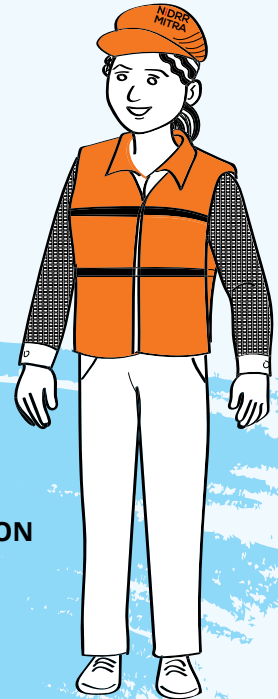
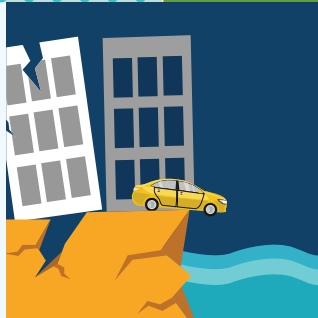
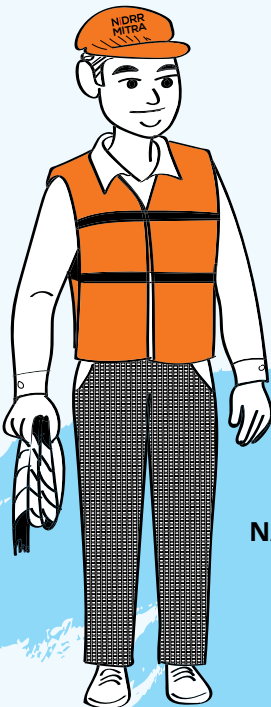
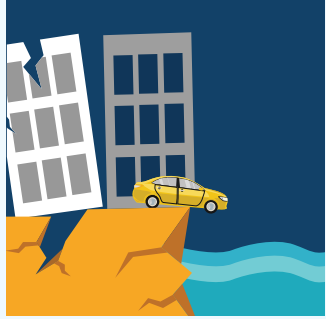


DRR CHECKLISTS AND PLANNING TOOLS



NiDRR
NATIONAL DISASTER RISK REDUCTION
COMMUNICATION TOOLKIT

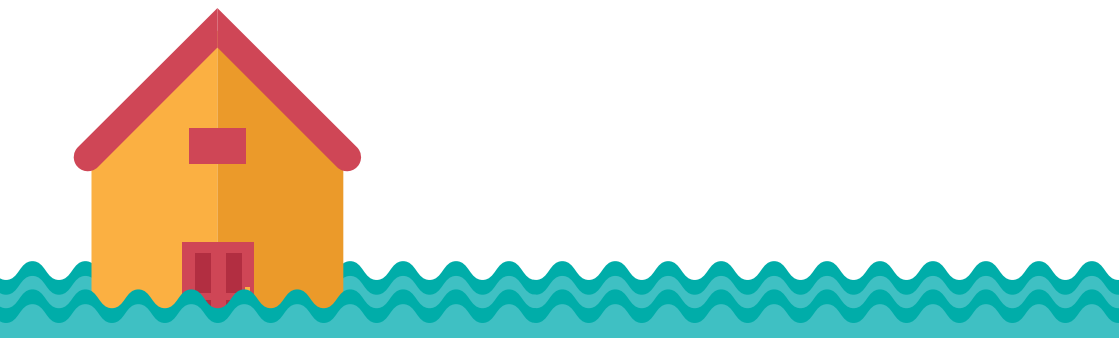


DRR CHECKLISTS AND PLANNING TOOLS



CONTENTS

Guidelines for Response	7
Safety Guideline Checklist – Preparation Phase	8
Assessment Sheet for Disasters	8
Communication Checklist	10
Preparation Phase: Convergence Checklist	14
Evidence Collection	16
Safety Guideline Checklist – Response Phase	17
Disaster-specific guidelines to help in monitoring operationalization of disaster plans	17
Convergence Framework – Response Phase	19
Tools for achieving convergence, likely areas of convergence based on the specific disaster	19

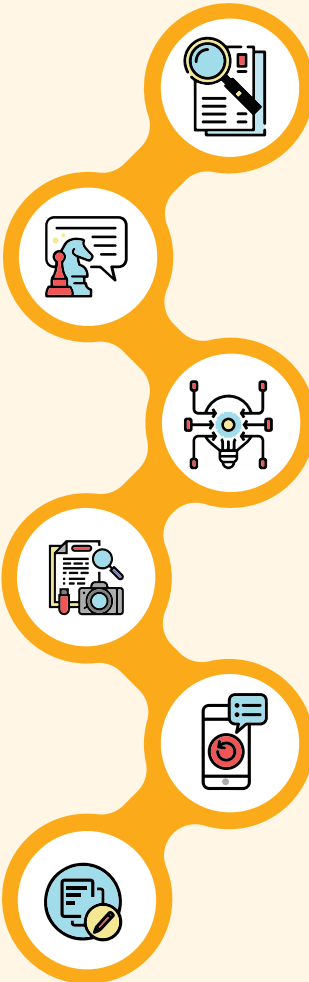


Guidelines for **RESPONSE**

Step 2: Plan the communication (Participant groups, Format of communication, Communication, Frequency)

Step 4: Simple M&E and evidence collection

Step 6: Follow-up action



Step 1: Assess the situation

Step 3: Plan the convergence (which department, for what, when, key responsibility)

Step 5: Revise communication if necessary

Safety Guideline Checklist – **PREPARATION PHASE**



Assessment Sheet for **DISASTERS**

Nature of emergency: Record what happened and where

Who are the **most affected populations** with respect to the disaster

Vulnerable population

Infrastructure damage

Service disruption

Cut-off areas

What are the **key risks and concerns** (list down risks that are likely to occur during the emergency such as food shortages, water contamination, etc.)

Likely **information needs** of the population at risk (e.g., evacuation, shelters, food camps, vaccination camps, etc.)

Most suitable **channel of communication** with the affected population (most popular and available)

Setting up the communication objectives (e.g., create awareness on risks, reach out to most vulnerable areas, etc.)

Key messages based on the assessment of above risks. List down the messages in order of their priority concern





Communication CHECKLIST

1 Convergence meeting with all Line Departments to finalize the disaster communication plan, according to their respective roles in disaster management

Participant group Format Frequency

2 Readiness of LOCAL communication collaterals

Participant group Format Frequency

3 Communication collaterals logistics – Transportation to identified disaster-prone locations (Name of the locations)

Participant group Format Frequency



Posters – Printed copies to reach (locations)



Hoardings/Wall-painting design (locations)



Leaflets – Printed copies (locations)



Community Radio – Audio Clips (locations of community radio)

Participant group Format Frequency



Miking – Audio Clips/Miking Script (location of officers/workers who are responsible for field dissemination)



Poster/Game Kits for Schools (locations of schools)









Social Media posts/Gif(s) – (Collect phone numbers/details of existing social media groups residing in the area)



NDMA Apps – Disaster Management for Kids and FAST (First Aid for Students and Teachers) updated

4

Display and dissemination of communication collaterals
– Place, channel and medium identified (Name of each category)

	Participant group	Format	Frequency
	Posters – Printed copies to reach (locations)		
	Hoardings/Wall-painting design (locations)		
	Leaflets – Printed copies (locations)		
	Community Radio – Audio Clips (locations of community radio)		
	Miking – Audio Clips/Miking Script (location of officers/workers who are responsible for field dissemination)		
	Poster/Game Kits for Schools (locations of schools)		

Participant group Format Frequency



Social Media posts/Gif(s) –
(Collect phone numbers/details of existing social media groups residing in the area)



NDMA Apps
– Disaster Management for Kids and FAST (First Aid for Students and Teachers) updated

5

Coordination meeting with local NGOs/voluntary organizations to prepare community engagement plans

Participant group Format Frequency

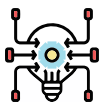


Area-wise list of volunteers shared with the respective first responders/frontline workers (Aapda Mitra, ANM, ASHA, etc.)

6

Capacity development of identified first responders, frontline workers and NGO volunteers on use of communication collaterals

Participant group Format Frequency



Convergence CHECKLIST

Components common to all disasters

Yes (tick) Date

Convergence meeting with all Line Departments to finalize the disaster communication plan, according to their respective roles in the disaster management

.....

Disaster communication plans prepared by **social workers/women and child/ social justice department** for taking care of elderly and women

.....

Disaster communication plans prepared by **Education Department for taking care of children**

.....

Disaster communication plans prepared by **Health and Family Welfare Department** for taking care of essential services, particularly focusing on pregnant women and children

.....

Disaster communication plans prepared by **Health and Family Welfare Department** for taking care of continuing immunization services

Emergency requiring evacuation

Yes (tick)

Date

Disaster communication plans prepared by **Public Health Engineering Department (PHED)/ Rural Development/Water Resource Departments** to ensure safe drinking water

Disaster communication plans prepared by **Integrated Child Development Services (ICDS)/ Public Distribution** for outreach to ensure food safety



Evidence COLLECTION

Functioning channel of communication

--

Sharing and receiving of information by the community

--

Source

Group

Most trusted source of information

Source	Group

Accessibility of vulnerable groups

--

Source

Group

Fake news and misinformation

Source	Group

Management of fake news and misinformation

--	--

Challenges for giving out communication

--	--


Influencers and key stakeholders used for giving out communication

--	--

Safety Guideline Checklist – **RESPONSE PHASE**

Disaster-specific guidelines to help in monitoring operationalization of disaster plans

Components common to all disasters

	Yes (tick)	Date
1 Meeting (weekly or fortnightly) with all Line Departments to review the progress of the disaster communication plans		
2 Rapid assessment of LOCAL communication needs and prepare or adapt communication collaterals to bridge gaps, if any		
3 Monitor display and dissemination of communication collaterals – Place, channel and medium identified (Name of each category)		
 Posters – Locations identified and posters displayed		
 Hoardings/Wall-painting design Locations identified		
 Leaflets – Printed copies distributed and displayed (locations)		



Community Radio –
Audio Clips (locations of
community radio)



Miking – Audio Clips/
Miking Script shared with
responders



**Poster/Game Kits for
Schools** – Disseminated
through school



**Social Media posts/
Gif(s)** – Disseminated
through Facebook/Twitter/
Instagram/WhatsApp



NDMA Apps – Disaster
Management for Kids
and FAST (First Aid for
Students and Teachers)
circulated among school
children

4

Coordination review meeting with
local NGOs/voluntary organizations
to strengthen community
engagement activities

5

Refresher training of first
responders, frontline workers
and NGO volunteers on use of
communication collaterals

Convergence **FRAMEWORK**

Tools for achieving convergence, likely areas of convergence based on the specific disaster

Components common to all disasters

	Yes (tick)	Date
Convergence review meeting with all Line Departments to monitor the progress on the disaster communication plan		
Review the implementation of disaster communication plans prepared by social workers/women and child/ social justice department for taking care of elderly and women		
Review the implementation of disaster communication plans prepared by Education Department for taking care of children		
Review the implementation of disaster communication plans prepared by Health and Family Welfare Department for taking care of essential services, particularly focusing on pregnant women and children		

Floods, cyclones and earthquakes causing evacuation

Yes (tick) Date

Review the implementation of disaster communication plans prepared by **PHED/Rural Development/Water Resource Departments** to ensure safe drinking water

.....

Review the implementation of disaster communication plans prepared by **ICDS/Public Distribution** for outreach to ensure food safety

Aapka Aapda Sahayak (AAS) App:

Mobile app that will have the monitoring of response at various levels, including rescue and relief work.

Update NMDA App Disaster Management. This App can be used as a user guide to know about natural disasters, man-made disasters, disaster management life cycle, emergency kit, etc. It includes details of helpline centres with in-built calling feature. Mobile app also provides information related to earthquakes, floods, landslides, cyclones, tsunamis, urban floods and heat wave, etc.



(Available at Google play store

https://play.google.com/store/apps/details?id=com.cdac.disaster&hl=en_IN&gl=US)

Applications: Mobile app with monitoring of drills, capacity building, preparedness at various levels, including preparedness for rescue and relief work

To be added to NDMA Disaster Management App

Capacity-Building Calendar:

A detailed calendar framework to help states plan capacity building as per the identified needs.

DRR Communication Trainings

Preparatory Phase	Response Phase
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DRR Manager

Communication planning	Build back better/Accountability to Affected Populations (AAP)
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First Responder

Communication skills for DRR	Use of IEC materials to strengthen communication	Community engagement for AAP
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Community

Group meetings for community action plan for preparation

Communication Material Tool:

A detailed online app that lists down all the IEC materials and allows users to feed in data like audience, objective of use. The tool will guide in selection of appropriate IEC materials to be used and also give the call to action for each material as well as guide to effectively use the material.

To be added to NDMA Disaster Management App.



