likely to be less effective.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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12. To what extent are these risk assessments regularly updated, e.g. annually or on a bi-annual basis? [2.1.2]

Risk assessments at any level should not be a one-off exercise but need to be conducted regularly. This includes the systematic recording of realised losses, regular updates on hazard risks and exposure levels, and continuous monitoring of the vulnerability of households, businesses, infrastructure and services to natural hazards and extreme events..

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

13. How regularly does the local government communicate to the community, information on local hazard trends and risk reduction measures (e.g. using a Risk Communications Plan) including early warnings of likely hazard impact? [3.1.1]

Local communities have to understand what risks they are facing, what can be done to reduce them and what is already in place to manage them, in order to avoid major losses in the event of a disaster. Clear and regular communication of local risk assessment findings and of early warning messages is one of the most important factors in saving lives. Further, information on services available and expected actions before, during and after a disaster event – such as contingency and evacuation plans, shelter location, financial support, health services etc. – that are made available on a regular basis and in an appropriate format and language for the respective communities can substantially reduce loss of lives and assets.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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14. How well are local government risk assessments linked to, and supportive of, risk assessments from neighbouring local authorities and state or provincial government risk management plans? [2.4.1]

Even localised disasters are rarely confined to administrative boundaries. Therefore, local risk assessments that do not take into account risk levels in surrounding locations and at the national level may be in danger of producing limited information that cannot be acted upon in the case of an emergency and that provides a wrong basis for risk reduction measures.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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15. How well are disaster risk assessments incorporated into all relevant local development planning on a consistent basis? [2.1.3]

Making the findings of local disaster risk assessments available to all planning processes has the potential to ensure that important progress in local development is protected. When risk considerations are not taken into account in sectoral policies and programmes or in local economic development plans, significant amounts of investments may be lost due to small and frequent hazard events and large scale disasters.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

Essential 4: Invest in and maintain risk reducing infrastructure, e.g. storm drainage [HFA 4]

16. How far do land use policies and planning regulations for housing and development infrastructure take current and projected disaster risk (including climate related risks) into account? [4.1.2]

☐ housing ☐ transportation

☐ communication ☐ energy

Land use planning and building regulations are two of the most important areas for local rural and urban disaster risk reduction. Existing policies and regulations that take disaster risk into account and provide for clear negative and positive sanctions, provide the essential basis for effective risk management. These regulations need to be articulated and enforced for all critical infrastructure and housing

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

17. How adequately are critical public facilities and infrastructure located in high risk areas assessed for all hazard risks and safety? [4.4.1]

In-depth risk assessments for all critical infrastructure, such as hospitals, schools, roads, energy and water supply systems, local market places, administrative buildings, telecommunications infrastructure etc. are a basic requirement for local disaster risk management in hazard-prone areas. These risk assessments have to be done for all relevant hazards and updated on a regular basis.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

18. How adequate are the measures that are being undertaken to protect critical public facilities and infrastructure from damage during disasters? [4.4.2]

Risk assessments of critical local infrastructure provide the basis, but the findings have to be acted upon in a timely and adequate manner. Investments in the protection of important public facilities will pay off by significantly lowering the cost of disaster response, relief and rehabilitation in the case of an extreme event.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

Essential 5: Assess the safety of all schools and health facilities & upgrade these as necessary [HFA 2, 4 and 5]

19. To what extent have local schools, hospitals and health facilities received special attention for "all hazard" risk assessments in your local authority? [2.1.1]

☐ **Schools** and/or ☐ **Hospitals/ health facilities**

All public infrastructure should undergo regular risk assessment but local schools, health facilities and hospitals are the most important as they can significantly reduce vulnerability of affected communities before, during and after disasters.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

20. How safe are all main schools, hospitals and health facilities from disasters so that they have the ability to remain operational during emergencies? [2.1.2]

☐ **Schools** and/or ☐ **Hospitals/ health facilities**

Schools and health facilities often provide essential space and services during emergencies. While in extreme events, they may function as shelters and administrative centres for response and relief, successful management of these assets means that they can continue to function as educational and health centres throughout disaster events – which is essential for the protection of lives, livelihoods and human capital.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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21. To what degree do local governments or other levels of government have special programs in place to regularly assess schools, hospitals and health facilities for maintenance, compliance with building codes, general safety, weather-related risks etc.? [3.1.1]

☐ **Schools** and/or ☐ **Hospitals/ health facilities**

Risk assessments of local infrastructure must be coupled with regular checks of maintenance levels and health and safety standards to ensure compliance with codes and regulations. This is particularly important for schools and health facilities.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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22. How far are regular disaster preparedness drills undertaken in schools, hospitals and health facilities? [2.4.1]

☐ **Schools** and/or ☐ **Hospitals/ health facilities**

Experience from many countries has shown that undertaking regular preparedness exercises and drills in schools and hospitals can save lives. These exercises can be done at relatively low cost and create a risk awareness amongst students, staff and patients that enables them to react appropriately during an emergency and save themselves and others.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

Essential 6: Assess the safety of all schools and health facilities & upgrade these as necessary [HFA 2, 4 and 5]

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23. How well are risk-sensitive land use regulations and building codes, health and safety codes enforced across all development zones and building types? [4.1.3]

The enforcement of land use planning and building regulations is a critical challenge for all local governments. While some urban areas and building types are relatively well regulated, informal settlements and large parts of rural infrastructure remain outside of common regulations and enforcement systems. They are often vulnerable to natural hazards and therefore require context-specific and appropriate support that ensures compliance with minimum standards of safety without further marginalising vulnerable households and businesses.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

24. How strong are existing regulations (e.g. land use plans, building codes etc) to support disaster risk reduction in your local authority? [4.1.4]

Land use plans and building codes can be developed in ways that either foster a culture of disaster risk reduction or create barriers to resilient building and land use. Regulations that are oriented at very high standards, may push poor communities and small businesses to move to informal settlements and invest in non-compliant infrastructure, further increasing overall disaster risk. Appropriate regulative policies can be developed in dialogue with these groups in order to ensure compliance and risk reduction.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

Essential 7: Ensure education programmes & training on disaster risk reduction are in place in schools and communities [HFA 1, 3 and 5]

25. How regularly does the local government conduct awareness-building or education programs on DRR and disaster preparedness for local communities? [1.3.3.]

☐ **programs include cultural diversity issues**

☐ **programs are sensitive to gender perspectives**

Regular communication and education on hazards, risk and risk reduction strategies can create a culture of risk awareness and prevention among affected communities. When these activities take the form of inclusive and culturally-sensitive programmes that regularly reach out to all groups within local communities, they can become effective agents for successful risk reduction and preparedness.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

26. To what extent does the local government provide training in risk reduction for local officials and community leaders? [3.2.1]

Knowledge of basic concepts of disaster risk reduction and of common risk management strategies is not necessarily readily available within local government and communities. Regular training of local government staff (across departments) and community representatives contributes to generating an awareness of risk and – most importantly – of the options available to local governments and communities in reducing and preparing for disaster risk.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

27. To what degree do local schools and colleges include courses, education or training in disaster risk reduction (including climate related risks) as part of the education curriculum? [5.2.4]

Apart from conducting preparedness drills to alert students to how to behave in emergencies, regular sessions on disaster and climate risks that are integrated into school and college curricula will increase their understanding of how they can actively reduce the risk of future disasters. Curricula for all education levels can be adapted at relatively low cost to include disaster and climate risks knowledge into, for example, geography, history and physics classes.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

28. How aware are citizens of evacuation plans or drills for evacuations when necessary? [4.2.2]

While local governments may have developed full evacuation plans for hazard-prone communities, this does not mean that citizens are aware of them or know how to act in emergencies. When developing evacuation plans and drills for evacuations, an effective communication strategy that ensures communities get to know their content will be a central factor for success.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

Essential 8: Protect ecosystems & natural buffers to mitigate hazards, adapt to climate change [HFA 4]

29. How well integrated are local government DRR policies, strategies and implementation plans with existing environmental development and natural resource management plans? [4.1.1]

Sustainable environmental management in rural and urban areas is a prerequisite for successful disaster risk reduction. Where disaster and climate risks are taken into consideration for natural resource management, there is a lower risk of increased exposure and vulnerability of local communities to natural hazards.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

30. To what degree does the local government support the restoration, protection and sustainable management of ecosystems services? [4.1.5]

☐ **forests**   ☐ **coastal zones**   ☐ **fisheries**
☐ **wetlands**   ☐ **water resources**   ☐ **river basins**

Local ecosystems provide essential services to communities and local economies. These include that they can act as buffers against natural hazards and significantly mitigate the impact particularly of weather-related disasters.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

31. How much do civil society organizations and citizens participate in the restoration, protection and sustainable management of ecosystems services? [4.1.6]

Local communities are often the primary users and managers of ecosystem services. Their involvement in the planning and implementation of natural resource and environmental management programmes is critical for the role that these services can play in reducing disaster risk. Involving such communities in decision-making can also make visible any potential conflict of interest and provide the space for negotiating a sustainable use of natural resources across the local authority.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

32. How much does the private sector participate in the implementation of environmental and ecosystems

management plans in your local authority? [4.1.7]

Private businesses, particularly small and medium enterprises, are often largely dependent on local ecosystems and have a strong interest in the sustainable management of their resources. Involving them, as well as potentially interested large corporations, into environmental management plans and programmes will be important to ensure compliance within the local authority.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

Essential 9: Install early warning systems & emergency management capacities [HFA 2 and 5]

33. To what degree do local institutions have access to financial reserves to support effective disaster response and early recovery? [5.3.1.]

In the event of disasters, providing immediate relief to affected individuals and households takes precedent over all other activities and requires adequate levels of liquidity in the local budget. Access to local and national contingency and recovery funds is critical to the success of response and rehabilitation in emergencies.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

34. To what extent are early warning centres established, adequately staffed (or on-call personnel) and well resourced (power back ups, equipment redundancy etc) at all times? [2.3.1]

Saving lives depends on functioning early warning systems and therefore on local early warning centres that have the capacity to respond immediately to nationally broadcast early warnings or pick up on local warning messages. This requires dedicated financial and human resources to ensure continuous functioning of the centre.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

35. How much do warning systems allow for adequate community participation? [2.3.2]

The 'last mile' of communicating early warning messages to affected households and individuals has been identified as the main challenge in national early warning systems. At the local level, governments can determine how short that mile is by actively encouraging the involvement of communities in the development and operation of local early warning systems, e.g. through operating local radios, putting in place mobile community messenger systems etc.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

36. To what extent does the local government have an emergency operations centre (EOC) and/or an emergency communication system? [5.2.3]

In the event of a disaster, coordination of response and relief efforts is critical to ensure that all affected individuals are reached and the waste of resources is kept to a minimum. Being able to rely on a functioning emergency operations centre and emergency communications system is the basis for this effective coordination. Such a centre and system can be hosted by a government department, a local organisation or set up in a public building as long as all actors involved can access it and fully understand how it operates.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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37. How regularly are training drills and rehearsal carried out with the participation of relevant government, non-governmental, local leaders and volunteers? [5.2.1]

Effective response cannot be planned for on paper. Regular training drills, reminder exercises and rehearsals are the only way to ensure that everybody involved knows what to do in an emergency. Where these drills are carried out a minimum of once a year, the chance for success in relief efforts increases significantly.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

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38. How available are key resources for effective response, such as emergency supplies, emergency shelters, identified evacuation routes and contingency plans at all times? [5.2.2]

☐ **Stockpiles of relief supplies**   ☐ **Emergency shelters**

☐ **Safe evacuation routes identified**   ☐ **Contingency plan or preparedness plan for all major hazards**

While the whole range of response activities should be adequately funded, there are a few critical items that must be identified beforehand and funding for these ensured. They include the stockpiling of relief supplies in appropriate locations, ensuring the functioning of emergency shelters and clearly articulated contingency plans for all major hazards.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

39. How much access does the local government have to resources and expertise to assist victims of psycho-social (psychological, emotional) impacts of disasters? [5.3.2]

Disasters are highly traumatic events and can leave whole communities devasted not only physically and financially, but also mentally and psychologically. Supporting victims and their families in dealing with the emotional and social impacts of disasters, requires additional resources and specialised skills that are not always readily available within local governments. Partnering with relevant non-governmental organisations and the private sector can make some of these resources available.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

40. How well are disaster risk reduction measures integrated into post-disaster recovery and rehabilitation activities (i.e. build back better, livelihoods rehabilitation)? [4.5.1]

The importance of finding a way to move as early as possible from response to recovery and long-term development has been well recognised. More importantly, understanding the concepts and basic strategies of disaster risk reduction need to be built into the full cycle of disaster management if a shift is to be achieved at the local level.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

41. To what degree does the Contingency Plan (or similar plan) include an outline strategy for post disaster recovery and reconstruction, including needs assessments and livelihoods rehabilitation? [5.2.5]

While contingency plans have to mainly meet the immediate needs in the event of a disaster, integrating plans for post-disaster recovery and reconstruction, particularly of the livelihoods of affected communities, into the plans can greatly improve the overall risk management cycle and shorten the period for which immediate relief is required. Well-conducted needs assessments and assessments of what is required to rehabilitate livelihoods can accelerate how quickly affected households bounce back.

Level of achievements: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description of Progress and Achievements *(300 words max)* -

Annex: 2
Sample Formats

Format: 1.

	XXXXXX—City / Municipality Disaster Management Committee			
Meeting venue: XXXXX				
Meeting Title: Consensus building meeting with City / Municipality DMC				
				Date: XXXXXXX
SL#	Name of the CDMC participating members	Position in the DMC	Mobile #	Signature

Meeting agenda:

1.

2.

3.

4.

Decisions Taken:

1.

2.

3.

4.

Meeting presided by:

Signature of the
DMC Member Secretary: DMC Chair:

NOTE: This is simply a sample format. It is not mandatory to strictly follow the format. The bottom line is that there must be a resolution of the City/ Municipal DMC, from which the consensus building process would start. The DMC will be familiar with the (i) overall objective of the risk assessment, (ii) the importance of participatory assessment of disaster risks and developing multi-year risk reduction action plan (RRAP), (iii) the importance and benefit of mainstreaming the RRAP into Annual Development Plan (ADP), (iv) the probable steps of conducting participatory URA and who/which organization will assist in conducting the assessment and writing the report, (v) what level of cooperation and logistical support are expected from the concerned authority; and (vi) finally the vulnerable ward selection in a

participatory way and sharing the types of secondary and primary data collection required etc.

Format: 2

Office of the Ward Counselor Ward # XXX Meeting Venue: XXXXXXX **Meeting Title:** Formation of WDMC Date: XXXXXX				
SL#	Name of the meeting participants	Identity	Mobile #	Signature
Meeting agenda: 1. 2. 3.				
Decisions Taken: 1. 2. 3. 4.				
Meeting presided by:				
Signature of the Ward Secretary: Ward Counselor:				

Format: 3

XXXXXXX---Ward Disaster Management Committee Meeting Venue: XXXXXXX **Meeting Title:** Consensus building meeting with WDMC Date: XXXXXX				
SL#	Name of the WDMC participating members	Position in the DMC	Mobile #	Signature
Meeting agenda: 1. 2. 3.				
Decisions Taken: 1. 2. 3. 4.				
Meeting presided by:				
Signature of the				

DMC Member Secretary:	DMC Chair:

Format: 4

Available Scientific & Modeling Information	
List of information collected (Tentative List)	Sources of information
1. GIS maps and remote sensing and satellite images, 2. Drainage including flood risk assessment and radar based rainfall forecasts, 3. Water resource assessments, 4. Weather chart, radar image, satellite image, weather Forecast, warnings, 5. Land use information and map, urban area plan, drainage and flood protection system, commercial and residential building and industry	1. 2. 3. 4. 5.
Information collected by: Name: Designation: Organization:	

Format: 4.1

Available Socio-economic Information	
List of information to be collected	Sources of information
1. Location, Type and Area, 2. Population, 3. Education Facilities (primary, secondary, Higher Secondary) 4. Literacy Rate 5. Health and Family Planning, 6. Lifeline facilities-Watsan/Electricity/Gas/Drainage/waste disposal, 7. Communication (roads, bridge, culverts, sluice gates etc.) 8. Economic Activities (livelihood options/opportunities), 9. Social – Religious Groups,	1. 2. 3. 4. 5. 6. 7. 8. 9.
Information collected by: Name: Designation: Organization:	

Format: 5

Narrative Report on Transect Walk			
Date: XXXXX		Report prepared by: Designation: Organization:	
Narrative Report:			
Transect Walk participants:			
SL #	Name	Position in the DMC	Remarks (if any)

Format: 6

Hazard/vulnerability Map

Format: 7

Focus Group Discussion	
Date: xxxxxxxx	**Venue: xxxxxxxxxxxx**
FGD Checklist/ questions	FGD findings
1.	
2.	
3.	
4.	
5.	

		Name	Signature
FGD facilitators:	**1.**		
	2.		

Format: 7.1

FGD Participants List				
SL #	**Name of the participants**	**Identity**	**Cell Phone #**	**Signature**

Format: 8

HH & Institutional level vulnerability Survey		
SL #	Vulnerability survey Checklist	Survey Findings
1.		
2.		
3.		
4.		

SL #	Address of the HH /Institutions surveyed	Name of the HH/Institution head	Remarks
01			
02			
03			
04			
Survey Facilitators		Name	Signature
	01.		
	02.		
	03.		

Format: 9

Future Vision Map
(Future vision of a risk free Ward)

Format: 10

XXXXXXX---Ward Disaster Management Committee				
Meeting Venue: XXXXXXX				
Meeting Title: Validations of the FGD findings, HH & institutions vulnerability survey and the future vision map				
				Date: XXXXXX
SL#	Name of the WDMC participating members	Position in the DMC	Mobile #	Signature
Meeting agenda: 1. 2. 3.				
Decisions Taken: 1. 2. 3. 4.				
Meeting presided by:				
Signature of the DMC Member Secretary:		DMC Chair:		

Format: 11

	Risks statement/ consequences	
	(If the identified vulnerabilities are not addressed, what are the risks likely to occur / what are the consequences)	
SL #	List of the major vulnerabilities	Risks/ consequences likely to occur (in statement form)

Format:12

Ward Level Comprehensive MY-RRAP						
Name of RR options	Who will implement?	Time period	How to implement?	Where to implement?	Estimated coast	Considerations- CC/ Disability/Gender

Format: 13

Vetting/ Impact Analysis of the proposed RR options						
Name of the RR Options	Political	Social	Technical	Financial	Environ- mental	Climate Change/Disability/ Gender
Name of the Technical officers responsible for the impact analysis:						
1. XXXXXXXXXXXXXXX Signature:						
2. XXXXXXXXXXXXXXX Signature:						
3.XXXXXXXXXXXXXXX Signature:						
4. XXXXXXXXXXXXXX Signature:						

Sample Ward DMC Framework

As there is no framework mentioned about Ward DMC in SOD; we are proposing the following framework to form Ward DMC. This is in line with the frame work of other DMCs:

Ward DMC Framework
1. Ward commissioner-Chair of the DMC
2. Ward Secretary- Member Secretary
3. Representative from Slum-if any (01 male & 01 female)
4. Women representative-02
5. Govt. Official -02; permanent resident of the ward
6. Celebrity –if any-01
7. Teacher-University/ College/ School-02 (depends on availability & willing ness)
8. Religious Leader-01/02
9. Member from youth club/ cultural organization-if any (02)
10. Representative from business community- 02
11. Student Representative -02 (M+F)
12. NGO representative-01 (preferably one from UPPR Partner)
13. Urban Volunteers (01 male & 01 female)-02