

DISASTER READY COMMUNITY CHECKLIST



**A TOOL TO ASSESS
DISASTER READINESS OF
COMMUNITIES**

**American Red Cross
AMEE Regional Office
April 2020**

ABOUT THE TOOL:

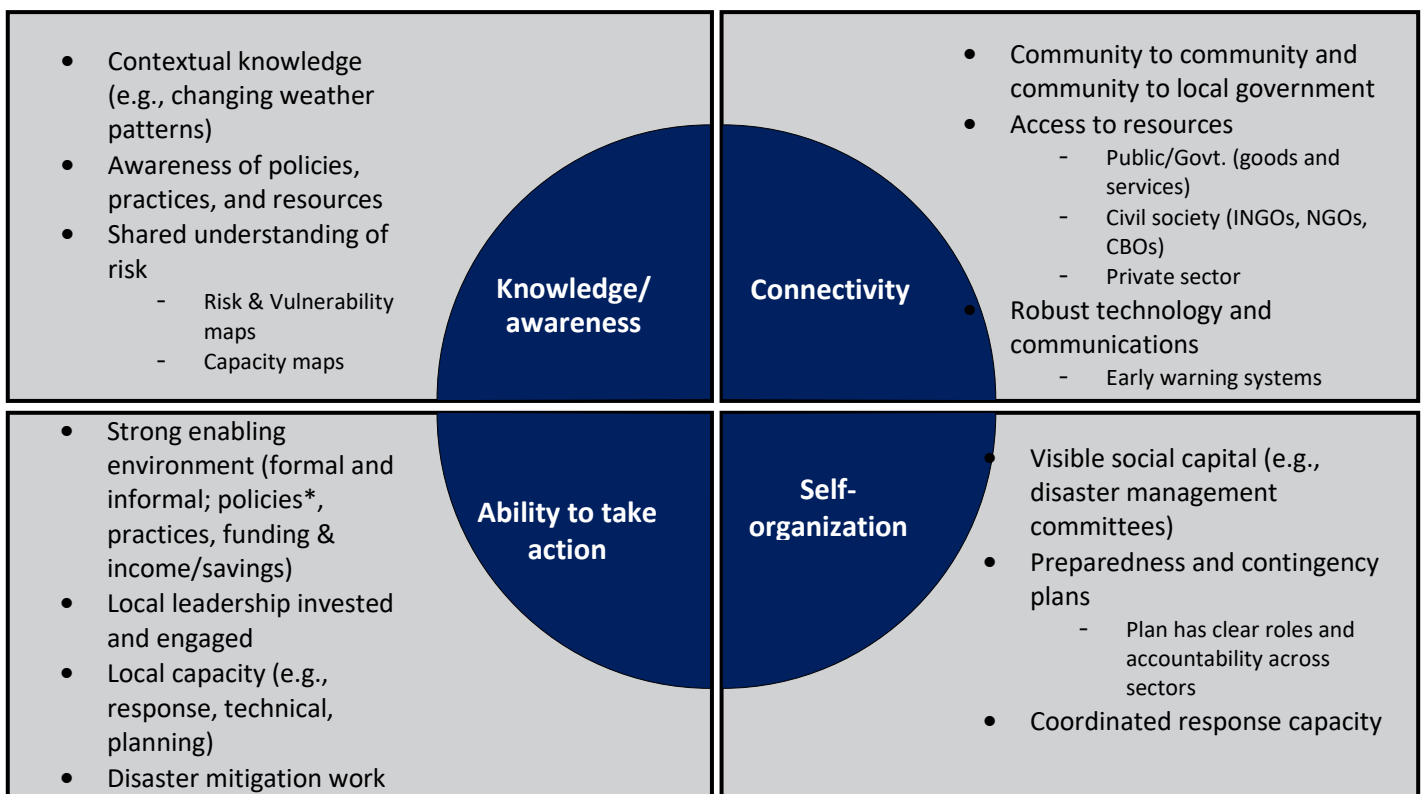
Communities are at the front line of natural disasters and the first responders to these events. Climate change is also making these natural disasters more intense, frequent and unpredictable. Given this situation, communities are finding it challenging to respond and recover to events on a regular basis.

American Red Cross International Services Department's preparedness work is to prepare vulnerable communities around the world to respond to disasters more effectively and reduce their risks. In addition to strengthening the capacity of National Societies, it is also achieved by providing communities with innovative tools and resources to help increase their safety and resilience.

This tool is primarily guided by Margaret Ann Cargill Philanthropies (MACP) where it uses four determinants to define a 'DISASTER READY COMMUNITY' which are

- a) Self-organization;
- b) Ability to take action;
- c) Knowledge and Awareness; and
- d) Connectivity

Figure 1: MACP Elements of 'Disaster Ready' Community



In addition, this tool has been informed by and aligned to a range of similar initiatives implemented by other organizations such as the IFRC, other National Societies, and national governments.

This Tool is a step forward to ensure American Red Cross' work with National Societies to prepare and strengthen communities to natural disasters and measure their level of preparedness.

The tool has been revised based on learnings captured from assessments undertaken in Bangladesh, Nepal and Indonesia by external consultants during the last quarter of 2019. `

WHAT IS DIFFERENT and NEW:

- There are no more mandatory or optional indicators; there is now one common set of indicators which are applicable for all countries.
- There are now **28 indicators** in total; a decrease from previous versions, but effort has been made to ensure that indicator statements from previous versions are reflected within the different levels (low/medium/high) of an indicator statement.
- A sample of how it is now structured is given below:

Determinant 1: A Disaster Ready Community is Self-Organized

Explanation: Community has been able to form a local level organization/unit to address their disaster and climate risks and is able to take necessary steps to address it.

Criteria 1.1: Community has an active, organized and inclusive committee to address disaster and climate risks						
Outcome: A recognised and inclusive Community Disaster Management Committee (CDMC) is formed and functional.						
<i>Stakeholder group</i>	<i>Indicator</i>	<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Score</i> <i>0: No work done.</i> <i>1: Low</i> <i>2: Medium</i> <i>3: High</i>	<i>Notes</i>

- **Determinant:** The four areas – community is self-organized; community is able to take action; community is knowledgeable and aware; and community is connected are now referred to as **Determinants**.
- **Stakeholder Group:** The column ‘Stakeholder group’ guides the interviewer to ask the specific indicator question to the respective stakeholder group/s mentioned in this column.
- **Levels:** The achievement of the Indicator is progressive in nature. There are three levels of progress for each indicator – Low, Medium and High. For the community to progress to ‘medium level’, it **must** achieve the condition of ‘low’ and for a community to progress to ‘high level’, it **must** achieve the condition of both ‘low’ and ‘medium’.
- **Score:** In addition to giving a qualitative status on the overall level of preparedness to the community, this version of the tool will also provide a simple quantitative status of preparedness; each indicator has a score from 0-3 where 0 means ‘no work done’ – which means that the indicator does not qualify for low status; 1 = ‘low’; 2 = ‘medium’ and 3 = ‘high’.
- **Notes:** If the interviewer would like to capture anything additional to the indicator then it can be recorded in this column.

HOW THIS TOOL WILL HELP:

This tool is designed to guide users to systematically understand and learn the level of preparedness communities have to natural hazard events. In **Section 1**, the tool is divided into four determinants:

- Self-organization
- Ability to take action
- Knowledge and awareness
- Connectivity

In **Section 2**, there are **Explanatory Notes** to each of the indicators of the tool which will help users better understand and to contextualize the indicator to the setting where the tool is being used.

It is recommended that prior to the assessment at the community level, the user/s of this tool read the explanatory notes of the indicators/sub-indicators to better understand them and to help in the effective collection of data.

WHO THIS TOOL IS FOR:

This tool has been designed for project managers and field staff engaged in community-based programmes/projects which promote preparedness of communities to natural hazards and climate induced hazards.

The tool is also developed in a manner so that communities targeted by Red Cross/Red Crescent projects/programmes can also participate in the process to ensure information they provide contributes to better understanding and analysis in terms of the preparedness of the community to possible natural disasters.

FREQUENCY:

We recommend using this tool at least at the beginning of project (after community selection), at mid-term and at the end of the project to follow and assess the status of communities. Project managers can use this tool more frequently if required.

METHOD OF DATA COLLECTION:

The information collection can be done through a range of ways and primarily through focused group discussions with community members and disaster management committees. Data can be also collected through secondary data sources such as project documentation, activity reports, surveys, evaluation reports and monitoring reports. Direct observation forms can also be used for recording observations. These methods can be used in a combination of ways.

CALCULATION OF DISASTER READY COMMUNITY INDEX (DRCI):

- Community preparedness level (self-organised) = (Community status score ÷ Maximum attainable score) * 100
- Community preparedness level (Ability to take action) = (Community status score ÷ Maximum attainable score) * 100
- Community preparedness level (Knowledgeable and awareness) = (Community status score ÷ Maximum attainable score) * 100
- Community preparedness level (Connectivity)= (Community status score ÷ Maximum attainable score) * 100

$$\text{Overall Disaster Ready Community Index (DRCI)} = 1/4(\text{SO}\% + \text{TA}\% + \text{KA}\% + \text{CO}\%)$$

$$\text{Disaster Ready Community Index (DRCI)} = 1/4(\text{SO}\% + \text{TA}\% + \text{KA}\% + \text{CO}\%)$$

Where,

SO= Community is self-organised

TA= Community can take action

KA= Community is knowledgeable and aware

CO= Community is connected

KEY DEFINITIONS:

Term	Definition
Ability to take action	Community acts upon their priority risks and issues and has the necessary capacities to do so.
Climate Risk	This relates to the risk assessments based on formal analysis of the consequences, likelihood and responses to the impacts of climate change and how societal constraints shape adaptation options
Community	A group of people living together in a geographic area or connected together on common interest and similarities (such as language or ethnicity).
Connectivity	Community has relationships with external actors who provide a wider supportive environment, and supply goods and services when needed.
Contingency Planning	A management process that analyses specific potential events or emerging situations that might threaten society or the environment and establishes arrangements in advance to enable timely, effective and appropriate responses to such events and situations.
Disaster Risk	The potential loss of life, injury, or destroyed or damaged assets which could occur to a system, society or a community in a specific period of time, determined probabilistically as a function of hazard, exposure, vulnerability and capacity.
Knowledge and Awareness	Community has the capacity to identify problems, establish priorities and act.
Local Level	This would be at the lowest level of government administration.
Mitigation	This would encompass improved environmental policies and public awareness to lessen or limit the adverse impacts of hazards and related disasters. It would also include any physical construction to reduce or avoid possible impacts of hazards, or application of engineering techniques to achieve hazard resistance and resilience in structures or systems.
Preparedness	Any measure not involving physical construction that uses knowledge, practice or agreement to reduce risks and impacts, in particular through policies and laws, public awareness raising, training and education.
Risk Assessment	A methodology to determine the nature and extent of risk by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihoods and the environment on which they depend.
Self-organization	Community has been able to form a local level organization/unit to address their disaster and climate risks and is able to take necessary steps to address it.
Viability	Viability means ability to continue to exist or develop disaster work.
Vulnerability	Factors which make a person, household or community prone to disaster/climate risk and can include physical, social, economic, and environmental factors.

Section 1: The Disaster Ready Checklist Tool

Determinant 1: A Disaster Ready Community is Self-Organized

Explanation: Community has been able to form a local level organization/unit to address their disaster and climate risks and is able to take necessary steps to address it.

Criteria 1.1: Community has an active, organized and inclusive committee to address disaster and climate risks						
Outcome: A recognised and inclusive Community Disaster Management Committee (CDMC) is formed and functional.						
<i>Stakeholder group</i>	<i>Indicator</i>	<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Score</i> 0: No work done. 1: Low 2: Medium 3: High	<i>Notes</i>
CDMC Community	1.1.1: A functional approved CDMC exists at the community level and is recognized by the community.	There is an approved structure of the committee.	CDMC has a documented and approved structure and acquires relevant skills and knowledge to function.	CDMC has a documented and approved structure, acquires relevant skills and knowledge to function, and is recognized by its community.		Links to MACP Indicator #1
CDMC	1.1.2: CDMC is recognised/approved by local government administration.	Local government administration has recognised/approved the CDMC	Local government representative (s) attends CDMC meeting, events/ activities on a regular basis.	CDMC is represented at the next higher-level DM committee		
CDMC	1.1.3: There is representation of women in the Community Disaster Management.	The representation of women is at least 33% of the total CDMC members.	The representation of women is more than 33% and less than 50% of the total CDMC members and woman holds the decision-making position.	The representation of women is 50% (or more) of the total CDMC members and woman holds the decision-making position		
CDMC	1.1.4: There is equal representation of men and women, including minority	CDMC includes men and women.	CDMC includes men and women with representation of minority groups, ethnic	CDMC includes men and women with representation of minority		Links to MACP Indicator #2

	groups, ethnic groups and social demographic groups in the Community Disaster Management Committee		groups and social demographic groups proportionate to the community demography.	groups, ethnic groups and social demographic groups proportionate to the community demography where a representative holds a decision-making position in the CDMC.		
CDMC	1.1.5: There are regular meetings (as per the approved rules).	75% of CDMC meetings are held with consistence attendance within a one-year cycle (as per the approved rules) with documented meeting minutes supported by project/NS staff.	The CDMC conducts these meetings and documents minutes without the presence or prompts of the project/NS staff	The CDMC acts or addresses the action points raised in the preceding CDMC meeting without the presence of the project/NS staff.		Links to MACP Indicator #3
Criteria 1.2: Community has a disaster management/preparedness plan which addresses prioritized risks						
Outcome: A DM/DP plan is formulated and implemented through inclusive and participatory processes.						
CDMC Community	1.2.1: Plan has been developed through the risk assessments and are inclusive.	Community level VCA has informed the community DM/DP Plan with the participation of women, minority/ethnic groups and vulnerable groups.	DM/DP Plan meets priority needs of the community, including women, minority/ethnic groups and vulnerable groups.	DM/DP Plan meets priority needs of the community where the community, including women, minority/ethnic groups and vulnerable groups, contributes to updating the plan.		Links to MACP Indicator #7
CDMC Local Government	1.2.2: Plan has been approved by the local government administration.	Plan has been shared and discussed with the local government administration.	Plan has been approved by the local government administration.	Plan has received support (financial, technical, materials, etc.) from the local government.		Links to MACP Indicator #8
CDMC Local Government	1.2.3: Plan is integrated with the village/community development plan.	CDMC DM/DP plan is annexed to the local government development plan.	Local government includes some of the action points of CDMC DM/DP Plan in their annual development plan (or anything similar).	Local government allocates funds annually for its implementation.		

Criteria 1.3: Community has a contingency plan for disasters						
Outcome: Contingency plan is formulated and tested.						
CDMC Community Local Government	1.3.1: There are approved hazard-specific contingency plans at the community level.	Hazard-specific contingency plan has been formulated as per the risk identified from the VCA.	Hazard-specific Contingency Plan has been approved by the CDMC.	Contingency Plan is approved by local government and linked with local government's response plan.		
CDMC Community	1.3.2: Hazard-specific simulation exercise(s) done to test the contingency plan.	At least one Hazard-specific simulation exercise done to test the contingency plan in a calendar cycle.	Experience sharing session/meeting organised after the simulation.	Contingency Plan has been revised to include learnings from the sharing exercise.		

Total score (Achievement)	X
Maximum attainable score (MAS)	$=10*3=30$
% Preparedness level (Community is knowledgeable and aware)	$=\frac{(x/30)*100}{= y\%}$

Determinant 2: A Disaster Ready Community is able to take action.

Explanation: Community acts upon their priority risks and issues and has the necessary capacities to do so.

Criteria 2.1: Community has a strong enabling environment for disaster preparedness						
Outcome: Communities are able to receive support (financial, material and technical) from local government and other institutions.						
Stakeholder group	Indicator	Low	Medium	High	Score 0: No work done. 1: Low 2: Medium 3: High	Notes
CDMC Community	2.1.1: Regulation for disaster preparedness/management at the community level has been	Regulation for disaster preparedness/management at the community level has	Regulation for disaster preparedness/management at the community level has	Orientation on approved disaster preparedness/management		

Local Government	formulated, approved and disseminated.	been formulated by the CDMC.	been formulated and endorsed by the local government.	regulation is conducted for CDMC, local government and community members.		
CDMC Local Government	2.1.2: Government allocation of resources for disaster preparedness/management exists in the regulation.	Local government has committed to provide resources to community for implementation of activities from the DM/DP Plan.	Local government has provided support to community/CDMC to implement activities from the DM/DP Plan.	There is an agreement between CDMC and local government to provide support on an annual basis to implement DM/DP plan.		
Criteria 2.2: Community has preparedness measures (including mitigation) in place						
Outcome: Communities have implemented both the structural and non-structural measures to reduce disaster impacts.						
CDMC Community Households	2.2.1: Mitigation activities, informed by the DM/DP plan, is implemented by the CDMC with the participation of the local community and/or other vulnerable groups.	Informed by the DM/DP plan, mitigation activities are prioritised through discussions with the CDMC, local community and/or other vulnerable groups and CDMC has started to implement it.	At least 50% of activities of the current plan is implemented which also addresses the needs of vulnerable groups in the current calendar cycle.	At least 75% of activities of current DM/DP plan in each year for two consecutive years has been implemented which also addresses the needs of vulnerable groups.		Links to MACP Indicator #4
Households	2.2.2: Targeted households are implementing measures from their household level plan.	At least 50% of households visited are implementing measures from their preparedness plan.	At least 75% of households visited are implementing measures from their preparedness plan.	≥ 76% of vulnerable and marginalized households visited are implementing measures from their preparedness plan.		Links to MACP Indicator #5
Households	2.2.3: Percentage of household members have understanding/knowledge of their risks and impacts of disasters and climate change.	Percentage of household members can describe at least one action to reduce disaster to their lives.	Percentage of household members can describe at least one action to prepare and respond to disaster risks	Percentage of household members can describe at least one action to prepare and respond to climate risks		
Households Community	2.2.4: Safe places and its access routes are identified, agreed by the community and accessible by the community	Safe places and its access routes have been identified by the community including all vulnerable and minority groups.	Identified safe places and its access routes have been identified and agreed by the community including	Approved and identified safe places and its mapped routes are accessible by the community including all		

	including all vulnerable and minority groups.		all vulnerable and minority groups.	vulnerable and minority groups.		

Total score (Achievement)	= x
Maximum attainable score (MAS)	= 6*3=18
% Preparedness level (Community is knowledgeable and aware)	= (x/18)*100 = y%

Determinant 3: A Disaster Ready Community has knowledge and awareness.

Explanation: Community has the capacity to identify problems, establish priorities and act.

Criteria 3.1: Community has risk and vulnerability assessments						
Outcome: Communities have increased their knowledge, skills and attitude through training and practice.						
<i>Stakeholder Group</i>	<i>Indicator</i>	<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Score</i> 0: No work done. 1: Low 2: Medium 3: High	<i>Notes</i>
CDMC Community	3.1.1: Capacities and skills exists to conduct/update the VCA.	CDMC/community members have received training on VCA.	A VCA has been conducted by trained CDMC/community members.	VCA have been updated and documented once a year by trained CDMC/community members.		
CDMC Community	3.1.2: Capacities and skills exists to include climate change to the VCA and its Plan.	CDMC/community members have received training on how to include climate change considerations into the VCA.	Trained CDMC/community members are available for updating of climate risk in the VCA.	VCA which includes climate change considerations have been updated and documented once a year by trained CDMC/community members.		

CDMC Community	3.1.3: Existing capacities of the CDMC/community on DRR and climate are strengthened.	Members of the CDMC/community are trained on basic disaster management concepts.	Members of the CDMC/community are trained on DRR and climate change concepts.	Trained CDMC and community members apply the knowledge received at least once in the calendar cycle.		
Local Government	3.1.4: Local government officials' capacities on DRR and climate are strengthened.	Local government officials are trained on basic disaster management concepts.	Local government officials are trained on DRR and climate change concepts.	Trained Local government officials apply the knowledge received at least once in the calendar cycle.		
Criteria 3.2: CDMC/Community is knowledgeable of the relevant policies, practices and resources for improved disaster preparedness						
Outcome: CDMC/Community members are knowledgeable about the DM/DP legal provisions and their rights and responsibilities.						
CDMC Local Government	3.2.1: The CDMC actively coordinates and communicates with the local government administration on DM.	CDMC reports/updates quarterly to local government administration about their activities.	CDMC coordinates with the local government administration for the implementation of activities	CDMC communicates day-to-day/non-project DM/DP needs/issues with the local government administration.		
CDMC Community	3.2.2: CDMC/Community members are knowledgeable of their rights and responsibilities, and of key government departments in relation to disaster management.	Community members are knowledgeable of their rights and responsibilities on DM.	Orientation on rights and responsibilities of key government departments in relation to DM conducted for CDMC/Community members.	CDMC/Community members are knowledgeable of the relevant legislations on DM especially at/for the local level.		
CDMC Community Local Government	3.2.3: Community members are aware of the existing mechanisms to provide feedback for better disaster preparedness (including planning, funding and implementation) at the community level.	An existing feedback mechanism is identified at the community level for communities to voice their concerns and suggestions for better preparedness.	Through this mechanism, regular feedback is provided by community members for better disaster preparedness.	Feedback is addressed/actions taken that improve better preparedness at the community level.		

Total score (Achievement)	= X
Maximum attainable score (MAS)	= 7*3=21
% Preparedness level (Community is knowledgeable and aware)	= (x/21)*100 = y%

Determinant 4: A Disaster Ready Community is connected.

Explanation: Community has relationships with external actors who provide a wider supportive environment, and supply goods and services when needed.

Criteria 4.1: Community has an early warning system						
Outcome: A hazard-specific or multi-hazard EWS is functional.						
<i>Stakeholder Group</i>	<i>Indicator</i>	<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Score</i> 0: No work done. 1: Low 2: Medium 3: High	<i>Notes</i>
Community CDMC	4.1.1: A functional Early Warning (EW) Dissemination mechanism exists at the community and is inclusive.	Early Warning (EW) Dissemination mechanism has been established in the community with the participation of women, minority groups and vulnerable groups.	EW system meets the needs of the community, including women, minority groups and vulnerable groups and the community is knowledgeable of the EW dissemination mechanism and procedures and demonstrate appropriate actions based on agreed procedures.	The community, including women, minority groups and vulnerable groups is knowledgeable of the EW dissemination mechanism and demonstrate appropriate actions based on agreed procedures, and incorporate learnings.		Links to MACP Indicator #6
CDMC Community Local government	4.1.2: EW Dissemination Standard Operating Procedure (SOP) is developed and tested. (and is linked to the Government EW system)	Within the last six months, there has been a drill/simulation in which community members act upon agreed procedures	SOP has been improved following drill/simulation, feedback/learning exercise conducted with the CDMC and selected community	The community EWS is linked to the next higher level EWS systems including the disaster management and		

		described in the EW Dissemination SOP.	members where debriefing notes are documented	meteorological agencies (where applicable).		
CDMC Community Local government	4.1.3: CDMC/Communities monitor and activate local level warnings using locally installed monitoring system.	Calibrated local warning system is established and CDMC are trained to monitor the system.	Observed data is documented by the CDMC and reported to the local authority.	EWS at the community level is activated in consultation with the local authority.		
Criteria 4.2: CDMC/Community has access to resources (institutions, funding, technical) for disaster preparedness						
Outcome: CDMC/Community has necessary financial, technical and material support received from the local government and other external institutions.						
CDMC	4.2.1: CDMC a) has necessary disaster preparedness/management equipment and b) knowledge how to use and maintain them.	CDMC has DP/DM equipment, which are accessible at all times, especially in time of disasters.	CDMC members have received basic training on how to use the equipment when needed.	CDMC have a system to maintain/replace the equipment when required.		
CDMC	4.2.2: CDMC has a) mapped the disaster preparedness resources (at the next higher level) and b) have access to these.	CDMC has an accessible contact list of local government, civil society organizations and private sector agencies supporting disaster preparedness/management work of the community.	CDMC are knowledgeable of the disaster preparedness institutions and resources available at municipal and higher level.	CDMC access these resources independently when required.		

Total score (Achievement)	= x
Maximum attainable score (MAS)	= 5*3=15
% Preparedness level (Community is knowledgeable and aware)	= (x/15)*100 = y%

SECTION 2: GUIDANCE ON THE INDICATORS

Indicator	Explanatory notes		
DETERMINANT 1: A DISASTER READY COMMUNITY IS SELF-ORGANIZED			
Criteria 1.1: Community has an active, organized and inclusive committee to address disaster and climate risks			
Outcome: A recognised and inclusive Community Disaster Management Committee (CDMC) is formed and functional.			
Indicator #	Low	Medium	High
1.1.1	The structure is signed off either by the chair (or senior most position) of the committee or by the local government. There needs to be a document to show this approval.	In addition, the members know how to conduct the meetings and demonstrate experience of conducting meetings and the related process they followed.	In addition, members of the community know of this group and its basic responsibilities.
1.1.2	The CDMC is signed off by the head of the local government. There needs to be a document to show this approval in the form of a stamp (seal of local government) or a signature.	Representative/s of the local government administration attends the CDMC meetings or any events organized by the CDMC. Check whether name/s of the local government representative/s are recorded in attendance sheets.	A representative of the CDMC is part of and attends the next higher-level DM meetings. Next higher level would be defined by the country's administrative/governance structure (village to district).
1.1.3	Self-explanatory; below 20% would qualify as level not achieved (0).	Decision making position can be defined as any appointed or nominated or elected position with the CDMC which contributes to the decision-making process/right to vote on important issues of the CDMC. A general member does not cover this category.	Self-explanatory.
1.1.4	Self-explanatory; below 20% would qualify as level not achieved (0).	Minority groups could be of a religious nature; ethnic group would mean people who share a common cultural background or descent; social demographic would cover age or disability.	In addition, a member of the groups specified – minority, ethnicity or social demographic would hold a decision-making position. Decision making position can be defined as any appointed or nominated or elected position with the CDMC which contributes to the decision-

		In proportionate – in a percentage of representation in the CDMC similar to that of the community population.	making process/right to vote on important issues of the CDMC. A general member does not cover this category.
1.1.5	75% of CDMC meetings are held with consistent attendance (as per the approved rules) within a one-year cycle with documented meeting minutes and supported by project/NS staff. One-year cycle – starting from the date of formation of the CDMC. Consistent – this should meet the quorum (minimum attendance required) to hold a meeting.	There is no presence of NS/project staff at all these meetings.	There is documentation within the Minutes of the Meeting of the action points raised in the previous CDMC has been addressed/taken up for discussions in the following CDMC meeting.
Criteria 1.2: Community has a disaster management/preparedness plan which addresses prioritized risks			
Outcome: A DM/DP plan is formulated and implemented through inclusive and participatory processes.			
Indicator #	Low	Medium	High
1.2.1	A VCA is completed before developing the community plan. Representatives from minority, ethnic and social-demographic groups is part of this process. Attendance sheets to evidence this is necessary.	The actions mentioned in the plan must address the disaster risks of the minority, ethnic and social-demographic groups. Necessary to check with members of these groups, if the actions in the plans addresses their disaster risks or their recommended actions have been incorporated into the Plan.	For this level, the groups have contributed or participated in updating of the Plan. The updating of the plan should happen, ideally, after one year from finalization or approval of the Plan.
1.2.2	CDMC has provided a copy of the Plan to the local government administration; in addition, they would have also discussed verbally about the contents of the plan and actions.	In some countries, where possible, approval could be done through a stamp (seal of local government) or signature from the local government administration. Where not possible, approval of the CDMC is mandatory in the form of signature of decision-making members.	<i>Local government has provided support towards either (or a combination) of the following:</i> <i>Financial</i> – cash grants from the government budget <i>Technical</i> – relevant government departments have provided technical support to the action. For example – public works on any construction of bridges or water systems or roads <i>Materials</i> – any construction material required for the completion of the action.

1.2.3	Annexed – this would mean an addition as an extra or subordinate part, especially to a local government development plan.	In addition to being annexed, some of the priority actions of the Community Plan becomes part of the main development plan of the local government. There is no minimum number of actions which needs to be integrated into the local government development plan.	There is a resolution of the local government to allocate funds on an annual basis to support the implementation. The allocation need not cover the entire budget of the community DM/DP plan.
Criteria 1.3: Community has a contingency plan for disasters			
Outcome: Contingency plan is formulated and tested.			
Indicator #	Low	Medium	High
1.3.1	The contingency focuses on the hazard prioritized from the VCA. Formulated would mean documented or developed.	Approved would be signatures of all members or of decision-making position members of the CDMC.	The local government has stamped (seal of local government) and/or signed it.
1.3.2	Calendar cycle is the one year from the approval of the Contingency Plan. The Minimum Quality Standard is a Nepal Red Cross/American Red Cross tool; Other delegations/NS can use this tool as guidance or generate ideas on the steps for a Simulation Exercise if they do not have anything similar developed (Annex #1)	A formal feedback session is held after the simulation exercise. This can be held immediately after the exercise or at the following CDMC meeting or larger community meeting. There are minutes/notes of this feedback session.	There is a revised contingency plan after the sharing session. Necessary to check dates of the sharing session with the last version of the contingency plan.
DETERMINANT 2: A DISASTER READY COMMUNITY IS ABLE TO TAKE ACTION.			
Criteria 2.2: Community has preparedness measures (including mitigation) in place			
Outcome: Communities have implemented both the structural and non-structural measures to reduce disaster impacts.			
Indicator #	Low	Medium	High
2.1.1	Regulation could mean a non-approved local level ordinance or decree or anything similar. Formulated would be developed/written/documented.	Endorsed would be a formal acceptance of the regulation by the local government that becomes a legal document of reference.	An orientation has been done for the local government, CDMC and Community members to make them knowledgeable of the regulation.

2.1.2	This commitment can be provided at the local government meeting and there is documentation of this commitment. (e.g. minutes).	There is proven support by the local government to implement activities of the DM/DP Plan.	There is a resolution by the local government to provide support on an annual basis.
Criteria 2.2: Community has preparedness measures (including mitigation) in place			
Outcome: Communities have implemented both the structural and non-structural measures to reduce disaster impacts.			
Indicator #	Low	Medium	High
2.2.1	Mitigation activities under the DM/DP action plan has been prioritized by the community and work has started to implement them. It is not necessary that all activities under the plan has started.	Calendar cycle is the one year from the approval of the DM/DP Plan.	Calendar cycle is the one year from the approval of the DM/DP Plan. 75% of activities must be completed in each of the two years to achieve this level.
2.2.2	Implementing measures could be more than one measure from the household plan covering preparedness or mitigation or prevention.	Self-explanatory.	Self-explanatory.
2.2.3	Self-explanatory.	Household members should provide an action/measure to both 'prepare' and 'respond' to disaster risks .	Household members should provide an action/measure to both 'prepare' and 'respond' to climate risks .
2.2.4	Identify would encompass establishing or indicating where the evacuation route or safe place is in the community.	These routes and safe places are agreed by the community including the minority, ethnic and social demographic groups.	These routes must be physically accessible to all – such as provision of ramps or other supportive measures or lighting to the safe places. The location of these safe places must be accessible to everyone. Observation of this is necessary.
DETERMINANT 3: A DISASTER READY COMMUNITY HAS KNOWLEDGE AND AWARENESS.			
Criteria 3.1: Community has risk and vulnerability assessments			
Outcome: Communities have increased their knowledge, skills and attitude through training and practice.			
Indicator #	Low	Medium	High
3.1.1	The training is given by experienced or trained persons from the National Society (NS) or project team or persons assigned by the National Society. The training curriculum would be developed and set by the NS/project team.	The trained CDMC members lead the VCA at the community supported by the project team.	This updating is done by the CDMC members themselves and/or include other members of the community including minority, ethnic and other social demographic groups.

3.1.2	The training on climate change consideration for VCA is given by experienced or trained persons from the National Society (NS) or project team or persons assigned by the National Society.	The trained CDMC members lead these discussions during the VCA with the community supported by the project team.	This updating is done by the CDMC members themselves and/or include other members of the community including minority, ethnic and other social demographic groups.
3.1.3	The training on disaster management concepts is given by experienced or trained persons from the National Society (NS) or project team or persons assigned by the National Society. The training curriculum would be developed and set by the NS/project team.	The training also includes climate change modules/sessions.	Calendar cycle – one year from the date of training. Application of knowledge could be in the form of practices in their households or at the community level. For example, providing first aid to anyone injured or strengthening their house before a cyclone.
3.1.4	Local Government could include the immediate local government level to the community or levels higher than that. The training is given by experienced or trained persons from the National Society (NS) or project team or persons assigned by the National Society. The training curriculum would be developed and set by the NS/project team.	The training also includes climate change modules/sessions.	Calendar cycle – one year from the date of training. Application of knowledge could be in the form of practices in their households or at the community or at the government administrative levels. For example, considering climate change into the local government plans.
Criteria 3.2: CDMC/Community is knowledgeable of the relevant policies, practices and resources for improved disaster preparedness			
Outcome: CDMC/Community members are knowledgeable about the DM/DP legal provisions and their rights and responsibilities.			
Indicator #	Low	Medium	High
3.2.1	Reporting to the local government can be done through a range of ways such as the CDMC meeting the local administration officials and providing a written report or verbally of the work done at their community.	Prior to implementation of DM/DP activities at the community level, the CDMC discusses/informs the local administration about this to have their participation and support (presence, technical, material etc.) for the activity.	This communication would be on issues not necessarily related to the community DM/DP plan but issues that increases development of the community.
3.2.2	Community members mention their rights and the responsibilities of the government and for disaster management - preparedness, response and recovery.	This orientation could be done by the NS/project team or by the respective government DM department.	Community members articulate the respective legislations/laws/ for DM and also components within them.

3.2.3	An existing feedback mechanism is in place at the local level for communities to voice their concerns and suggestions. This could be done through existing platforms (such as a community council).	This can be done through the meetings were community raise concerns and suggestions on DM related issues. This could be recorded in the Minutes of the meeting record book.	The platform reports on the issues/feedback/suggestions provided by the community when the following platform meets or through any other method. This can be cross-verified on the actions taken.
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DETERMINANT 4: A DISASTER READY COMMUNITY IS CONNECTED.

Criteria 4.1: Community has an early warning system

Outcome: A hazard-specific or multi-hazard EWS is functional.

Indicator #	Low	Medium	High
4.1.1	EW Dissemination mechanism would include the approved different levels of warning and the agreed methods of sharing the warning. Minority, ethnic, women and other vulnerable groups contribute to the development of this system.	In addition, the actions to the different levels of warning are agreed by the community (including different respective groups)	In addition, there is feedback at a regular basis to the systems and the feedback improves the EWS.
4.1.2	EW Dissemination SOP would include the necessary actions to be taken at different warning levels as agreed by the community. Tested would be done through a community drill.	A formal feedback session is held after the simulation exercise. This can be held immediately after the exercise or at the following CDMC meeting or larger community meeting. There is minutes/notes of this feedback session.	The Community EWS gets information from the formal/national EWS as well as informs it on any local level observations that could contribute to an impending disaster.
4.1.3	As part of the local EWS mechanism, there are different ways of measuring levels of warning such as a rain gauge or a river gauge. Members of the CDMC are trained how to read, monitor or analyse this information.	The information collected by the community through observation is documented/note in a record book (to be verified).	If there is a need to activate the warning, the CDMC needs to consult the local government. It would be strategic to have documentation of this decision by the local government and CDMC.

Criteria 4.2: CDMC/Community has access to resources (institutions, funding, technical) for disaster preparedness

Outcome: CDMC/Community has necessary financial, technical and material support received from the local government and other external institutions.

Indicator #	Low	Medium	High
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4.2.1	The place must be known by all CDMC members and they can access the equipment at any time, especially when there is a disaster.	The training on how to use the equipment is given by experienced or trained persons from the National Society (NS) or project team or persons assigned by the National Society.	There is an agreed system known by all CDMC members on how to maintain or replace them. This system could be recorded or documented in the minutes books of the CDMC.
4.2.2	<p>This list would cover the different organizations (both government and non-government) that can provide support to the community on DM/DP.</p> <p>This list is accessible by all CDMC members.</p>	In addition to the knowledge of the contact list, CDMC members are knowledgeable on how the different organizations can support the community on DM/DP.	<p>CDMC members coordinate or communicate directly with these organizations for support.</p> <p>There are instances that the CDMC has communicated or coordinated with these organizations.</p>