

Deliverable #1

20 January 2014

Presented by Alex Berzosa

Groups to circulate by 12 January 2014

Present Monday 20 January 2014 – ½ day workshop including
DDC (planning officer) and DAO (assistant CDO)

Where Are we in the Process?

Chapter Drafting:
1. Preparedness
2. Response
3. Recovery

Segregation of harmonised DM planning structure into phases addressing:

- mainstreaming
- capacity building / knowledge management
- implementation / monitoring



Harmonised Planning Document

Simplified DM Planning at District and VDC Level

- 1- Planning
- 2- Information
- 3- Structure

Final Disaster Management Guideline

Objective

- Cost Effective Planning.
 - Just enough information
 - Collected inexpensively and quick
- Able to be replicated
- Involving right stakeholders to lobby for fund allocation
 - Involving District and VDC participation
- Address all phases of Disaster Management

Response Planning (Response Preparedness)

Contents of Emergency Plans

1. List Humanitarian Partner & Cluster Members
 1. Resources (Commodity Tracking)
 1. Economic
 2. Built
 3. Natural
 4. Human Skills, Social Capital
 2. Who, Where, What
2. Scenarios and Assumptions Planning
3. Roles and Responsibilities of Agencies
4. General Preparedness Actions
5. Cluster Specific Scenario Planning
 1. Emergency Action Plan (Time line)
 2. Preparedness Action Plan (Timeline and Action Plan, Resource Allocation)
 3. Gaps
6. Activation Matrix
7. Monitoring and Evaluation Roles for Implementation of Work Plan

Working
up

Plans &
Data

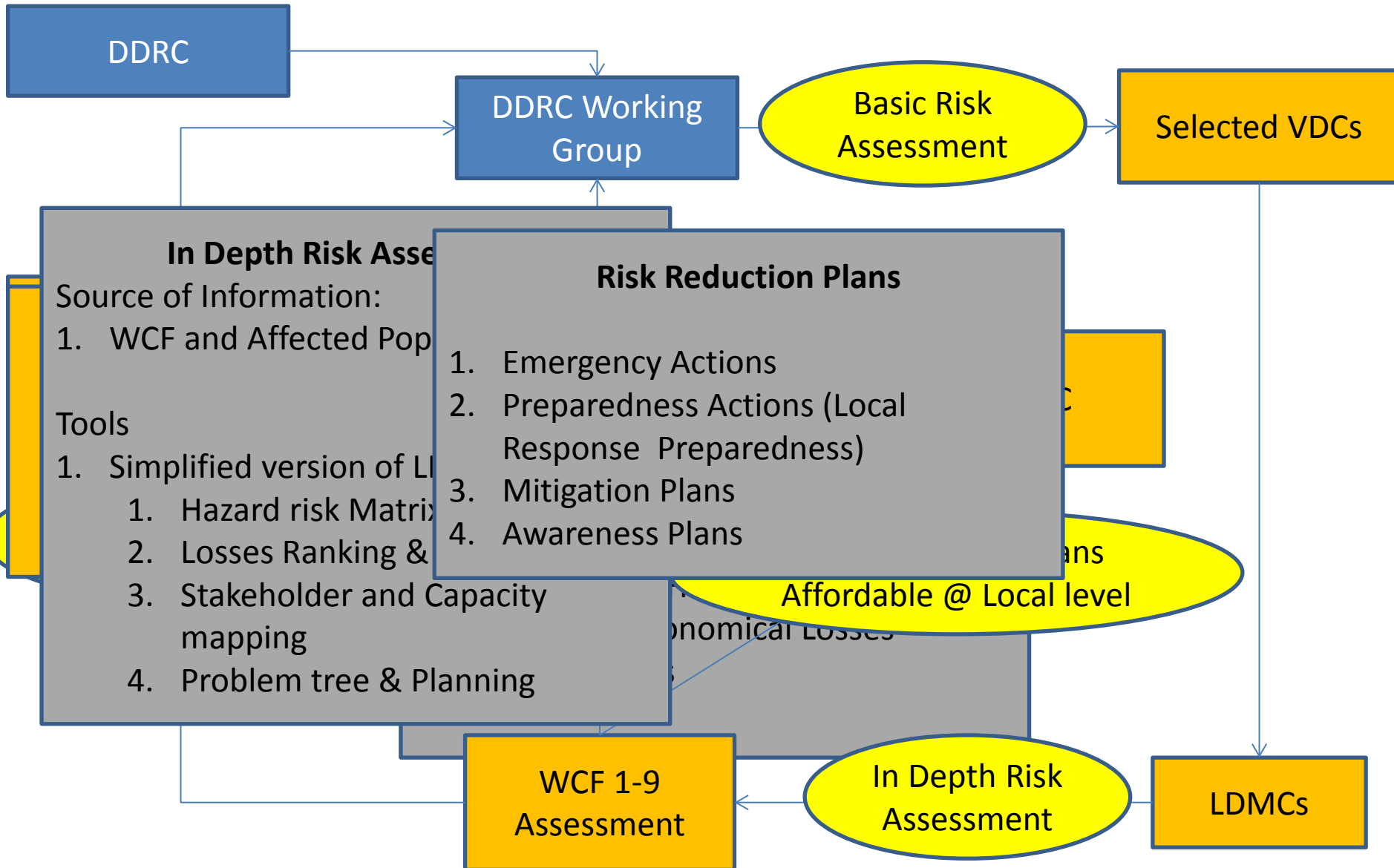
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Standards

1. Hazard
2. Historic
3. Stakeho
4. Propose

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Preparedness Planning (Risk Reduction)

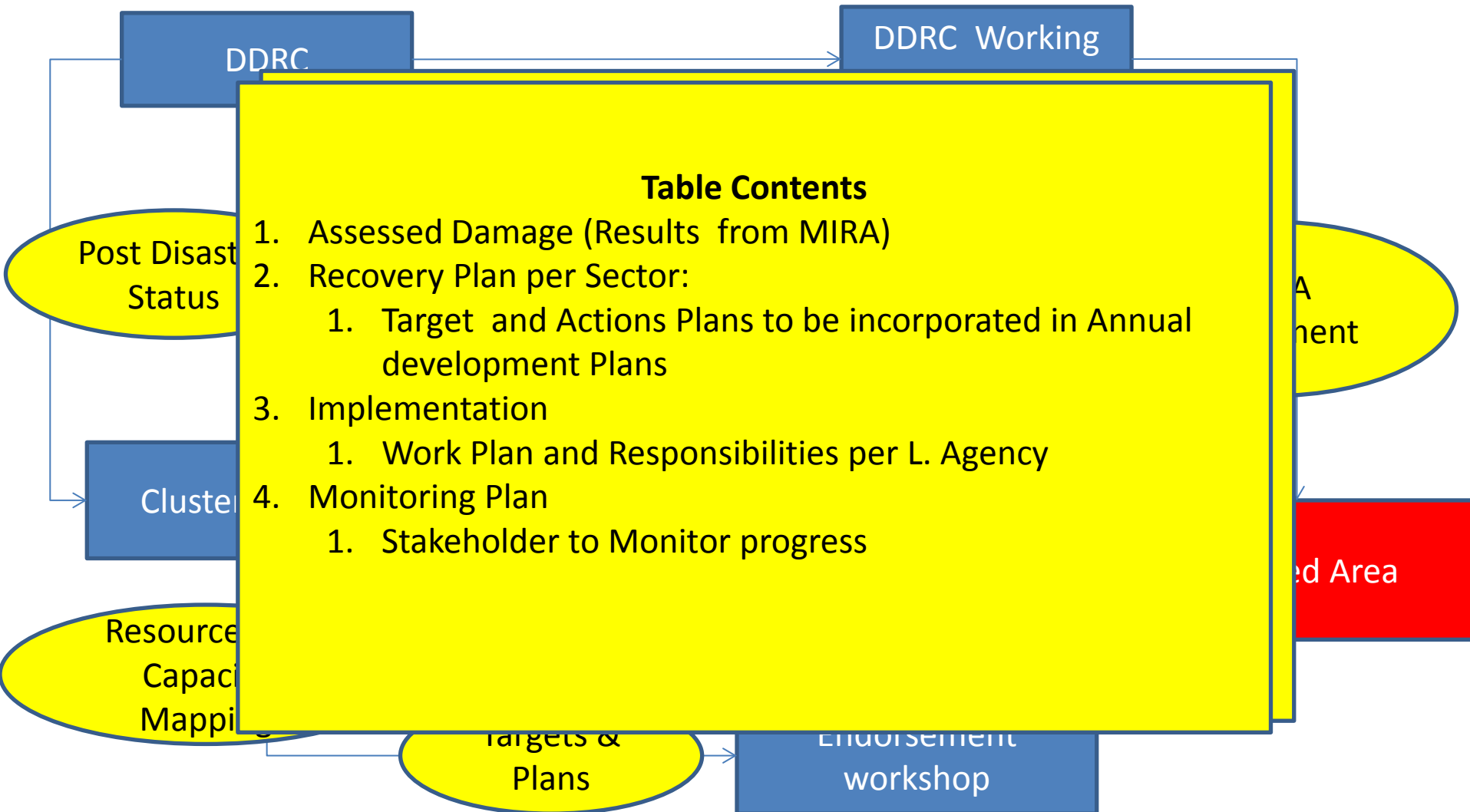


Preparedness Planning (Risk Reduction)

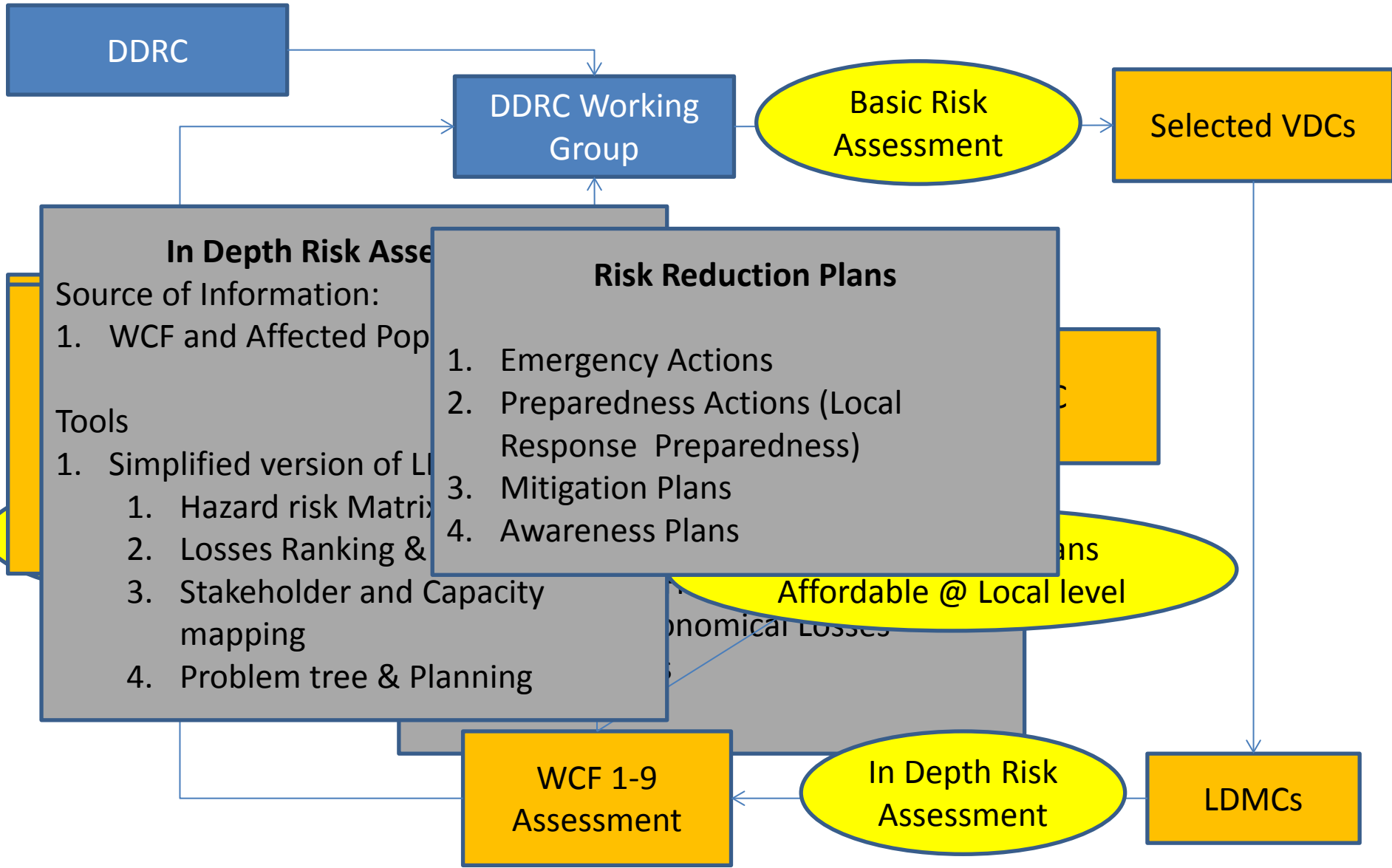
Contents of Risk Reduction Plans

1. Geographical mapping:
 1. Hazard
 2. Capacity & Resources
 3. Stakeholder
 4. Population
2. Vulnerability Ranking
3. District Level Plans:
 1. Mitigation Plans
 2. Awareness and Capacity Building Plans
 3. Policy Plans
 4. Sectoral Plans Mainstreaming DRR
4. District Stakeholders Role in Implementation , Funding, Monitoring
5. Work Plan toward implementation and monitoring

Recovery Planning – Post Disaster



Consolidated Planning Process



Contents of Risk Management Plans

Response Preparedness Planning

1. General Preparedness Actions
2. Cluster Specific Scenario Planning
 1. Emergency Action Plan (Time line)
 2. Preparedness Action Plan (Timeline and Action Plan, Resource Allocation)
 3. Gaps
3. Activation Matrix

Risk Reduction Planning

1. District Level Plans:
 1. Mitigation Plans
 2. Awareness and Capacity Building Plans
 3. Policy Plans
 4. Sectoral Plans Mainstreaming DRR

Implementation

1. Action Plan and Role and Responsibilities
2. Milestones for Mainstreaming and Funding

Monitoring

1. Action plan and Roles and Responsibility

Resource
Mapping

Working
up

Plans

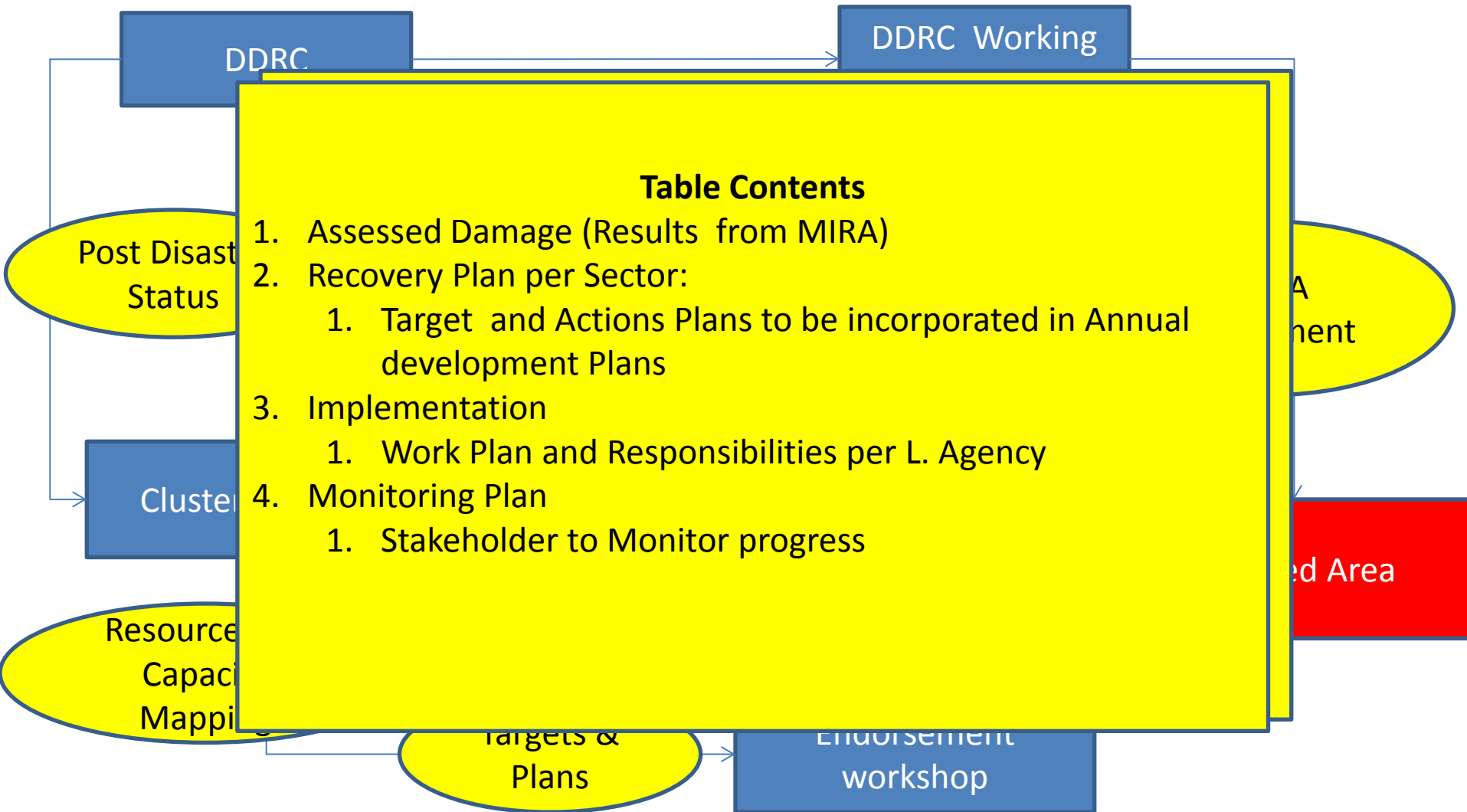
Cluster

(Tracking)

Capital

Standards

Consolidated Planning Process



Planning Process -First Meeting

- Outcomes:
 - Formation of DDRC Task Force
 - Agreed Deadline for Submission of Top level Analysis
 - Prioritized VDCs (Most Vulnerable)
 - Source of Information:
 - » VDC Secretaries Information (Historical Data)
 - » NRCS Sources
 - » RC Office

Planning Process – Second Meeting

- Outcome:
 - Share Findings of DDRC Task Force Top level assessment
 - Agreement on Most Vulnerable VDCs
 - List of partners
 - R&R of each agency and members of clusters
 - Agreed Commodity Tracking sheets

Planning Process – DM Structure @ VDC

- DDRC Task Force during VDC Monthly meeting:
 - Orient VDC Secretaries on results from previous meeting and structure of LDMC
 - Request VDC secretaries of most vulnerable VDCs to establish LDMC and send PSC for training to district level on an agreed date (Cost covered by VDC)
 - PSC composed by 10 members being the 9 Ward representatives + 1 VDC secretary
 - LDMC members as per LDRMP guidelines

Planning Process – VDC level

- DDRC Task Force to:
 - Deliver training to selected PSCs
 - 3 days training
 - Per Event 3 PSCs (30 participants)
- PSCs to conduct Ward Risk Assessment
 - Simplified tools taken from DDMP/LDRMP
 - 1 day per ward, 1 facilitator per Ward
 - 9 facilitators → 1 day per VDC
 - Simplified template for data analysis (2 pages per Ward) – Multichoice template

Planning Process – VDC level

- Simplified version of DDPM/ LDRMP Tools
 - Hazard Ranking (Based on Risk Matrix)
 - Historical Losses:
 - Per Hazard Identified rank the impact on following areas
 - Human Loss
 - Human injured
 - Property Loss (Private and Public)
 - Arable Land
 - Livestock
 - Per Hazard Identified collect remembered losses of the participants

Planning Process – VDC level

- Simplified version of DDPM/ LDRMP Tools
 - Stakeholders and Capacity Identification:
 - Human Skills
 - Infrastructure & Communications
 - Natural Resources
 - Financial Resources
 - Local Institutions
 - Problem Tree leading to plan

Planning Process – DDRC Task Force analysis

- Outcome:
 - Analysis of in depth data collected from most Vulnerable VDCs
 - Vulnerability ranking of VDCs and Wards
 - Prioritization of VDC level Risk Plans
 - Allocation of VDC plans activities to Line Agencies/ Clusters
 - Compilation in Excel for Data Sharing at Central Level

Planning Process - Third meeting

- Outcome:
 - Share the outcomes of in depth VDC Assessment and VDC Risk plans
 - Agreed Disaster scenario and caseload planning
 - Agreed dates for Cluster meetings
 - Agreed date for final workshop

Planning Process – Cluster Meetings

- Outcome:
 - Discuss Preparedness activities coming from VDC Level assessment
 - Prioritize and select
 - Scenarios and caseload planning
 - Cluster objective against agreed scenarios
 - Prepare response timeline
 - Priority emergency actions
 - Prepare Preparedness actions
 - Identify gaps to address preparedness actions
 - Work plan to implement Preparedness actions
 - Resp to implement Emergency actions and preparedness actions
 - Cost estimate

Planning Process – Final Workshop

- Outcome:
 - Sharing results of Cluster meetings and agreeing on responsibilities.

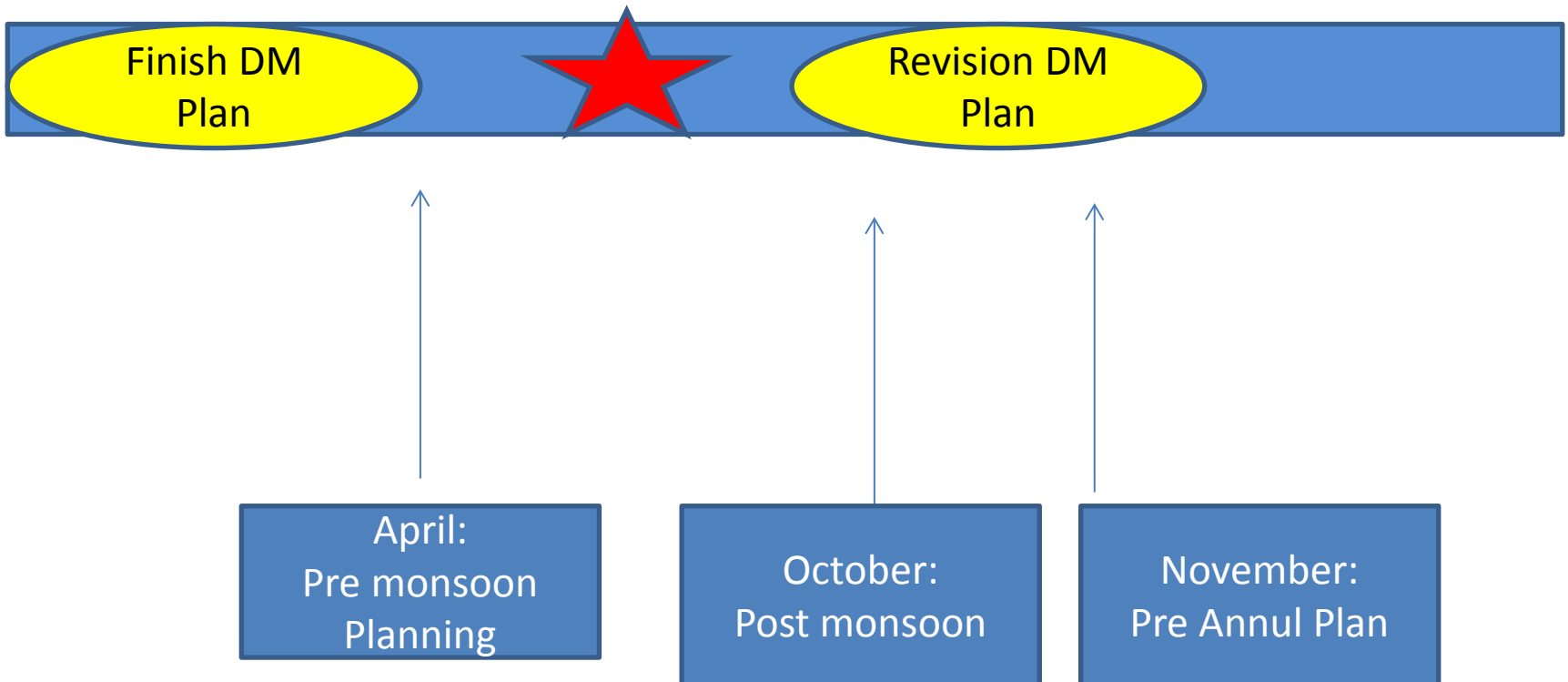
Planning Process – Mainstreaming preparation

- DDRC Task Force Share Selected Plans:
 - With VDC secretaries and Ward Citizen forum
- Line Agencies/ Cluster Leads share Selected plans.
 - With Service Centres

Capacity Building DDRC Task Force

- LDTA Training
 - 5-10 days package
 - MToT
 - Standard Package to be produced
 - Refreshed Annually (Refresher 50% time)

Time Line



Effort required

- Task Force (10 people):
 - In case of 15 VDC most Vulnerable:
 - 15 x 10 members PSC = 150 People to be trained
 - 150 / 30 people per training = 5 events
 - 5 events x 3 days = 15 days

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- 5 days whole District

- Given 10 TF Members -> **0.5 days per member**

- **DDRC Meetings = 3 days**

- **Cluster Meeting = 1 day**

Total = 6 days for Task Force
Total = 3 days for DDRC members
Total = 1 day for Cluster Members