Community Based Disaster Management Manual
A practical self-help handbook for Before • During • After DISASTER

By IDEP Foundation
For further information: www.idepfoundation.org
THE AIM OF THIS BOOK

In the past, disaster management has generally been the responsibility of government agencies, working alongside local authorities and disaster affected communities. When disasters happen, communities often have to wait a long time for outside assistance to arrive. By being more prepared and knowledgeable about what can be done to mitigate and manage disasters communities can play a key role in ensuring that losses and suffering that may occur are kept to the minimum possible.

The first moments following a disaster, can be the most crucial in minimizing disaster impacts. The people that are on site when disaster happens are the community members themselves.

With that in mind, and as part of a broader objective to develop community resilience, communities need to be familiar with all aspects of disaster management if they are to take prompt and effective steps before, during and after disaster. This book explains actions that can be taken by communities to prevent disaster and / or to minimize the impacts of disaster, should they occur.

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For further information: www.idepfoundation.org
The development of the CBDM Kit has been made possible thanks to the hard work of many dedicated contributors over the years. Special thanks goes out to the following:

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This book is dedicated to:
The people of Indonesia;
all people affected by disasters who have lost their lives
knowing not what their faults were;
their families, refugees,
friends and humanitarian volunteers
who unceasingly give their
energy and made sacrifices,
and all parties involved
in making this book a reality

Everything has ensued...
So much blood spilled
So many tears shed
Nature is so sick of
Human conduct.

Befriend Nature
For...
Humans are not the owner's of this Earth
For...
God entrusts this Earth to us to care
With Nature we shall live in peace

(Bumi Air Mata, Ade Andreawan, 10 March 2007)
FOREWORD

We warmly welcome IDEP Foundation’s initiative to put together this revised second edition of the “Community Based Disaster Management Manual”.

Amidst the dearth of literature on disaster management in Indonesia, this book is of supreme importance, in showing disaster management procedures before, during and after a disaster, especially at the community level.

We understand that the government’s plan, to increase people’s awareness and ability to cope with disaster, is yet to reach those most at risk. Thus, the participation of non-government institutions and organizations is greatly appreciated.

We hope that this book can be used as a reference to build disaster management groups that are alert and ready to face the many risks of disaster in the region.

We offer our utmost thanks for this effort: let’s hope it fulfills its purpose.

Jakarta, March 2007

Head

Syamsul Ma’arif
LEARNING TOGETHER WITH COMMUNITIES

This second, revised, edition of the Community Based Disaster Management (CBDM) Manual, as the title indicates, is intended to provide guidance to communities, in order to assist them in developing their capacity to manage disasters. The inclusion of advice from various experts in disaster management, with their ample knowledge and field experience, enhances and strengthens the content and quality of this second edition.

This second edition CBDM Manual (Indonesian version) coincides with the beginning of a comprehensive disaster management scheme, with the ratification of the Law no. 24, 2007, Concerning Disaster Management (March 29, 2007) by the House of Representatives (DPR), after a two year process. This law signifies a victory for the civilian movement, which from the very beginning has sought improvements and reform in disaster management.

This new law encompasses a series of paradigm changes: Firstly, there is a change of focus, from one of emergency response to one of risk management. Instead of limiting action to emergency responses in cases of disaster, the new law encourages holistic disaster management strategies, including actions to be taken before, during and after any disaster. Secondly, this law challenges the view that a sense of security and protection is a gift from the government, and encourages the belief that a sense of security and protection is a human right. Thirdly, this law also challenges the belief that disaster management is the sole responsibility of the government, and extends responsibility for disaster management into the hands of local communities in a participatory way, and for the benefit of all.

MPBI is convinced that this book will contribute significantly to the community. Although there are still some new items prescribed by the new disaster management law that are not yet included in this book, it was decided to publish now, as these omissions will not affect the content, and can be added at a later date. These missing items include such sections as Disaster Management Institutionalization.

MPBI commends IDEP Foundation and all its partners, who have made a great effort in revising this book. We would like to state our commitment to work together to disseminate information related to disaster management as one a key aspect of disaster risk reduction.

Regards,

Dra. Hening Parlan
Secretary General, MPBI
UNESCO Office, Jakarta
Cluster Office for Brunei Darussalam, Indonesia, Malaysia, Philippines and Timor Leste
Regional Science Bureau for Asia and the Pacific

Community-Based Disaster Management Kit

Foreword

I am delighted for UNESCO to be associated with supporting the publishing and use of the Community-Based Disaster Management Kit. Developed and tested by IDEP, a well-respected environment and community focused NGO from Bali, in association with the Indonesian Society for Disaster Management (MPBI), this Kit is, as the reader will see by the parallel Foreword from Mr. Syamsul Ma’arif, Chief Operation of BAKORNAS PB (National Coordination Body on Disaster Management), endorsed by Indonesia’s official leadership in Disaster Management.

From UNESCO’s point of view, we believe it to be an excellent handbook to support the committed action now underway in Indonesia to ‘disaster-proof’ the country – working on preparedness and resilience at the grassroots level of each community and in terms of each specific natural disaster risk. The world has realized in particular since the Indian Ocean Tsunami Disaster of 26th December 2004 that developing such preparedness at community level is an essential element of the overall action required to develop a sustainable world society in a sustainable physical environment.

UNESCO fully supports the community-centered focus of such action and education. The approach settles comfortably within the framework developed from the World Summit on Sustainable Development held in Johannesburg in 2002 as well as the Decade for Education for Sustainable Development (2005 – 2015). Approved by unanimous United Nations General Assembly resolution in December 2005, the Lead Agency for promoting this Decade is UNESCO. What is important about the concept of the Decade framework is that the idea of sustainable development implies that we recognize the complex interdependence of human needs, values and actions with the natural environment. Therefore, maintenance of sustainability and preparedness to deal with threats posed by sudden disaster to human and environmental sustainability is as much related with values and culture as it is with technical knowledge and information. Values and culture along with immediacy of action are all forged within the everyday relations of people to each other within their local community and to their immediate physical environment.

I therefore believe that the Community-Based Disaster Management Kit, with its community focus, will be of enormous value in assisting the people of Indonesia to prepare for the long-term sustainability of their society in particular against the shocks that will inevitably arise from the variety of natural hazards that the country is subject to.

Dr. Hubert Gijzen
Director and Representative
UNESCO Office Jakarta

Representative for Brunei Darussalam, Indonesia, Malaysia, the Philippines and Timor Leste
Director of the Regional Science Bureau for Asia & Pacific

April 2007
Preface

Indonesia is one of the most natural disaster-prone countries in the world. The archipelago lies on volcanic fault lines and faces a wide range of natural hazards including tropical flooding, earthquakes, volcanic eruptions and drought.

A series of tragic natural disasters have stricken Indonesia over the past few years, which have not only brought sadness, due to loss of lives and damage to properties and vital infrastructures, but also caused trauma to the people affected. Poor communities and vulnerable groups, including women and children, are often the most to suffer the impact of the disasters. The fatal impact of the recent series of disasters have indicated that more work needs to be done by the different stakeholders, including government, civil society and local communities, in order to reduce the risk and impact of natural disasters.

The active involvement of local communities in reducing the risk of disasters through reducing their vulnerabilities and strengthening their resilience is of a paramount importance. Through its Community Based Disaster Management programme, Oxfam aims to support and empower communities living in disaster prone areas in Indonesia to work together to reduce the impact of disasters that may affect them. It is hoped that through Oxfam’s work, these communities will strengthen further their coping mechanisms toward natural disasters.

Oxfam is very pleased to work in partnership with IDEP for the development of this simple step-by-step guide on how the community groups can work together to identify what make them vulnerable to natural disasters and come up with action plans, and implement activities than can make them more resilient to these disasters. I hope our partner communities will find this manual useful and practical. This manual should build on the local knowledge on disaster management and risk reduction.

On behalf of Oxfam GB\(^1\) in Indonesia, I would like express my deepest gratitude and appreciation to IDEP for making this manual a reality. I am very delighted to see this manual published, disseminated, and read by the Indonesian people.

Last but not the least, let us all support the Community Based Disaster Management work in Indonesia, firstly by reading this manual.

Sincerely yours,

[Signature]

El Tayeb Musa
Country Humanitarian Programme Manager
Oxfam GB, Indonesia

\(^1\) Oxfam GB is a member of Oxfam International. Oxfam International is a confederation of 13 organisations working together with over 3,000 partners in more than 100 countries to find lasting solutions to poverty, suffering and injustice.
FOREWORD FROM
United States Agency for International Development (USAID)

As Indonesia is geographically located in an area with frequent natural disasters, it is critical that communities have the tools they need for emergency self-help. Experience has shown that communities are the first responders to disasters, and these tools can help them through the trauma of the first few hours and days until help from outside can arrive.

The IDEP Revision of the Community-Based Disaster Management Kit was a key component of the small grant program under the USAID/Asia US Indian Ocean Tsunami Warning Program (US-IOTWS). It was initially funded with support from USAID/Indonesia’s Office of Democratic and Decentralized Governance, Conflict Prevention and Response Team. The program is strengthening “end-to-end” tsunami warning capabilities in the Indian Ocean Region – from advanced technologies to resilient communities. The IDEP CB-Tool Kit complements other elements of our support for communities, including the Coastal Community Resilience Initiative.

The self-help and accessibility of the information and the practical nature of the forms and sections of the revised Tool Kit is very impressive. This is a tribute to the connection of IDEP to the communities and practitioners they are serving and to the graphics and media team that developed the materials.

We have seen IDEP in action reviewing and developing this tool kit, and the high caliber of experienced professionals who contributed assures both the quality of the product and its acceptance throughout the community-based disaster management sectors.

USAID would like to thank OXFAM for its shared support of this activity and wish you success in your community endeavors.

Sincerely,

Michael L. Bâk
Acting Director, Office of Democratic and Decentralized Governance
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A

Aid depots– posts set up by the community or donor agencies to help people affected by disasters

Analyze– to examine in detail. This is generally undertaken to determine the cause in a situation, or to draw some other conclusion

Assets– public facilities or other things usually in the form of buildings, material goods, belongings etc., useful things an individual or group has at its disposal

B

BAKORNAS PB (Badan Koordinasi Nasional Penanggulangan Bencana)– the Indonesian government body responsible for coordinating disaster management at a national level

C

Calorie– a unit of energy obtained by the body, from foods like carbohydrates, proteins and fats

Capacity / capability– see disaster management capacity/capability

CDMG– Community Disaster Management Group

Central Government (Pemerintah Pusat)– the highest level of government in Indonesia, headed by the President of the Republic of Indonesia who has the mandate to govern the country

Chlorine– a chemical used to kill germs

Conflict– a physical clash between two or more factions causing the loss of a community’s rights and assets. Conflict creates fear; threatens peace, security, safety and dignity; and disturbs a community’s harmony

CPR (Cardio-Pulmonary Resuscitation)– a first aid procedure that helps to keep people alive and prevent brain damage while waiting for medical help to arrive

D

Dangers– see hazards.

Detection– discovery by investigation of an unknown situation, matter, or activity

Disaster– an incident (or a series of incidents) that threatens and dramatically disrupts life and livelihoods. Disasters can be natural or human induced, or a combination of the two. Disasters can cause deaths, environmental damage, material loss and psychological disturbances. Also see the “Definition of Disaster” in the introduction to this manual

Disaster management– a range of activities involving planning and management including prevention, mitigation, preparedness, emergency response and recovery before, during and after disaster
Disaster management capacity/capability— the ability to utilize available resources, methodologies and strengths to effectively manage disaster in terms of prevention (or risk reduction), response and recovery. This can encompass physical, institutional, social or economic means as well as personal or collective characteristics and skills such as leadership and management ability.

Disaster preparedness— an effort to predict what is needed to face a disaster and gather or develop the necessary resources to meet needs should they arise. The intention is to be better prepared to face a disaster.

Disaster prevention— an effort to prevent disaster, or reduce its likelihood, including steps to minimize disaster occurrences and impacts. Can include physical activities and changing attitudes and behavior associated with disaster management, through education and public-awareness raising.

Disaster-prone— vulnerable to disasters or their impacts. Geological, biological, hydrological, climatic, geographic, social, cultural, political, economic and/or technological characteristics that make the region particularly likely to experience disaster or reduce its inhabitants’ ability to prevent, mitigate, prepare for or respond to disaster.

Disaster recovery— the process of restoring a community and its environment after a disaster, by restoring the physical, economic and social infrastructure and functions.

Disaster resilience— the ability of a system, group or community to withstand disaster: to adapt, by overcoming difficulties, or by altering itself to acquire and maintain a certain level of suitable function and structure.

Disaster risk— the extent of loss likely to be suffered in the event of a disaster at a particular time. Disaster risk is calculated using the equation, “risk = hazard x vulnerability / capacity”. Losses can include deaths, injuries, illnesses, loss of sense of security, loss of population, damage or destruction of material things and disruption of activities and economies.

Disaster risk management— a systematic process of employing decisions, institutions, available practical skills and other capacities, to implement policies, strategies and adaptations that can reduce the potential impact of disasters. These include all forms of activities, structural and non-structural measures to avoid disasters (prevention) or to limit disaster impacts (mitigation and preparedness).

Disaster risk reduction— a conceptual framework within the larger context of sustainable development consisting of elements deemed likely to minimize disaster risk to a community.

Discrimination— prejudice based on differences in gender, skin-color, race, age, etc.

Documentation— (1) The action of gathering and recording information regarding events, activities, places, objects or other matters in written and/or audio-visual archives. (2) The result of such activities.

Donor— a provider of aid or assistance. A donor can be an individual, or an institution. Aid or assistance usually takes the form of cash, goods, expertise, training, etc.
**Drainage**—infrastructure, usually in the form of ditches or gullies, that carries water, helping with irrigation and flood control. Drainage is essential to in any irrigation system.

**Emergency**—a critical situation that threatens life and welfare.

**Emergency aid**—the initial effort to help meet basic needs by assisting with food, clothing, temporary shelter, protection, health, sanitation and clean water etc.

**Emergency Response**—the actions that should be taken immediately after a disaster occurs, including rescuing people and important materials, evacuation, provision of basic necessities, shelter management, restoration of facilities and emergency services.

**Early detection**—the early identification of a potential disaster.

**Early-warning system**—A set of practices and tools that aim to provide immediate, direct, clear, straight-forward, authoritative and far-reaching warnings when a potential hazard appears likely to develop into a disaster.

**Emergency First Aid**—see first aid.

**Evacuation**—the process of moving people or animals from a place under threat to another (ideally) safer place.

**Evacuation site**—The place designated or to be used by evacuees.

**Evacuee**—a person who leaves their home or dwelling to flee from a disaster. When these people move to somewhere within their own national boarders they are often referred to as internally displaced persons or IDPs.

**Evaluation**—the assessment of an event, situation or activity in terms of its degree of effectiveness or value.

**Facilities**—structures or buildings that facilitate activities, generally used in reference to public or communal activities.

**First aid**—the first treatment an injured person receives, often conducted by an individual who has received training, but is not a qualified medical professional. The intention of first aid is to reduce the damage an injury can cause, or to keep an injured person alive, during the time before professional help arrives.

**GPS (Global Positioning System)** is a satellite based navigation system. GPS provides very precise information regarding position. GPS is used in a wide range of navigation activities, in tsunami early-warning systems etc.
H

Hazards—incidents, tendencies or human actions that have the potential to cause deaths, injuries, property damage, socio-economic instability or environmental damage. Hazards can either be potential (e.g. an active volcano that) or actual (e.g. A volcanic eruption). This transition can be triggered in several ways: by natural events or by human-induced processes (environmental damage or industrial disasters).

I

IDP/internally displaced person—see evacuee

Infrastructure—the structure of vital facilities needed by a community, such as the electricity grid, telephone networks, the water works etc.

Installation—the action of putting in place a structure or part of an existing structure

Institution—an organization or an association

International institution—an international NGO, such as Oxfam, or the International Federation of the Red Cross (IFRC), or a UN body, such as UNESCO or the UNHCR

Iodine—an important nutrient for health. Iodine can also be used to purify water

J

Journal—in bookkeeping, a financial record kept over time

L

LINMAS (Perlindungan Masyarakat)—a community security organization operating at village level

M

Media—the means by which news, information and entertainment is transmitted from a source, to the public. Television, radio, newspapers and magazines are all examples of media

Medical—pertaining to health, health treatment, and the practice of medicine

Mitigation—the process of reducing the potential damage a disaster can cause or preventing the occurrence of a disaster. Mitigation can be conducted structurally, by building physical structures, or non-structurally, through education, training, and through other means

MPBI (Masyarakat Penanggulangan Bencana Nasional)—the Indonesian Society for Disaster Management

N

NGO—a non-government organization operating on a nonprofit basis. NGOs work in various sectors usually with the intent of producing a particular benefit for people or the environment

Natural disaster—a disaster caused by one or more natural incidents, such as earthquakes, tsunamis, volcanic eruptions, floods, droughts, cyclones or landslides, or natural epidemics and plagues etc.
Non-natural disaster—a disaster caused by one or more non-natural incidents, such as industrial disasters, catastrophic engineering failures (collapsing buildings etc.) and human-induced epidemics, social conflicts, plagues, environmental disasters

ORARI (Organisasi Radio Amatir Republik Indonesia)—the Amateur Radio Organization of the Republic of Indonesia

People affected by disaster—the people who suffer and/or die as a direct result of a disaster

PMI (Palang Merah Indonesia)—the Indonesian Red Cross

Post-conflict—the period following a conflict or violent clash

Post traumatic stress disorder (PTSD)—a mental disorder resulting from a traumatic experience

Preparedness—see disaster preparedness

Prevention—see disaster prevention

Priority—the most important thing (of several), or the relative level of importance of something

Provincial/Regional Government (Pemerintah Daerah)—The middle levels of government, headed by a Governor, at the provincial level, and (in Indonesia) a “Bupati” or mayor at the regency level

RAPI Radio Antar Penduduk Indonesia (the Indonesian Inter-People Radio)—a nonprofit social organization of people communicating with two-way radios

Reconstruction—rebuilding or repair of essential buildings, infrastructure, economies and natural resources like clean water facilities, roads, electrical facilities, telecommunications, health centers, markets, community facilities and the local environment

Recovery—see disaster recovery

Regional Government—see Provincial/Regional Government

Rehabilitation—a series activities or programs conducted after a disaster to rebuild the affected community by means of reviving their health and psychological or spiritual condition; strengthening their awareness of the danger of disasters; reducing the risk of disaster; facilitating economic recovery; or reinstating people’s rights; reinstituting government administration etc.

Resilience—see disaster resilience

Risk analysis—the process of identifying the nature and extent of risks by analyzing potential hazards, evaluating existing vulnerabilities that have the potential to create hazards or damage to people, goods, livelihoods or the natural environment

Risk management—see disaster risk management
Sanitation— The maintenance of health and hygiene, especially related to water supply, use and sewage systems. Conditions or procedures related to hygienic cleanliness and the management or collection and disposal of sewage and garbage.

SAR (Search and Rescue)— the action of searching for and rescuing people, animals or materials presumed lost in a disaster. “SAR” is also used to describe organizations or groups of people that conduct search and rescue.

SATGAS PB (Satuan Tugas Penanggulangan Bencana)— the Indonesian Disaster Taskforce, which can provide community services related to disaster management under the direction of local officials.

SATKORLAK PB (Satuan Koordinasi Pelaksana) The Provincial Disaster Coordination Agency — the Indonesian government body responsible for coordinating disaster management activities at a provincial level.

SATLAK PB (Satuan Pelaksana PB) District Disaster Coordination Agency - the Indonesian government body responsible for coordinating disaster management activities at district level.

Shock— a physical and mental condition following severe injuries, or trauma. This condition is dangerous if not immediately treated.

Social disaster— a non-natural disaster caused by human actions, such as social conflicts, and terrorism etc.

Sodium hydrochloride— a chemical compound normally use as a bleaching agent in products like Bayclin (an Indonesian brand of bleach). It can be used to disinfect water.

Sustainable— a situation or an activity that can be sustained indefinitely.

Transaction— an event in which two or more parties make an exchange of goods, services, and/or money.

Transparency— the clarity of an activity where nothing is hidden.

Trauma— severe physical or mental harm caused by an event or deeply stressful incident.

Triage— the act of categorizing injured and deceased people by their condition in order to prioritize treatment according to need.

Unstable objects – objects that are not firmly planted, tied, embedded or attached to something stable, and are thus at risk of being carried away by wind, water, earthquake etc.

Vector— an animal that carries disease, such as a housefly, mosquito, bug or rat. Vectors are responsible for many epidemics and deaths in disaster situations.
Vulnerability— a geological, biological, hydrological, climatic, geographical, social, cultural, political, economic or technological situation or characteristic that reduces a community's ability to prevent, minimize or withstand a particular disaster

Walky-talky— a limited-range verbal communication tool that requires no network

Sources

www.mpbi.org
www.peduli-bencana.or.id
Undang Undang Nomor 24 Tahun 2007 tentang Penanggulangan Bencana
(Law no. 24, 2007, Concerning Disaster Management)
Introduction
Introduction

In this second edition of the Community Based Disaster Management (CBDM) Manual you will see that effective disaster management efforts depend very much on the community’s independent capacity and its ability to cooperate with other organizations like the government, local and international NGOs, and the business sector to prevent, reduce, handle and recover from disasters. We hope that this CBDM Manual will help you and your community to be better prepared to face disasters.

Disasters and Indonesia

Location, geology, climate and social conditions make Indonesia a country of immense socio-economic potential. Unfortunately, these same conditions also make Indonesia very vulnerable to all sorts of disasters like earthquakes, tsunamis, floods, landslides, storms and cyclones, plagues, droughts and volcanic eruptions. Lately, there has been a major disaster in Indonesia almost every year. Furthermore, a high rate of population growth gives rise to other disasters such as urban and forest fires, air pollution, environmental destruction, and terrorism.

A disaster takes place when a natural hazard (like a volcano) meets a vulnerable community (like a village on the slopes of a volcano) that has very little ability to respond to that hazard (for example no training or understanding of volcanoes, or not prepared etc.). The combination of these factors causes severe disruption to people’s lives, like destruction of homes, material damage and loss of human lives.

Since hazards exist everywhere and can become disasters with little or no warning, it is imperative to always be prepared to face the danger of disaster to minimize impacts. Through community education, several things can be achieved regarding disaster risks reduction:

- **Reduce hazards**
- **Reduce vulnerability**
- **Increase ability to handle hazards**

About the second edition of the CBDM Manual

This second edition of the CBDM Manual is a result of IDEP Foundation’s cooperation with a number of partners, friends and experts from various fields, combining years of research and experience in Indonesia and abroad. Like in the first edition, the language used is simple and easily understood by almost everybody.

This edition of the CBDM Manual incorporates into the first edition suggestions and recommendations from experts and practitioners, as well as users of the first edition. We have simplified the structure, making it more concise and easier to follow, without deviating too far from the first edition. We have more thoroughly explained some of the issues faced by communities and added several sections, such as those covering other forms of hazards. While the first edition covered only eight types of hazard, the second edition covers thirteen.
As this book is made for the people of Indonesia who are at risk from disasters, your experience and learning, your thoughts and suggestions, for this book are very much needed. Please send your input, suggestions and comments for future editions to us at info@idepfoundation.org.

Who is this manual for?

This book is intended mainly for the people of Indonesia, and it is based on the general Indonesian conditions. For best results, further adjustment must be made by each local community because Indonesia consists of many diverse localities. This manual will also be useful to humanitarian organizations, government bureaus and any other relevant groups in the community.

How to use this manual?

This manual and accompanying forms book are most useful if read and understood prior to a disaster. However, you can still make very good use of this book during or after a disaster by going directly to the appropriate and necessary sections. A Community Disaster Management Group (CDMG) should share this manual with the whole community through village meetings or other public gatherings to clarify its contents. The CDMG should rally support from of the whole community and encourage their involvement.

You should coordinate with appropriate government institutions (such as SATGAS PB, SATLAK PB) when sharing the manual with the community. Letting these organizations know what you are doing, so they can offer their help. The practical steps of disaster management efforts are divided into three modules described below. Each module is supplemented with examples of report forms specifically designed for that module.

- **Module A before disaster**

- **Module B during disaster**

- **Module C after disaster**

- **Appendices on** emergency first aid, psychological care, food security, nutrition and food aid, temporary shelters, clean water supply, sanitation, hygiene, health services, and lists of relevant institutions.

The CBDM Resource Book - disaster management forms and CDMG job descriptions

This book contains ready-to-use blank forms made for easy reproduction or photocopying. It also includes handouts listing the tasks of CDMG volunteers during and after a disaster. When necessary, in the during disaster stage for example, each form can be copied for each team member. Steps and actions explained in this book have been tested in several places (in Indonesia), but please alter contents to fit local conditions, as needed.
**Purpose of CBDM**

The purpose of CBDM is to familiarize the community with disaster management steps that will enable them to manage disasters independently. That is to reduce hazards and impacts, prepare themselves properly to face disaster, be able to help themselves in the event of a disaster, and conduct their own recovery and repair any damage after a disaster, thus ensuring a safe, independent and resilient community. Most importantly, this manual emphasizes the importance of preparedness to prevent or to reduce disaster risks.

**Aims of CBDM**

1. To educate, and enhance people’s knowledge of disasters
2. To increase people’s awareness of disaster and their preparedness for it, particularly in high risk regions
3. To introduce methods of risk and evacuation mapping to local communities
4. To strengthen people’s ability to manage disasters
5. To build people’s capacity to cooperate with other relevant parties
6. To develop or activate Community Disaster Management Groups
7. To increase people’s awareness and concern regarding the environment
8. To build and maintain people’s self reliance in managing disasters

**Who does the planning?**

A community, which can be faced with a disaster at any given moment, is the main actor in disaster management planning. This manual is written to help communities improve their preparedness to prevent or reduce disaster hazards and impacts; to handle disasters when they strike; and to recover from them. Hopefully, with this manual, community members can work together to make suitable and precise plans.

**Frameworks**

In almost all disaster cases in Indonesia, there are several parties working together to manage the disaster. They are the government, local and international NGOs and the affected community. For each respective region in Indonesia, the relationship between those linked parties should be formed at the pre-disaster stage, and coordinated by a government body responsible for disaster management according to Law no. 24, 2007, Concerning Disaster Management (Undang-Undang Penanggulangan Bencana).

The disaster management law is a sign of major improvement in the Indonesian disaster management system. The old system, which put more emphasis on emergency status, was recently changed into a more preventive approach by giving rights to local governments to determine disaster management plans that use local knowledge and wisdom.
The current disaster management system will remain in place until the new law is implemented. Under this system the National Disaster Management Coordinating Body (BAKORNAS PB), responsible for coordinating all disaster management activities, oversees several other government departments: the Disaster Management (DM) Executive Coordinating Unit (SATKORLAK PB) that coordinates disaster management activities at a provincial level; the DM Executive Unit (SATLAK PB) working at regency level; the DM Tasks Unit (SATGAS PB) working at municipality level; and the Community Protection Unit (LINMAS) at village level. Once Law No. 24, 2007 Concerning Disaster Management is fully implemented, the above institutions will be simplified. There will just be the Badan Nasional Penanggulangan Bencana (BNPB) or the National Disaster Management Body at the national level, and the Badan Penanggulangan Bencana Daerah (BPBD) or the Disaster Management Regional Body at the provincial level.

Other institutions with important roles in disaster management in Indonesia are the various institutions of United Nations (UNICEF, UNESCO, the WHO, the UNDP, the UNHCR, UN-OCHA/UNORC and the WFP); local and international NGOs and other organizations such as the Indonesian Red Cross (PMI), IDEP Foundation, the Indonesian Society for Disaster Management (MPBI), Oxfam, CARE, and Catholic Relief Service (CRS). These organizations also provide training to strengthen communities' preparedness.

**Definition of Disaster**

A disaster is an incident or a series of incidents that causes serious disturbance to a community, namely the loss of lives and wide scale loss of livelihood—material, economic and environmental—beyond the community's ability to cope using only their resources.

Furthermore, a disaster is an incident that occurs when external hazards converge with human vulnerability, i.e. people’s inability to manage hazards. In other words, a disaster is when a hazard causes a loss to people and their environment due to their inability to cope with the hazard.

The relationship between hazard, vulnerability and capacity can be expressed as:

\[
\text{Hazard} \times \text{Vulnerability} \div \text{Capacity} = \text{DISASTER RISK}
\]

Disasters can be grouped into three categories based on the source of danger: natural, social, and combined. Natural disasters are caused by natural processes such as earthquakes, tsunamis, volcanic eruptions, and typhoon. Social or human-made disasters are those resulting from direct and indirect human actions such as wars, social conflicts, terrorism and technological failures. A disaster can also arise from combined human and natural causes. These are known as combined or complex disasters. Floods and draughts are two examples of combined disasters.

In terms of timing, disasters can happen suddenly, gradually or seasonally. Examples of sudden disasters are earthquakes, tsunamis and flash-floods, gradual disasters include encroaching floods, and seasonal disasters include floods (during rainy season), draught (during dry season), and freezing.
Examples of natural hazards
- Earthquake
- Tsunami
- Volcanic Eruption
- Storm and Typhoon
- Landslide
- Draught, etc.

Examples of social hazards (caused by human actions)
- Conflict
- War
- Terrorist Attack
- Technological Failure

Examples of combined hazards (human and/or natural)
- Flood
- Landslide
- Forest Fire
- Famine
- Pest attacks
- Epidemics

Vulnerability factors
- Being in dangerous locations (volcanoes, river banks, unstable areas, etc.)
- Poverty
- Urbanization
- Environmental degradation and destruction
- Rapid population increase
- Cultural change
- Lack of information and awareness

Disaster Management
Disaster management is a series of activities taken before, during and after disaster to prevent, reduce, avoid and recover from disaster impacts. In general, disaster management activities include: prevention, hazard reduction, preparedness, emergency response, recovery (rehabilitation and reconstruction), and sustainable development to reduce disaster risks.

The following is a diagram of the generic disaster management cycle

Each of the activities above is explained on the following pages
**Prevention**

Prevention is an act to reduce or to eliminate hazards. **Examples of preventive measures:**

- Creating artificial rains in a certain region to prevent draught
- Banning or stopping logging
- Growing alternative crops
- Planting trees on mountain slopes

**Mitigation or reduction**

Mitigation or reduction is an act to reduce or to curb risks. Mitigation activities can be divided into physical and nonphysical ones. **Examples of mitigation or reduction of disaster impacts:**

- Making dams, embankments or canals to control floods; building embankments for rivers etc.
- Ratifying and implementing regulations or sanctions that recognize good land use, building sites and building codes
- Providing information, guidance or training; developing disaster management education curricula

**Preparedness**

Preparedness involves taking preemptive actions to ensure readiness for an emergency situation and being aware of available resources that may be useful in that event. The intention is to better prepare people to face disaster. **Examples of Preparedness actions:**

- Developing early warning systems
- Making hazard monitoring systems
- Making systems to disseminate information about hazards
- Making evacuation plans
- Preparing evacuation sites and structures
- Making emergency preparedness plans
- Training, rehearsing and simulating or testing
- Making signposts to clarify the evacuation route and point out early warning indicators
Emergency Response

Emergency response is an immediate act following a disaster to reduce impacts, like saving lives and belongings or material goods.

Examples of emergency response actions:
- Evacuation
- Search and rescue
- Emergency first aid
- Rapid assessment of damages and needs
- Provision of basic needs such as water and sanitation, food, clothing, shelter, health, counseling
- Immediate recovery of vital facilities such as telecommunication, transportation, electricity, water supply to facilitate emergency response activities

Recovery

Recovery is an act to restore or improve people’s living conditions and livelihoods after a disaster by doing rehabilitation and reconstruction. Examples of recovery actions: improving infrastructures and basic physical services such as education, health, mental health, economic, social and cultural, security, environmental, and transportation infrastructures and services; policy making and restructuring the government’s disaster management.

Sustainable development

Sustainable development, in this context, is an effort to improve people’s welfare by paying attention to disaster risk factors, enabling them to prevent, reduce and avoid hazards and dangers, and recover from disaster impacts. Examples of sustainable development actions: building sensible infrastructures and basic physical services such as education, health, mental health, economic, social and cultural, security, and environmental infrastructures and services, renewing regional planning, government and other systems bearing in mind disaster risk factors.
Community Based Disaster Management (CBDM)

Community based disaster management is an organized effort by community members before, during and after disaster that optimizes the use of their own resources to prevent, reduce and avoid disaster impacts, and to recover from such impacts.

Reasons why community based disaster management is important

1. Disaster management is the responsibility of everybody, not only the government
2. Everybody has the right to dignity, safety and security from disaster
3. It is communities, not governments or other organizations, that directly face hazards and disasters. Therefore, their preparedness significantly influences the extent of disaster impacts
4. A community struck by disaster plays an active role in rebuilding its own livelihood
5. People affected by disasters should be empowered, and their capacity utilized for self-rehabilitation through active involvement
6. A community is an important actor in reducing vulnerability by improving its ability to manage disasters
7. People struck by disasters should be prepared to face conditions resulting from disasters

This manual is organized to assist communities to develop preparedness before disaster; to manage disaster as it happens; and to recover after disaster. This manual can enable all community members to work together to make appropriate and useful plans.

The role of community in disaster management

In an emergency situation, it is definitely local community members who have to handle disasters and help their families and neighbors, using their own abilities and resources. However, the recovery stage (or post-disaster stage) often takes a lot of time and resources. The community will eventually need external support as their resources thin out or are completely finished.
What normally happens is that government or external donors focus their attention only on emergency response efforts, soliciting very little consultation from the local community. And it is not uncommon for the community to become a mere object for emergency aid projects. During the recovery stage, the government or donor agency often does very little, and tends to do almost nothing in the pre-disaster stage.

Given the two facts above, it is, therefore, very important for a community to prepare itself for disaster by reducing hazards and impacts and increasing its preparedness and ability to manage disaster. All of these can be achieved if a community organizes itself by forming a Community Disaster Management Group (CDMG). See “Before Disaster” in Module A.

Roles and special needs of men, women and vulnerable groups in disaster management

Both men’s and women’s knowledge and capacity are important in the disaster management decision making process. Men and women have their own strengths, weaknesses, needs and abilities, which sometimes vary from one culture to another. Both men and women need to be involved in the Community Disaster Management Group (CDMG). Women, for example, have much experience in managing things associated with basic needs and care; skills very much needed in supporting people’s preparedness needs, emergency response and recovery actions. And men tend to have much more knowledge of the land and localities; a skill very much needed in mapping preparedness at the pre-disaster stage, and in conducting search and rescue during emergency response and recovery.

At all disaster stages it is very important to remember that different groups in the community have different needs. The capacities and special needs of different vulnerable groups have to be considered. Vulnerable groups include babies, children under 5 years, older children, elderly people, pregnant and breast feeding women, people with physical and sensory disabilities, people with HIV/AIDS, and other minority groups. In disaster management it is important to remember that, in addition to having special needs, these vulnerable groups may also have valuable contributions to make. The task of disaster management requires all kinds of skills. It is, therefore, to be clearly understood that the roles of men, women, and all groups in the community are all important.
About Hazards
INTRODUCTION

About hazards

1. Earthquakes
2. Tsunamis
3. Landslides
4. Volcanic eruptions
5. Storms and cyclones
6. Floods
7. Social conflict
8. Terrorist attacks
9. Drought
10. Food shortages
11. Urban fires
12. Forest fires
13. Plagues

Earthquakes

Cause
An earthquake is caused by friction, between two or more tectonic plates, that releases an enormous amount of energy, which shakes the earth’s surface. Indonesia, being geologically located on active plates that are in contact with one another, and having many active volcanoes, is very prone to earthquakes.

Impacts
An earthquake can cause widespread damage to structures such as buildings, bridges and roads. An earthquake may also be followed by equally dangerous disasters such as landslides or tsunamis (see sections on landslides and tsunamis). Injuries and death are normally caused by buildings or heavy objects, such as trees or power poles falling on people. In addition, people are often trapped under collapsed buildings.

Often an earthquake will be followed by aftershocks. These can occur minutes, hours, days or even weeks after the initial quake, though aftershocks are usually weaker than the initial quake. The danger posed by aftershocks, lies in the final collapse of buildings that have been weakened by the
first quake.

**Preparedness actions**

Earthquake preparedness does not only relate to the physical structures and buildings. It is important that earthquake preparedness also concerns the people who dwell and work within these buildings. Everybody should know what to do and where to go when emergency situations arise.

**Principles of preparedness planning for households**

- **Keep it Simple** – Domestic emergency plans should be simple so that all family members can remember them easily. A disaster is an overwhelming situation that can easily trigger confusion. The most effective emergency planning consists of only a few easily executable points.

- **Chart an escape route** – Ensure that you and your family know the safest way to get out of the house during an earthquake. If you plan to leave the village or the area, plan several possible routes, taking into consideration that some roads may be cut off or blocked by the earthquake’s consequences.

- **Identify a meeting point** – Identify a meeting point in case the family is separated during an earthquake. For example, the mother might be at home, the father at work and the children at school. The first choice is likely to be a safe place near home (a place that would become a meeting point for the family during any emergency). If this is not an option, pick a building or a park beyond the village in case family members are unable to return home. Everyone should know the meeting place.

**Principles of preparedness for schools**

The preparedness plan is more or less the same for schools as for households. School buildings must receive strength inspections in order to determine earthquake resistance. Schools must also be built following set standards for earthquake resistant buildings. Pupils must be trained regularly, at least twice a year, on how to protect themselves, and how to stay safe, in the event of an earthquake.

**How to make the house earthquake resistant**

- Seek assistance from experts. Ask how to improve or reinforce the house itself, and also specific parts of the house such as the patio, the glass sliding door, or the garage and its door. There should be at least one section of the house that is earthquake resistant for shelter.

- Ensure that the foundations of the house are strong.

- If you have hot water and gas pipes, ensure that they are buried securely. Use flexible pipe joints.

- Place large, heavy items in the lower part of any cabinets or shelves. Ensure that cabinets and shelves are securely fixed to the wall.

- Place any breakable items in the lower part of cabinets or shelves, using lockable doors or drawers whenever possible.

- Situate heavy items such as pictures, paintings or mirrors away from beds, sofas or chairs where people often sit or rest.

- Repair all defective wiring and any leaking gas pipes.

- Repair damage or cracks in the roof or foundations of the house. Ensure that the cracks are
not from any structural damage

- Install flexible water and gas pipes, to avoid breakage and leakage
- Keep insecticides and other dangerous or flammable goods in safe places, locked and out of reach of children
- Secure lamps and hanging decorations to prevent them from falling during an earthquake
- Where possible, keep rolled mattresses in certain locations to be used as shields from falling items during an earthquake
- Place helmets within your reach at work or near the bed, so that they can be found immediately during an earthquake

**Actions during an earthquake**

1. If inside a building, find protection, such as beneath a strong table. Stay away from windows and other parts of the house made of glass. Use benches, tables or other strong furniture as shields
2. Stay on site, but be alert in case of the need to move. Wait until the tremor ends and it is safe to move
3. Stay away from glass windows, fire places, stoves or other domestic appliances and accessories that might fall during the tremor, causing injury. Stay indoors if possible, to avoid injuries from broken glass or other building parts
4. If an earthquake strikes at night and you are in your room, do not rush out. Find a safe place under a strong bed or table, and wait until the earthquake ends. When the tremor has ended, gather your family if you need to find a safer place. It is useful to keep a flash light within reach of your bed. During a nocturnal earthquake this inexpensive item will prove to be very useful in lighting your way to a safe place, especially when the electricity is off. Candles and gas lights are potentially dangerous. Do not use them
5. If you are in the midst of a crowd, quickly find a safe place. Stay calm and ask others to do the same. When it is safe to move, go to an open space and stay away from buildings and large trees. Beware of aftershocks
6. If you are outside, find a larger open space, away from buildings, tall trees and electrical wiring. Avoid cracks resulting from the quake, as they are potentially dangerous
7. If driving, stop when it is safe to do so, and remain inside your vehicle. Keep away from bridges, overpasses or tunnels. When possible, park the car away from traffic. Do not stop near tall trees, traffic lights or electrical poles
8. If you are in a mountainous region, beware of rocks falling, and land sliding, from unstable slopes or ravines
9. If you are on a beach, immediately move to a high place, or to a place at least several hundred meters away from the beach. An earthquake may trigger a
tsunami several minutes or even hours later, that can cause terrible destruction

**Actions after an earthquake**

When you and your family are safe from the immediate hazards of the initial earthquake:

1. Check if anybody has suffered any injuries. After helping yourself, help others who may be injured or trapped. Contact the officers responsible for disaster management and, if possible, administer first aid to injured people. Do not try to move people with serious injuries as this may worsen their condition.

2. Safety Check. Check for the following after an earthquake:
   - Fire or fire hazards
   - Gas leakage – close valves if leakage is suspected (presence of odor) and do not open the valves until they have been checked or repaired by a competent person
   - Electricity problems - disconnect electric power at the meter
   - Damages electrical lines/wires - stay away from electrical line/wires even if the meter has been shut off
   - Fallen items inside cupboards or cabinets
   - Telephone connection – ensure that the telephone is fixed in its place

3. Protect yourself from secondary hazards by wearing long pants, a long sleeved shirt, boots and possibly gloves. These will spare you from cuts by broken and sharp objects.

4. Help neighbors who require assistance. The elderly, children, pregnant or breastfeeding women, large families and people with disabilities probably need extra help in an emergency situation.

5. Clean up. Carefully put away hazardous materials, including broken glasses and spilled chemicals.

6. Beware of aftershocks, even though most aftershocks are weaker than the main earthquake. Buildings that have been weakened by the first shocks can fall down. Continue to stay away from buildings. Go back to the house only if the officials confirm that it is safe to do so.
   - Use flashlights, not matches, candles, gas lights or torches
   - Use the home telephone only in a life threatening situation
   - Turn on the radio for information, news on the extent of damage, or calls for volunteers
   - Keep the roads free for emergency vehicles
Tsunamis

Causes

A tsunami is a series of big waves triggered by a shifting sea floor. The word tsunami is a Japanese word meaning “harbor waves” because tsunamis only happen in coastal areas.

When does a tsunami happen?

A tsunami can happen at any time, during the wet or dry season, day or night. Warning signs of an impending tsunami are explained below.

Impacts

- Floods and high tidal waves
- Damage to infrastructure and buildings along the coast
- Water contamination

Preparedness actions

Recognizing warning signs

- A tsunami is usually preceded by a very strong submarine earthquake, measuring 6 or above on the Richter scale. The tremor is felt by those near the epicenter. A tsunami, however, can still happen even when a tremor has not been felt
- Beware when you see a sudden receding of tide because that is a sign of gigantic waves about to return (impending tsunami)
- Notice if the wind is blowing with a very strong, salty odor
- A tsunami is a series of waves. It is not only the first wave that is large and dangerous, but also the subsequent ones
- Another sign of an approaching tsunami is when you see the sea turn dark, and rumbling sounds can be heard which are much stronger than usual

The moment you notice signs of an impending tsunami, immediately inform everybody in the vicinity, and especially the local government, to allow them to issue warnings to evacuate. Leave the area immediately, as tsunamis occur very quickly, and allow little time for escape. Go immediately to high ground, and as far away as possible from the coast. Follow evacuation signs and routes to evacuation sites. Stay informed by following updates on the disaster from the media or other reliable sources.
Reducing tsunami impacts

- Avoid living in flat coastal areas, less than 10 meters above sea level. Research shows that these areas suffer the most damage from tsunamis, storms and cyclones.
- Plant trees that can obstruct waves along the coast such as various mangrove species, palms, *Baringtonia asiatica*, hibiscus, banyan and similar coast-loving trees.
- Follow the local government’s standard land use protocols.
- Build multi-storey houses with ‘safe rooms’ on the upper floors.
- Avoid placing the long side of houses parallel to the coast line.

Actions during a tsunami

**Principles of survival**

1. If you are on the beach or near the sea and start feeling an earthquake, immediately head for an elevated and distant place. Go to the building’s upper storey, rooftop, or even a tree. Do not wait for a tsunami warning.
2. Stay away from coastal rivers as tsunamis travel into rivers which open to the sea.
3. Save your life, not your belongings.
4. Keep running. Do not be concerned about damage to property.
5. If you are caught in a tsunami, find a floating object that you can use as a raft.
6. Help each other: invite your neighbor to stay in your spare room. Give priority to children, pregnant women, the elderly, and people with disabilities.
7. Following the evacuation route, make your way immediately to the previously agreed evacuation site.
8. Stay in the elevated areas until there is an official announcement that it is safe to return.
9. When holding onto a tree to avoid being swept away by the tsunami, try to keep your back to the oncoming wave, in order to avoid injury from debris being carried by the waves. Before the wave recedes, try to quickly turn so that you once again have your back to the force of the returning wave.
10. Remain hanging on to the tree until the tsunami is completely over.

Actions after a tsunami

- Stay away from high voltage electrical installations, but report any problems that you might notice to the electrical company (PLN).
- Stay away from disaster zone until it is declared safe.
- Stay away from rubble.
- Report/register yourself to the appropriate government offices and/or the local customary or religious institutions.
- Organize your own shelter if possible. Encourage people to join in with constructive actions such as burying the deceased, conducting joint prayers, collecting still usable items, etc. These types of actions empower and encourage people to start rebuilding their lives.
- If necessary, seek aid. Co-operate with others, and with institutions such as the government, the customary village leadership, religious groups and NGOs.
- Relate your experience to family and friends so that they know and understand what happened. Explain clearly, and teach them how to understand the warning signs of an impending tsunami.
Landslides

Causes
Landslides can be either a sudden or a gradual collapse or movement of large amounts of land or rocks, usually occurring on unstable, steep slopes. Heavy rain falling in areas of unstable land, or on slopes which have been stripped of vegetation, is the most common trigger for landslides. However, earthquakes, volcanic activity and badly managed human actions such as mining, also frequently cause landslides, especially if these actions occur in areas prone to heavy rainfall.

Main signs
1. The appearance of vertical cracks in the slope, parallel with the slope's direction
2. A sudden appearance of groundwater in new locations
3. Water from wells on and around the slope turns murky
4. Loose and unstable soil and/or rocks begin to fall

Areas prone to landslides
- Areas with a history of landslides
- Steep deforested slopes
- Rainwater run-off areas
- Thick and loamy soil on slopes receiving high rainfalls

Impacts
The sliding of land and other materials can bury people, animals, homes, farms and anything in its path. The speed of a landslide, especially from steep slopes, can reach up to 75km per hour. It is difficult to escape from a landslide without external intervention.

Preparedness (and prevention) actions
- Prevent the destruction of forests
- Planting deforested slopes with trees which have strong root systems such as neem, bamboo, vetiver grass, lamtoro etc.
- Constructing rainwater drains
- Building protective walls on steep slopes
- Frequent checking of land condition
- Measuring rainfall intensity

Actions during a landslide
- Evacuate immediately. Get away from the area of the landslide and moving materials/rubble to a safe and stable place
- If fleeing is not possible, roll your body tight like a ball and protect your head. This posture gives the best physical protection
**Actions after a landslide**

- Avoid the collapsed area, where subsequent landslides may take place
- Check for injured and trapped people, as well as deceased, without directly entering the collapsed area
- Help to guide search and rescue (SAR) personnel to the location
- Help neighbors who need assistance, especially children, the elderly and those with disabilities
- Stay informed about the disaster, by listening to the radio or television for up to date news
- Beware of floods or mudflows following the landslide
- Report damage of public facilities to the relevant authorities
- Check the ground, and house foundations around landslide areas
- Replant the landslide site and surrounding areas to prevent topsoil erosion that can contribute to flooding
- Gather information about evaluating hazards, and how to reduce the risk of future landslides.

**How to avoid deaths, injuries and loss of property from landslides**

- Build homes away from vulnerable areas
- Seek expert advice before building
- Create a hazard map – see section ‘A.3 Estimating Disaster Risks’ in this manual for further information
- Use early-warning systems

**Volcanic Eruptions**

**Causes**

A volcanic eruption is the ejection of molten magma/lava from the magma chamber in the earth’s interior. This can be caused by mounting gas pressure or movement of tectonic plates. The consequent eruption sends out hot ash and molten rocks or lava, which can flood the surrounding areas. Volcanic eruptions can cause grave injuries, death and extensive loss of property, often occurring over large areas. The impact may extend over a radius of several thousand kilometers, and can even influence the earth’s climate. Such climate-influencing eruptions have occurred at Mount Pinatubo in the Philippines, and Krakatoa in the Sunda Strait, West Java, Indonesia.

**Impacts**

**Volcanic eruptions eject and trigger**

- Gases, many of which are toxic
- Sand, molten rocks or lava
- Mudflow
- Hot ash
- Pyroclastic flows and clouds
- Landslides
Earthquakes

Volcanic gas is gas ejected during a volcanic eruption. Gases released during volcanic eruptions include carbon monoxide (CO), carbon dioxide (CO2), hydrogen sulfide (H2S), sulfur dioxide (SO2) and nitrogen (N2), which can be harmful or even fatal to humans.

Lava

Lava is molten magma of very high temperature, which flows out of the magma chamber onto the surface of the volcano. The more fluid lava can flow great distances from the source, following river beds and valleys; while the more viscous lava may flow only in the source’s immediate vicinity.

Volcanic mudflow (lahar)

Volcanic mudflow (lahar) is another hazard for people living on volcanoes. Mudflow consists of a mixture of small to medium sized pieces of debris, carried down the volcanic slopes by soil, water and other liquids. The mudflow can be either hot or cold. Hot mudflow is one which is produced by an erupting volcano which has a crater lake. The water of the lake boils and mixes with the substances that are ejected from the volcano (ejecta), creating the heated mudflow. Rain lahar occurs when the finer ejecta mixes with rainwater to create thick mud, that rushes down the volcano. Rain lahar can be hot or cold.

Hot cloud

Hot cloud is the most dangerous product of any volcanic eruption, as there is no escape from it except by pre-eruption evacuation. The hot cloud can take various forms: the hot flowing type; the hot blowing type; and the showering type. Flowing hot cloud is formed by materials produced by a large eruption, which flows down the slopes of the volcano, eventually settling in and around surrounding rivers and valleys. Blowing hot cloud is formed by materials produced by a small eruption, which are blown by the wind, and which can reach speeds of up to 90km per hour. Showering hot cloud is produced by fine materials from either small or large eruptions, ejected by the enormous force of the volcanic eruption. Large ejecta usually falls in the peak’s immediate vicinity, while small or finer ejecta, carried by the wind, can travel tens, hundreds or even thousands of kilometers away. Hot cloud can burn exposed body parts such as heads, arms, necks or legs, and can affect breathing, sometimes fatally. Volcanic ash consists of very fine windblown ejecta, the effects of which can be felt hundreds of kilometers away.

Impacts of volcanic ash

- Breathing problems
- Low visibility
- Water contamination
- Electrical storms
- Disturbance to machinery and motorized vehicles
- Roof damage
- Crop and environmental damage
• Damage to infrastructure, such as roads and airports

**Preparedness (and prevention) actions**

**Preparing for volcanic eruption**

- Know the signs— the volcano’s characteristics and particular hazards
- Map the hazards and familiarize yourself with hazardous as well as safe zones
- Create early warning systems
- Develop community radio broadcasts, in order to disseminate information such as the volcano’s status
- Study and understand the volcano’s Hazardous Zone Map issued by an authorized institution
- Create a disaster management plan
- Prepare evacuation routes and sites, ensuring that they are already supplied with basic needs (water, food, first aid, and toilets)
- Prepare evacuation kits with essential supplies and important documents
- Monitor the information released by the Volcano Monitoring Post (under the coordination of the Directorate of Volcanology and Geological Disaster Mitigation). The Volcano Monitoring Post usually communicates any volcanic activity, using radio communication

**Actions during volcanic eruption**

**Necessary actions during a volcanic eruption**

- Avoid disaster prone regions such as mountain ridges and valleys, dry river beds and lava flow routes
- Avoid exposed areas; protect yourself from volcanic ash
- Go immediately to the emergency bunker if there are hot clouds
- Prepare yourself for the possibility of subsequent disasters
- Wear protective clothing, such as a long sleeved shirt, trousers, a hat, etc.
- Protect your eyes from dust (using goggles if possible)
• Do not use contact lenses
• Use masks or cloths to cover your nose and mouth
• Protect your face from volcanic ash, using both hands

Actions after a volcanic eruption

Necessary actions after a volcanic eruption
• Stay away from areas experiencing ash rain
• Clear ash from the roof of your house as the weight can damage it or even cause it to collapse
• Avoid riding/driving motorized vehicles in ash rain, as the ash can ruin your motor, brakes, clutch and carburetor

Storms and Cyclones

Causes
Cyclones and storms are strong winds, exceeding 120km per hour. Cyclone winds can reach speeds of up to 200km per hour, and are often accompanied by torrential rains, which can cause large waves in the ocean and storms on the coast. At the center of the cyclone or storm, where there is a concentrated area of low pressure, known as ‘the eye’, high water domes are formed. If the cyclone moves inland it can cause heavy and destructive flooding.

Signs of storms
• Dramatic drop in temperature and air pressure
• Accumulation of thick and high dark clouds
• Distant thunder and lightning
• Distant rumbling/thundering sound
• Warning from the Bureau of Meteorology and Geophysics (BMG) through TVs, radios and newspapers

Impacts
Powerful wind and rain can
• Cause damage and destruction to buildings
• Lift and transport unstable objects
• Damage electrical installations
• Cause coastal erosion
• Cause flooding
Preparedness Actions

People living in areas that are prone to these events can anticipate, and prepare for, oncoming cyclones and storms in a number of ways.

- **Recognize the risks, and design evacuation plans.** Knowing the risks and knowing the means for quick and proper evacuation are keys to preparedness.
- **Conduct training in following evacuation routes,** in order to quicken and ease the evacuation process when needed.
- **Ensure rooftops are tightly secured**
- **Develop a plan of action**
  - When to get ready to face storms and cyclones?
  - How much time does an evacuation take when needed?
  - Is a change to an easier evacuation route needed?
- **Prepare essential supplies.** When there is a warning of impending storms, every family needs to prepare necessary provisions, e.g. food and water for at least 3 days, candles or flash lights with reserve batteries.
- **Put in place preventative measures in each house.** Cover glass windows and doors with boards. Research shows that a building resists storms better if no wind can get through.
- **Prepare lighting and food.** During storms and cyclones the electricity supply is often disrupted or completely destroyed. As repairs are not usually possible immediately, candles and flash lights with reserve batteries are a necessity. Food for at least 3 days for each family is a must.
- **Listen to the radio for emergency information.** The Bureau of Meteorology and Geophysics (BMG) is a government institution responsible for disaster monitoring and warnings. This bureau normally broadcasts warnings to the community through communication radio or community radio.

Actions during storm and cyclone

Stay indoors unless there is an order to evacuate. People must always be prepared to evacuate whether or not there is a warning.

**When advised to remain in the house, ensure that:**

- You switch off all fire sources, including electricity and electronic devices
- There are provisions in stock
- You and your family stay in the most secure room
- You keep listening to the radio for updates (use battery power)
- You and your family stay away from flooding. If floodwaters enter the house, try to remain in the more elevated parts of the house if possible
- Beware of the cyclone's 'eye' or center. This ‘eye’ can cover a radius of some 30-50km, and the effects of the storm can often be felt over a radius of up to 600km. The center of the storm can often bring floodwaters to coastal areas. Once the ‘eye’ has passed conditions will turn calmer and not so cloudy. However, this does not necessarily mean that the storm is over. Continue to stay indoors until the storm has definitely finished, which can take several
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Actions following storms and cyclones

- Refrain from entering the disaster zone until it has been declared safe. Many actions have to be undertaken in order to rehabilitate a disaster area. This is a more efficient and speedy process if unauthorized people do not enter the area.
- Use flashlights to inspect any damage. Do not turn on electricity until it is declared safe to do so. Stay away from strewn cables on the ground, which can cause accidents.
- Switch off, or disconnect, gas and electricity. If you detect the smell of gas, immediately turn off the gas to prevent fire. If there is an electrical problem, immediately cut the current by removing the fuses. This should only be done by people who understand electricity.
- Use telephones only for emergency purposes, as the lines are very busy at this time, and requests for help should receive priority.
- Listen to the radio for updates about the current situation.

Floods

Floods are a seasonal hazard, caused when water rises and begins to inundate the surrounding areas. Floods are the most common of all natural hazards and cause the highest losses, both in terms of economics and lives. Ninety percent of natural disasters (excluding drought) are associated with floods. The most frequent types of floods are flash floods and tidal-fluctuation floods.

Causes

- **Rain** - persistent or heavy rainfall over a number of days.
- **Land erosion** - which exposes bedrock, causing rainwater to run off the surface unabsorbed.
- **Unmanaged garbage and waste** - which can clog water canals, causing water to rise and flood the surrounding area.
- **The building of roads and parking lots** - reduces rainwater absorption, meaning that when construction takes place on previously empty or vegetated plots, the risk of flooding can be increased six-fold. This usually happens in large cities, where bad planning and/or the lack of implementation of regulations regarding absorption wells takes place.
- **Damaged water channels and dams** - although less common, these can also cause floods during long, heavy rainfall.
- **Soil and vegetation condition** - soil with good vegetation cover usually has good water absorption properties. Land which has been covered with cement or paving has none. Forest logging also causes flooding.
- **Rocky areas** - this type of ground absorbs very little water, so can cause flash flooding.
Impacts

Health hazards following a flood - During or after floods, open sewerage and garbage dumps, as well as contaminated irrigation and poor sanitation systems, have the potential to cause epidemics. Bacteria can spread through contaminated community water sources, such as tap water and wells. Flood water carries bacteria, viruses, parasites and other bugs, as well as dangerous chemical compounds.

Diarrhea - diarrhea can have a 1-7 day incubation period. Follow the suggestions below to prevent the risk of diarrhea. People contracting diarrhea, especially older people and children, should receive special treatment in order to avoid a life threatening situation.

Mosquito borne diseases - floods cause mosquito populations to increase and spread, carrying diseases such as dengue fever and malaria, among others. Empty out any standing water and cover all water storages.

Chemical compounds such as pesticides, chemical fertilizers and oil-based products are hazardous and can potentially contaminate water sources.

Preparedness actions

Flood prevention
To avoid the risk of flood, build houses and other structures in safe areas, such as elevated or well drained ground, and conduct preventative measures. For areas at risk of flooding, take the following actions:

- Understand the flood hazard. This includes knowledge of any previous floods. Know the safe and elevated areas to escape to
- Conduct evacuation planning and training. Know the evacuation route. Understand which roads will be affected by the floodwaters, and which will be safe. Everybody must know the evacuation route, and the location of the safe site to be used in the event of a flood
- Develop field information programs. These should be conducted to increase people's understanding of flood hazards and the risk of future floods
- Place flood hazard warning signs on low lying bridges. These will warn people not to use this route during a flood. Fix the bridge if necessary
- Guide water flow away from certain areas. This is especially important in areas of high flood risk
- Ensure that waste and wastewater systems will work effectively during a flood
- Place water height marks. These should be situated on dams, canals, creeks or rivers to show water depth and height during floods

Actions in the home
- Secure important papers in high, safe and waterproof places
- Elevate panels and electrical facilities at least 30cm above the maximum flood line
- During a flood, turn off the main water valve, and switch the electricity off at the meter box
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- Move all essential supplies to higher places

Activities to reduce the flood-risk

- Make absorption wells if possible
- Plant more large trees
- Form a flood control community group
- Construct and/or determine evacuation routes and sites to be used in the event of a flood
- Develop early warning systems
- Maintain cleanliness of waste and waterways
- Move dwellings to flood-free areas or if possible prop houses up above the flood line
- Support efforts to build canals, water channels and other flood control structures, as well as an evacuation site
- Cooperate with people living beyond the immediate flood area, in order to help maintain water absorption areas

Actions during flood

- Evacuate immediately to safe areas
- Encourage, or help, other family members, neighbors or other people to evacuate
- If possible, save valuables from damage or being swept away by floodwaters
- Monitor water levels closely to anticipate your next course of action

Actions after flood

Prevent the spread of epidemic in the flooded area

Water for drinking and cooking

It is important to pay attention to the cleanliness of any water being used by people during and after the flood.

- Use clean water to wash clothes, dishes, etc. Do not use contaminated water
- Boil water before drinking. Boiling kills bacteria and parasites. Allow the water to boil for a minimum of 7 minutes. Drink only boiled water
- Brush teeth or make ice from boiled water only
- Water can also be treated with chlorine or iodine by adding, for example, 4 drops of un-perfumed clothes whitening chlorine (5.25% Sodium hypochlorite) to 2 liters of water. Mix thoroughly and let it stand, preferably in the sun, for about 30 minutes before using. This method is good for treating water but it does not kill all germs and parasites. When iodine is used, add 11 drops (2%) iodine into 2 liters of water. The amount of chlorine and iodine should be doubled if water is dirty and murky. Or use water treatment tablets if available, follow the instruction included with the tablets
Important points on sanitation and hygiene

Flood water may contain contaminants from household and industrial waste. Although contact with skin may not be quite so hazardous, consuming food and water contaminated by flood water can be extremely dangerous to people’s health. During times of disasters it is imperative to administer the following rules of hygiene. Always wash hands with soap and clean water:

- Before cooking or eating
- After urinating and defecating
- After cleanups
- After handling anything which has been contaminated by flood water

*Don’t let children play in flood water. Wash their hands regularly, especially before meals.*

Home cleanups following a flood

Once an area is declared free from flood, all surfaces should be cleansed and wiped with germicides to prevent moulds and fungi. Wear rubber boots and gloves, if available, during cleanups.

- Clean floors, walls and other surfaces with soapy water that contains disinfectant (use a ratio of 1 cup of chlorine to every 2 liters of water for disinfectant)
- Pay special attention to children’s play areas, and areas used for food, such as kitchens, dining tables, food cabinets, refrigerators, etc.
- Sun-dry things which are difficult to clean, such as mattresses, sofas etc; then apply germicides. Throw away anything that is impossible to clean

It is important to remember that bacteria and fungi can grow again after a cleanup. Therefore these steps should be repeated several times after flooding.

Several actions to maintain hygienic conditions

- Put fences around clean water sources to keep animals away
- Burn combustible garbage. Any incombustible garbage should be buried in a special pit. The pit should be at least 20 meters away from dwellings and 500 meters away from water sources
- Throw away anything soiled or contaminated by floodwater
- Do not urinate or defecate near water sources or dwellings
- **Always wash hands with soap and clean water:**
  - Before cooking or eating
  - After urinating and defecating
  - After cleanups
  - After handling anything contaminated by flood water

*For further information on sanitation and hygiene, please see additional materials in this manual.*
Social Conflict

A conflict is a physical clash, between two or more factions or groups of people, which causes a loss of a community’s rights, a loss of assets and a loss of a community’s overall stability. A conflict instigates fear, threatens peace and security, and disturbs dignity and safety. Social conflict is one result of poorly managed differences between the needs and interests of different groups of people within a community, which if followed by violence, can be disastrous for that community. One major consequence of social conflict is long term emotional trauma, especially among children. Broadly, violence can be defined as any action which intentionally causes physical, mental or environmental harm; or which violates human rights.

Phases of conflicts

Before delving into conflict prevention, it is important to understand the different phases of social conflict:

1. Before conflict – A period during which there is a feeling of disharmony between two or more factions that has the potential to incite conflict. One party may already be aware of the problem but remains quiet to avoid confrontation. Another scenario is where both parties may intentionally, or unintentionally, suppress their feelings (latent conflict).

2. Confrontation – At this stage, the disharmony is already apparent. Factions and their supporters begin to challenge one another. Each faction is, perhaps, already gathering forces and finding allies to help win any clash. The situation is tense: each faction is ready for a clash.

3. Crisis – This is the peak of a conflict, when violence breaks out between the opposing factions. A large scale conflict can be similar to a war, and can seriously affect many people. At this stage, negotiation is very difficult. Communication between the conflicting parties has been severed. Statements issued by each tend to be accusative and offensive.

4. Post crisis – The conflict passes its peak, with conditions beginning to improve and tension subsiding. Conflicting parties may reconcile; although frequently the main issue is not fully resolved. This has the potential of provoking yet another future conflict. Other possible scenarios are, that at this point, one faction has subjugated the other, or that both factions have agreed to a ceasefire (usually in a war situation). Perhaps an intervention from a third party, or an authoritative body, has minimized or stopped the conflict.

5. Rehabilitation and reconstruction – After conflict is resolved and there is no further potential for future conflict, it is time to re-establish relationships between the concerned parties. The focus now is on building long term positive interaction and cooperation.

Types of social conflicts involving violence

- Individual, group and community fights
- Massacre of one community by another
- Intentional destruction of property

Causes

- Economic, political, social, judicial, cultural and religious imbalance or injustice
- Disagreement or competition over natural resources
- Individual or group jealousy
- Individual or group misunderstanding
- Weak law enforcement
**Impacts**

- Injuries, fatalities
- Destruction of public property and buildings
- Social trauma
- Economic problems
- Damaged of trust and inter-group cooperation
- Segregation of peoples based on their ethnic, religious, racial or other backgrounds

One faction may triumph over the other or perhaps all factions will agree to a ceasefire (in a war situation). One faction may surrender under the pressure of the other. Both factions may agree to negotiate, with or without a mediator. Perhaps, an intervention from an authoritative body forces the factions to end conflicts. Whatever the situation may be, tension will begin to decrease, along with the likelihood of finding a resolution.

**Preparedness actions**

- Respect and value other people’s opinions; understand problems and find solutions
- Develop good and open communication amongst diverse groups. Form intercultural and interfaith forums
- Strengthen unity and abide by laws
- Conduct mutual social activities such as sports, night markets, etc which can involve all groups of people

**Actions during conflict**

- Do not become involved with gossip and rumors
- Cross check any rumors with officials or authorities
- Avoid mobs with no clear agenda - Mobs can easily be provoked into violent action
- Do not respond to violence with violence. Bring matters to the notice of authorities and ask a third party to mediate a negotiation
- When threatened, seek the protection of the police

**Note:** People involved in and suffering due to riots are often people who were oblivious to the cause of the riot.

**Actions after conflict**

Usually a conflict situation can be brought under control by negotiation, and the relationship can return to normal. However if the root cause of the conflict is not resolved, it will remain latent and may cause subsequent issues.

**Note:** It is often the case that conflict arises from unresolved minor problems. Resolve any problems immediately, before they become amplified.

**Steps for resolution**

Essentially, conflict resolution is the responsibility of all parties: communities, organizations and the government. Steps towards resolution, therefore, have to be made. What will they be? Who will take them?
Terrorist attacks

A terrorist attack is usually categorized as a disaster, since it can cause great loss of life and property. Successful terrorist attacks fulfill the perpetrators’ aims by instilling fear into people, as well as the direct impacts on the people affected by the attacks. These attacks take many forms; however, the most common form is bombing. Other forms of attack include using poisonous gas, and the sabotage of vital facilities such as drinking water, electricity supply etc.

Causes

There are many reasons used as justification for conducting terrorist attacks. Many perpetrators will claim that they, or their particular group of people, feel oppressed and excluded. They send their message through violence, kidnapping or sabotage.

Targets of terrorist attacks – Terrorists usually attack strategic locations, such as

- Government offices
- Important industries
- Major transport facilities
- Public facilities
- Crowds

Impacts

- Fatalities or injuries from broken glass, bomb splinters and other shrapnel
- Fatalities or injuries from collapsed buildings
- Long-term stress and trauma
- Damage from fires – buildings, gas, electricity, etc.
- Poisoning
- Panic

Preparedness actions

The preparedness actions require that all parties – communities, governments, and individuals do the following:

- Keep the area safe (security guards, security monitoring)
- Report to the nearest authority if there are any suspicious people, groups or occurrences
- Tighten security measures by inspecting suspicious people, and by conducting checks of vehicles at the entrance gates of important facilities (offices, hotels, etc.)
- Install preventative systems and fire retardants in important buildings

Emergency and safety services

- Use a detector such as a mirror which can be used to inspect underneath a car; or use a bomb detector
- Plan transportation routes to hospitals
- Prepare a fire fighting brigade
- Build an information and communication center
**Droughts**

Drought is a seasonal hazard, which occurs when water sources that usually support life, agriculture, economic activities and the environment, shrink or disappear and jeopardize the safety and well-being of a community.

**Causes**

A drought can either be caused by natural events, or by human actions. One example of a natural event is a climatic phenomenon, known as El Niño, which causes changes in weather patterns, resulting in drastically reduced rainfall.

**Examples of human actions that can cause drought**

- Logging, which destroys water catchments and reduces the soil’s ability to absorb water
- Loss of sources of water
- Improper land use
- Human-induced climate change, like the greenhouse effect
- Excessive use of clean water
- Pollution of water sources

**Symptoms**

Symptoms of drought include scarcity of rain, reduced water in rivers and lower water marks on wells, lakes or dams. In agricultural areas, water scarcity is reflected in plant or crop damage. Even though droughts can usually be predicted by local communities, and by the climate section of the Bureau of Meteorology and Geophysics (BMG), this warning usually comes too late to be effective.

**Impacts**

Varies according to locality, but the following usually happens:

- Difficult to find clean water
- Spread of diseases such as skin, plant and animal diseases
- Food insecurity due to crop failure that can lead to famine
- Forest and farm fires
- Damage of freshwater areas, which decreases the population of fish, birds and other animals
- Economic loss, especially for people whose livelihoods depend on water, such as farmers and fish farmers
- Land erosion by wind and water
- Social conflict due to reduced access to water
Preparedness (and prevention) actions

**Actions that can be taken, in order to minimize the effects of drought**

- Construct as many absorption wells as possible
- Build rainwater reservoirs
- Conserve water
- Replant water absorption areas with water-capturing plants like banana and coconut
- Conserve forests
- Form community organizations to manage water use
- Recycle waste water
- Map drought prone areas
- Ensure environmentally sound uses of land and water
- Pass regional laws to regulate the use of land, water and forests
- Grow drought resistant plants, or those that require only small amounts of water
- Connect people with the local climatology station, so that they can learn how to anticipate the wet and dry seasons

**Actions during drought**

**In times of drought the following actions can be taken**

- Supply drought areas with water from other areas
- Find different water sources
- Seek help from government and NGOs

**Food Insecurity**

Food insecurity is a condition whereby people have no physical or economic access to food; as well as having no control over the supply of nutritious, safe and socially acceptable food in order to sustain a healthy and productive life.

**Causes**

**Food insecurity is caused by:**

- Poverty and/or unemployment, which greatly reduce people’s ability to buy food
- Not enough land to produce sufficient food to eat, or crops to be exchanged for food
- Limited natural resources, and fertility of local environment
- Economic and agricultural policies that are detrimental to the poor
- Wars and social conflicts
- Trade barriers
- Inadequate agricultural development
Categories of food insecurity

1. **Chronic** – when people constantly live in a situation where there is never enough food

2. **Periodic** – when people do not have access to enough food during certain times

   **This type of food insecurity is divided further into two types**

   - **Temporary** – a disturbance to food supply that may occur at any time and which can be caused by various factors, for example, unstable income. Usually this type only lasts for a short time
   - **Seasonal** – systemic disturbance to food supply occurring at approximately the same time each year, such as the annual dry season or annual pest problems

Impacts

1. **Famine** – is an absolute form of food insecurity, affecting a large section of the population for an extended period of time. Famine is a socio-economic crisis usually accompanied by widespread malnutrition, disease, and an increased mortality rate. This condition usually arises from extended drought, sometimes for months, or years, and from long term conflicts such as war

2. **Food Shortage** – is not quite the same as famine, but it refers to situations of poor nutrition, most often associated with poverty. Poor countries often face seasonal food shortages when food supplies dwindle before harvest. People weaken, due to not having enough food to eat for several days. When food shortages last over an extended period of time, affecting most of the population; prompting migration and causing deaths; the food shortage has developed into a famine

Preparedness actions

**Awareness of impending food shortage**

People need to monitor their food supplies, and their access to food. Communities should introduce effective warning systems of impending food shortages, in order to prepare and respond appropriately.
### Actions during food shortage

#### Several choices that can be taken to resolve food shortage

<table>
<thead>
<tr>
<th>Type of intervention</th>
<th>Intervention is appropriate in the following circumstances</th>
</tr>
</thead>
</table>
| Distribution of food                          | • Community is isolated from their food sources  
• Severe and unusual malnutrition  
• During emergency response and recovery operations |
| Giving food supplements                        | • Medium level malnutrition  
• Widespread food shortages  
• As a clear transition strategy to support people’s livelihoods |
| Distribution of food as wages                 | • Job losses and shortage of food materials  
• Infrastructure damage  
• Small scale emergency situation |
| Food coupons/cash vouchers                    | • Sudden disasters  
• Small scale emergency situation  
• Existence of food materials for sale  
• To encourage market operation |
| Grants                                        | • At the initial stage of an emergency situation, or during rehabilitation  
• Food materials available and market operates well  
• Situation is not in conflict |
| Job Creation                                  | • Small scale emergency situation  
• Food materials are available  
• Food shortage that leads to loss of belongings and jobs  
• Situations more severe than those requiring grants  
• During recovery |
| Income improvement scheme                     | • Limited selling opportunity  
• Post-disaster stage (recovery stage)  
• Food materials and other goods available in the market |
| Microfinance                                  | • Recovery from emergency situation  
• Context relatively safe  
• Access to markets, and banks operate well  
• Stable economic conditions (no severe inflation)  
• Available skilled workforce |
| Market support                                | • Food shortage, that causes market fragmentation  
• Unstable price of local food materials  
• Direct distribution is not possible for safety reasons |
| Sales of subsidized food materials (e.g. sales of cheap rice) | • When there is a problem with availability and access to food materials |
| Agricultural support                          | • Food shortage is caused by crop failures  
• Post-disaster stage (recovery stage)  
• Operates well if done at the right time (e.g. in sync with planting season) |
| Animal husbandry support                      | • Emergency situation where animals have been affected  
• Animals are deceased from lack of food or water  
• Animals contract diseases  
• Prohibition on the movement of animals |
| Fishery support                               | • Applied when there is sufficient water, and adequate labor force |

*Source: Jaspar et al, 2002 in Food Security Assessment Guidelines, August 2003*

**For further information on nutrition, please see additional forms**
Urban Fires

Urban fires are one of the most frequent hazardous incidences during the dry season. Fires of various causes occur almost every day in vulnerable areas.

Principles of fire

There are three things that need to exist for fire to take place: oxygen, heat and combustible/inflammable materials. We can prevent or control fire simply by removing one of the three main sources.

Causes

Urban fires are commonly caused by carelessly thrown cigarette butts, neglected mosquito coils or incense sticks, exploding stoves, or electrical short circuits. Occasionally, they are the result of fireworks falling on flammable roofs, or by Molotov cocktails or rockets. Urban fires, or house fires, are occasionally caused by other hazards, such as earthquakes or storms.

Preparedness (and prevention) actions

Things that we can do to prevent and prepare for fire:

- Inspect electrical wiring, especially in older homes. If possible, replace old wiring. Always wrap wire joining with insulating tape
- Check stoves. Check the wick-length, and the cleanliness of kerosene stoves
- Place flammable items away from stoves and electrical wiring
- Prepare sandbags, a pole with a hook, and a fire extinguisher
- Familiarize yourself with when, and how, to operate a fire extinguisher
- Check the fire extinguisher’s (factory designated) expiry date
- If possible, install fire/smoke detectors
- Secure valuables (money, diplomas, land/home/business certificates) in fireproof places
- At schools, teachers must instruct children about fire - how to prevent it, and how to evacuate, during a fire
- Remind each other not to burn garbage, and not to throw away cigarette butts carelessly, especially during the dry season
- When staying in hotels or other lodgings, learn the fire escape procedures, and the evacuation route
- Turn off motors when refueling
- Implement a preparedness plan for the event of a fire
- Place the contact number of the City Fire Department in visible and accessible places
Actions during a fire

In times of fire, take the following action:

- Report the fire to the authorities, i.e. the local Fire Department or the Police
- Move combustible, flammable or explosive materials out of reach of the fire. These items include such things as kerosene, gas, petrol, liquid mosquito repellants, paper, plastics, cloths and wood
- Extinguish the fire, by removing one or more of the elements necessary for a fire. One example is to cover the fire source (e.g. a stove) with a wet sack or with sand
- Evacuate people affected by the fire
- Administer first aid immediately to any survivors. See the first aid section in the appendix of this manual for how to treat burns

Actions after a fire

After fire, take the followings action:

- Check affected people
- Check damage
- Learn the cause of fire and fix it
- Evaluate actions that have been taken for future improvement
- Repair any damage

Field and Forest fires

What are field fires and forest fires?

Field and forest fires are incidents where fields or forests, covering either small or large areas, catch fire. Field and forest fires follow the direction of the wind, and often get out of control, consuming everything in their paths. Fire on peat land, however, does not spread following the wind direction as the fire spots can be located more than 2 meters underground. In peat lands, fire can spread anywhere in an unpredictable way.
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Causes

Field and forest fires happen for two reasons: either due to human actions (intentional or unintentional) or naturally ignited. Naturally ignited fires do not happen on most types of land in Indonesia, only on peat fields, (which contain coal). Self-started fires do not occur in other environments, such as the moist or wet Indonesian tropical rain forests.

Intentional forest fires happen when people burn forests in order to clear land. Burning is also believed to give temporary fertility to the land. In communities still using traditional methods, forest burning is often undertaken one month before start of the rainy season. Leaving the forest to burn for any longer than a month, is believed to reduce land fertility.

Unintentional forest fires usually occur during a long dry season. They are often caused by people carelessly discarding hot cigarette butts; or by embers from incompletely extinguished campfires.

Impacts

Human health – Field and forest fires produce dangerous chemicals

- Carbon dioxide
- Sulfur
- Methane
- Several organic compounds
- Small particles released by hydrocarbons
- Carbon monoxide
- Other dioxide
- Nitrogen oxide
- Ammonia

The above compounds are dangerous when inhaled. They can cause acute respiratory diseases, bronchitis, poisoning, or diarrhea, and can lead to death.

Socio-cultural and economic impacts

- Loss of income and disturbance of daily activities
- Increase in pest population
- Health problems: respiratory diseases, diarrhea, etc.

Ecological impacts

- Loss of certain species of flora and fauna
- Floods, particularly in areas where peat lands have been burnt
- Air and water pollution
- Land infertility in the long term

Physical impacts

- The land becomes exposed and damaged. Later, when rain falls, the topsoil is washed away and settles in rivers (sedimentation). Gradually rivers become shallow, which contributes to flooding during the rainy season
- Leaching of nutrients, necessary for healthy plant growth
Chemical impacts

- Increasing land acidity

Biological

- Destruction of soil organisms

Losses from field and forest fires

- Loss of trees and timber
- Loss of non-timber forest products: rubber, resin, rattan, etc.
- Loss of valuable plants and seeds e.g. medicinal plants
- Loss of recreation sites
- Loss of good sites for agriculture that retain water well
- Loss of flora and fauna
- Accelerated climate change and global warming

Preparedness actions

1. Do not use burning for land clearing
2. Obtain guidance from the local Forestry and Plantation Bureau, or from the Agriculture Bureau, on how to clear land without burning
3. Inform and alert the community about the negative impacts of forest burning

If the local bureaus do not have the necessary information or expertise, do the following:

1. Remove trees and shrubs in the area where you wish to plant a garden
2. Cut up or shred the tree trunks, branches and shrubs, and spread them over the land
3. Do not use chemical substances to kill trees or shrubs. Over a period of time, the use of chemical substances will diminish the land’s ability to regenerate (regain) its fertility, which will in turn force you to use increasing amounts of fertilizers
4. Leave the shredded tree trunks, branches and shrubs to rot for about one month. If possible, splash water over them in order to speed up decomposition
5. Plant seedlings in between areas of shredded wood. The decomposed wood and leaves will act as natural fertilizer for the plants
6. Build water well(s) on your land, if possible, in order to ease water access in the event of a fire. Your community or village should have at least 2 water pumps, and 2 water hoses, with a minimum length of 50 meters, for use in extinguishing any fires
7. If possible dig gutters or shallow trenches around your property. These should be at least 30cm wide and 30cm deep. These are useful in helping to prevent fire from entering your property. At the end of each dry season, check that these gutters or trenches have not become shallow
8. Work together with your neighbors and local villagers to devise a simple fire warning system. A wooden bell is effective, and is an inexpensive method of creating a warning system. Several of these bells can be beaten simultaneously and persistently in the event of a field or forest fire, to alert everyone in the vicinity.

**Actions during field or forest fires**

1. Sound the alarm (wooden bells) in order to alert your community and the local authorities.

2. Create a small team of 4-5 people, each with a robin machine (small petrol-powered water pump) and hose, to extinguish the fire. Remember to bring along machetes and digging tools.

3. If you think that water will not be enough to put out the fire, then do the following:
   - Cut down as many trees as you can, and pile them in the fire's path. Remember that fire follows the direction of the wind. To determine the direction of the wind, wet and raise your index finger; this will help you to ascertain the wind direction.
   - Dig gutters at least 10 meters behind the pile of trees. Make the gutters at least 30 cm deep and wide, and run as much water as possible into the gutters, using the robin machine.
   - On peat land, it is only necessary to cut parallel slices into the soil, 30 cm apart. If there is still enough water, the soil in between the cuts will sink with its own weight, naturally forming a gutter.
   - Prepare yourself and your family to evacuate.

**What to do if trapped by a field or forest fire**

1. Do not panic. Stay calm.

2. Wet and raise your index finger to determine wind direction.

3. Gather your family. Instruct everyone to wear thick cotton, long-sleeved shirts, long pants, and non-rubber shoes.

4. Wrap your body, except the eyes, with several layers of thick cotton, sheets or sarongs. Do not use synthetic materials, such as rayon or polyester.

5. Douse yourself and the wrappings with water, until you are soaking wet.

6. If you think you can reach a safe place, run in the direction that the wind is blowing, do not run against the wind.

   *Important note: the above instruction is appropriate for most wet (tropical) areas, in some areas, especially those that are dry, you should run against the wind and through the fire. If there is a possibility of forest fires in your area, check with local people who understand fires.*
Epidemics

An epidemic is the spread of certain contagious disease within a community, when a significant and unusual increase in the number of sufferers occurs. Epidemics are usually spread by vectors such as worms, houseflies, mosquitoes, ticks or rats. They are the agents and causes of epidemics and deaths in many disaster situations.

Causes

- Infectious diseases such as malaria and worms are caused by viruses, bacteria and other organisms. These infections are carried by water, air, food, people, animals and insects
- Diseases on plants are usually caused and spread by insects

Impacts

When people, animals or plants are affected by large numbers of pests or diseases, and these are not treated promptly and effectively, massive loss of life can occur.

Example of epidemics

- **Epidemics in humans:** e.g. bird flu, SARS, dengue fever, yellow fever, malaria, tuberculosis, HIV/AIDS, Ebola virus, bubonic plague, bilharzias (schistosomiasis), chicken pox, rubella, diarrhea, cholera and foot-and-mouth disease
- **Epidemics in animals:** avian influenza, foot-and-mouth disease, rabies
- **Epidemics in plants:** infestations by rats, insects, grass-hoppers, viruses and bacteria

Preparedness (and prevention) actions

- Implement improved sanitation and environmental hygiene (clean toilets, and garbage disposal)
- Implement information campaigns, in order to raise people’s awareness
- Ensure frequent monitoring, early detection and appropriate, timely treatment
- Be aware of diseases in your neighborhood that can impact the wider community
- Quarantine those suffering from infectious diseases
- Treat sufferers and check the people they live close to
- Implement immunization programs
- Implement control of vectors. This could include drying out any standing water; covering water storage facilities and containers; using treated mosquito netting (dengue and malaria vectors); and eradication of virus sources (such as poultry in the case of bird flu)
- Monitor patients

*For further information about sanitation and health services see the appendices.*
Community Based Disaster Management

- Importance of Preparedness
- The Community Disaster Management Group (CDMG)
- Assessing Disaster Risks
- Planning
- Evacuation Plans

Before Disaster

By IDEP Foundation
For further information: www.idepfoundation.org
Before Disaster

Importance of Preparedness

Community Based Disaster Management (CBDM) Manual by IDEP Foundation – www.idepfoundation.org
A.1 Importance of Preparedness

Purpose

Reducing Hazards

It is impossible to remove disaster hazards completely, e.g. in the case of a volcanic eruption. However, actions can be taken that will reduce the probability of hazards, or reduce their impacts.

Example: In order to prevent floods, people can clean gutters, rivers and waterways before the rainy season; and not dispose of garbage carelessly, particularly near rivers. Garbage should never be thrown into rivers or waterways.

Reducing a community’s vulnerability

A community’s vulnerability can be reduced with good pre-disaster preparation, as this makes it easier to determine what courses of action should be taken when a disaster does strike. Good preparation helps the community to take proper and timely action.

Example: Communities that have experienced a volcanic eruption could increase their preparedness by monitoring the volcano’s activities, making evacuation and rescue plans, and receiving training about disaster preparedness planning.

Reducing impacts

To minimize suffering from a disaster, a community needs to be prepared to act quickly when the disaster strikes.

Example: Lack of access to clean water is a common problem in most disaster cases. People are then at risk of suffering from epidemics, due to this lack of clean water. With advance preparation, the risk of epidemics can be reduced by increasing people’s awareness of the critical need for rapid access to clean water.

Building cooperation

Depending on the scale of the disaster, and the capability of the people, a community may be able to conduct disaster management activities itself, and when necessary, cooperate effectively with other relevant parties. In order to guarantee effective cooperation at the pre-disaster stage, a community needs to build relationships with other parties, such as the public health centers, the Police and the village or district authorities.
A.2 Community Disaster Management Group (CDMG)

What is a CDMG and why should you have one?

A CDMG is any organization comprised of community members, men and women, who are concerned about disaster management. It can take any name or form, as long as it is relevant to the needs of the local community; and is formed as a result of a collective decision. A community has the right to undertake all necessary actions which would reduce a disaster’s risks and impacts. There are many successful examples of such community groups in various countries.

A CDMG arises from an effort to bring together a community’s various resources to face and manage a common disaster. They can be established by individuals, or by existing groups within a community, who wish to contribute to the efforts of disaster management, using their respective capacities to manage disaster and take the right actions at the right time.

In some localities, a CDMG could be part of a village institution, formed by the village administration or head. In others, it could come in the form of an NGO outside the village administration, or it could be an assembly of several existing community organizations within a village.

Benefits of a CDMG

The first hours following a disaster are the most critical for people affected by disasters. Many people die or become permanently incapacitated, due to the lack of immediate help. It is therefore imperative to form a community group that has the capacity to manage such matters.

A CDMG’s main duty is to create a plan to minimize any disaster impacts that may occur in its area. If necessary, a CDMG would work together with other interested disaster management parties, such as the Police, the Armed Forces, SAR teams etc.
Selecting CDMG members

Possible CDMG members

- Representatives of existing village organizations, such as village women's groups, farmers' or fishermen's groups or youth organizations. These representatives could also include: board members of the Family Welfare Program (PKK); board members of POSYANDU (the Maternal and Infant Care Post); or members of community security organizations such as Pecalang or LINMAS
- Other individuals who have the abilities, and wish to be part of the CDMG
- A combination of both

Members are chosen based on their abilities to execute the required actions. Membership should include both males and females, and both old and young people. Female members must be included in all stages of disaster management processes, beginning with assessment, analysis, planning, resource deployment, organization and implementation, and up to monitoring and evaluation.

Example requirements for CDMG members

- Healthy
- Representing a group within the community
- Able and willing to be involved

Form A-01 – Community Disaster Management Group (CDMG) Members List can be used to record CDMG members, see example below.

---

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Team / Section</th>
<th>Position</th>
<th>Phone No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Siti Sundari</td>
<td>CDMG</td>
<td>Coordinator</td>
<td>081 234 234xxx</td>
<td>RT 12/RW 08</td>
</tr>
<tr>
<td>2</td>
<td>Armanasyah</td>
<td>Preparedness Section</td>
<td>Coordinator</td>
<td>081 234 234xxx</td>
<td>RT 12/RW 08</td>
</tr>
<tr>
<td>3</td>
<td>Suroso</td>
<td>Early-Warning Team</td>
<td>Member</td>
<td>987 xxx</td>
<td>RT 33/RW 02</td>
</tr>
<tr>
<td>4</td>
<td>Made Nurhwa</td>
<td>Mapping Team</td>
<td>Member</td>
<td>085 657 23xxx</td>
<td>RT 42/RW 10</td>
</tr>
<tr>
<td>5</td>
<td>Agus Samijaya</td>
<td>Emergency Response Section</td>
<td>Coordinator</td>
<td>987 xxx</td>
<td>RT 11/RW 11</td>
</tr>
<tr>
<td>6</td>
<td>Dewanda G</td>
<td>Pioneer Team</td>
<td>Member</td>
<td>082 361 23xxx</td>
<td>RT 03/RW 21</td>
</tr>
<tr>
<td>7</td>
<td>Sukarto B</td>
<td>Search and Rescue Team</td>
<td>Coordinator</td>
<td>none</td>
<td>RT 12/RW 22</td>
</tr>
<tr>
<td>8</td>
<td>Maria Dolorese</td>
<td>Search and Rescue Team</td>
<td>Member</td>
<td>081 346 34xxx</td>
<td>RT 03/RW 23</td>
</tr>
<tr>
<td>9</td>
<td>Herman Purnowo</td>
<td>Security Team</td>
<td>Member</td>
<td>987 xxx</td>
<td>RT 03/RW 24</td>
</tr>
<tr>
<td>10</td>
<td>Yuyun Raharja</td>
<td>Evacuation Team</td>
<td>Member</td>
<td>081 191 59xxx</td>
<td>RT 55/RW 16</td>
</tr>
<tr>
<td>11</td>
<td>Pieter Tambunan</td>
<td>Fire Team</td>
<td>Member</td>
<td>82 561 89xxx</td>
<td>RT 03/RW 12</td>
</tr>
<tr>
<td>12</td>
<td>Yani Hartati</td>
<td>Communication Section</td>
<td>Coordinator</td>
<td>987 xxx</td>
<td>RT 12/RW 13</td>
</tr>
<tr>
<td>13</td>
<td>Nita Tobing</td>
<td>Admin &amp; Documentation Team</td>
<td>Coordinator</td>
<td>none</td>
<td>RT 12/RW 14</td>
</tr>
<tr>
<td>14</td>
<td>Ratna Effendi</td>
<td>Admin &amp; Documentation Team</td>
<td>Member</td>
<td>987 xxx</td>
<td>RT 13/RW 20</td>
</tr>
<tr>
<td>15</td>
<td>Ni Ketut Wulandari</td>
<td>Information &amp; External Relations Team</td>
<td>Coordinator</td>
<td>947 xxx</td>
<td>RT 42/RW 10</td>
</tr>
<tr>
<td>16</td>
<td>Ni Putu Ariati</td>
<td>Welfare Section</td>
<td>Coordinator</td>
<td>none</td>
<td>RT 11/RW 11</td>
</tr>
</tbody>
</table>

Completed by: Nita Sundari
Location: Wonokerto Village
Date: 24-Jun-99

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How to complete Form A-01 - Community Disaster Management Group (CDMG) Members List
Write the names of all elected CDMG members, according to their teams, and positions within their teams, together with contact addresses and telephone numbers.
CDMG Organization

The size of a CDMG will depend on the size of the area, the magnitude of the disaster risk and the availability of human resources. The group should be divided into several teams, each with its specific needs-oriented tasks. Each team should then elect a coordinator.

Members should be chosen, who have the desire to be involved, and the relevant skills for each of the required tasks. A CDMG is a very effective tool, or operational vehicle, for managing disasters at a village level.

About CDMG training

Special training must be given, in order to improve every team's capacity. There are many organizations who provide such training that a CDMG can contact. The CDMG can contact these organizations by telephone or by written requests. Their addresses and telephone numbers can be found in local telephone books, which are available from telephone and post offices.

After training, CDMG members can then pass on their knowledge to the wider community.

For more information regarding institutions that provide such training, please refer to the appendices.
CDMG Tasks

An Example CDMG Structure

**CDMG General Coordinator**

<table>
<thead>
<tr>
<th>Preparation Section (PS)</th>
<th>Emergency Response Section (ES)</th>
<th>Communication Section (CS)</th>
<th>Welfare Section (WS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS - 1 Early-Warning Team</td>
<td>ES - 1 Pioneer Team</td>
<td>CS - 1 Administration &amp; Documentation Team</td>
<td>WS - 1 First Aid Team</td>
</tr>
<tr>
<td>PS - 2 Mapping Team</td>
<td>ES - 2 Search and Rescue Team</td>
<td>CS - 2 Information &amp; External Relations Team</td>
<td>WS - 2 Public Kitchen Team</td>
</tr>
<tr>
<td></td>
<td>ES - 3 Security Team</td>
<td>CS - 3 Volunteers Team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ES - 4 Evacuation Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ES - 5 Fire Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ES - 6 Logistics Team</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**English to Indonesian Codes Key**

<table>
<thead>
<tr>
<th>English</th>
<th>Indonesian</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS</td>
<td>SG</td>
</tr>
<tr>
<td>ES</td>
<td>TD</td>
</tr>
<tr>
<td>CS</td>
<td>KM</td>
</tr>
<tr>
<td>WS</td>
<td>SJ</td>
</tr>
</tbody>
</table>

This key has been provided to ensure clear communication between English and Indonesian users of this manual.
## Summary of CDMG tasks at each stage

*Note: Many of the organization listed in the following section are specific to Indonesia. If you are using this manual in other areas, you may choose to find the local names and update the terms used.*

<table>
<thead>
<tr>
<th>Section or Team</th>
<th>Before disaster (preparation)</th>
<th>During disaster (emergency response)</th>
<th>After disaster (recovery)</th>
<th>Cooperate with, receive training from</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDMG General Coordinator</td>
<td>Responsible for all CDMG activities at every stage of disaster management: problem solving, generating effective cooperation, addressing the requirements of all CDMG members, community spokesperson.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation Section (PS) Coordinator</td>
<td>Responsible for all Preparation Section activities; problem solving, generating effective cooperation, addressing the requirements of team members.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS-1 Early-Warning Team</td>
<td>Receiving training, recognizing hazards, early-warning, building communication networks, training the community</td>
<td>Monitoring developments, aftershocks and impacts</td>
<td>Identifying recovery actions, analyzing disaster’s impacts</td>
<td>Bureaus of forestry, agriculture and/or irrigation, InfoKom, Department of Regional Housing and Infrastructure, BMG, DVMB, SATGAS, Police, Koramil, ORARI, RAPI</td>
</tr>
<tr>
<td>PS-2 Mapping Team</td>
<td>Receiving training, data gathering, creating Hazard Maps, vulnerability maps, risk maps; and identifying and publicizing hazardous areas</td>
<td>Developing disaster impacts map, and regional map</td>
<td>Recovery mapping</td>
<td>BAKOSURTANAL, BAPPEDA, DVMB, PMI, NGOs, SATLAK, universities, BMG, PU, DinSos</td>
</tr>
<tr>
<td>Emergency Response Section (ES) Coordinator</td>
<td>Responsible for all activities of the Emergency Response Section at all stages of disaster management: problem solving, generating effective cooperation, addressing the requirements of team members.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ES-1 Pioneer Team</td>
<td>Receiving training, preparing and maintaining equipment for building roads</td>
<td>Repairing roads, building new roads, preparing evacuation site</td>
<td>Maintaining roads, bridges, road signs</td>
<td>SAR, TNI, Police, PU, outdoor clubs, BMG, PMI, SATLAK</td>
</tr>
<tr>
<td>ES-2 Search and Rescue Team</td>
<td>Receiving training, training people in evacuation, preparing and maintaining equipment</td>
<td>Searching for, rescuing and evacuating survivors</td>
<td>Evaluating actions of Search and Rescue Team before and during disaster, and suggesting improvements</td>
<td>SAR, TNI, Police, outdoor clubs, BMG, PMI, NGOs, SATLAK</td>
</tr>
<tr>
<td>ES-3 Security Team</td>
<td>Receiving training, recognizing and managing security risks</td>
<td>Clearing disaster zone and providing security</td>
<td>Guarding storage of supplies, and guarding regional security</td>
<td>TNI, Police</td>
</tr>
<tr>
<td>ES-4 Evacuation Team</td>
<td>Receiving training, planning and constructing evacuation routes, placing evacuation signs, leading evacuation simulation exercises in the community, preparing evacuation site and facilities, for example water, toilets and food etc.</td>
<td>Leading and supervising evacuation process, making lists of evacuees</td>
<td>Maintain evacuation facilities such as water, sanitation, hygiene, electricity, waste, roads, etc.</td>
<td>SAR, PMI, TNI, Police, PU, SATLAK</td>
</tr>
<tr>
<td>Section or Team</td>
<td>Before disaster (preparation)</td>
<td>During disaster (emergency response)</td>
<td>After disaster (recovery)</td>
<td>Cooperate with, receive training from</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ES-5 Fire Team</td>
<td>Receiving training, training people to extinguish fires, monitoring fire risk factors, preparing and maintaining fire fighting equipment</td>
<td>Extinguishing fires, cutting off electricity when necessary, assisting Search and Rescue Team</td>
<td>Checking and managing flammable goods, such as fuel, stoves, gas tanks, electrical connections etc.</td>
<td>Fire Department, Police, TNI, PMI</td>
</tr>
<tr>
<td>ES-6 Logistics Team</td>
<td>Receiving training, making an inventory of the community’s reserve resources that can be used, find aid sources, identify storage sites</td>
<td>Working together with the Public Kitchen Team to manage the Welfare Post, gathering the estimated essential and emergency needs, and making reports</td>
<td>Channeling and distributing aid</td>
<td>Logistics depot, PMI, welfare bureaus</td>
</tr>
<tr>
<td>Communication Section (CS) Coordinator</td>
<td>Responsible for all Communication Section activities, at every stage of disaster management: problem solving, generating effective cooperation, addressing the requirements of section members, community spokesperson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS-1 Administration &amp; Documentation Team</td>
<td>Receiving training, copy, transcribe, and distribute forms, keep CBDM books, generate cooperation</td>
<td>Working from the CDMG Coordination Post (POSKO), distributing and completing forms, establishing communication, making reports</td>
<td>CDME Central Office, collecting aid, channeling financial donations, reporting activities on the village information board</td>
<td>PMI, welfare bureaus, SATLAK, NGOs</td>
</tr>
<tr>
<td>CS-2 Information &amp; External Relations Team</td>
<td>Receiving training, building communication networks with outside media and organizations</td>
<td>Contacting emergency units, requesting aid, external relations/publicity, making reports</td>
<td>Researching sources of support, maintaining communication with the outside world, reporting to donors</td>
<td>Journalists’ associations, media, SATLAK, InfoKom bureau, NGOs, PMI</td>
</tr>
<tr>
<td>CS-3 Volunteers Team</td>
<td>Train volunteers, gather information concerning volunteers who can help the CDMG</td>
<td>Contacting volunteer bureaus, deploying and placing volunteers into teams</td>
<td>Taking care of volunteers, providing appropriate rewards, recruiting and deploying more volunteers if needed</td>
<td>NGOs, outdoor clubs, PMI, SAR, student and youth organizations</td>
</tr>
<tr>
<td>Welfare Section (WS) Coordinator</td>
<td>Responsible for all Welfare Section activities at all stages of disaster management.: problem solving, generating effective cooperation, addressing the requirements of section members, handling grievances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WS-1 First Aid Team</td>
<td>Receiving training in first aid, forming good relationships with health institutions</td>
<td>Assessing people’s conditions and conducting emergency first aid, making reports</td>
<td>Addressing the community’s basic health needs, conducting health reports</td>
<td>Health bureaus, PMI, Public Health Center, hospitals, other health institutions</td>
</tr>
<tr>
<td>WS-2 Public Kitchen Team</td>
<td>Receiving training on running the Public Kitchen, providing and maintaining equipment for the Public Kitchen, provide and check the condition of food reserves</td>
<td>Providing food and drinks for the community and those on duty, providing for special requirements of vulnerable groups: infants, children, pregnant and breast-feeding women, the elderly, the sick and those with disabilities</td>
<td>Providing food and drink to those in need</td>
<td>Welfare bureaus, health bureaus, food sellers, Logistics Depot, PMI, TNI, NGOs</td>
</tr>
</tbody>
</table>
Job descriptions for CDMG teams and coordinators

**CDMG General Coordinator job descriptions**

The general coordinator provides full support for the activities of all sections or teams, by generating effective cooperation. He, or she, is responsible for solving problems, and for meeting the needs of the organization at all stages of disaster management.

**CBDM forms to be completed by the General Coordinator**

- B-01 Daily Communication Log
- D-01 Disaster Prevention and Preparedness Evaluation
- D-02 Emergency Response Evaluation
- D-03 CDMG Coordinator and Teams Evaluation

These forms have been designed to help increase community disaster preparedness, and reduce the impacts of disasters.

**Section Coordinator job descriptions**

There are 4 Section Coordinators in a CDMG:

1. **Preparedness Section (PS) Coordinator, responsible for**
   - PS-1 Early-Warning Team
   - PS-2 Mapping Team

2. **Emergency Response Section (ES) Coordinator, responsible for**
   - ES-1 Pioneer Team
   - ES-2 Search and Rescue Team
   - ES-3 Security Team
   - ES-4 Evacuation Team
   - ES-5 Fire Team
   - ES-6 Logistics Team

3. **Communication Section (CS) Coordinator, responsible for**
   - CS-1 Administration & Communication Team
   - CS-2 Information & External Relations Team
   - CS-3 Volunteers Team

4. **Welfare Section (WS) Coordinator, responsible for**
   - WS-1 First Aid Team
   - WS-2 Public Kitchen Team
A Section Coordinator’s duty is to be proactive in dealing with any problems faced by their section members, and, together with them, to find solutions to those problems. Each Section Coordinator is expected to fully support the activities of all teams in their section, by generating effective cooperation during all stages of disaster management.

CBDM forms to be completed by Section Coordinators
- B-01 Daily Communication Log

**PS-1 Early-Warning Team job descriptions**

**Pre-disaster stage**
- Receive training about understanding early-warnings and pass that understanding on to the community
- Recognize early signs of impending disaster and inform the community immediately
- Build networks, methods and means of inter-community communication, to convey warnings of potential disaster
- Train people in how to react properly to early-warnings (essential if those warnings are to be effective)
- Build relationships and develop connections with early-warning organizations, in order to learn about disaster signs. This team needs to communicate regularly with two types of organization: early-warning organizations such as BMG, the Bureau of Irrigation, and the Center for Volcanic Monitoring; radio or communication organizations such as InfoKom Bureau, ORARI and RAPI. The knowledge gained from them should then be communicated to the Section Coordinator and the wider community

**All members of the Emergency Response Section should assist with the above activities.**

**During-disaster stage**
- Monitor the disaster’s development, continuously watch for the possibility of subsequent disasters, and report the situation to the Section Coordinator
- Assess disaster-impacts, a task that can be shared with early-warning organizations

**Post-disaster stage**
- Determine steps to recovery and analyze disaster-impacts
- Prioritize the needs of the community, in terms of emergency facilities and infrastructure, in order to minimize suffering. These priorities include everyday necessities, such as:
  - Clean water
  - Public toilets
  - Roads and transport to and from the disaster site
  - Tools so the community can communicate with outside parties
  - Lights and electricity
  - Food reserve storage
  - Temporary housing, religious facilities and schools
  - Health posts
  - Material and human resources
Cooperate with, and receive training from

- Forestry Bureau, Irrigation Bureau, Agriculture Bureau, InfoKom, BMG (Bureau of Meteorology and Geophysics), SATGAS (District Disaster Management Agency), Koramil (Military), the Police, the DVMB (Directorate of Volcanology and Disaster Mitigation), Kimpras (Office of Regional Settlements and Infrastructure), ORARI and RAPI (official community radio networks)

Forms to be completed by this team

- A-04 Previous Disasters
- A-05 Estimated Community Resources
- A-09 Priority of Actions
- A-10 Prevention Action Plan
- B-01 Daily Communication Log
- B-04 Facilities and Infrastructure Report
- C-03 Assessment of Waste & Sanitation Needs
- C-08 Assessment of Facility and Infrastructure Needs

These forms have been designed to help increase community disaster preparedness, and reduce the impacts of disasters.

**PS-2 Mapping Team job descriptions**

### Pre-disaster stage

**Comprehensive Local Area Assessment (environment, infrastructure and community)**

- The team’s first task is to gather relevant information from the community regarding the area, including the natural and human made environment, the local infrastructure, and the community itself.

- Together with the community, the team must learn to recognize hazards, sources of hazards and warning signs when they occur; and also learn to recognize which elements of the community, its infrastructure and its environment are most vulnerable to hazards. These could include cattle, poultry, boats, orchards, rice fields or, in fact, the whole area; and also certain age groups in the community.

- Together with the community, identify the factors that increase the community’s vulnerability to hazards and limit its ability to manage them. Such factors might include the proximity of its location to potential hazards; its knowledge and attitude toward change; the strength of cultural bonds and the level of cooperation among community members; the population density; unmanaged garbage; destruction of mangroves; tree felling in water absorption areas; clogged canals; and the number and size of vulnerable groups in the community (infants, children, elderly people, pregnant and breastfeeding women).

- Together with the community, learn what resources are available to the community for use in managing disasters. These could include food reserves; alternative water sources; housing materials; and various experts such as health workers, paramedics, midwives or their traditional equivalents, teachers or religious elders. For more information, please see section A.3 “Estimating Disaster Risk Factors”
The collected data become important elements needed in making Hazard Maps, vulnerability maps, asset, and disaster risk maps. For detailed instructions on the process of making Hazard Maps, please see section A.3 “Estimating Disaster Risk Factors”.

**During-disaster stage**

- Help Emergency Response Team
- Create disaster impacts maps, maps of areas requiring assistance and maps of evacuee concentrated areas; and make those maps available to the community

**Post-disaster stage**

- Determine the availability of materials and labor required for the recovery process
- Conduct recovery mapping – for further information, please see section C.9 ‘Long Term Recovery’

**Cooperate with, and receive training from**

- BAKOSURTANAL (XXXXXXXXX), BAPPEDA (XXXXXXXX), BMG (Bureau of Meteorology and Geophysics), PMI (The Indonesian Red Cross), NGOs, SATLAK (XXXXXXXX), DVMB (XXXXXXXX), PU- Kimpras (XXXXXXXX), and the Social Welfare Bureau

**Forms to be completed by this team**

- A-07 Hazard Map Data
- A-08 Anticipated Distribution of people

These forms have been designed to help increase community disaster preparedness, and reduce the impacts of disasters.

**ES-1 Pioneer Team job descriptions**

**Pre-disaster stage**

- Receive training, and pass it on to the community
- Prepare and look after equipment needed to build or repair roads, such as machetes, saws, axes, hoes, ropes, crowbars, ladders, compasses, torches, walkie-talkie (if available)
- Receive training from relevant organizations, and maintain communication with them

**During-disaster stage**

- Ensure easy access to and from the disaster area; and help in preparation of evacuation site
- At times when roads are badly damaged, or when the disaster site is difficult to reach, the Pioneer Team plays a major role in repairing those roads, or in building new ones to facilitate evacuation and supply

**Post-disaster stage**

- Help rebuild essential facilities and infrastructure, such as sanitation facilities, temporary dwellings and roads

**Cooperate with, and receive training from**

- BMG, PMI, SATLAK, TNI, Police, PU, SAR, and outdoor clubs
ES-2 Search and Rescue Team job descriptions

Pre-disaster stage
- Receive training, and train the community in self-managed rescue
- Plan and execute activities that reduce negative disaster outcomes
  For example:
  - Where there are deforested hills, encourage and mobilize the community to conduct terracing, shift earth to reduce the gradient of steep slopes, plant trees and undertake other measures to help prevent landslides
  - Encourage and mobilize people to reinforce rooftops in storm prone areas
  - Encourage and mobilize people to make rainwater tanks, and to plant trees in drought prone areas
  - Encourage and mobilize people to reinforce or enlarge embankments in flood prone areas
  - Encourage and mobilize people to plant mangroves in tsunami prone areas
  - Encourage and mobilize people to grow alternative food crops in famine prone areas
- The team also prepares and maintains rescue equipment, such as flotation devices, rafts, inner tubes and boats
- Help the Early-Warning Team in its prevention and risk-reduction efforts. Receive training from, and establish relations with, other relevant organizations

During-disaster stage
- Help conduct search and rescue for disaster survivors
- Conduct triage duties (prioritizing treatment of injured people based on their condition)
- Search for missing people
- Conduct evacuations, record details and make reports on all deaths
- Prepare reports about missing people, and the condition of the wounded, for the CDMG Coordination Post (POSKO)

For further information regarding dealing with deaths and injuries, please see section B.3 “Emergency Response During-Disaster”. See “Emergency First Aid” in the appendices for instructions regarding how to make stretchers.

Post-disaster stage
- Evaluate the team’s own effectiveness before and during the disaster, and suggest possible improvements

Cooperate with and receive training from
- BMG, PMI, NGOs; SATLAK, TNI, Police, SAR, and outdoor clubs

Forms to be completed by this team
- B-01 Daily Communication Log
- B-02 Disaster TRIAGE List

These forms have been designed to help increase community disaster preparedness, and reduce the impacts of disasters.
ES-3 Security Team job descriptions

Pre-disaster stage
- Receive training, and train the community in identifying and addressing security risks (including any suspicious people in the area)
- Prepare and maintain tools and security items, such as wooden or bamboo drums, wooden clubs, flashlights, and walky-talkies
- Support and train the Early-Warning Team, the Search and Rescue Team and the Evacuation Team in preventative actions
- Establish and maintain communication with relevant organizations

During-disaster stage
- Protect entry-routes, physically secure the disaster site against unauthorized people, and ensure general perimeter-security
- Conduct security-checks etc. to stop unauthorized people from entering the disaster site
- Maintain security in the disaster zone, thereby allowing other teams to work undisturbed
- Isolate the disaster zone by placing ‘closed’ signs. The closure can be managed simply by using ropes at first, which can later be replaced by more official police signage

Post-disaster stage
- Regulate the entry of aid into the disaster zone, and guard stores of supplies
- Place road signs directing people to the disaster site, in order to assist the smooth passage of aid along the route
- Prevent possible criminal acts in the disaster site

Cooperate with and receive training from
- TNI (the National Armed Forces), and the Police

Forms to be completed by this team
- B-01 Daily Communication Log
- B-03 Disaster Site Sign in Form

These forms have been designed to help increase community disaster preparedness, and reduce the impacts of disasters.
ES-4 Evacuation Team job descriptions

Pre-disaster stage

- Conduct training, and train the community in evacuation procedures
- Estimate the number of people who might need to be evacuated
- Develop evacuation plans and routes; erect evacuation signs; prepare evacuation site and facilities. Some examples of refuge facilities include toilets (1 for every 20 people); water sources and storage; and food reserves, which should be checked every couple of months
- Determine the place of refuge and publicize it within the community
- Establish relations with relevant organizations and receive training from them
- Determine transportation needs and the availability of suitable vehicles in the village and its surrounding area

During-disaster stage

- Supervise the evacuation
- Make lists of all evacuees
- Make use of all available transport, gathered from the local people, such as horses, horse carts, rickshaws, bullock carts, boats, bicycles, motorcycles, cars and trucks; sourcing additional transport from surrounding areas if necessary
- Establish the POSKO (SCMG Coordination Post), as well as temporary facilities and coordination posts for aid organizations. See section A.5 “Evacuation Plan” for further information regarding evacuation

Post-disaster stage

- Maintain security of evacuation site, and manage facilities such as water quantity and quality, hygiene and sanitation, electricity supply, garbage disposal, and roads
- Coordinate the construction of temporary settlements; including sanitation and other requirements

Cooperate with, and receive training from

- SAR, TNI, Police, PU, PMI, and SATLAK

Forms to be completed by the team

- A-11 Evacuation Preparation
- B-01 Daily Communication Log
- C-02 Condition of Evacuee Accommodation

These forms have been designed to help increase community disaster preparedness, and reduce the impacts of disasters.
**ES-5 Fire Team job descriptions**

**Pre-disaster stage**
- Conduct training, and train the community in fire fighting techniques
- Recognize fire hazards, and conduct preventative measures
- Acquire, prepare and maintain firefighting equipment such as sandbags, water hoses, poles with hooks, and fire extinguishers
- Erect fire hazard warning signs
- Establishes communication with relevant organizations and receive training from them

**During-disaster stage**
- Control and extinguish fires
- Disconnect electricity
- Remove flammable materials
- Help the Search and Rescue Team to find people

Upon the arrival of the government Fire Brigade, the CDMG’s Fire Team should offer information regarding available water sources, and provide other assistance and support as required.

**Post-disaster stage**
- Check and regulate the use of flammable materials such as petrol, stoves, traditional cooking equipment, gas tanks, electrical wiring, hurricane lamps, and oil lamps
- Educate the community about the risks of burning garbage carelessly

Cooperate with, and receive training from
- Fire brigades, TNI, Police and PMI

**Forms to be completed by this team**
- B-01 Daily Communication Log

These forms have been designed to help increase community disaster preparedness, and reduce the impacts of disasters.
ES-6 Logistics Team job descriptions

Pre-disaster stage
- Receive training and create lists of the community’s reserves and resources that could be used to meet basic needs in an emergency
- Establish communication and relationships with aid sources
- Together with the community, set the criteria for prospective aid requirements

During-disaster stage
- List the names of people requiring outside aid
- Together with the community, compile a list of requirements; and distribute copies of that list to the Section Coordinator, the community and to external aid sources
- Once aid arrives, distribute it to the relevant community members

Post-disaster stage
- Together with the community, compile a list of required goods, to be sought from outside aid agencies
- Continue to distribute aid to the relevant community members

Cooperate with, and receive training from
- Logistics Depots, PMI, and the Social Welfare Bureau

Forms to be completed by this team
- B-09 List of Required Goods
- C-01 General Community Conditions
- C-04 Individual or Family Basic Needs
- C-05 Assessment of Household Needs
- C-06 Assessment of Housing Needs

These forms have been designed to help increase community disaster preparedness, and reduce the impacts of disasters.
CS-1 Administration & Documentation Team job descriptions

Pre-disaster stage
- Receive training
- Transcribe, photocopy and distribute forms
- Keep originals of the CBDM Manual and of reports regarding preparedness activities, and maintain communication amongst teams and sections
- Provide CBDM brochures to the community

During-disaster stage
- Gather information and create a filing system to store it in
- Manage CDMG Coordination Post (POSKO); give information to all outside parties who arrive at the disaster site, and manage external communication
- Copy and collate task lists for all the teams, and distribute those lists to each respective team (these lists can be obtained from the CBDM Forms Book)
- Duplicate and distribute forms; help with form completion and create a filing system for forms
- Help those who report missing people, with completion of missing person forms
- Receive triage lists, and prepare reports on the numbers of affected people
- Prepare notice board with detailed information, required by the community
- Complete forms regarding missing people, placing them on the CDMG Coordination Post’s notice board, and also distributing them amongst the Search and Rescue Team
- Maintain communication between all Teams and Sections

Post-disaster stage
- Manage CDMG Coordination Post
- Duplicate and distribute forms; file completed forms; store the original CBDM Manual; and help people to complete forms
- Make summary of needs; determine priorities of resource allocation; and manage bookkeeping of the whole process
- Receive aid; allocate financial aid; deliver material aid to the Welfare Section to be distributed; ensure transparency; and keep track of all documents
- Gather and collate data on welfare needs
- Make reports and notes on all recovery processes to be discussed at the CDMG general meeting
- Maintain communication between all Teams and Sections

Cooperates with, and receives training from
- PMI, Social Welfare Bureau, SATLAK, and NGOs
Forms to be completed by this team

- A-01 Community Disaster Management Group (CDMG) Members List
- B-01 Daily Communication Log
- B-05 Search Request
- B-06 Missing Persons List
- B-07 List of Affected People by Condition
- B-08 Summary Report of Affected People
- C-09 List of Families Requiring Help
- C-10 Summary of Individual/Family Needs
- C-11 Summary of General Community Needs
- C-12 Assessment of Community Resources
- C-13 Cash Donation Receipt
- C-14 Goods Donation Receipt
- C-15 Cash Allocation Record
- C-16 Goods Allocation Record
- C-17 Individual or Family Allocated Aid List
- C-18 Cash Transactions Journal
- C-19 Inventory Journal

These forms have been designed to help increase community disaster preparedness, and reduce the impacts of disasters.

**CS-2 Information & External Relations Team job descriptions**

**Pre-disaster stage**

- Receive training from media organizations such as reporters, newspapers, and radio and television stations, and maintain communication with them
- Prepare the village profile

**During-disaster stage**

- Contact the Emergency Services
- Communicate information regarding the disaster site's immediate aid requirements
- Report the situation to the Communication Section Coordinator
- Pro-actively contact organizations that can provide emergency aid

**Post-disaster stage**

- Communicate with aid sources, such as (1) government bodies, (2) private donors (companies or individuals), and (3) authorized aid/relief organizations
- Cooperate with aid sources, under the supervision of the Communication Section Coordinator
• Report on the condition of the community
• Conduct follow-ups based on the community’s requirements
• Report to aid sources on any developments in the situation
• Report to the community on the responses of aid sources
• Maintain communication with the mass media, under the supervision of the Communication Section Coordinator:
  • Prepare press releases and fact sheets
  • Help the spokesperson in interviews if necessary
  • Select and prepare people to be interviewed
  • Accompany people when interviewed
  • Explain the contents of fact sheets and press releases to the individuals who are to be interviewed before the interview happens

Cooperate with, and receive training from
• Journalists’ Associations, media organizations, SATLAK, Infokom Bureau, NGOs, and PMI

Forms to be completed by this team
• B-01 Daily Communication Log
• C-20 Media Contact List
• C-21 Press Release
• C-22 Media Fact Sheet

These forms have been designed to help increase community disaster preparedness, and reduce the impacts of disasters.

**CS-3 Volunteers Team job descriptions**

**Pre-disaster stage**
• Conduct training, and training of volunteers
• Gather information regarding available volunteers, who can help the CDMG
• Organize volunteers who can help with preparation
• Prepare procedures for volunteer deployment

**During-disaster stage**
• Make lists of volunteers’ needs
• Contact volunteers’ institutions
• Record volunteers’ personal data
• Place volunteers into their respective teams
• Manage volunteers’ needs and lodgings
• Seek out, and deploy, additional volunteers if needed, including those from professional groups, such as farmers, fishermen, trades people, doctors, nurses, midwives, etc.
Post-disaster stage
- Monitor volunteers’ work progress
- Take care of the volunteers
- Provide appropriate rewards to volunteers
- Seek out, and deploy, additional volunteers if needed, including those from professional groups, such as farmers, fishermen, trades people, doctors, nurses, midwives, etc.
- Evaluate volunteers’ efforts, and report back to the CDMG Coordinator so that people’s efforts can be publicly acknowledged

Cooperate with, and receive training from
- NGOs, PMI, SAR, outdoor clubs, student and youth clubs

Forms to be completed by this team
- A-02 Volunteer Personal Information
- A-03 Volunteer Placement List

These forms have been designed to help increase community disaster preparedness, and reduce the impacts of disasters.

**WS-1 First Aid Team job descriptions**

Pre-disaster stage
- Receive first aid training, cooperating with the appropriate institutions
- Conduct training in the community; make lists of medical and psychological needs; and maintain good relations with relevant institutions and organizations
- After receiving training, this team should be able to administer basic first aid such as resuscitation, treating wounds, stopping bleeding, and basic counseling and trauma treatment

For additional information see appendix, “Emergency First Aid”.
- Provide and maintain supplies of first aid equipment, such as cotton wool, sterile pads, bandages, plaster, scissors, safety pins, slings, splints, stretchers, antiseptic, alcohol (70%), wound cleansers, first aid boxes and blankets
- This team will also need to contact and liaise with nearby medical institutions, in order to hasten effective treatment for survivors in the event of any disaster. Therefore it needs to complete Form A-06 – Nearby Medical Facilities, including contact details of institutions, persons in charge, types of treatment capabilities etc.

During-disaster stage
- Collect all available medical supplies that already exist within the community. Do this with the supervision of a doctor and, if necessary, request further medical supplies and medicines from community health centers, doctors, nurses etc.
- Manage Health Post
• Administer Emergency First Aid, taking into account the team’s capabilities and the survivors’ condition
• Prepare an on-site treatment facility
• Assess, and report on, the estimated overall health needs
• Assess survivors’ emotional state, and provide whatever support is possible, within the capability of the team
• Register survivors who may be in need of further physical or psychological treatment

Post-disaster stage
• Identify the community’s health requirements, such as medicines, vitamins, psychological counseling etc.
• Make health reports
• Conduct outpatient treatments according to capabilities – patients returning home from hospital usually need follow-up treatment and care
• Cooperate with health institutions to obtain, store, administer and maintain medical supplies and medicines, with the supervision of available doctors, pharmacists, and health officials
• Compile reports for use by the Administration and Documentation Team, in order for them to solicit external aid
• Administer the supply of medicines and medical items, with the supervision of available doctors, pharmacists, and health officials
• File routine reports on the status of each patient, to the local community health center

Cooperate with, and receive training from
• Bureau of Health, community health centers, PMI, hospitals and other health institutions

Forms to be completed by this team
• A-06 Nearby Medical Facilities
• B-01 Daily Communication Log
• B-02 Disaster TRIAGE List
• C-07 Assessment of General Health Needs

These forms have been designed to help increase community disaster preparedness, and reduce the impacts of disasters.
WS-2 Public Kitchen Team job descriptions

Pre-disaster stage
- Receive training, and train the community
- Prepare and maintain the evacuation site's kitchen utensils and supplies
- Establish a public kitchen, (a facility that can provide free food to disaster survivors and emergency workers)
- Assess and source materials needed to build the public kitchen, and also maintain communication and cooperation with relevant organizations

Examples of public kitchen utensils and supplies: large cooking pots, stoves, traditional cooking equipment, plates, spoons, large buckets, water scoops, fuel (kerosene, firewood), cooking oil, spices, salt, sugar, soy sauce and basic food items, such as rice, corn, sago, flour and tubers.

During-disaster stage
- Supply the community and people on duty with essentials, such as drinks, food and other items
- Provide assistance to vulnerable groups
- Manage and run the public kitchen

Post-disaster stage
- Prepare and provide food and drinks to those in need
- Hand out preserved food to vulnerable groups

Cooperate with, and receive training from
- Logistics Depots, Social Welfare Bureau, Health Bureau, PMI, TNI, NGOs, and food sellers
Relationship between CDMG and Volunteers

Coordinating Volunteers

What is a volunteer?
A volunteer is a person with a specific skill or proficiency that is needed by the community, and who offers to help before, during and after a disaster. As many people will often offer their services as volunteers, it is important to manage them well, in order to avoid confusion and duplication of services. The CDMG Coordinator is ultimately responsible for the task of managing volunteers.

Example of a call for volunteers: In nearby villages, place notices that provide either a space for volunteers to register themselves, or the contact details of the Volunteer Team in their region.

The Volunteer Team monitors all volunteers’ activities, determines volunteer criteria, and manages admissions, scheduling, and placements. Often a large number of volunteers offer their services, including volunteers with little or no training. Untrained and/or uncoordinated efforts of volunteers at a disaster site can often worsen a situation. Therefore it is very important to identify the community’s needs before calling for volunteers, so that the skills available match the requirements of the community.

Volunteers are important in two ways:
- They provide specific skills needed before, during and after disaster: skills such as translation, fundraising, data management, specific medical and psychological support, and construction (homes, water supplies, toilets, waste management, etc.)
- They provide important additional labor to existing teams during a major disaster, or when certain skills are required but the local team does not have them

It is the duty of the Volunteers Team to assess the needs of all the teams for specific types and numbers of volunteers. They should then recruit those volunteers according to the teams’ needs. Information regarding available volunteers can be obtained from advertisements, television, radio, NGO networks, and by word of mouth. Once the volunteers are recruited, the Volunteer Team then notes their personal data and particular skills. At this point the Volunteer Team places them into their relevant teams, manages their lodgings and basic needs, and monitors their activities.

Form A-02 – Volunteer Personal Information, below, can be used by the Volunteers Team to register volunteers and their skills and expertise. Gaps in this form will tell the Volunteers Team what kind of volunteers still need to be recruited.
# Disaster Preparedness & Prevention Form A-02

## Data Pribadi Relawan / Volunteer Personal Information

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<thead>
<tr>
<th>Nama Lengkap / Full Name:</th>
<th>Putra Wijaya</th>
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<td>Kebangsaan / Nationality:</td>
<td>Indonesian</td>
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<tr>
<td>HP / Mobile Ph:</td>
<td>XX124629221</td>
</tr>
<tr>
<td>Telp. Kantor / Office Ph:</td>
<td>0361 9015XX</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:putra@somewebsite.blu">putra@somewebsite.blu</a></td>
</tr>
<tr>
<td>Banjara / Kampung / Village:</td>
<td>Nyuh Kuning</td>
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<tr>
<td>Kata / Town / City:</td>
<td>Ubud - Bali</td>
</tr>
<tr>
<td>Pekerjaan / Current Job:</td>
<td>Media designer</td>
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<tr>
<td>Organisasi / Organization:</td>
<td>IDEP Foundation</td>
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### Beri tanda 'X' di bidang pengetahuan/pengalaman / Please put an 'X' for areas of knowledge / experience.

<table>
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<th>Penyembuhan / Alternative Healing</th>
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<td>Apoteker / Pharmacist</td>
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<tr>
<td>Dokter Bedah / Surgeon</td>
<td>Terapi Fisik / Physical Therapy</td>
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<tr>
<td>Perawat / Nurse</td>
<td>Konseling / Counseling</td>
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<tr>
<td>Anestesi / Anesthesi</td>
<td>Psikiatrik / Psychiatrist</td>
</tr>
<tr>
<td>Paramedis / Paramedic</td>
<td>Psikolog / Psychologist</td>
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<tr>
<td>Akunting / Accounting</td>
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<tr>
<td>Pembuikan / Book Keeping</td>
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<tr>
<td>Keterampilan teknis / Practical Skills</td>
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<td>Kebersihan / Cleaning</td>
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<td>Keamanan / Security</td>
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<tr>
<td>Guru / Teacher</td>
</tr>
<tr>
<td>Operator / Machine Operator</td>
</tr>
<tr>
<td>Manajemen Transportasi / Transportation Management</td>
</tr>
<tr>
<td>Supir / Driver</td>
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<tr>
<td>Penyedia Mobil / Car Provider</td>
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<tr>
<td>Penyedia Motor / Bike Provider</td>
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<td>Human / Public Relations</td>
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<td>Menuis / Writing</td>
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<tr>
<td>Menyunting / Editing</td>
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<tr>
<td>Fotografi / Photography</td>
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<tr>
<td>Lainnya / Other</td>
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### Kemampuan bahasa / Language level

1 = Aktif (Berc bicara/Spo ken) 2 = Pasif (Mengerti/Understand)

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| French, Mandarin             |

### Kesehatan / Health

<table>
<thead>
<tr>
<th>Apakah kondisi kesehatan Anda baik? / Are you in good health?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

| Penyakit menular yang pernah diderita / Please list any contagious diseases you have ever had: |
|------------------------------------------------|--------------------------------------------------|
| Malaria Tropicana, Hepatitis B, Tetanus, Small Pox, Chicken Pox, Diphtheria |

How to complete Form A-02 – Volunteer Personal Information

Ask volunteers to complete this form. Help them to understand the importance of accurately recording their skills for appropriate placements. Ask them to be honest when completing information regarding their health, including their vaccination history.
Several things to remember regarding volunteer placements

It is imperative that the health and vaccination status of all volunteers is known before they are sent to any disease prone disaster site, especially those that lack sanitation. They must have had, or be given, all vaccinations that doctors advise for the area. Sick volunteers are an extra burden for the CDMG to have to cope with. Before accepting volunteers, it is also important to consider their need for food and living space.

If volunteers are unfamiliar with disaster situations, they need to carefully study the sections of the CBDM manual that are relevant to their specific tasks. They also need to learn about the local conditions. It is the Volunteer Team’s role to give the volunteers a general briefing, regarding local situations, and regarding the CDMG organizational structure; and to conduct orientation about the facilities upon their arrival. Coordinators of each team have to communicate instructions to the volunteers in detail.

Important recommendations and instructions to be given to volunteers

- The importance of human rights should be at the core of their work
- Respect local traditions and cultures
- Respect the fact that all people deserve their support equally, regardless of race, religion and nationality
- Avoid pursuing political or religious agendas
- Empower the local community
- Be open and transparent
- Speak positively of the community and the disaster survivors
Placing volunteers and monitoring outcomes

After selecting and admitting volunteers, the Volunteers Team is responsible for placing them in the teams that most need their skills and proficiencies.

The Volunteers Team is responsible for evaluating the efforts of all volunteers, with input from each Team Coordinator. It is better to send volunteers home if they do not meet the needs or requirements of the local community and the CDMG.

Form A-03 - Volunteer Placement List, below, can be used by the Volunteers Team to collate the data collected via Form A-02 – Volunteer Personal Information. The completed form is useful in providing information about the need for any additional volunteers, along with their placement and management.

<table>
<thead>
<tr>
<th>Date</th>
<th>Volunteer’s Name</th>
<th>Skills / Expertise (including Language)</th>
<th>Mobile Phone</th>
<th>Other numbers</th>
<th>Assigned Position</th>
<th>Team / Supervisor</th>
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<td>Veterinarian, English, German</td>
<td>081234057xx</td>
<td>0361 2434xx</td>
<td>First aid</td>
<td>First Aid / Savitri</td>
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<td>Gerry Kenneth</td>
<td>Engineering, Indonesian, English</td>
<td>08115578xx</td>
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<tr>
<td>2-Jul</td>
<td>Muhammad Abdulah</td>
<td>Plumber</td>
<td>none</td>
<td>021 35667xx</td>
<td>House Building</td>
<td>Evacuation / Sandi Harun</td>
</tr>
<tr>
<td>3-Jul</td>
<td>Savitri</td>
<td>Nurse</td>
<td>none</td>
<td>0361 2434xx</td>
<td>Nurse</td>
<td>First Aid / Savitri</td>
</tr>
<tr>
<td>4-Jul</td>
<td>Taufik Abdulah</td>
<td>Well Digger</td>
<td>none</td>
<td>022 57465xx</td>
<td>House Building</td>
<td>Evacuation / Sandi Harun</td>
</tr>
<tr>
<td>5-Jul</td>
<td>Suryadi Kemal</td>
<td>Welder</td>
<td>none</td>
<td>022 57465xx</td>
<td>House Building</td>
<td>Evacuation / Sandi Harun</td>
</tr>
<tr>
<td>6-Jul</td>
<td>Fanny Muhammad</td>
<td></td>
<td>none</td>
<td>022 57465xx</td>
<td>Corpse removal</td>
<td>SAR / Benny</td>
</tr>
<tr>
<td>7-Jul</td>
<td>Christine Scheepers</td>
<td>Doctor, German</td>
<td>081234057xx</td>
<td>036 19015xx</td>
<td>Doctor</td>
<td>First Aid / Savitri</td>
</tr>
<tr>
<td>8-Jul</td>
<td>Herman Nieper</td>
<td>Doctor, German</td>
<td>08123457x</td>
<td>0361 9015xx</td>
<td>Doctor</td>
<td>First Aid / Savitri</td>
</tr>
<tr>
<td>9-Jul</td>
<td>Samantha Muller</td>
<td>Midwife, Indonesian, English</td>
<td>081159342xx</td>
<td>021 49903xx</td>
<td>Midwife</td>
<td>First Aid / Savitri</td>
</tr>
<tr>
<td>10-Jul</td>
<td>Petra Becht</td>
<td>Disaster Expert, French, Indonesian</td>
<td>0811594590xx</td>
<td>021 49903xx</td>
<td>Contacting Donors</td>
<td>Information &amp; ER / Suryani</td>
</tr>
<tr>
<td>11-Jul</td>
<td>Ronald Dougherty</td>
<td>Disaster Expert, French, Indonesian</td>
<td>0811575653xx</td>
<td>021 49967xx</td>
<td>Seek expert volunteers</td>
<td>Volunteer / Wayan</td>
</tr>
<tr>
<td>12-Jul</td>
<td>Karlina</td>
<td>Nurse</td>
<td>none</td>
<td>021 35667xx</td>
<td>Nurse</td>
<td>First Aid / Savitri</td>
</tr>
<tr>
<td>13-Jul</td>
<td>Woni</td>
<td>Builder</td>
<td>none</td>
<td>0361 2434xx</td>
<td>House building</td>
<td>Evacuation / Sandi Harun</td>
</tr>
<tr>
<td>14-Jul</td>
<td>Suryanta</td>
<td>Mechanic</td>
<td>none</td>
<td>0361 2434xx</td>
<td>Corpse Removal</td>
<td>SAR / Benny</td>
</tr>
<tr>
<td>15-Jul</td>
<td>Bayu</td>
<td>First Aid &amp; SAR</td>
<td>none</td>
<td>0361 2434xx</td>
<td>Corpse Removal</td>
<td>SAR / Benny</td>
</tr>
</tbody>
</table>

How to complete Form A-03 - Volunteer Placement List

Collect the names, addresses and phone numbers of all volunteers. Note the volunteers’ placement positions and the names of their supervisors. Placement of volunteers should be conducted according to needs.
A.3 Assessing Disaster Risk Factors

The following steps will help to assess disaster risks:

- Creating a Village Profile
- Hazard assessment
- Vulnerability and capability assessment
- Risk assessment

Creating a Village Profile

A Village Profile is created, using available data provided by the villagers. Frequently used data:

- Area and boundaries (city, village, sub-village)
- Number and names of regions
- Roads (regency roads, village roads, sub-village roads, neighborhood roads; and bridges)
- Land use (forests, orchards, rice fields, housing, springs, rivers, seas or other local features)
- Public facilities (village hall, schools, markets, places of worship, community health centers or clinics, playing fields in the region)
- Population, according to age and gender (split according to males and females, and by age groups from 0 to 60 years and above). This process will help to assess the real needs of the community

Example of demographic data:

<table>
<thead>
<tr>
<th>Age</th>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11 Months</td>
<td></td>
<td>11</td>
<td>6</td>
<td>17</td>
</tr>
<tr>
<td>1-4 Years</td>
<td></td>
<td>18</td>
<td>11</td>
<td>29</td>
</tr>
<tr>
<td>5-14 Years</td>
<td></td>
<td>29</td>
<td>33</td>
<td>62</td>
</tr>
<tr>
<td>15-49 Years</td>
<td></td>
<td>56</td>
<td>42</td>
<td>98</td>
</tr>
<tr>
<td>50-59 Years</td>
<td></td>
<td>25</td>
<td>17</td>
<td>42</td>
</tr>
<tr>
<td>60 Years and above</td>
<td></td>
<td>16</td>
<td>9</td>
<td>25</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>155</td>
<td>118</td>
<td>273</td>
</tr>
</tbody>
</table>

- Count the number of vulnerable people in the area, such as babies, children under 5 years, other children, the elderly, pregnant and breastfeeding women, disabled people, sick people, people with HIV/AIDS
- Count the number of health personnel (nurses or village health workers); security personnel; number of available vehicles (cars, motorbikes, trucks); and communication facilities
Hazard Assessment

This is a community activity, undertaken to learn about any hazards the community faces. Representatives of the community - males and females, young and old - learn how to recognize the characteristics of different types of hazards, including:

- Types
- Causes
- Warning signs
- Estimated force, speed, frequency and total area likely to be affected
- Anticipated time of occurrence
- Estimated impacts: damage to facilities; numbers of people affected by the disaster; effects on overall health; effects on crops, food reserves, clean water sources and the environment

Example of hazard assessment:

<table>
<thead>
<tr>
<th>Type</th>
<th>Causes</th>
<th>Warning Signs</th>
<th>Risk Considerations</th>
<th>Typical Timing</th>
<th>Impacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flood</td>
<td>Increase of rainfall</td>
<td>Heavy rains</td>
<td>If rain lasts 2 hours or more, water will damage river</td>
<td>At the peak of every rainy season from</td>
<td>Dwellings and agriculture areas become flooded</td>
</tr>
<tr>
<td></td>
<td>Forest clearance in the upstream region</td>
<td>Water level rises above riverbanks</td>
<td>embankments.</td>
<td>December to March</td>
<td>Schools, village cooperative, market, village hall etc., become flooded</td>
</tr>
<tr>
<td></td>
<td>Reduced water absorption areas</td>
<td></td>
<td>Can strike quickly</td>
<td></td>
<td>Roads flooded, and bridges damaged</td>
</tr>
<tr>
<td></td>
<td>River sedimentation</td>
<td></td>
<td>Village may be flooded for up to a week.</td>
<td></td>
<td>Economy ceases to operate</td>
</tr>
<tr>
<td></td>
<td>Reduction of river capacity</td>
<td></td>
<td></td>
<td></td>
<td>People's wells become contaminated by floodwater</td>
</tr>
<tr>
<td></td>
<td>River flow blocked by garbage</td>
<td></td>
<td></td>
<td></td>
<td>People suffer from diarrhea, skin diseases and upper respiratory tract infections (URTI)</td>
</tr>
</tbody>
</table>

Form A-04 – Previous Disasters, below, should be completed by the Search and Rescue Team, in order to learn from the experiences of previous disasters in the area. Data should be based on information provided by community members who have experienced previous disasters.
BEFORE DISASTER

### Disaster Preparedness & Prevention Form A-04

**Previous Disasters**

<table>
<thead>
<tr>
<th>Disaster Type</th>
<th>Disaster Cause</th>
<th>Date of Disaster</th>
<th>Recovery Time</th>
<th>Estimated Numbers of</th>
<th>Source of Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landslide</td>
<td>Rain &amp; Deforestation</td>
<td>25-Feb-79</td>
<td>2 months</td>
<td>12-13 24 30</td>
<td>Yuyun Raharja</td>
</tr>
<tr>
<td>Landslide</td>
<td>Rain &amp; Deforestation</td>
<td>21-Mar-82</td>
<td>6 months</td>
<td>5 32 21</td>
<td>Pieter Tambunan</td>
</tr>
<tr>
<td>Flash Flood</td>
<td>Unmanaged waste disposal, deforestation &amp; unmanaged development</td>
<td>25-Feb-79</td>
<td>3 weeks</td>
<td>5 8 3</td>
<td>Yani Hartati</td>
</tr>
</tbody>
</table>

### Explanation & Conclusion

Unfortunately the cutting of the forests has not been controlled. We need to re-plant forests. Must keep the river clean.

---

**How to complete Form A-04 – Previous Disasters**

Insert information gathered into each column, according to the respective headings.

**Several things to consider when assessing hazards**

- Source or type of hazard
- Size of area prone to disaster
- Number of people (including gender, age and vulnerable groups) in the hazard prone area
- Numbers and types of buildings (homes, offices, schools, places of worship, cooperatives, markets, community health centers)
- Facilities and infrastructures (roads, bridges, electricity, water, telecommunication)

### Vulnerability and Capability Assessment

This activity is undertaken in order to assess the vulnerability of the community—males, females, young and old—as well as assessing its capacity to manage and reduce the impacts of any hazards that may occur. Why is this process undertaken? There are two main reasons:

- To be aware of the community’s weak spots in relation to disaster management
- To be aware of the community’s resources, available for use in disaster management

Even the weakest person in a community may have the skills, resources and power to help himself, herself or possibly others. The ‘Community Livelihood Sources’ measure can be used to assess the vulnerability or capability of a particular community. If the ‘Community Livelihood Sources’ value is negative, the community is classed as vulnerable; if the value is positive, the community is deemed capable.
Community Livelihood Sources are:
1. The environment (land, water, air, plants, animals)
2. The people (attitudes, motivations, habits, skills, gender, age, physical abilities)
3. The social structure (family interactions, organizations, institutions, social networks)
4. The economy (sources of income, financial structures and access to loans)
5. The physical infrastructure (roads, bridges, community health centers, harbors, airports, cargo terminals, schools, markets, village cooperatives, auction houses, pawn shops, places of worship, recreation facilities, offices, shops etc.)

Examples of livelihood sources as vulnerability

<table>
<thead>
<tr>
<th>Environment</th>
<th>People</th>
<th>Social</th>
<th>Economy</th>
<th>Physical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deforested land</td>
<td>Lack of adequate skills and education</td>
<td>Poor social interaction</td>
<td>Lack of stable employment</td>
<td>Homes, agricultural land and basic infrastructures are situated in dangerous locations (river banks, volcanic slopes, steep slopes, unstable ground)</td>
</tr>
<tr>
<td>Reduced water absorption areas</td>
<td>Fatalistic, and showing a lack of initiative</td>
<td>Existing institutions are dysfunctional, thus incapable of providing useful information</td>
<td>Low income</td>
<td>Unsafe building designs and materials</td>
</tr>
<tr>
<td>Reduced vegetation areas</td>
<td>Dependency</td>
<td>Weak social networking</td>
<td>No savings</td>
<td>Lack of basic services (education, health, housing, sanitation, roads, electricity, communication)</td>
</tr>
<tr>
<td>Mining</td>
<td>Lack of cooperation, unity or solidarity</td>
<td>Inequality in decision making processes</td>
<td>Difficulty in accessing venture loans</td>
<td></td>
</tr>
<tr>
<td>Unsuitable conversion of land use</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The form shown below has been completed as an example of a record of one livelihood source, in this case ‘physical facilities’ available in certain regions or villages, e.g. houses, places of worship, schools, community health centers, hospitals, markets, government offices.
Form A-05 – Estimated Community Resources. This register of facilities is useful in determining the extent of material losses in the event of a disaster. If the actual value is hard to know, an estimate and the actual number of facilities is enough. The data will be needed to request funds after a disaster (recovery phase).

How to complete Form A-05 – Estimated Community Resources
Insert calculated data, or estimates, into each column according to the respective headings.

<table>
<thead>
<tr>
<th>Village Resources / Facilities</th>
<th>Number of Structures</th>
<th>Value of Structures (Rp)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In the whole region</td>
<td>In the prone area</td>
</tr>
<tr>
<td>Housing</td>
<td>204 22</td>
<td>Rp 6,040,000,000</td>
</tr>
<tr>
<td>Places for worship</td>
<td>12 4</td>
<td>Rp 2,100,000,000</td>
</tr>
<tr>
<td>School Buildings</td>
<td>3 1</td>
<td>Rp 1,800,000,000</td>
</tr>
<tr>
<td>Sites of economic activities:</td>
<td>3</td>
<td>Rp 1,750,000,000</td>
</tr>
<tr>
<td>markets, mini-markets, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government offices</td>
<td>2 1</td>
<td>Rp 54,000,000</td>
</tr>
<tr>
<td>Industrial centers (factories)</td>
<td>- 1</td>
<td>Rp 820,000,000</td>
</tr>
</tbody>
</table>

Form A-06 – Nearby Medical Facilities
During a disaster, injured people with critical injuries must be taken to hospitals immediately. One of the tasks of the First Aid Team before disaster is to compile a list of the closest health facilities, complete with telephone numbers, contact persons, capacity and types of treatment available.

How to complete Form A-06 – Nearby Medical Facilities
Insert information gathered into each column, according to the respective headings.
Risk Assessment

This activity is undertaken to estimate the risk of a potential disaster, and it is carried out by:

- Identifying every risk element for each hazard
- Studying the root cause of such risk elements

There are 3 components of risk assessment:

1. Calculating risk probability
2. Recognizing the risk elements of a particular hazard to people, environment, buildings, economy, and society
3. Recognizing particular vulnerabilities; such as vulnerability within a community or its people (attitudes, behavior, motivation, skill levels); vulnerability of buildings (location, materials, designs); and vulnerability of the environment (environmental degradation)

The risk assessment must:

1. Recognize the risk element
2. Study the possible impact of each hazard
3. Take into consideration different impacts that a disaster would have in different locations: villages or cities, beaches, plains or mountains
4. Study the actual elements – material and social; and the characteristics of each risk element, that make a community vulnerable to hazards

An example of risk assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk Element</th>
<th>Impacts</th>
<th>Characteristics</th>
</tr>
</thead>
</table>
| Flood  | People       | Swept away by floodwaters  
Evacuated  
Lack of clean water and food  
Skin diseases, diarrhea, respiratory tract infections | Affects everyone living close to the river  
Babies, children, sick people, pregnant women, handicapped, and the elderly are prone to disease |
|        | Cattle       | Swept away by floodwaters  
Death due to lack of food | Cattle are not kept in strong shelters  
Typically cattle require daily food intake |
|        | Agriculture  | Blight, land damage, crop failure  
Damage to irrigation systems | During rainy season (Dec-March)  
Depends on variety of rice plants  
Rice fields too close to the river |
|        | Buildings    | Houses, schools, mosques and village halls become flooded | Houses, schools and village halls that are near the river, and have been built below the high water mark are most at risk |
|        | Facilities   | Roads submerged by 2 meters of water  
The village's bridge is destroyed, isolating the region  
Telephone poles have fallen, due to flood erosion  
Electrical poles have fallen, due to flood erosion  
Water pipes damaged by floods | Roads are too close to the river banks  
The bridge is old  
Electricity and telephone poles are not deeply planted, hence easily eroded by the flood  
Water pipes are not laid far enough underground |
Risk assessments also need to take into account time frames, as time has an influence on impacts. For example, a community’s vulnerability can either increase or decrease over the long term, depending on any changes that may have taken place within the community. Risk assessments should be revised every 6 months or so, in order that any changes can be reflected in the updated assessment.

The following forms must be completed by the Mapping Team before creating a hazard map.

Form A-07 – Hazard Map Data contains detailed data about human and natural resources; and about the region’s boundaries, roads etc. It is important that the data on the hazard map renders an accurate representation of the region’s actual conditions.

Disaster Preparedness & Prevention Form A-07
Hazard Map Data

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Unit</th>
<th>Village</th>
<th>Sub-village 1</th>
<th>Sub-village 2</th>
<th>Sub-village 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Adult males</td>
<td>number of</td>
<td>104</td>
<td>96</td>
<td>70</td>
<td>61</td>
</tr>
<tr>
<td>2</td>
<td>Adult females</td>
<td>number of</td>
<td>106</td>
<td>106</td>
<td>96</td>
<td>96</td>
</tr>
<tr>
<td>3</td>
<td>Children</td>
<td>number of</td>
<td>324</td>
<td>210</td>
<td>114</td>
<td>265</td>
</tr>
<tr>
<td>4</td>
<td>Elderly men</td>
<td>number of</td>
<td>9</td>
<td>94</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>Elderly women</td>
<td>number of</td>
<td>21</td>
<td>17</td>
<td>18</td>
<td>32</td>
</tr>
<tr>
<td>6</td>
<td>Community health centers</td>
<td>number of</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Side streets/minor roads</td>
<td>kilometers</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>Main roads</td>
<td>kilometers</td>
<td>5</td>
<td>2</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>Sub-village boundaries</td>
<td>number of</td>
<td>6</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>Village boundaries</td>
<td>number of</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>11</td>
<td>Livestock</td>
<td>number of</td>
<td>1,024</td>
<td>1,401</td>
<td>461</td>
<td>410</td>
</tr>
<tr>
<td>12</td>
<td>Farmland</td>
<td>hectares</td>
<td>14</td>
<td>21</td>
<td>17</td>
<td>13</td>
</tr>
<tr>
<td>13</td>
<td>Village halls</td>
<td>number of</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>14</td>
<td>Electricity relay stations</td>
<td>number of</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>15</td>
<td>Safe evacuation areas</td>
<td>hectares</td>
<td>2</td>
<td>4</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>16</td>
<td>Schools</td>
<td>number of</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>17</td>
<td>Places of worship</td>
<td>number of</td>
<td>5</td>
<td>3</td>
<td>4</td>
<td>-</td>
</tr>
<tr>
<td>18</td>
<td>Hospitals</td>
<td>number of</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>19</td>
<td>Village offices</td>
<td>number of</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>20</td>
<td>Rivers</td>
<td>number of</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>21</td>
<td>Springs</td>
<td>number of</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>22</td>
<td>Lakes</td>
<td>number of</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>23</td>
<td>Fire Hydrants</td>
<td>number of</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>24</td>
<td>Flood-prone areas</td>
<td>hectares</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>25</td>
<td>Landslide-prone areas</td>
<td>hectares</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>26</td>
<td>Eruption-prone areas</td>
<td>hectares</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

How to complete Form A-07 – Hazard Map Data

Insert information gathered, into each column, according to the respective headings. Details can be obtained from the Village Profile.
Form A-08 – Anticipated Distribution of People
This form is used to list the usual whereabouts of different people at different places at different times of the day. This information is vital when attempting to locate people in the event of a disaster.

<table>
<thead>
<tr>
<th>Location: Wonokerto Village</th>
<th>Disaster Type: Landslide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of People</td>
<td></td>
</tr>
<tr>
<td>Completed by:</td>
<td>Made Nurbawa</td>
</tr>
<tr>
<td>Date: 31-Jan-99</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Housing complex</td>
</tr>
<tr>
<td></td>
<td>402</td>
</tr>
<tr>
<td></td>
<td>478</td>
</tr>
<tr>
<td></td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Places of trade (market place, supermarket, shopping centre)</td>
</tr>
<tr>
<td></td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Industrial areas (factories)</td>
</tr>
<tr>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>504</td>
</tr>
<tr>
<td></td>
<td>528</td>
</tr>
<tr>
<td></td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Places of Worship</td>
</tr>
<tr>
<td></td>
<td>Government offices</td>
</tr>
<tr>
<td></td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Schools</td>
</tr>
<tr>
<td></td>
<td>343</td>
</tr>
<tr>
<td></td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

How to complete Form A-08 – Anticipated Distribution of People
Observe peoples' whereabouts at various times in different places, and insert these findings into the columns under the appropriate headings.
Drawing a Hazard Map

A hazard map is a representation of the region, preferably drawn to scale. The map must be as accurate as possible, and easy to understand. If possible try to refer to existing maps, but if they are not available, then do the following:

Steps taken when drawing a map

<table>
<thead>
<tr>
<th>Hazard Map Symbols</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men</td>
</tr>
<tr>
<td>Women</td>
</tr>
<tr>
<td>Children</td>
</tr>
<tr>
<td>Elderly men</td>
</tr>
<tr>
<td>Elderly women</td>
</tr>
<tr>
<td>PUSKESMAS</td>
</tr>
<tr>
<td>Hamlet roads</td>
</tr>
<tr>
<td>Village roads</td>
</tr>
<tr>
<td>Hamlet boundaries</td>
</tr>
</tbody>
</table>

Create your own symbols to use in the hazard map, in order to suit the local situation.

1. Drawing the basic map
   a. Draw a basic map of the region, and its surroundings
   b. Identify North
   c. Draw the village/regional boundaries

2. Mark out areas, roads and rivers
   a. Divide the villages/regions into various sub-villages with clear boundaries
   b. Draw all the roads. Identifying the roads helps to determine the position of important facilities
   c. Draw all the rivers and bridges

3. Identifying important facilities
   a. Offices
   b. Schools
   c. Meeting halls
   d. Places of worship
   e. Playing fields
   f. Community health center, clinics etc.
4. **Identifying disaster-prone areas**
   a. Begin by identifying the disaster-prone areas in the village
   b. Illustrate the possible scope of the disaster area
   c. Allow the symbols to overlap if more than one disaster can happen in the same area

5. **Locating the housing areas**
   a. The next step is to draw housing symbols in accurate positions
   b. Draw symbols for livestock and other agricultural areas
   c. Note the number of people, livestock and other agricultural areas on the map if possible

6. **Locating areas of**
   a. Forest
   b. Sea
   c. Mining areas
   d. Lakes
   e. Springs
   f. Rivers
   g. etc. (according to the local situation)

7. **Additional information – show the best route to:**
   a. The general hospital, community health center
   b. The Police station
   c. The next village
   d. Other public facilities, such as electricity station, telephone lines etc.

8. **Evacuation Site**
   Identify the location designated as a safe area for receiving evacuees, and show the best route to reach it. A good evacuation site is easy to access, is safe and spacious, and has basic necessities like water and shelter. Evacuation sites are chosen with consideration to the nature of the local hazards.
9. Final steps

When all mapping tasks have been completed, re-check and correct any mistakes. When finished, the hazard map is ready to be shown to the community, and to be distributed.

An example hazard map

Total number of people: 750 people

Number of vulnerable people

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babies</td>
<td>75</td>
</tr>
<tr>
<td>Children</td>
<td>134</td>
</tr>
<tr>
<td>Sickly</td>
<td>20</td>
</tr>
<tr>
<td>Pregnant</td>
<td>25</td>
</tr>
<tr>
<td>Disabled</td>
<td>10</td>
</tr>
<tr>
<td>Elderly</td>
<td>150</td>
</tr>
</tbody>
</table>

Number of buildings

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Houses</td>
<td>300</td>
</tr>
<tr>
<td>Factories</td>
<td>20</td>
</tr>
<tr>
<td>Schools</td>
<td>2</td>
</tr>
<tr>
<td>Places of worship</td>
<td>2</td>
</tr>
<tr>
<td>Offices</td>
<td>4</td>
</tr>
</tbody>
</table>

Number of facilities and infrastructure

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads</td>
<td>6</td>
</tr>
<tr>
<td>Bridges</td>
<td>3</td>
</tr>
<tr>
<td>Electric plants</td>
<td>2</td>
</tr>
<tr>
<td>Telephone poles</td>
<td>1</td>
</tr>
<tr>
<td>Water pipes</td>
<td>20</td>
</tr>
<tr>
<td>Motorbikes</td>
<td>100</td>
</tr>
<tr>
<td>Cars</td>
<td>10</td>
</tr>
<tr>
<td>Trucks</td>
<td>3</td>
</tr>
</tbody>
</table>
Once the hazard map is complete, a public evaluation should be conducted to ensure that the map reflects the local conditions. Data should be re-checked and updated at regular intervals (say once every 6 months, or once a year) because changes can occur, both in the community, and in its surroundings. These changes could affect:

- Types of hazards
- Causes of hazards
- Sizes of areas under threat
- Numbers of people under threat

A hazard map is an ever-changing record of a series of details about a community’s circumstances. These conditions and situations constantly change.

*To ensure the participation of the community, and to maintain transparency, every new hazard map, along with its explanation, should be posted on the community notice board. See illustration below.*
Before Disaster Planning
Notes
A.4 Planning

Deciding on goals and implementation

To achieve the best outcomes, a plan should have clear goals, and proper means of implementation.

Put simply, a goal is the ideal outcome of a particular action, and implementation is the effort undertaken in order to reach that goal.

Plans should be based on the community’s capability, without depending on external support.

Steps to be taken when making a general plan

Once data is collected, and has been checked, it is time to formulate a plan that may prove useful in times of need.

A good plan:

1. **Has clear goals** – intended outcomes must be clear, in order to facilitate easy monitoring and implementation

2. **Is simple to implement** – a plan is more simply implemented, if based on available capacity and resources

3. **Is realistic** – the feasibility of a plan must also be seriously considered. In addition to capabilities and resources, it is also important to consider timing. Knowing the timeframes necessary for implementing certain activities will increase the likelihood of success

4. **Has priorities** – in all disaster management efforts, there are many steps to solving any problems, therefore every plan requires prioritizing
The implementation of disaster management activities goes through different stages; all of which help to ensure that the process runs smoothly, and produces maximum positive results.

Community representatives and other parties– males, females, old and young –who are threatened by, or experiencing disaster, should be actively involved in assessment, planning, implementation, and in evaluating the implementation and giving feedback.

Components of the project cycle:

1. **Assessment** is the process of observing a situation; and then collecting data and other information to be processed and analyzed, in order to understand the situation, and to have a clear picture of potential impacts of a disaster on people’s lives, their dignity, and their livelihoods. The result of such an assessment becomes the basis of planning.

2. **Planning** is the process of determining the type and sequence of activities, or programs, along with their methods and a broader strategy, in order to achieve desired goals.

3. **Implementation** is putting the plan into action, the process of ensuring that activities progress according to plan, utilizing the allocated times and resources.

4. **Monitoring** is the process of observing, noting and measuring activities in order to study the progress; and to assess whether or not the activities are following the specified plan and producing the desired results. Monitoring is used to scrutinize the programs on the ground, with adjustments and changes being made during the course of the activities, where necessary.

5. **Evaluation** is the final assessment of all processes and results, with a view to improving and correcting any future programs. The outcomes statement of an evaluation normally contains suggestions and recommendations.

6. **Feedback** is the process of following up the suggestions and recommendations that emerge during evaluation. The feedback procedure is usually undertaken, in order to receive input from the program’s beneficiaries and other related parties, and this feedback is used to decide whether or not to continue a particular program.
Prevention and mitigation plan

In order to reduce disaster risks and impacts the community, assisted by the Search and Rescue Team, should create a prevention and mitigation plan.

The following items, included in Form A-09 – Actions and Priorities, can be used by the Search and Rescue Team to identify problems, to determine priorities and mitigation activities, and also to identify required resources.

### How to complete Form A-09 – Actions and Priorities

Under the Knowledge heading, complete the appropriate columns with the decisions made, based on the community discussions. Write the required actions under the Notes heading. For subsequent headings, Prevention and Preparation, complete the appropriate columns with the actions that have been decided by the group, ranked according to priority.

The above is an example of how to complete the Form A-09 – Actions and Priorities for an earthquake. In the following pages are examples of how to complete Form A-09 form for other disasters:

1. Tsunami
2. Landslide
3. Volcanic eruption
4. Storm or cyclone
5. Flood
6. Social conflict
7. Terrorist attack
### An example of how to complete Form A-09 – Actions and Priorities for a tsunami

**Disaster Preparedness & Prevention Form A-09**  
**Location:** Kuta Village  
**Completed by:** G. Sarjana  
**Date:** 12-Oct-02

#### Section: Knowledge of...

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Known</th>
<th>Unknown</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Causes</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Probability of happening in the region</td>
<td>✔</td>
<td>✔</td>
<td>Conflicting Information</td>
</tr>
<tr>
<td>3</td>
<td>Disaster prone area in the region</td>
<td>✔</td>
<td></td>
<td>It happened a long time ago</td>
</tr>
<tr>
<td>4</td>
<td>Preventative measures</td>
<td>✔</td>
<td>✔</td>
<td>All coastal villages</td>
</tr>
</tbody>
</table>

#### Stage: Prevention / mitigation

<table>
<thead>
<tr>
<th>No.</th>
<th>Actions</th>
<th>Done</th>
<th>Not yet</th>
<th>Priority</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Educate people about tsunami</td>
<td>✔</td>
<td>✔</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Reforest mangrove areas</td>
<td>✔</td>
<td>✔</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Make early-warning system</td>
<td>✔</td>
<td>✔</td>
<td>1</td>
<td>Notes</td>
</tr>
<tr>
<td>7</td>
<td>Mapping tsunami-prone regions</td>
<td>✔</td>
<td>✔</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Mapping areas safe from tsunami</td>
<td>✔</td>
<td>✔</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Making map of evacuation route</td>
<td>✔</td>
<td>✔</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Planning evacuation site</td>
<td>✔</td>
<td>✔</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Cooperate with government on early-warning system</td>
<td>✔</td>
<td>✔</td>
<td>1</td>
<td>Notes</td>
</tr>
<tr>
<td>12</td>
<td>Cooperate with media on education</td>
<td>✔</td>
<td>✔</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Volunteer training</td>
<td>✔</td>
<td>✔</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

*For (6), create a community-based early warning system using local tools & resources such as "kentungan" (traditional bamboo bells) and "pecalang" (community-level security groups). First aid training has been received by community members like life guards and university students.*

### An example of how to complete Form A-09 – Actions and Priorities for a landslide

**Disaster Preparedness & Prevention Form A-09**  
**Location:** Wonokerto Village  
**Completed by:** Sulastri  
**Date:** 01-Dec-03

#### Section: Knowledge of...

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Known</th>
<th>Unknown</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Causes</td>
<td>✔</td>
<td>✔</td>
<td>Excessive deforestation</td>
</tr>
<tr>
<td>2</td>
<td>Probability of happening in the region</td>
<td>✔</td>
<td>✔</td>
<td>Worsening if deforestation is not stopped</td>
</tr>
<tr>
<td>3</td>
<td>Disaster prone area in the region</td>
<td>✔</td>
<td>✔</td>
<td>The western side of the village</td>
</tr>
<tr>
<td>4</td>
<td>Preventative measures</td>
<td>✔</td>
<td>✔</td>
<td>Forbid deforestation</td>
</tr>
</tbody>
</table>

#### Stage: Prevention / mitigation

<table>
<thead>
<tr>
<th>No.</th>
<th>Actions</th>
<th>Done</th>
<th>Not yet</th>
<th>Priority</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ban tree felling &amp; deforestation</td>
<td>✔</td>
<td>✔</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Reforestation</td>
<td>✔</td>
<td>✔</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Make water channels</td>
<td>✔</td>
<td>✔</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Build retaining walls on slopes</td>
<td>✔</td>
<td>✔</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Check land condition frequently</td>
<td>✔</td>
<td>✔</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Make hazard maps</td>
<td>✔</td>
<td>✔</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Conduct early detection</td>
<td>✔</td>
<td>✔</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Prepare alert system</td>
<td>✔</td>
<td>✔</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Determine evacuation site</td>
<td>✔</td>
<td>✔</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Make evacuation plan</td>
<td>✔</td>
<td>✔</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Maintain embankments on the village’s northern side</td>
<td>✔</td>
<td>✔</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Rehearse the evacuation plan</td>
<td>✔</td>
<td>✔</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>

*No. 5 and 11 are ongoing. No. 4 has been planned but is waiting for materials. No. 10 & 12 require training.*
An example of how to complete Form A-09 – Actions and Priorities for a volcanic eruption

Disaster Preparedness & Prevention Form A-09

<table>
<thead>
<tr>
<th>Section</th>
<th>No.</th>
<th>Description</th>
<th>Known</th>
<th>Unknown</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Causes</td>
<td>✓</td>
<td>Tectonic plate movement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Probability of happening in the region</td>
<td>✓</td>
<td>The volcano seems to be active</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Disaster prone area in the region</td>
<td>✓</td>
<td>The slopes of the volcano</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Preventative measures</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage</th>
<th>No.</th>
<th>Actions</th>
<th>Done</th>
<th>Not yet</th>
<th>Priority 1 2 3</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention / mitigation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Avoid building in prone areas</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Local government has made plans for No. 3 &amp; 6. No. 8 has been made but is insufficient. Community still need to receive training from relevant institutions.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Relocate villages away from possible lava flows</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Build lava-stopping embankments</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Prepare rescue equipment</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Contact aid organizations</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Prepare alert system</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Determine evacuation site</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Learn about ash clouds</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An example of how to complete Form A-09 – Actions and Priorities for a storm or cyclone

Disaster Preparedness & Prevention Form A-09

<table>
<thead>
<tr>
<th>Section</th>
<th>No.</th>
<th>Description</th>
<th>Known</th>
<th>Unknown</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Causes</td>
<td>✓</td>
<td>Not really clear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Probability of happening in the region</td>
<td>✓</td>
<td>High</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Disaster prone area in the region</td>
<td>✓</td>
<td>Coastal regions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Preventative measures</td>
<td>✓</td>
<td>But unclear, need training</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage</th>
<th>No.</th>
<th>Actions</th>
<th>Done</th>
<th>Not yet</th>
<th>Priority 1 2 3</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention / mitigation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Check all houses for storm proofness</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>No. 7 &amp; 8 are in progress. Need training on No. 9 &amp; 10. BMG has been contacted for No. 11.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Cover windows with wooden planks</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Educate people about dangers</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Plant wind breaks</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Make prevention plan</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Determine evacuation site</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Make hazard maps</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Make evacuation plan</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Prepare early-warning system</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Build cooperation with BMG (Bureau of Meteorology &amp; Geophysics)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Contact SATLAK PB (Regional Disaster Management Agency) for training</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**An example of how to complete Form A-09 – Actions and Priorities for a flood**

**Disaster Preparedness & Prevention Form A-09**

**Location:** Pringga Village  
**Completed by:** Suherman  
**Hazard Type:** Flood  
**Date:** 15-Jan-01

<table>
<thead>
<tr>
<th>Section</th>
<th>No.</th>
<th>Description</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of...</td>
<td>1</td>
<td>Causes</td>
<td>✅</td>
<td>Unknown</td>
<td>Garbage blocking river &amp; drainage</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Probability of happening in the region</td>
<td>✅</td>
<td>Unknown</td>
<td>Every time there is a heavy rain for more than two days</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Disaster prone area in the region</td>
<td>✅</td>
<td>Unknown</td>
<td>Riverside areas</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Preventative measures</td>
<td>✅</td>
<td>Unknown</td>
<td>Cleaning &amp; waste management</td>
</tr>
<tr>
<td>Stage</td>
<td>No.</td>
<td>Actions</td>
<td>Done</td>
<td>Not yet</td>
<td>Priority</td>
</tr>
<tr>
<td>Prevention / mitigation</td>
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<td>Avoid building in prone areas</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Build embankment / dike</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Teach people how to swim</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Clean water channels</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Conduct early detection</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Make Hazard Maps</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Prepare early-warning system</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Determine evacuation site</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Make evacuation plan</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td></td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td></td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Schedule community clean up actions</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td>Other</td>
<td>13</td>
<td></td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
</tbody>
</table>

**An example of how to complete Form A-09 – Actions and Priorities for a social conflict**

**Disaster Preparedness & Prevention Form A-09**

**Location:** Sengkuni Village  
**Completed by:** Suroso  
**Hazard Type:** Social Conflict  
**Date:** 20-Feb-04

<table>
<thead>
<tr>
<th>Section</th>
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<th>Description</th>
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<th>Unknown</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of...</td>
<td>1</td>
<td>Causes</td>
<td>✅</td>
<td>Unknown</td>
<td>Land disputes &amp; other pressures</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Probability of happening in the region</td>
<td>✅</td>
<td>Unknown</td>
<td>High if there is no change</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Disaster prone area in the region</td>
<td>✅</td>
<td>Unknown</td>
<td>Usually in places where young people drink</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Preventative measures</td>
<td>✅</td>
<td>Unknown</td>
<td>Don’t be provoked; discuss problems</td>
</tr>
<tr>
<td>Stage</td>
<td>No.</td>
<td>Actions</td>
<td>Done</td>
<td>Not yet</td>
<td>Priority</td>
</tr>
<tr>
<td>Prevention / mitigation</td>
<td>1</td>
<td>Conduct education on diversity</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Develop a communication system</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Form inter-religious &amp; inter-group forums</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Create shared social activities</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td></td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Plan preventative actions</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Prepare early-warning system</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Determine evacuation site</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Make evacuation plan</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td></td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Understanding differences in society</td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td>Other</td>
<td>12</td>
<td></td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td></td>
<td>✅</td>
<td>Not yet</td>
<td>✅</td>
</tr>
</tbody>
</table>
An example of how to complete Form A-09 – Actions and Priorities for a terrorist attack

Form A-10 – Preventative Action Plan can be used by the Search and Rescue Team to identify problems; to determine priorities and mitigation activities; and also to identify required resources.

How to complete Form A-10 – Preventative Action Plan

Fill in the columns marked Problems with problems faced by the community, and determine proposed actions, materials needed, responsibility for implementation, time and cost required in subsequent columns.
Preparedness Planning

Doing the following will help to minimize possible loss of lives, materials and environmental resources, in the event of a disaster. The CDMG Coordinator must facilitate a meeting and attempt to reach a consensus with all community representatives – male, female, old and young – to produce a preparedness plan that is accepted and understood by everyone in the community.

**Preparedness activities can include:**
1. Creating an early-warning system
2. Making a hazard map
3. Making a contingency plan
4. Developing an evacuation plan
5. Conducting simulations and drills, and practicing your plan

**Early-warning systems**

Early-warning systems help the community to make appropriate decisions regarding the necessary actions to take, when hazards are imminent.

**An early-warning must:**
1. Reach as many community members as possible
2. Be prompt
3. Be firm and clear, with no confusion
4. Be official, or agreed to by all concerned parties

---

**An example of early-warning information flow**

1. The warning siren rings
2. Warning sent to BMG (Bureau of Metrology & Geophysics)
3. Warning sent to the Province
4. Warning sent to the Regency
5. Warning sent to the District
6. Warning sent to the Village
7. Warning sent to the Community
**Things to be considered for early-warning systems:**

1. The community should know the different warning levels
2. The community needs to agree on warning symbols and signs
3. The community needs to agree as to which official signals the warning
4. The community needs to agree on the methods to be used for spreading any warning, and have the necessary tools, such as wooden drums, loudspeakers from a mosque etc.
5. These tools, and the information board, should be accessible to all community members
6. The warning should be simple, straightforward, and in the local language
7. The community and the Early-Warning Team must conduct early-warning exercises at least once every 6 months

**Contingency Plan**

A contingency plan is a plan that is used in times of emergencies.

**Principles of contingency planning**

- Contingency planning is conducted by representatives from all sections of the community – male, female, old and young
- The definition of an emergency situation is agreed by all
- Contingency planning should be conducted openly
- Specific roles and tasks should be assigned to each party
- Plans should be renewed at least every 6 months

**The following steps should be taken when developing a contingency plan**

1. **Prioritizing risks**
   The first step is to assign a priority level to each hazard, according to the level of risk it presents

2. **Anticipating an imminent emergency situation**
   This requires an initial overview of the region, the hazard map, and the community’s vulnerability and capability. This will provide a picture of the likely severity of the hazard’s impacts, and of the capability of the community to manage those impacts

**When anticipating an emergency situation, the following need to be considered:**

1. Which areas are likely to be hit by the disaster
2. The evacuation site
3. The number and demographic profile of the people who might be affected by the disaster
4. The amount of emergency aid that would be needed
5. The community’s access to aid
6. The estimated period for which aid would be required
7. The profile of potential evacuees, in terms of gender, age, and the vulnerability of different groups
8. A plan to meet the emergency needs of the community
Things to be considered when developing a contingency plan

1. Management and coordination
2. Registration and protection
3. Temporary shelter and supporting infrastructures
4. Food and nutrition
5. Clean water and sanitation
6. Logistics and transportation
7. Sanitation equipment, cooking utensils, food, drink and clothing
8. Health services, and sanitation education
9. Education
10. Public services
11. Safety and security of livelihood

3. Implementation and follow up

Contingency plans should be implemented as soon as an emergency situation arises. Once the contingency plan has been implemented, a follow up meeting is needed to discuss:

- Implementation activity reports from all sections of the CDMG
- Re-examination of early-warning signs
- Re-adjustment of contingency plans to accommodate any necessary changes

Practicing

The purpose of this activity is to gauge the community’s preparedness to face possible disaster hazards. The exercise consists of the following two main activities:

Coordination at the Coordination Post

Coordination measures at the Coordination Post

1. The CDMG General Coordinator re-articulates the previously agreed emergency situation for the drill, detailing the hazards, the time when hazards are likely to occur, the early-warning signs, the methods of communication to be used to ensure that warnings reach the community, community actions, the number of people to be evacuated, the evacuation routes, evacuation methods (giving priority to vulnerable groups), the time needed for evacuation, the evacuation site, the anticipated length of stay at the evacuation site, and the interim amount and types of community requirements
2. Each section of the CDMG reports the resources they have available to meet the requirements
3. There is an agreed solution for solving the possible lack of resources
4. All sections evaluate the overall preparation and implementation of the drill
Field drill

A field drill is the deployment of resources, in order to test the community’s ability to respond to possible emergency situations.

**Things to be monitored and evaluated during the field drill:**

1. The method of communication of the early-warning, from the relevant institution (BMG for example), to the community (households). Is communication correct and clear from the relevant institution to the village, from the village to the sub-villages and from the sub-villages to the households? Are the items needed for communicating a warning in good working order, and functioning correctly? Are the items needed for communicating a warning at a village level, capable of reaching everybody?

2. The response from people who received the warning, regarding rescuing themselves. What was the people’s reaction after they received a warning of impending hazards?

3. The community’s, and the volunteers’, handling of affected people in an emergency situation

4. The community’s performance during the evacuation process (i.e. prioritizing vulnerable groups and people affected by the disaster). How did people manage getting themselves to a safe place? Did they give priority to vulnerable groups when evacuating? What are their means of reaching a safe place? Is the evacuation route safe? Was there a traffic jam, or any physical collisions between people, or between people and vehicles, during the evacuation? How long did it take to reach a safe place or the evacuation site?

5. The choice of evacuation site. Has the choice of an evacuation site taken into consideration matters such as the number of people evacuating; the size of the area and available structures; the site’s safety from hazards and dangers (such as unstable buildings and ground); access to supporting facilities including clean water and sanitation (bathing, laundry, toilet, garbage management, sewerage); road access for transportation; and access to health and education services?

6. The needs of evacuees. Evacuees have a variety of needs and requirements, including special needs for vulnerable groups

7. The coordination of sections and teams. One of the biggest challenges in disaster management are the coordination of all the relevant sections and teams. Coordination failures are often caused by one team placing its needs above those of another team. This has the effect of hampering the overall disaster management efforts. If, during the field drill, such coordination problems are evident, a possible solution must be discussed during the evaluation of the field drill
A.5 Evacuation Plan

About evacuation

Evacuation is the process of moving endangered people to a place of safety. The decision to conduct an evacuation is a very critical one during a disaster. The correct decision regarding evacuation is vital in reducing a disaster’s impacts. However, a decision to evacuate should only be taken as a last resort, as it is very difficult for people to re-establish their normal lives after an evacuation has taken place.

Do not evacuate unless it is absolutely necessary!

Things to be considered when deciding whether or not, to evacuate

Assess the disaster’s potential impacts

The decision of whether or not to evacuate is determined by an assessment of the potential scope of disaster impacts. This assessment can be made instinctively, or by direct observation.

The likelihood of subsequent dangers

In many cases, a disaster is followed by subsequent hazards, resulting in more affected people. For example, while an initial earthquake may only cause a few casualties, an area cannot be declared immediately safe, because damaged buildings and other facilities become hazardous. To avoid more casualties, it is vitally important to ensure that an area is indeed free from further danger.

The availability of facilities

The community provisions at the evacuation site require serious consideration. They must be prepared before any disaster strikes.

These facilities should include:

- Treatment areas for affected people
- Safe shelters
- A central venue, to be used for coordinating aid
- Other facilities
Deciding on an Evacuation Site

Regarding the people whose lands are being used as an evacuation site

It is highly likely that the people whose land is used as an evacuation site, will also suffer as a result of the disaster. In such cases, it becomes especially important to include their views in any decision making that affects them or the community at large.

The discussion should address

- Accommodation plans
- Provision of food and water
- Sanitation

The following should be discussed before a disaster strikes

The shelter designs, their construction methods and materials, and their impacts on the environment. The shelters must be designed, following a standard of safety and comfort for people, and appropriate to the surrounding cultural and natural environment.

Things to consider in choosing an evacuation site

- Free from disaster and animal that may cause harm
- Large enough to accommodate the evacuees (each person receives at least 3.5 m²), and to conduct treatment
- Accessible
- Has clean water and other facilities
- Has access for easy communication
Evacuation sites for specific disasters

- **Landslide** – flat and safe place
- **Volcanic eruption** – high place, free from ash and gas
- **Tsunamis** – high place, at least 30 meters above sea level
- **Flood** – high place and outside the flood zone
- **Earthquake** – outside/open place
- **Social conflict** – neutral place
- **Terrorism** – away from crowds, public facilities and important buildings

In selecting an evacuation site, access to the following public facilities also needs to be considered: Mosques or other places of worship, schools, village halls and offices. If accessibility to such facilities is not possible, then construction of temporary structures, to accommodate these facilities, must be considered.

The following **Form A-11 – Evacuation Preparation** is used by the Evacuation Team, together with the local community, in order to prepare for an evacuation. Questions in this form should be discussed together to obtain comprehensive answers. The community should discuss the evacuation plan before a disaster happens.

**Disaster Preparedness & Prevention Form A-11**

Evacuation Preparation

Put a ✓ in the appropriate column.

<table>
<thead>
<tr>
<th>Section of...</th>
<th>No.</th>
<th>Description</th>
<th>Known</th>
<th>Unknown</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td>1</td>
<td>When to evacuate and when not to?</td>
<td>✓</td>
<td></td>
<td>Need training</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Evacuees' needs</td>
<td>✓</td>
<td></td>
<td>Need training</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Evacuation process</td>
<td>✓</td>
<td></td>
<td>Need training</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Stage</th>
<th>No.</th>
<th>Actions</th>
<th>Done</th>
<th>Not yet</th>
<th>Priority</th>
</tr>
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<tr>
<td>Preparation</td>
<td>1</td>
<td>Determine evacuation site</td>
<td>✓</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Make evacuation plan</td>
<td>✓</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Determine the best route to the evacuation site</td>
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<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Organise evacuation transport</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Get details of emergency services</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Plan for victims' transportation to hospital</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Security measures</td>
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<td></td>
<td></td>
</tr>
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<td></td>
<td>8</td>
<td>Make Hazard Maps</td>
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<tr>
<td></td>
<td>9</td>
<td>Evacuation drills</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The community really needs training in evacuation. Have contacted several institutions but no reply yet.

**How to complete Form A-11 – Evacuation Preparation**

In the Knowledge section, fill in the description column with the results from the meeting, and then write the actions required in the next column. Fill in the Preparation section with actions already agreed to in the meeting, and rank them according to priority.
Conclusion

In order to develop a thorough disaster management plan, it is necessary to study, consider and test the entire content of this manual. It is also important to post the outcomes of any disaster management plan, including hazard map, vulnerability/capability assessments, and risk maps in the public arena for people to consider. The community’s comments and suggestions can then be taken into account, and subsequently incorporated into the plan.

Reviewing the situation and updating the plan
The plan has to be renewed periodically, and adjusted to any changing situations, hazards, telephone numbers and sources. This process is necessary to ensure the synchronicity of the plan with the actual situation.

Testing the plan
All CDMG members, together with the community, need to conduct trial exercises to ensure the plan’s suitability, and to strengthen the group’s ability to handle all tasks.

Monitoring the implementation
All activities must be monitored, so as to ascertain the progress achieved, and any problems encountered. The monitoring should preferably be undertaken by several CDMG members and community members who have been involved in the planning process.
Community Based Disaster Management

- Immediate actions during a disaster
- Emergency response without a plan
- Emergency response during a disaster
- Evacuation measures

During Disaster

By IDEP Foundation
For further information: www.idepfoundation.org
Introduction

This module is a practical guide, intended for use by a community experiencing a disaster. It is important to note that each disaster has its own scope, intensity and subsequent impact. The prescribed actions, therefore, should be adjusted to suit each individual situation. The first few hours after a disaster strikes are the most critical, so any useful information needs to be quickly and easily understood, which is why Module B has been designed to be as succinct and easy to read as possible.
Immediate Actions During Disaster
B.1 Immediate actions during a disaster

Regardless of the disaster’s magnitude, immediate actions that must be taken by any community experiencing a disaster are:

1. **SOUND THE ALARM!** The Early-Warning Team (a previously appointed community group) decides if and when to sound the alarm. After the alarm has been sounded a decision needs to be made about whether or not to evacuate.

2. **Request help – via phone or a messenger**
   - Request help from the nearest village
   - Contact SATGAS PB, PMI, the Police, TNI, NGOs and the Government
   - Contact the media (use Form B-01 – Daily Communication Log)

The Emergency Response Section (see Before Disaster Form A-01 – Community Disaster Management Group (CDMG) Members List) immediately conducts its assigned tasks. The Administration and Documentation Team distributes copies of Form B-01 – Daily Communication Log, to all teams, to be used for registering all internal and external communications. The team should monitor and register all communications, including those made via regular telephones, cellular telephones and walky-talkies. All teams must then hand in the completed forms to the Administration and Documentation Team, to enable easy monitoring of all emergency response processes.

### Emergency Response Form B-01

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Time</th>
<th>We contacted (outgoing)/contacted us (incoming)</th>
<th>Telephone No.</th>
<th>Person Contacted</th>
<th>About</th>
<th>Communication Outcome</th>
<th>Caller / Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>28-Oct-07</td>
<td>10:00</td>
<td>SATLAK PB (Regional Disaster Management Agency) (incoming)</td>
<td>0342 782xxx</td>
<td>Chandra Gupta</td>
<td>Means of transportation &amp; tents</td>
<td>Aid will arrive soon</td>
<td>Maria Dolores</td>
</tr>
<tr>
<td>2</td>
<td>29-Oct-07</td>
<td>9:30</td>
<td>SAR (Search and Rescue) (incoming)</td>
<td>021 672xxx</td>
<td>Sucipto M</td>
<td>Rescue equipment</td>
<td>Will arrive tomorrow at 9am</td>
<td>Herman Purnomo</td>
</tr>
<tr>
<td>3</td>
<td>30-Oct-07</td>
<td>13:00</td>
<td>Wiguna Foundation (outgoing)</td>
<td>0361 883xxx</td>
<td>Suciana S</td>
<td>Psychological treatment assistance</td>
<td>3 psychiatrists will arrive in 2 days</td>
<td>Yuyun Raharja</td>
</tr>
<tr>
<td>4</td>
<td>30-Oct-07</td>
<td>16:30</td>
<td>PMI (Indonesian Red Cross) (outgoing)</td>
<td>0361 752xxx</td>
<td>Martin S</td>
<td>Medicines</td>
<td>Will be delivered tomorrow morning</td>
<td>Maria Dolores</td>
</tr>
</tbody>
</table>

**How to complete Form B-01 – Daily Communication Log**

Record the appropriate information under the relevant column headings.
DURING DISASTER

3. The Village Head, or the Head of the Region, or their deputy, makes the decision to evacuate or not

- **IF EVACUATION IS UNNECESSARY** – proceed to section B.2 “Emergency Response without Plan”
- **IF EVACUATION IS NECESSARY** – Does it need to happen immediately, or is there some time?
- **IF IMMEDIATE EVACUATION IS NECESSARY** – save yourself and your family. Do not take extra risks by trying to save belongings. Leave the area immediately, using an available vehicle if possible or run
- **IF THERE IS TIME BEFORE EVACUATION** – see section A.5 “Evacuation Plan”, and B.4 “Evacuation Actions”
- **If there is a contingency plan** – see section B.3 “Emergency Response During Disaster”
- **If there is no contingency plan** – see directions below
  
  A community should have a contingency plan that has been practiced beforehand, so that, if faced with a sudden hazard, the community can act without having to wait to be told what to do

**Immediate Response**

1. **Save yourself first** by seeking shelter, or moving away from danger

2. **If possible, rescue others around you** by guiding them to shelter, or at least away from immediate danger

3. **If you are the person responsible for raising the alarm**, do this promptly. Tell people about the disaster, giving clear information, or just sound the alarm

4. **Once the situation has settled**, check for any affected people: family members and others

5. **If you are able to help people around you**, administer first aid, and then get them to a safe place. If, however, you are unable to help– either because there are too many affected people, or they are too badly hurt– seek outside help immediately

6. **When moving to a safe gathering place**, instruct the people around you to also assemble in the agreed safe gathering place

7. **Once people are gathered in the safe place**, promptly conduct a headcount of those who have made it. Make a quick assessment, and discuss with others if it is necessary to move to another venue, or if the current place is secure. Then start to organize emergency actions. Decide on the place to use as the Coordination Post
During Disaster

Emergency Response Without A Plan

Community Based Disaster Management (CBDM) Manual by IDEP Foundation – w w w . i d e p f o u n d a t i o n . o r g
B.2 Emergency response without a plan

Is there a plan or not?

If the answer is ‘no’, the Village Head or other leaders in the village, should immediately assign tasks and responsibilities to capable village members. Call together people you have chosen and quickly form the emergency response teams. The number of people required depends on the size of the area and the magnitude of the disaster. An average Indonesian village of 500 households requires at least 45 people.

Due to there being no plan, the management of tasks will need to be determined and adjusted in accordance with the scope of the disaster and local conditions. The process should include all capable community members. People should be divided into various teams, each with set responsibilities, as laid down in the job description sheets, in the CBDM Resource Book. Distribute the sheets to the relevant teams.
The CDMG’s tasks during a disaster

The following are the tasks of the General Coordinator, the Section Coordinators and the teams, to be undertaken in the event of a disaster. See the CBDM Resource Book for more detailed descriptions of these tasks. Note: Names of organizations may need to be updated if used outside of Indonesia.

<table>
<thead>
<tr>
<th>Section or Team</th>
<th>Tasks</th>
<th>Cooperate with, and receive training from</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDMG General Coordinator</td>
<td>Responsible for all CDMG activities at every stage of disaster management: problem solving, generating effective cooperation, addressing the requirements of all CDMG members, community spokesperson</td>
<td></td>
</tr>
<tr>
<td>Preparation Section (PS) Coordinator</td>
<td>Responsible for all Preparation Section activities: problem solving, generating effective cooperation, addressing the requirements of team members</td>
<td></td>
</tr>
<tr>
<td>PS-1 Early-Warning Team</td>
<td>Monitoring developments, aftershocks and impacts of disasters</td>
<td>Bureaus of forestry, agriculture and/or irrigation, InfoKom, Department of Regional Housing and Infrastructure, BMG, DVMB, SATGAS, Police, Koramil, ORARI, RAPI</td>
</tr>
<tr>
<td>PS-2 Mapping Team</td>
<td>Developing disaster impacts map, and regional map</td>
<td>BAKOSURTANAL, BAPPEDA, DVMB, PMI, NGOs, SATLAK, universities, BMG, PU, DinSos</td>
</tr>
<tr>
<td>Emergency Response Section (ES) Coordinator</td>
<td>Responsible for all activities of the Emergency Response Section at all stages of disaster management: problem solving, generating effective cooperation, addressing the requirements of team members.</td>
<td></td>
</tr>
<tr>
<td>ES-1 Pioneer Team</td>
<td>Repairing roads, building new roads, preparing evacuation site.</td>
<td>SAR, TNI, Police, PU, outdoor clubs, BMG, PMI, SATLAK</td>
</tr>
<tr>
<td>ES-2 Search and Rescue Team</td>
<td>Searching for, rescuing and evacuating survivors</td>
<td>SAR, TNI, Police, outdoor clubs, BMG, PMI, NGOs, SATLAK</td>
</tr>
<tr>
<td>ES-3 Security Team</td>
<td>Clearing disaster zone and providing security</td>
<td>TNI, Police</td>
</tr>
<tr>
<td>ES-4 Evacuation Team</td>
<td>Leading and supervising evacuation process, making lists of evacuees</td>
<td>SAR, PMI, TNI, Police, PU, SATLAK</td>
</tr>
<tr>
<td>ES-5 Fire Team</td>
<td>Extinguishing fires, cutting off electricity when necessary, assisting Search and Rescue Team</td>
<td>Fire Department, Police, TNI, PMI</td>
</tr>
<tr>
<td>ES-6 Logistics Team</td>
<td>Working together with the Public Kitchen Team to manage the Welfare Post, gathering the estimated essential and emergency needs, and making reports</td>
<td>Logistics depot, PMI, welfare bureaus</td>
</tr>
<tr>
<td>Communication Section (CS) Coordinator</td>
<td>Responsible for all Communication Section activities, at every stage of disaster management: problem solving, generating effective cooperation, addressing the requirements of section members, community spokesperson</td>
<td></td>
</tr>
<tr>
<td>CS-1 Administration &amp; Documentation Team</td>
<td>Working from the CDMG Coordination Post (POSKO), distributing and completing forms, establishing communication, making reports</td>
<td>PMI, welfare bureaus, SATLAK, NGOs</td>
</tr>
<tr>
<td>CS-2 Information &amp; External Relations Team</td>
<td>Contacting emergency units, requesting aid, external relations/publicity, making reports</td>
<td>Journalists’ associations, media, SATLAK, InfoKom bureau, NGOs, PMI</td>
</tr>
<tr>
<td>CS-3 Volunteers Team</td>
<td>Contacting volunteer bureaus, deploying and placing volunteers into teams</td>
<td>NGOs, outdoor clubs, PMI, SAR, student and youth organizations</td>
</tr>
<tr>
<td>Welfare Section (WS) Coordinator</td>
<td>Responsible for all Welfare Section activities at all stages of disaster management: problem solving, generating effective cooperation, addressing the requirements of section members, handling grievances</td>
<td></td>
</tr>
<tr>
<td>WS-1 First Aid Team</td>
<td>Assessing injured people conditions and conducting emergency first aid, making reports</td>
<td>Health bureaus, PMI, Public Health Center, hospitals, other health institutions</td>
</tr>
<tr>
<td>WS-2 Public Kitchen Team</td>
<td>Providing food and drinks for the community and those on duty, providing for special requirements of vulnerable groups: infants, children, pregnant and breast-feeding women, the elderly, the sick and those with disabilities</td>
<td>Welfare bureaus, health bureaus, food sellers, Logistics Depot, PMI, TNI, NGOs</td>
</tr>
</tbody>
</table>
Emergency Response During Disaster
B.3 Emergency Response During Disaster

Ensure that all members of the CDMG are present or available. Find a replacement for any absent members. The implementation of the contingency plan can begin once the CDMG is ready.

Assigning tasks to Sections and Teams

The Communication Section has a responsibility to advise all teams of their respective tasks during a disaster. Give each team leader a copy of the relevant tasks information, taken from the CBDM Resource Book. The following is an important list of forms, which should also be given to the relevant team leaders. The Communication Section should promptly photocopy forms, if extras are needed.

<table>
<thead>
<tr>
<th>Form Number and Name</th>
<th>Give to</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-01 Daily Communication Log</td>
<td>All individuals and teams that use external communication</td>
</tr>
<tr>
<td>B-02 Disaster TRIAGE List</td>
<td>ES-2 – Search and Rescue Team, and</td>
</tr>
<tr>
<td></td>
<td>WS-1 – First Aid Team</td>
</tr>
<tr>
<td>B-03 Disaster Site Sign in Form</td>
<td>ES-3 – Security Team</td>
</tr>
<tr>
<td>B-04 Facilities and Infrastructure Report</td>
<td>PS-1 – Early-Warning Team</td>
</tr>
<tr>
<td>B-05 Missing Persons Tracing Form</td>
<td>CS-1– Administration &amp; Documentation Team</td>
</tr>
<tr>
<td>B-06 Missing Persons List</td>
<td>CS-1– Administration &amp; Documentation Team</td>
</tr>
<tr>
<td>B-07 List of Affected People by Condition</td>
<td>CS-1– Administration &amp; Documentation Team</td>
</tr>
<tr>
<td>B-08 Summary Report of Affected People</td>
<td>CS-1– Administration &amp; Documentation Team</td>
</tr>
<tr>
<td>B-09 Emergency Needs Identification List</td>
<td>ES-6 – Logistics Team</td>
</tr>
</tbody>
</table>

To complete these forms, please see explanations below.
Handling of Injured and Deceased People

In the first few hours after a disaster, many lives can be saved with prompt and correct administration of first aid. To determine treatment priority (triage), the affected people should be grouped into four categories according to their condition:

1. **CR = Critical:** Urgent hospitalization. Critically injured people must be given the highest priority, and must immediately be taken to the nearest hospital. Notes must be made regarding the person's identity and characteristics, the designated hospital, and the license plate number of the vehicle transporting them. If available, tie a red ribbon or a piece of red cloth around the injured person's arm.

2. **ER = Emergency:** Immediate treatment then hospitalization. People in this category must receive prompt treatment, to keep them alive; and should then be taken immediately to the nearest hospital. Notes must be made regarding the person's identity and characteristics, the designated hospital and the license plate number of the vehicle transporting them. If available, tie a yellow ribbon or a piece of yellow cloth around the injured person's arm.

3. **NC = Non Critical:** Can wait for treatment. Place non-critical people in a safe place, and administer first aid, before making notes regarding the person's identity and characteristics. If available, tie a green ribbon or a piece of green cloth around the injured person's arm.

4. **NH = No hope:** Deceased or untreatable. Place people in this category in a special place and note the person's identity and characteristics and if there is a slim possibility that they may be treatable later, when further help arrives. Place the deceased in a safe place, while waiting for transportation to the nearest hospital or morgue. If available, tie a black ribbon or piece of black cloth around the arms of people in this category (both deceased and living).

Name or ID number (as appearing on the person's ID card) must be written on the ribbon or cloth tied around the person's arm.

For detailed explanations on how to administer emergency first aid please see relevant appendix.

The following form is used by both the Search and Rescue Team and First Aid Team, when undertaking triage of any affected people. This form records the person's triage category: critical, emergency, non critical, or no hope.

**Form B-02 – Disaster TRIAGE List** must be given to
the Administration and Documentation Team, so reports can be written on the condition of affected people.

### Emergency Response Form B-02

**Disaster TRIAGE list**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name or Number (from ID card)</th>
<th>Category (choose one)</th>
<th>Gender</th>
<th>Estimated Age (Yrs)</th>
<th>Ambulance / Vehicle License Plate</th>
<th>Destination Facility</th>
<th>Departure Date</th>
<th>Departure Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A-001/4</td>
<td>CR</td>
<td>M</td>
<td>34-40</td>
<td>DK 103 LX</td>
<td>Wangaya Hosp.</td>
<td>29-Jul-07</td>
<td>17:12</td>
</tr>
<tr>
<td>2</td>
<td>Sumarya S</td>
<td>ER</td>
<td>F</td>
<td>5</td>
<td>DK 3450 GG</td>
<td>Bunga Hosp.</td>
<td>29-Jul-07</td>
<td>15:03</td>
</tr>
<tr>
<td>3</td>
<td>Wahyu Damar</td>
<td>CR</td>
<td>M</td>
<td>47</td>
<td>DK 2252 KL</td>
<td>Wangaya Hosp.</td>
<td>29-Jul-07</td>
<td>20:03</td>
</tr>
<tr>
<td>4</td>
<td>Sumarni</td>
<td>ER</td>
<td>M</td>
<td>26</td>
<td>/</td>
<td>Returned home</td>
<td>29-Jul-07</td>
<td>20:35</td>
</tr>
<tr>
<td>5</td>
<td>Surya Kencana</td>
<td>CR</td>
<td>F</td>
<td>25-30</td>
<td>DK 103 LX</td>
<td>Wangaya Hosp.</td>
<td>30-Jul-07</td>
<td>9:15</td>
</tr>
<tr>
<td>6</td>
<td>Sundari</td>
<td>ER</td>
<td>M</td>
<td>22</td>
<td>DK 3450 GG</td>
<td>Bunga Hosp.</td>
<td>30-Jul-07</td>
<td>10:00</td>
</tr>
<tr>
<td>7</td>
<td>Ahmad Salam</td>
<td>NC</td>
<td>M</td>
<td>38</td>
<td>DK 103 LX</td>
<td>Bunga Hosp.</td>
<td>30-Jul-07</td>
<td>10:05</td>
</tr>
<tr>
<td>8</td>
<td>Rudi Lamas</td>
<td></td>
<td>M</td>
<td>25-30</td>
<td>/</td>
<td>Still on site</td>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>9</td>
<td>Parwati A</td>
<td></td>
<td>M</td>
<td>32</td>
<td>/</td>
<td>Still on site</td>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>10</td>
<td>Sunar Cahyudil</td>
<td></td>
<td>M</td>
<td>15</td>
<td>/</td>
<td>Returned home</td>
<td>30-Jul-07</td>
<td>11:37</td>
</tr>
<tr>
<td>11</td>
<td>Jeni Rahman</td>
<td></td>
<td>M</td>
<td>60-70</td>
<td>DK 2252 KL</td>
<td>Wangaya Hosp.</td>
<td>30-Jul-07</td>
<td>12:18</td>
</tr>
<tr>
<td>12</td>
<td>Poman Kurdi</td>
<td></td>
<td>M</td>
<td>40-50</td>
<td>/</td>
<td>Still on site</td>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>13</td>
<td>Karsidi T</td>
<td></td>
<td>M</td>
<td>25-30</td>
<td>/</td>
<td>Still on site</td>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>14</td>
<td>A-013/7</td>
<td></td>
<td>M</td>
<td>40-50</td>
<td>DK 3450 GG</td>
<td>Wangaya Hosp.</td>
<td>30-Jul-07</td>
<td>14:55</td>
</tr>
<tr>
<td>15</td>
<td>Lohot S</td>
<td></td>
<td>M</td>
<td>25-30</td>
<td>/</td>
<td>Return home</td>
<td>30-Jul-07</td>
<td>14:55</td>
</tr>
<tr>
<td>16</td>
<td>Puri Rama</td>
<td></td>
<td>M</td>
<td>16</td>
<td>/</td>
<td>Still on site</td>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>17</td>
<td>A-033/8</td>
<td></td>
<td>M</td>
<td>40-50</td>
<td>DK 103 LX</td>
<td>Wangaya Hosp.</td>
<td>30-Jul-07</td>
<td>15:07</td>
</tr>
</tbody>
</table>

### How to complete Form B-02 – Disaster TRIAGE List

Complete the information according to each column heading. Write the person’s name or number, as it appears on the identification tag on the person’s arm. Tick the box that is most appropriate to the person’s condition. Indicate gender and age. Record the license plate number of the vehicle that is to transport the person, the name of the health facility to which the person is to be taken, and the date and time of departure.

### Missing Persons

The main task of the Search and Rescue Team is to find and rescue any survivors who are trapped for any reason, and ensure that they are taken to a safe place. The team must also try to find anyone reported missing. All reports of missing people must be handed to the CDMG Coordination Post where they should be placed on the public notice board.
Maintaining security in the disaster area

Place several people from the Security Team along the route to the disaster area to control the flow of traffic in and out of the area. This will ensure that aid and emergency vehicles are not slowed down by other traffic. Do not allow entry to any person who has no legitimate reason to be in the disaster area. The area is still unsafe, and the emergency teams need as much space as possible to work effectively, and without interruption.

Place traffic signs along the route, from the village boundary to the disaster location, in order to ensure easy access for emergency and aid traffic. If possible, also perform any necessary repairs to the relevant roads. If any criminal acts are committed in the disaster area, they must be handled in accordance with standard procedures.

As the disaster zone is still considered dangerous, the Security Team must use Form B-03 – Disaster Site Sign in Form to record who is in the disaster area and their reasons for being there.

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Time In</th>
<th>Time out</th>
<th>Name</th>
<th>Address, Telephone No. / Mobile</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/9/07</td>
<td>1:00</td>
<td>17:15</td>
<td>Warkaman</td>
<td>Jl. Astina 11x Bangli, 081 338 41xxx</td>
<td>Survivor identification</td>
</tr>
<tr>
<td>2</td>
<td>1/9/07</td>
<td>1:30</td>
<td>18:15</td>
<td>Rukmini Sala</td>
<td>Desa Blantih, 081 234 353xxx</td>
<td>Indonesian Red Cross (PMI)</td>
</tr>
<tr>
<td>3</td>
<td>1/9/07</td>
<td>1:35</td>
<td>19:15</td>
<td>Darsih Kumala</td>
<td>Desa Wombat, 081 355 43xxx</td>
<td>LINMAS (Community Security Organization)</td>
</tr>
<tr>
<td>4</td>
<td>1/9/07</td>
<td>1:50</td>
<td>20:15</td>
<td>Amanda Rustam</td>
<td>Ngasem Rejo, 081 879 6xxx</td>
<td>LINMAS (Community Security Organization)</td>
</tr>
<tr>
<td>5</td>
<td>1/9/07</td>
<td>2:00</td>
<td>21:15</td>
<td>Roy Marten</td>
<td>Pringgodaidi, 081 353 64xxx</td>
<td>SAR</td>
</tr>
<tr>
<td>6</td>
<td>1/9/07</td>
<td>3:00</td>
<td>22:15</td>
<td>Gendon</td>
<td>Desa Palung, 081 856 62xxx</td>
<td>Police (Police)</td>
</tr>
<tr>
<td>7</td>
<td>1/9/07</td>
<td>4:00</td>
<td>23:15</td>
<td>Mardi Juana</td>
<td>Jl. Solo 54, Yogyakarta 081 338 68xxx</td>
<td>Volunteer</td>
</tr>
<tr>
<td>8</td>
<td>1/9/07</td>
<td>5:00</td>
<td>21:15</td>
<td>Kalim Suharto</td>
<td>Jl. Sampit 29a, Yogyakarta 081 556 78xxx</td>
<td>Bringing food</td>
</tr>
<tr>
<td>9</td>
<td>1/9/07</td>
<td>6:00</td>
<td>14:25</td>
<td>Heri Mawan</td>
<td>Desa Kuncrut, 081 235 43xxx</td>
<td>LINMAS (Community Security Organization)</td>
</tr>
<tr>
<td>10</td>
<td>1/9/07</td>
<td>7:00</td>
<td>14:15</td>
<td>Suparto Kali</td>
<td>Pringgodadi 081 554 73xxx</td>
<td>LINMAS (Community Security Organization)</td>
</tr>
<tr>
<td>11</td>
<td>1/9/07</td>
<td>8:00</td>
<td>14:15</td>
<td>Murdi Kayan</td>
<td>Desa Telus 081 185 67xxx</td>
<td>TVRI (Indonesian TV)</td>
</tr>
<tr>
<td>12</td>
<td>1/9/07</td>
<td>9:00</td>
<td>17:00</td>
<td>Pating Gunadi</td>
<td>Jl. Murka 14, Solo 081 234 55xxx</td>
<td>SAR</td>
</tr>
<tr>
<td>13</td>
<td>1/9/07</td>
<td>10:00</td>
<td>17:10</td>
<td>Maria Tombong</td>
<td>Jl. Ariti 2, Salatiga 081 356 23xxx</td>
<td>Volunteer</td>
</tr>
<tr>
<td>14</td>
<td>1/9/07</td>
<td>11:00</td>
<td>18:05</td>
<td>Rini Salim</td>
<td>Jl. Ariti 4, Salatiga</td>
<td>Volunteer</td>
</tr>
<tr>
<td>15</td>
<td>1/9/07</td>
<td>12:00</td>
<td>19:45</td>
<td>Purba Lingga</td>
<td>Jl. Ariti 6, Salatiga</td>
<td>Volunteer</td>
</tr>
<tr>
<td>16</td>
<td>1/9/07</td>
<td>13:00</td>
<td>16:30</td>
<td>Sunarti Renta</td>
<td>Ngasem Rejo 081 156 23xxx</td>
<td>Searching for family members</td>
</tr>
<tr>
<td>17</td>
<td>1/9/07</td>
<td>14:00</td>
<td>19:50</td>
<td>Loban Sirait</td>
<td>Jl. Durna 13, Solo 081 335 86xxx</td>
<td>SAR</td>
</tr>
</tbody>
</table>

How to complete Form B-03 – Disaster Site Sign in Form

Complete the information according to each column heading.
Compiling the Facilities and Infrastructure Report

Form B-04 – Facilities and Infrastructure Report, below, is used by the Early-Warning Team, to keep up to date with the current situation. This is important, because aid organizations need accurate information regarding the accessibility of the disaster site. The information recorded on the form is also useful in the post-disaster stage for estimating and mapping needs.

How to complete Form B-04 – Facilities and Infrastructure Report
Assess the condition of all facilities and infrastructure, by region and location. Tick the columns that are most appropriate to each facility’s condition. Record the best routes to reach the disaster location, and the nearest medical facilities. Additional important information should be recorded in the “important notes” box.
Setting up posts for humanitarian aid

These posts are established to manage information, communication and cooperation between the disaster-stricken community and appropriate outside parties. The number of posts depends on the scale of the disaster. The community and the CDMG determine the number of posts needed.

Assign a name to each post that indicates the service it provides, so that the community can easily make use of it.

All posts for humanitarian aid must be located in safe places.

The CDMG Coordination Post

Established by the Communication Section

The CDMG Coordination Post (POSKO) should be the first post encountered upon entering the area of humanitarian aid posts.

The functions of the CDMG Coordination Post are

- to manage communication, coordination and cooperation among sections and teams
- to give information to visitors, and to manage external communication
- to store and disseminate data
- to provide space for notice boards – accessible general information for the public
- to receive reports of missing people
- to be a processing centre for information regarding the condition of affected people
Registration of missing persons

The Administration & Documentation Team must assist anybody who wishes to report a missing person, to complete Form B-05 – Missing Persons Tracing Form. This form is used to record the personal details and physical characteristics of missing people, in order to help with their identification and to register them as missing.

Form B-05 – Missing Persons Tracing Form (part 1)

<table>
<thead>
<tr>
<th>Kasus Bencana</th>
<th>Tempat Place</th>
<th>Tanggal Date</th>
<th>Ref No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disaster type</td>
<td>Batur Village</td>
<td>24-Jul-07</td>
<td>M - CK/03</td>
</tr>
</tbody>
</table>

1. Orang yang Dicari / Missing Person

<table>
<thead>
<tr>
<th>Nama Lengkap Panggilan Kelamin</th>
<th>Nama Ayah Nama Ibu</th>
<th>Date of Birth</th>
<th>Place of Birth</th>
<th>Ethnic Group</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erna Mandyawati</td>
<td>Pujiono PH</td>
<td>3/31/85</td>
<td>Central Blahbatuh</td>
<td>Balinese</td>
<td>Indonesian</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tanggal Lahir</th>
<th>Kebangsaan Nationality</th>
<th>Suku Ethnic Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/31/85</td>
<td>Indonesian</td>
<td>Balinese</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tempat Lahir</th>
<th>Desa Village</th>
<th>Kabupaten Regency</th>
<th>Gianyar</th>
<th>Propinsi Province</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blahbatuh</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Berat</th>
<th>Tinggi</th>
<th>Warna Kulit</th>
<th>Skin Color</th>
<th>Photo Terlampir?</th>
<th>Accessories</th>
</tr>
</thead>
<tbody>
<tr>
<td>52 Kg</td>
<td>165 cm</td>
<td></td>
<td>Light Brown</td>
<td></td>
<td>Silver earrings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mata</th>
<th>Bibir</th>
<th>Hidung</th>
<th>Shape of Face</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>Thin</td>
<td>Long</td>
<td>Oval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kuping</th>
<th>Rambut</th>
<th>Hair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big</td>
<td>Black, long and straight</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rambut di Badan Lainnya</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burn marks on left leg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ciri-ciri Khusus (tato, bekas luka, tanda)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinguishing Features (tattoos, scars, marks)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pakaian</th>
<th>Perhiasan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue shirt, blue pants</td>
<td>Silver earrings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tgl Terakhir Terlihat</th>
<th>Tempat Terakhir Terlihat</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/25/07</td>
<td>Batur Village community hall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alamat Rumah Orang yang Dicari / Missing Person’s Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamat Rumah: Jln / No</td>
</tr>
<tr>
<td>Home Address: Street / No</td>
</tr>
<tr>
<td>Propinsi / Negara</td>
</tr>
<tr>
<td>Province / Country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alamat Terakhir Orang yang Dicari / Missing Person’s Latest Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamat Terakhir: Batur Village</td>
</tr>
<tr>
<td>Latest Address: Batur Village</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Propinsi / Negara</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bali / Indonesia</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telp</th>
</tr>
</thead>
<tbody>
<tr>
<td>081 236 18xxx</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tel. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0361 9432xx</td>
</tr>
</tbody>
</table>

INFORMASI LAIN YANG DAPAT MEMBANTU USAHA PENCARIAN / OTHER INFORMATION THAT MIGHT HELP THE SEARCH
Form B-05 – Missing Persons Tracing Form (part 2)

2. Pelapor / Reporting Person

<table>
<thead>
<tr>
<th>Nama Lengkap</th>
<th>Pujiono PH</th>
<th>No. Ref</th>
<th>Kelamin</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td></td>
<td></td>
<td></td>
<td>Male</td>
</tr>
<tr>
<td>Nomer Passport / KTP / SIM</td>
<td>20381/34-232/7813B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passport / ID Card / Driver's License No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>7/4/60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tanggal Lahir</td>
<td>Date of Birth</td>
<td>7/4/60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alamat Rumah: Jln / No</td>
<td>Jl Astina 11x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Address: Street No.</td>
<td>Desa, Kabupaten / Kota</td>
<td>Jl Astina 11x</td>
<td>Blahbatuh, Gianyar</td>
<td></td>
</tr>
<tr>
<td>Propinsi / Negara</td>
<td>Bali / Indonesia</td>
<td>No Telp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Province / Country</td>
<td></td>
<td>Tel. No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alamat E-mail</td>
<td><a href="mailto:utama@crash.net.id">utama@crash.net.id</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hubungan dengan Orang yang Dicari</td>
<td>Father</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship to Missing Person</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tanda Tangan Pemohon</td>
<td>Pujiono PH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature of Applicant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nama Petugas</td>
<td>I Made Jason</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officer in Charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INFORMASI LAIN / OTHER INFORMATION

Tanda Tangan Pemohon

Pujiono PH

Nama Petugas

I Made Jason

INFORMASI LAIN / OTHER INFORMATION

The victim suffers chronic asthma

How to complete Form B-05 – Missing Persons Tracing Form

Complete each box with as much information as possible. The more detailed the information, the easier it is to identify the missing person. Double-check the form carefully, before the reporting person leaves the Coordination Post.

Incorporate the completed Form B-05 – Missing Persons Tracing Form into Form B-06 – Missing Persons List, and then hand them over to the Evacuation Team to:

1. Be placed on the notice board of the CDMG Coordination Post
2. Be given to the Search and Rescue Team, who will conduct the search

Emergency Response Form No B-06

Missing Persons List

Location: Wonokerto Village

Completed by: Suroso

<table>
<thead>
<tr>
<th>No.</th>
<th>Missing Person’s Full Name</th>
<th>Gender</th>
<th>Age or DOB</th>
<th>Reporting Person</th>
<th>Relationship to Missing Person</th>
<th>Reporting Person’s Address &amp; Ph. Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sri Rejeki</td>
<td>☑</td>
<td>23-Dec-79</td>
<td>Sudarso Muljo</td>
<td>Husband</td>
<td>Batur Village, 0362 94kxxx</td>
</tr>
<tr>
<td>2</td>
<td>Rosa Situju</td>
<td>☑</td>
<td>31-Mar-85</td>
<td>Andrian Sadri</td>
<td>Friend</td>
<td>Blahbatuh Village, 041 236 18xxx</td>
</tr>
<tr>
<td>3</td>
<td>Firman Murtado</td>
<td>☑</td>
<td>1-Apr-85</td>
<td>Andi Murtado</td>
<td>Younger brother</td>
<td>Sumerep Village, (Village office’s no. 054 232xxx)</td>
</tr>
<tr>
<td>4</td>
<td>Kurnadi Wengso</td>
<td>☑</td>
<td>42 yrs</td>
<td>Marsih</td>
<td>Neighbor</td>
<td>Wonokerto Village, 081 125 67xxx</td>
</tr>
<tr>
<td>5</td>
<td>Ali Mahmudin</td>
<td>☑</td>
<td>25 yrs</td>
<td>Uni Sara</td>
<td>Wife</td>
<td>Wonokerto Village, 081 335 45xxx</td>
</tr>
<tr>
<td>6</td>
<td>Kirana Sari</td>
<td>☑</td>
<td>18 yrs</td>
<td>Durga Sari</td>
<td>Older sister</td>
<td>Wonokerto Village, 081 135 76xxx</td>
</tr>
</tbody>
</table>

How to complete Form B-06 – Missing Persons List

Complete the information required in each column, according to its heading. Enter reference numbers from the Search Request form (Form B-05) for each missing person.
Listing affected people by their condition

The Administration & Documentation Team can use Form B-07 – List of Affected People by Condition to classify the people based on their conditions and from the information recorded in Form B-02 – Disaster TRIAGE List.

This series of forms is used during the recovery stage to determine the needs of the affected people and their families. Information recorded in these forms is also used to count the total number of people that have been affected. Indicate the conditions in the box in the upper right-hand corner of the form. Use one form for each group of affected people, as shown in the following examples:

How to complete Form B-07 – List of Affected People by Condition

Complete the information required in each column, according to its heading. Indicate the condition group in the box in the upper right hand corner. Use one form for each group's condition, as shown in the above examples. Indicate the details about each person, based on the information recorded in Form B-02 – Disaster TRIAGE List.
Reporting the number of affected people

The following report is the summary of results from Form B-07 – List of Affected People by Condition and Form B-06 – Missing Persons List. Using the information recorded in Form B-08 – Summary Report of Affected People, the Administration & Documentation Team can make requests to donors and aid providers that accurately meet the affected people’s needs. This information can also be used when giving reports to the media.

### Emergency Response Form B-08

**Summary Report of Affected People**

<table>
<thead>
<tr>
<th>No.</th>
<th>Condition</th>
<th>Total</th>
<th>Data acquired from Form:</th>
<th>Important Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Missing</td>
<td>14</td>
<td>Total missing persons from all Forms B-06</td>
<td>2 people still not found</td>
</tr>
<tr>
<td>2</td>
<td>Deceased</td>
<td>21</td>
<td>Total deceased people from all relevant Forms B-07</td>
<td>3 corpses still unidentified</td>
</tr>
<tr>
<td>3</td>
<td>Injured</td>
<td>56</td>
<td>Total injured people from all relevant Forms B-07</td>
<td>6 are critically injured</td>
</tr>
<tr>
<td>4</td>
<td>Homeless</td>
<td>41</td>
<td>Total homeless from all relevant Forms B-07</td>
<td>43 homes destroyed</td>
</tr>
<tr>
<td>5</td>
<td>Emotional Trauma</td>
<td>83</td>
<td>Total people with emotional trauma from all relevant Forms B-07</td>
<td>4 people suffering acute depression</td>
</tr>
</tbody>
</table>

### How to complete Form B-08 – Summary Report of Affected People

Record the number of affected people by their condition, in the appropriate columns, based on their headings. Additional information about people in each of the condition groups should be recorded in the “Important Notes” column.
Health Post

Established by: the First Aid Team

The Health Post is used for attending to people who can be treated on site. Ideally, this post is located in a shady area, near the public kitchen.

All medical and psychological treatments take place here. People who need medicines, treatment or counseling may come to this post for assistance.

Welfare Post

Established by: the Public Kitchen and Logistics Teams

The Welfare Post is where community members go for food and drink. It is also where CDMG members obtain emergency supplies. The Logistics Team, using Form B-09 – Emergency Needs Identification List, estimates the quantity of supplies needed by the various teams. The data is obtained by questioning coordinators or members of each team, about their specific needs. Their requirements can be met by procuring resources from surrounding areas. Once the goods are obtained, they should be promptly distributed to the teams that need them.

Form B-09 – Emergency Needs Identification List is also useful for gaining information about any provisions that are in short supply and may have to be procured from outside the vicinity. For further information on how to access help, please see part C.7 “Finding Aid.”

<table>
<thead>
<tr>
<th>Date</th>
<th>Goods</th>
<th>Purpose</th>
<th>Quantity Needed</th>
<th>For Section/Team</th>
<th>Quantity Received</th>
<th>Receipt No.</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-Aug-07</td>
<td>Tents / tarpaulin</td>
<td>Temporary shelter</td>
<td>42 units</td>
<td>Emergency Response</td>
<td>21 units</td>
<td>001/08/ym</td>
<td>SY</td>
</tr>
<tr>
<td>24-Aug-07</td>
<td>Stretchers &amp; rope</td>
<td>To rescue trapped victims</td>
<td>10 stretchers, 100 meters rope</td>
<td>Rescue</td>
<td>20 stretchers, 150 meters rope</td>
<td>002/08/ym</td>
<td>R S</td>
</tr>
<tr>
<td>24-Aug-07</td>
<td>Flashlights &amp; batteries</td>
<td>To search for victims at night</td>
<td>30 flashlights</td>
<td>Rescue</td>
<td>17 flashlights</td>
<td>003/08/ym</td>
<td>TR</td>
</tr>
<tr>
<td>24-Aug-07</td>
<td>Red, yellow, green &amp; black ribbon</td>
<td>Triage</td>
<td>100 meters of each color</td>
<td>First Aid</td>
<td>100 meters of each color</td>
<td>004/07/ym</td>
<td>MR</td>
</tr>
<tr>
<td>24-Aug-07</td>
<td>Blankets &amp; warm clothes</td>
<td>Keep people warm</td>
<td>200 units</td>
<td>Welfare</td>
<td>280 units</td>
<td>006/08/ym</td>
<td>R S</td>
</tr>
<tr>
<td>24-Aug-07</td>
<td>Uncooked rice</td>
<td>Food</td>
<td>2 tons</td>
<td>Logistics</td>
<td>1.5 tons</td>
<td>005/01/ym</td>
<td>TR</td>
</tr>
<tr>
<td>25-Aug-07</td>
<td>Stethoscope</td>
<td>To check casualties</td>
<td>5 units</td>
<td>First Aid</td>
<td>5 units</td>
<td>004/06/ym</td>
<td>Mima</td>
</tr>
<tr>
<td>25-Aug-07</td>
<td>Betadine &amp; bandages</td>
<td>Treat wounds</td>
<td>20 bottles /5 boxes</td>
<td>First Aid</td>
<td>10 bottles /2 boxes</td>
<td>003/02/ym</td>
<td>R S</td>
</tr>
<tr>
<td>25-Aug-07</td>
<td>Salt &amp; sugar</td>
<td>For cooking</td>
<td>10 kg / 50 kg</td>
<td>Public Kitchen</td>
<td>10 kg /100 kg</td>
<td>004/01/ym</td>
<td>TR</td>
</tr>
<tr>
<td>25-Aug-07</td>
<td>Coffee &amp; mugs</td>
<td>To make coffee</td>
<td>50 kg /200 units</td>
<td>Public Kitchen</td>
<td>20 kg /160 units</td>
<td>006/09/ym</td>
<td>LN</td>
</tr>
</tbody>
</table>

How to complete Form B-09 – Emergency Needs Identification List

Record the names and amounts of items needed, their intended use, and the sections or teams that need them. The next three columns, under the larger heading “Goods Received”, can be completed when the goods have been obtained. Fill in each of these three columns according to its heading.
Dealing with Corpses

Major disasters, regardless of their causes, share one common feature: the great number of deaths or fatalities that ensue. Several disasters, such as the Bali Bombings of 2002, and the tsunami in Aceh in 2004, taught us a great deal about the importance of handling corpses properly.

The risk of disease

The general notion that handling corpses carries the risk of spreading diseases is untrue, unless the person died as a result of an infectious disease, such as avian influenza or TB, amongst others. Deaths caused by collisions or impacts, drowning or wounds cannot spread diseases such as typhoid, cholera or dysentery. The main risk of improperly handling corpses is that of pollution of drinking water, which can cause indigestion or food poisoning.

The risk of psychological problems

More disturbing, can be the psychological impact of having lost loved ones, and perhaps of having seen a great number of deceased people. In order to minimize this psychological impact, it is believed to be better to collect any corpses and dispose of them immediately. Burials or cremations should take place promptly, with swift identification being conducted wherever possible.

Conducting religious and traditional ceremonies

The wishes of families and communities must be respected whenever possible. It may be necessary to help facilitate religious and traditional ceremonies for the deceased, as this may help the affected communities to deal with any psychological problems that may arise as a consequence of the disaster.

Preparing a temporary work area

If possible, prepare a temporary place for corpse identification and storage. This can be as basic as a boat, a tent, or a simple building, which would be safe from subsequent disasters. If possible, the location should be accessible, bright and have adequate water supply. In addition, the following four adjoining areas would be desirable:

1. **Reception area:** to be used for registering and recording the initial details of the deceased person (race, gender, estimated age, height and other distinguishing features)

2. **General area:** to be used as a place for family members to sort deceased people’s photographs, IDs or other assembled information

3. **Examination area:** to be used if detailed information from the bodies is required. Body parts may be examined at this location, or autopsies performed

4. **Temporary storage and preservation area:** to be used when the deceased people are not immediately claimed by the family. This place should be clean, cool or cold, and have adequate space for storage. There should be easy access for the people assisting with the work
Equipment

The essential items to be prepared are: stretchers, leather gloves, rubber gloves, overalls, boots, safety helmets, soaps, disinfectants (like alcohol or chloride), and cotton cloths.

Additional equipment (if available): a steel operating table, a cart, liquid-proof floor covering, thick and opaque plastics to make dividing screens, body bags, garbage bags, washing tools and materials (soap, buckets, towels, cleaning rags), deodorants, and large notice boards. Raincoats are advisable if there is a risk of rain. Masks are not often necessary since there is generally no risk associated with inhaling the smell of a corpse. In fact, masks can hamper breathing and increase fatigue. The gases and bad odors from the corpses are unpleasant, but not dangerous. However, masks are important if handling corpses that have died of infectious diseases, such as avian influenza, TB, or similar. The use of construction helmets is important however, especially when retrieving corpses from damaged structures. Another important material is the chloride solution needed to clean surfaces contaminated by fluid from the decaying corpses. This fluid can cause diseases.

Other useful equipment for retrieving and handling corpses

- Flash lights (when working at night)
- Noise-makers such as whistles, megaphones or walky-talkies for call attention
- Ropes
- Knives
- Gloves
- Navigation aids such as Compasses or GPSs
- Documentation tools, such as pens and paper (also copies of Form B-02 – Disaster TRIAGE List), cameras and video cameras (important for corpse identification)

When storing, avoid piling the corpses. Piling is only acceptable during transport and in cold storage.
Moving, identifying and tagging corpses
When moving a corpse, record as many details about it as possible, including where the corpse was found. Photos and video footage are useful, if available.

- At the temporary morgue, the corpses should be labeled with an identifying tag that explains where they were found, whenever possible. The tag should list the name of the person who registered the corpse using an alphabetical code (for example A for Anton, B for Burhan, etc.). Then add a number to the tag, one for each corpse: for example, A1, A2, A3, A4, and so on
- An observation of the clothing and the external body should be made at the time of finding the corpse
- Group your records of the corpses according to gender, age, skin color, or height. Note hair color and length and other distinguishing features such as scars, birthmarks, clothing, accessories, or eye-glasses worn
- Physically arrange the corpses according to your assigned groupings or sub-groupings
- Provide an individual envelope for each corpse, in which to save all of its information, documents and accessories

Final handling
The most common final handling of corpses is a burial. Cremating is increasingly desirable in many countries. In certain cases, the corpses will need to be preserved.

Burial and cremation
Individual burial is ideal. Temporary burials are justified at times of emergency, until it is possible to transfer the corpse to its original village (if desired by the family). Burial sites should be at least 50m away from any clean water source, and 500m from any dwellings.

For burials, please indicate any characteristics of the corpses that may determine how they should be buried, such as religion, age and gender. Whenever possible, a burial should follow the local religious leaders' guidance. As an example, for the deceased Muslim of the Aceh and North Sumatra Tsunami of 26 December 2004, the Indonesian Mullah Association (MUI) prescribed two main requirements for the handling of the corpses: a shroud and a burial (KAKU - Kafan dan Kubur). If no shroud is available, the clothing worn by the deceased, when first found, can be substituted.

Mass cremation is to be avoided, especially if it goes against local culture and religious beliefs. In any case, the fuel needed to cremate corpses might be better used to cook food for the survivors. If cremation is unavoidable, it should be performed far from any dwellings, preferably at a time when the wind won't carry smoke through the community.
B.4 Evacuation Procedures

Before evacuation, the Village Head or the CDMG Coordinator needs to brief the community.

The evacuation briefing covers

1. The type and scope of disaster or imminent disaster
2. The amount of time available for gathering provisions
3. The time and location for assembly, prior to the evacuation
4. The location of the evacuation site
5. The provisions needed for the evacuation
6. The distribution of responsibilities coordinated by the Evacuation Team
   a. Each family is responsible for its own members
   b. The head of the sub-village or neighborhood association is responsible for its members whether they are members of local families or not
7. The necessities to carry (always ready in the “emergency bag”)
   a. Valuable items and documents: jewelry; birth, marriage and land certificates; diplomas, etc.
   b. Essential food items: rice, corn, sago, tubers etc.
   c. Clothing and blankets
   d. Domesticated animals (only if possible)
   e. Handy tools: flashlights, candles, matches, kitchen utensils, carpentry tools, farming tools etc.
   f. Medicines
8. Before leaving homes/offices
   a. Lock all doors and windows
   b. Turn off electricity at the main terminal; disconnect gas pipes
   c. Turn off water at the main valve
Preparations for the public kitchen

Take cooking utensils; advise people to take handy tools. Take useful items for emergency situations (tarpaulin, ropes, etc.). If possible, take food reserves from homes. All basic necessities should be carried, in order to cover initial needs at the evacuation site.

Preparing medicines

In addition to food, people should take any available medicines from their homes. This will aid recovery, after the disaster. Being well prepared (having all these items available when necessary) is a demonstration that the community is empowered and has already taken the first steps towards self sufficiency. Collect all medicines from community members. Those still required can be requested from community health centers, clinics, doctors, nurses, pharmacies, kiosks, shops or hospitals. This activity should be carried out by the First Aid Team.

Disconnecting electrical lines

To prevent fire, ask the electricity company to turn off the main power lines to the village. In addition to causing fire, electricity also presents the risk of electrocution. If there is every any sign of imminent flooding, electricity should be cut immediately, because water is a very dangerous electrical conductor.

Preparing an evacuation site

Ideally, an evacuation site should be chosen by the community, because they are best placed to identify safe areas. Both the Pioneer Team and the Evacuation Team should be instructed to prepare the evacuation site, determine the best route to the site, and clear the route of any obstructions. In addition to supervising evacuation, these teams also need to build or designate a simple structure, to be used as the CDMG Coordination Post.

Vehicle needs

Estimate the number and carrying capacity of vehicles needed. Use locally owned vehicles first. If there is a shortage, request help from neighboring communities. Use big trucks to haul most materials. Ensure that both the evacuation site and the route to it are ready, and that the vehicles have enough fuel.
Transportation priorities

1. The injured

2. Vulnerable groups – babies, children, pregnant and breast-feeding women, the elderly, the disabled, any sick people

3. The remaining members of the community

4. Materials needed at the evacuation site; especially essential daily needs such as food and drink

Attention to vulnerable groups

Special attention has to be given to vulnerable groups so that they can reach the evacuation site safely:

• Babies and children under 5 years

• Pregnant women (may need people to support them)

• Breast-feeding women

• The disabled (require extra assistance)

• The elderly (require transportation assistance, and possibly medical support)

• Sick people (including people with HIV/AIDS)

• School children (determine whether there is enough time for them to return home first; otherwise follow the school’s procedures for taking them directly to the evacuation site)
Conclusions

This module explains some of the main points of emergency response during disaster;

- Assigning tasks
- Immediate Rescue Steps
- TRIAGE
- Community security
- Setting up aid posts
- Registering missing people
- Emergency Needs Reporting
- Initial situation report, covering the condition of facilities infrastructure and the route to the disaster site
- Reporting the number of affected people
- Evacuation process

In the next section, “Module C – After Disaster”, the community will begin the process of managing both short and long term recovery needs.
Community Based Disaster Management

- Post-disaster recovery
- Recovery time-frame
- The CDMG’s role in recovery
- Needs assessment
- The needs-meeting process
- Book-keeping in the needs-meeting process
- Finding aid
- Cooperating with the media
- Long-term recovery

After Disaster

By IDEP Foundation
For further information: www.idepfoundation.org
C.1 Recovery After Disaster

After disaster, recovery, is the stage of repairing and rebuilding structures, infrastructure and people’s livelihoods, after they have been affected by a disaster.

Aims of disaster recovery

1. To minimize the suffering of people affected by the disaster
2. To restore, or improve upon, previous conditions
3. To create an environment that is less vulnerable to any future hazards or disasters

The highest priority of the recovery stage is to meet basic needs, in order to reduce further suffering.

Module C consists of four parts
1. The roles of the CDMG and the community during recovery
2. Estimating needs
3. Identifying resources: whether available locally, or from further afield
4. Meeting needs

Recovery time-frames

The recovery time-frame is determined by the magnitude of the disaster’s impact, along with the capacity of the affected community and the government to take the necessary steps. Depending on these things, recovery may take only a few days, or several years. Generally, the recovery time-frame is divided into two parts:

1. Short and medium-term recovery
2. Long-term recovery

For further information regarding long-term recovery, please see section C.9 “Long-term recovery”.
Community rights, obligations and responsibilities

The recovery stage is an opportunity for a community to chart the course of its future. Recognizing the following will ease a community’s transition to recovery after a disaster.

Rights

Every individual has the right to a decent life. A community has the right to use all available resources to achieve this. If the existing resources are not sufficient, a community has the right to ask for external help. This right applies to all: men and women, young and old, rich and poor. People belonging to vulnerable groups also have the right to special treatment.

Obligations

People have an obligation to rebuild their disaster-stricken areas; to fulfill their needs by utilizing local resources; and also to help each other during difficult times. During this period, there is a need for transparency. People have a right to understand the recovery process, which should be conducted openly and fairly. Good cooperation, transparency and a sense of responsibility from the CDMG, donor organizations and the community itself, will discourage dishonesty, and avoid social disharmony.

Responsibilities

Recovery efforts are the responsibility of all: the community itself, as well as other relevant institutions. The CDMG is responsible for the smooth running of the recovery process. To ensure that this is happening, they must make periodic reports. All relevant parties, including the community, are responsibility for securing the overall recovery process. Equally important, is caring of the environment to reduce the likelihood of further disasters. This is the responsibility of all. It is part of sustainable living.
C.2 Recovery time-frame

Urgent recovery needs

Urgent recovery needs are the needs that must be met the most quickly, though the need may be only temporary. Short term recovery is only needed in cases where the community is not capable of fulfilling their own basic needs.

Personal needs

Each household has several needs including drinking water; food; infant formula; cooking utensils; clothing; blankets and bedding; temporary housing; cultural and religious needs; and clean water and soap for bathing, clothes washing, toilets etc.

Public needs

- **Public health needs** – such as medications, bandages and other medical supplies
- **Religious needs** – such as temporary places of worship
- **Security and stability needs** – such as local area security
- **Sanitation needs** – such as water, sewerage and garbage treatment
- **Urgent facilities and infrastructure needs** – such as clean water, public BLT (bathing, laundry, toilets), roads in and out of the disaster area, internal (within the community) and external communication tools, illumination/electricity, temporary schools, transportation, storage space, temporary housing, health posts, tools and materials

More permanent recovery takes place during the long-term recovery stage.

For example: when repairing or replacing a public bathing facility, initially it is sufficient to construct a simple, temporary structure. A more permanent one can be built later, during long-term recovery.
Long-term recovery needs

For long term recovery the community should estimate their needs for ongoing living. The processes needed depend very much on the level of damage that has been incurred and the community’s ability to obtain the tools, materials, and workers that are needed to carry out the recovery process.

Basically, long-term recovery encompasses the following

- Rebuilding the local economy – such as creating business opportunities, job opportunities, job training, and opening market places, cooperatives and kiosks
- Restoring socio-religious functions – such as building permanent places of worship etc.
- Repairing and rebuilding permanent structures – such as houses, offices, schools, factories, roads and bridges
- Repairing and rebuilding permanent health facilities – such as hospitals, clinics, public health centers and pharmacies
- Installing permanent electricity and communication systems
- Restoring food production – such as farming, horticulture, fishing, animal husbandry and post-harvest processing
- Restoring and protecting the environment – by planting trees, cleaning rivers, protecting coral reefs etc.
- Improving education – by providing books and teacher training, creating libraries etc.
- Planning and agreeing on how to use or redistribute land

Long-term recovery can take a long time.

The community can speed up the recovery process by

1. Estimating required needs as accurately as possible
2. Planning the implementation process as effectively as possible
3. Proposing specific programs to donors who wish to help

For more information on long-term recovery, please see C.9 “Long-term recovery.”
C.3 The CDMG’s role in recovery

Though the tasks of the CDMG teams may change during the recovery stage, the CDMG’s main purpose remains that of easing the suffering of people affected by the disaster. The CDMG cooperates with the community to manage and channel both internal and external aid.

The role of the community during recovery

As well as the loss of life, a community hit by disaster is also likely to have experienced a substantial loss of goods and property. It can take a lot of materials and energy to rebuild a community. Since they are best placed to understand their own situation, community members should clearly describe their needs to the Logistics Team. The CDMG then works to satisfy those requirements, using local resources when available, and seeking external aid to cover any shortfalls. When aid arrives, the community should help to distribute it, enabling all members to understand the process, and helping to guarantee transparency.

During the early stage of recovery, the CDMG must meet at least once a week, in order to keep one another informed, and to be constantly aware of the immediate needs of the community, so that it can quickly prioritize aid allocation. Once the situation has improved and stabilized, the meeting can take place fortnightly or monthly. The CDMG should understand that too many meetings can use up time that could otherwise be used for carrying out tasks. Informal meetings amongst working teams to coordinate and to agree upon certain activities should take place whenever they are deemed necessary.

People who can help the CDMG in the recovery stage

The number of people needed to assist with recovery, depends on the magnitude of the disaster. The larger the disaster, the more people needed.

People who can cooperate with CDMG during recovery

- Community elders and religious figures
- Regional government representatives
- Relevant aid organizations
- Representatives of groups within the community, such as cultural groups, ethnic groups, mothers groups etc.
- People who are experienced in disaster recovery
- Volunteers
- Community members
- The media
- Professional groups, such as engineers, entrepreneurs, doctors, lawyers and artists

Experts from outside the area can be invited to deliver training to increase the local community’s knowledge and capabilities, thereby improving the CDMG’s abilities in facilitating a speedy recovery.
## Tasks of the CDMG teams during recovery

The following are summaries of the tasks of the CDMG teams during recovery. For more information, please see Section A-2 “Community Disaster Management Group (CDMG).” All CDMG teams must communicate and coordinate with each other. *Note: Names of organizations may need to be updated if used outside of Indonesia.*

<table>
<thead>
<tr>
<th>Section or Team</th>
<th>Recovery</th>
<th>Cooperate with and receive training from</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDMG General Coordinator</td>
<td>Responsible for all CDMG activities at every stage of disaster management: problem solving, generating effective cooperation, addressing the requirements of all CDMG members, community spokesperson</td>
<td></td>
</tr>
<tr>
<td>Preparation Section (PS) Coordinator</td>
<td>Responsible for all Preparation Section activities; problem solving, generating effective cooperation, addressing the requirements of team members</td>
<td>Bureaus of forestry, agriculture and/or irrigation, InfoKom, Department of Regional Housing and Infrastructure, BMG, DVMB, SATGAS, Police, Koramil, ORARI, RAPI</td>
</tr>
<tr>
<td>PS-1 Early Warning Team</td>
<td>Identifying recovery actions, analyzing disaster’s impacts</td>
<td></td>
</tr>
<tr>
<td>PS-2 Mapping Team</td>
<td>Recovery mapping</td>
<td>BAKOSURTANAL, BAPPEDA, DVMB, PMI, NGOs, SATLAK, universities, BMG, PU, DinSos</td>
</tr>
<tr>
<td>Emergency Response Section (ES) Coordinator</td>
<td>Responsible for all activities of the Emergency Response Section at all stages of disaster management: problem solving, generating effective cooperation, addressing the requirements of team members</td>
<td></td>
</tr>
<tr>
<td>ES-1 Pioneer Team</td>
<td>Maintaining roads, bridges, road signs</td>
<td>SAR, TNI, Police, PU, outdoor clubs, BMG, PMI, SATLAK</td>
</tr>
<tr>
<td>ES-2 Search and Rescue Team</td>
<td>Evaluating actions of Search and Rescue Team before and during disaster, and suggesting improvements</td>
<td>SAR, TNI, Police, outdoor clubs, BMG, PMI, NGOs, SATLAK</td>
</tr>
<tr>
<td>ES-3 Security Team</td>
<td>Guarding storage of supplies, and guarding regional security</td>
<td>TNI, Police</td>
</tr>
<tr>
<td>ES-4 Evacuation Team</td>
<td>Maintain evacuation facilities such as water, sanitation, hygiene, electricity, waste, roads, etc.</td>
<td>SAR, PMI, TNI, Police, PU, SATLAK</td>
</tr>
<tr>
<td>ES-5 Fire Team</td>
<td>Checking and managing flammable goods, such as fuel, stoves, gas tanks, electrical connections etc.</td>
<td>Fire Department, Police, TNI, PMI</td>
</tr>
<tr>
<td>ES-6 Logistics Team</td>
<td>Channeling and distributing aid</td>
<td>Logistics depot, PMI, welfare bureaus</td>
</tr>
<tr>
<td>Communication Section (CS) Coordinator</td>
<td>Responsible for all Communication Section activities, at every stage of disaster management: problem solving, generating effective cooperation, addressing the requirements of section members, community spokesperson</td>
<td></td>
</tr>
<tr>
<td>CS-1 Administration &amp; Documentation Team</td>
<td>CDMG Central Office, collecting aid, channeling financial donations, reporting activities on the village information board</td>
<td>PMI, welfare bureaus, SATLAK, NGOs</td>
</tr>
<tr>
<td>CS-2 Information &amp; External Relations Team</td>
<td>Researching sources of support, maintaining communication with the outside world, reporting to donors</td>
<td>Journalists’ associations, media, SATLAK, InfoKom bureau, NGOs, PMI</td>
</tr>
<tr>
<td>CS-3 Volunteers Team</td>
<td>Taking care of volunteers, providing appropriate rewards, recruiting and deploying more volunteers if needed</td>
<td>NGOs, outdoor clubs, PMI, SAR, student and youth organizations</td>
</tr>
<tr>
<td>Welfare Section (WS) Coordinator</td>
<td>Responsible for all Welfare Section activities at all stages of disaster management: problem solving, generating effective cooperation, addressing the requirements of section members, handling grievances</td>
<td></td>
</tr>
<tr>
<td>WS-1 First Aid Team</td>
<td>Addressing the community’s basic health needs, conducting health reports</td>
<td>Health bureaus, PMI, Public Health Center, hospitals, other health institutions</td>
</tr>
<tr>
<td>WS-2 Public Kitchen Team</td>
<td>Providing food and drink to those in need</td>
<td>Welfare bureaus, health bureaus, food sellers, Logistics Depot, PMI, TNI, NGOs</td>
</tr>
</tbody>
</table>

- These job descriptions should be adjusted according to the local needs
- If the community decides to use the same CDMG structure as in earlier stages– pre-disaster and during disaster– the names and roles of teams may need to be adjusted to suit the new situation
After Disaster

Needs Assessment

Community Based Disaster Management (CBDM) Manual
by IDEP Foundation – www.idepfoundation.org
C.4 Needs Assessment

Registering Needs

Registering needs is one of the most important steps towards fulfilling individual or family needs. Aid organizations are usually very willing to help communities that have been affected by disaster, but they do have to be properly notified.

Complete the relevant forms promptly, in order to request assistance. For easy classification of the various types of aid available, refer to The Sphere Project’s *Humanitarian Charter and Minimum Standards in Disaster Response* for water sanitation, food and nutrition, shelter and health.

This section of the manual is designed to help the CDMG and the community to calculate the community’s needs. The calculations are useful for estimating the amount of aid required from outside sources. The following forms can also be used as reports to the community, the government, aid organizations and the media.
Making general condition reports

The following form is designed for use by the Logistics Team, when making an initial appraisal of the general condition of an area. This form should be sent immediately to aid organizations, appropriate government departments and the media, in order to hasten the arrival of aid.

How to complete Form C-01 – General Community Conditions

Survey 10 people of different ages, genders and living-locations, using the questions provided. These people must have the ability to give clear answers or explanations, regarding the general conditions the community is experiencing. Not all questions will necessarily be applicable: it depends on the scope of the disaster. CDMG teams should choose and adjust the questions accordingly. Answers should be collated, summarized and entered into the form. Hand in completed copies of the form to both the Administration & Documentation Team and the Information & External Relations Team.
How to complete Form C-02 – Condition of Evacuee Accommodation

Using the questions in the form, survey the evacuees and the communities who are hosting them. These people must be able to give clear answers, regarding the general condition of Evacuee Accommodation. Answers should be collated, summarized and entered into the form. Hand in completed copies of the form to both the Administration & Documentation Team and the Information & External Relations Team.

### Condition of Evacuee Accommodation

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What nearby village(s) have been used for evacuation site(s)?</td>
<td>Belantih Village</td>
</tr>
<tr>
<td>How far is the disaster location from the evacuation site?</td>
<td>Roughly 2 km</td>
</tr>
<tr>
<td>What is the local community most concerned about?</td>
<td>Lack of space</td>
</tr>
<tr>
<td>Is there an opportunity for income generation at the evacuation site?</td>
<td>No</td>
</tr>
<tr>
<td>Are there any job opportunities in this village?</td>
<td>Don’t know yet</td>
</tr>
<tr>
<td>Is there an effort to build cooperation between the two communities?</td>
<td>Don’t know yet</td>
</tr>
<tr>
<td>Whose is responsible for building facilities at the evacuation site?</td>
<td>The local government &amp; the Evacuation Team of the CDMG</td>
</tr>
<tr>
<td>Is there a place for health treatment?</td>
<td>Yes, the local PUSKESMAS (Community Health Center), but it’s insufficient</td>
</tr>
<tr>
<td>Is there a safe shelter?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the shelter sufficient?</td>
<td>No, we need shelter for 20 more families</td>
</tr>
<tr>
<td>Is there a place to coordinate aid from?</td>
<td>Yes, the Belantih Village office</td>
</tr>
<tr>
<td>What are the available public facilities (clean water, communication system, sanitation)?</td>
<td>There is only clean water, and it’s not enough to meet the needs of the community</td>
</tr>
</tbody>
</table>
Individual or family basic needs

Clean water requirements
Drinking water is the most essential basic need. Additional water is also needed for bathing, washing and cooking. An individual requires the following amounts of clean water per day:

- Drinking water: minimum 2.5–3 liters
- Washing water: minimum 2–6 liters
- Cooking water: minimum 3–6 liters

Hence, during the initial period of an emergency response, an individual requires 7.5–15 liters of water per day. In the long-term water-availability should be increased beyond this.

> Water must be boiled for at least 7 minutes before drinking, or before being used for cooking.

Personal hygiene needs
It is important for individuals to maintain personal hygiene in order to remain healthy and avoid disease. An individual requires the following provisions for basic personal hygiene:

- 250 grams of bathing soap per person per month
- 200 grams detergent per person per month
- Sanitary napkins for women
- At least 12 washable diapers/nappies for babies up to 2 years old
- Medicines and vitamins

Dietary needs - food and nutrition
Nutrition is another very important basic necessity. People require nutritious food to stay healthy, especially during difficult times. The pressures imposed by the disaster, along with the type of work that then needs to be done, influences people’s general health. People require nutritious food so as to regain enough mental and physical strength to continue with recovery tasks. Special attention must be given to vulnerable groups such as infants, children, pregnant and breastfeeding women, the elderly and those with disabilities. Officially, communities have a right to help from the local government if they lack any of the 9 essential goods: rice, sugar, cooking oil, meat, eggs, milk, vegetables, fuel for cooking and iodized salt.

An example of a nutritious supplemental food recipe
Some illnesses are caused by malnutrition, including deficiencies in iron, iodine and vitamin A. Refer to the Appendices for the “Gurih Gurih Gizi” formula, a simple, nutritious, and delicious recipe that uses easily obtained ingredients, and which has been proven to meet nutritional requirements.
General sanitation and waste management needs
Sanitation is directly linked to health. To ensure continuing good health during the recovery period, people must pay attention to sanitation including effective waste management, and water quality, especially when water sources may have been contaminated.

Things to focus on to ensure general sanitation:
1. Bathing places
2. Toilets
3. Clean washing places
4. Sewerage
5. Waste management

Several points to consider in addressing general sanitation and waste management:
- Availability of water collection areas. Each should serve around 250 people
- Availability of gender specific toilets. Each should serve around 20 people or 1 family
- Water collection areas should not be more than 500 meters from the dwellings they serve
- Toilets should not be more than 50 meters away from the dwellings they serve
- Toilets should be at least 30 meters away from any water sources

See Appendices (additional information) for instructions on how to properly construct the above facilities.

Waste management
Combustible waste should be burned (during an emergency response situation only). Noncombustible waste should be buried in a specially prepared hole situated at least 20 meters away from dwellings and clean water collection areas. Encourage people to separate waste into organic and inorganic. The organic waste can then be made into compost.
AFTER DISASTER

How to complete Form C-03 – Assessment of Waste & Sanitation Needs

Answer the questions, register sanitation needs, including waste management, and hand in the completed form to the Information & External Relations Team, who should use it when requesting outside aid.

---

**Disaster Management & Recovery Form C-03**

**Location:** Yeh Mampeh Village

**Assessment of Waste & Sanitation Needs**

**Disaster type:** Landslide

<table>
<thead>
<tr>
<th>Completed by: Ardiani Ningsih</th>
<th>Date &amp; time of assessment:</th>
<th>Report no.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ardiani Ningsih</td>
<td>1 June 2003 / 13:25</td>
<td>002</td>
</tr>
</tbody>
</table>

### Assessment of Sanitation Needs

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Are there any toilets? If yes, do they function well?</td>
<td>All damaged; people defecate in the river, which is now dirty</td>
</tr>
<tr>
<td>2  Is there a clean water source for sanitation purposes? How far is it from the toilet facilities?</td>
<td>Yes, a well. It is 30 m away from the (damaged) toilet facilities</td>
</tr>
<tr>
<td>3  Are there any materials to build toilet facilities?</td>
<td>Yes, wood, rope and tarpaulin, but not enough</td>
</tr>
<tr>
<td>4  Is there any risk of contagious disease? How will this be controlled?</td>
<td>Yes, very big risk. Adequate place for waste disposal is much needed</td>
</tr>
<tr>
<td>5  What effort has been made to improve the sewerage system?</td>
<td>Making drainage, but still lack materials</td>
</tr>
<tr>
<td>6  Is there any problem with the drainage (flood, disease incubation, water contamination)?</td>
<td>Yes, clogged by mud</td>
</tr>
<tr>
<td>7  If yes, what can be done to solve the problem?</td>
<td>To dig out the mud, but still need more equipment</td>
</tr>
</tbody>
</table>

### Assessment of Waste Treatment

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Is there a problem with waste disposal?</td>
<td>Yes, there is no place to dump it</td>
</tr>
<tr>
<td>2  What type and volume of waste is being produced?</td>
<td>Plastics, food waste, rubble, etc.</td>
</tr>
<tr>
<td>3  How is garbage disposed of?</td>
<td>Still piled behind the football field</td>
</tr>
<tr>
<td>4  Do the health facilities/activities generate waste? How is such waste disposed of?</td>
<td>Yes, and there is not yet a specific place to dispose of it</td>
</tr>
</tbody>
</table>

### Notes on Sanitation Needs & Waste Treatment

Temporary bathing, washing and toilet facilities as well as a sewerage system need to be made. Their locations have been chosen and they are quite far from any water source. Human resources are available locally but materials aren’t yet.
Religious, traditional and cultural needs

Almost everyone whose life has been dramatically changed by a disaster experiences immense stress. At these times, people don’t just need to be physically well and strong. They also need strong religious, cultural or personal beliefs, in order to restore their sense of security and personal wellbeing.

Traditional and cultural needs often encompass the need to perform ceremonies following people’s respective cultures and traditions, such as blessings, memorials for the deceased etc. Religious needs often encompass the need for a place of worship, so that communities and individuals can continue to practice their beliefs or religions.

The following form can be used by the Logistics Team, in order to estimate individual or family basic needs.

Once completed, the form should be sent immediately to aid organizations, the governments and the media.

This will hasten the arrival of aid, and its distribution.
**Assessment of Clean Water Supply**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there a clean water reserve for drinking and cooking?</td>
<td>Yes, people boil spring water, but the spring is far away</td>
</tr>
<tr>
<td>Is there a clean water reserve for bathing and laundry?</td>
<td>Yes, the river but the water is unclean</td>
</tr>
<tr>
<td>How long will the water reserve last?</td>
<td>5 days</td>
</tr>
<tr>
<td>How many people need the water?</td>
<td>Roughly 510 people</td>
</tr>
</tbody>
</table>

**Assessment of Personal Health**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there medicines to meet individual needs?</td>
<td>No. People have donated everything they have to the CDMG</td>
</tr>
<tr>
<td>Is there bathing soap and detergent to meet individual needs?</td>
<td>No</td>
</tr>
<tr>
<td>What are the specific needs for women, babies &amp; children?</td>
<td>Sanitary napkins, milk, vitamins and diapers</td>
</tr>
<tr>
<td>How many people are in need of personal health assistance?</td>
<td>Roughly 210 people</td>
</tr>
</tbody>
</table>

**Assessment of Food Supply**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there a supply of nutritious food?</td>
<td>Yes, a little. Only that given by the Public Kitchen Team</td>
</tr>
<tr>
<td>If yes, how long will the food supply last for?</td>
<td>2 days. Aid is immediately needed</td>
</tr>
<tr>
<td>If not, what food is needed?</td>
<td>Basic food items: rice, sugar, cooking oil, meat, eggs, milk, vegetables, kerosene, iodized salt</td>
</tr>
<tr>
<td>How many people need food?</td>
<td>Roughly 510 people</td>
</tr>
</tbody>
</table>

**Assessment of Religious, Cultural and Traditional Needs**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What cultural and traditional needs (such as ceremonies, etc) does the community have?</td>
<td>Funeral ceremonies</td>
</tr>
<tr>
<td>What is required to meet those needs?</td>
<td>Coffins, shrouds, incense, etc.</td>
</tr>
<tr>
<td>How many people require those things?</td>
<td>Roughly 210 families</td>
</tr>
</tbody>
</table>

How to complete Form C-04 – Individual or Family Basic Needs

Using the questions in the form, survey 10 people of different ages, genders and living-locations. These people must have the ability to give clear answers about the general conditions experienced by individuals and families. The answers are collated, summarized and entered into the form. Hand in completed copies of the form to both the Administration & Documentation Team and the Information & External Relations Team.
Household needs

Household needs are those that are required on a daily basis by families and individuals, and include essential items such as clothing, household utensils and appliances. More specific household needs are:

**Clothing and bedding – minimum requirement per person**

- Blanket - include special blankets for a baby
- A bed or a mattress
- 1 locally appropriate set of clothing

**Kitchen utensils, lamps and other household appliances**

If each family will be preparing food separately, they will require

- Stoves or other cooking appliances
- Fuel
- Large cooking pots with lids
- Large bowls
- Knives
- Wooden spoons/spatulas
- Water containers with lids
- Lamps, flashlights or candles
- Matches
- Plates
- Spoons
- Drinking glasses

The following form can be used by the Logistics Team, to ascertain household needs, and also as an early guide to general household conditions. Once completed, the form should be sent promptly to the relevant aid organizations, the government and the mass media. This will help to hasten the arrival of the aid, and its distribution.
How to complete Form C-05 – Assessment of Household Needs

Using the questions on the form, survey 10 people of different ages, genders and living-locations. These people must be able to give clear answers or explanations regarding general household conditions. The answers should be collated, summarized and entered into the form. Hand in completed copies to the Administration & Documentation Team and the Information & External Relations Team, to be passed on to aid organizations.
Housing Needs

Families and individuals who have just lost their homes are faced with a very difficult situation. They need to be treated kindly, and offered appropriate support. Those whose homes survived the disaster should try to accommodate those whose homes were lost. Everybody needs a decent dwelling with the following requirements:

Dwelling requirements
- Access to a clean water source
- Bathing, laundry, and toilet facilities
- Access to roads
- Safe areas
- Privacy—each family should have some private space
- Each person requires a minimum of 3.5 m2 of indoor space
- Decent, shelter from heat, cold, rain and wind
- Adequate space to perform household activities
- Adequate space to perform income-generating activities

If the repair or building of new dwellings is required, it is recommended that materials be salvaged from the disaster site, or from surrounding areas (local resources). See the Appendices for instructions on how to make temporary tents if necessary.

The following form can be used by the Logistics Team, to ascertain household needs, and also as an early guide to the general conditions. Once completed, the form should be sent promptly to the relevant aid organizations, the government and the mass media. This will help to hasten the arrival of the aid, and its distribution.
### Disaster Management & Recovery Form C-06

**Assessment of Housing Needs**

<table>
<thead>
<tr>
<th>Completed by: Ardiani Ningsih</th>
<th>Date &amp; time of assessment: 1 June’03/13:00</th>
<th>Report no.: 002</th>
</tr>
</thead>
</table>

**Location:** Yeh Mampeh Village  
**Disaster type:** Landslide

---

#### Assessment of Housing Needs

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many families are currently without homes? Where are they staying now?</td>
<td>Roughly 100 families. They are currently sheltered in the schools</td>
</tr>
<tr>
<td>Does the lack of housing endanger these people?</td>
<td>Yes</td>
</tr>
<tr>
<td>What materials have they received? Who gave them?</td>
<td>Cement, rocks and sand from the Local Government</td>
</tr>
<tr>
<td>What construction materials can be salvaged from the disaster site? How much?</td>
<td>Some 300 bricks, several doors and 25 short water pipes</td>
</tr>
<tr>
<td>Who will build the houses and other facilities? How will they do it?</td>
<td>The people will work collectively helped by volunteers and experienced builders</td>
</tr>
<tr>
<td>Are there enough materials/workers to meet housing needs?</td>
<td>We can use the material that we have (listed above), but we need other materials</td>
</tr>
<tr>
<td>What materials are still needed, and how much?</td>
<td>2,000 bags of both cement and sand, 10,000 bricks, 10,000 nails, 200m of piping and 100 water pumps</td>
</tr>
<tr>
<td>Is there any land to build on? How big an area?</td>
<td>Yes, 500 m2</td>
</tr>
<tr>
<td>Are their undamaged buildings that can be used?</td>
<td>Yes, the schools</td>
</tr>
<tr>
<td>Are there tools to build or to repair housing?</td>
<td>Yes, 10 hammers and 3 saws. Of course, this is inadequate</td>
</tr>
<tr>
<td>Are there people who can operate these tools?</td>
<td>Yes, many of the local people are construction workers</td>
</tr>
</tbody>
</table>

---

Other important notes can be written below, on the other side of this page, or on a separate piece of paper.

---

**How to complete Form C-06 – Assessment of Housing Needs**

Using the questions on the form, survey 10 people of different ages, genders and locations. These people must have the ability to give clear answers or explanations regarding general household conditions. The answers are collated, summarized and entered into the form. Hand in completed copies of the form to both the Administration & Documentation Team and the Information & External Relations Team.
Community general needs

Health Post Needs
The extent of health needs will depend on the extent of the disaster’s impact.

Basic requirements of a health post
- Clean and sheltered place, able to be used for treatment
- Professionals or medically trained people
- Medical equipment, medicines and vitamins

The First Aid Team, in cooperation with hospitals or the Health Bureau, the local Red Cross and other health organizations, are responsible for treating people and monitoring the community’s health by:
- Following up treatment of injured people
- Providing midwifery services
- Providing psychological counseling
- Handling corpses
- Monitoring the quality of water reserves

Community health education
The First Aid team should also provide explanations or info-sessions to the community regarding:
- General hygiene, water boiling, washing hands after using toilets
- How to prevent epidemics (see the Introduction section – About Hazards)
- How to improve the community’s health
- Food and nutrition
- How to maintain hygiene
- Proper waste management

The effects of a disaster can cause trauma and psychological/emotional instability to those who have experienced them. Consequently, people suffering from emotional trauma need medical support to help stabilize their mental condition. Please, see the Appendices for more information on this issue. The following form can be used by the First Aid Team to assess general health needs.
Disaster Management & Recovery Form C-07
Assessment of General Health Needs

Location: Yeh Mampeh Village
Disaster type: Landslide

Completed by: Ardiani Ningish
Date & time of assessment: 1 June 2003/13:45
Report no.: 002

Assessment of Health Facilities, Equipment and Personnel

1. Are there enough competent medical personnel?
   - There's only the CDMG First Aid Team who cannot handle all the casualties

2. Are there adequate health facilities?
   - No

3. Is there space for emergency health needs?
   - Yes, tents with mats, but not enough

4. Are there medical supplies (such as medicines, bandages, etc.)?
   - Yes, some from the neighboring PUSKESMAS (Community Health Center), very inadequate

5. What medical equipment and supplies are still needed?
   - See the list below

6. Are there institutions that can provide for the above medical needs?
   - No, external help is very much needed

List types and estimated quantity of needed medical supplies

<table>
<thead>
<tr>
<th>TYPE</th>
<th>AMOUNT NEEDED</th>
<th>TYPE</th>
<th>AMOUNT NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Ciprofloxacin</td>
<td>for 20 people</td>
<td>12 Ibuprofen</td>
<td>for 150 people</td>
</tr>
<tr>
<td>2 Dettol</td>
<td>100 bottles</td>
<td>13 Piroxicam</td>
<td>for 10 people</td>
</tr>
<tr>
<td>3 Betadine</td>
<td>100 bottles</td>
<td>14 Panadol</td>
<td>for 10 people</td>
</tr>
<tr>
<td>4 Vitamins for babies &amp; children</td>
<td>for 50 children</td>
<td>15 Dressings</td>
<td>500 units</td>
</tr>
<tr>
<td>5 Vitamins C &amp; B for adults</td>
<td>for 200 people</td>
<td>16 Bandages</td>
<td>400 units</td>
</tr>
<tr>
<td>6 Combantrin</td>
<td>for 20 people</td>
<td>17 Band-aids</td>
<td>300 units</td>
</tr>
<tr>
<td>7 Amoxicillin 500 mg</td>
<td>for 25 people</td>
<td>18 Patients' beds</td>
<td>10 units</td>
</tr>
<tr>
<td>8 Amoxicillin syrup for babies</td>
<td>for 10 people</td>
<td>19 Episiotomic scissors</td>
<td>3 units</td>
</tr>
<tr>
<td>9 Paracetamol for children</td>
<td>for 22 people</td>
<td>20 Disposable gloves (latex)</td>
<td>5 boxes</td>
</tr>
<tr>
<td>10 Antibiotic salves</td>
<td>for 20 people</td>
<td>21 Stethoscope (latex)</td>
<td>2 units</td>
</tr>
<tr>
<td>11 Phenergan</td>
<td>for 30 people</td>
<td>22 Stethoscope</td>
<td>2 boxes</td>
</tr>
</tbody>
</table>

Other important notes can be written below, on the other side of this page, or on a separate piece of paper.

How to complete Form C-07 – Assessment of General Health Needs

Answer all the questions, and enter the amount, and the types of medicines needed. Hand in this form to the Logistics Team as a basis for requesting external help.
**Temporary electricity and communication system**

Depending on the scope and type of disaster, the electricity and communication system may become unreliable, or fail completely. To restore electricity, the CDMG must contact the nearest electricity company. In any event, a generator is essential, even if only as a backup, and should be provided wherever electricity is essential, such as at the Health Post and in other situations where people’s safety is at stake.

In order to restore the communication system, the CDMG must contact the relevant telecommunications company. In the meantime, communication can continue using whatever mobile phones and walky-talkies are available in the community.

**Temporary schools**

Children’s education should not be neglected, in spite of the inconvenient situation. If no building is available, education can take place in a temporary structure, or even under a tree. The most important educational requirements are notebooks, pens, pencils and teachers. Any shortages should be reported to the CDMG, as a basis for requests for outside help.

**Storing provisions**

Provisions, including essential equipment, have to be stored in an appropriate place to preserve them. A temporary room must be built if an existing one cannot be found. The store must be clean, dry and secure.

**Teams responsible for the storage facility and its contents**

- **Security Team** – for the storage facility’s security
- **Administration & Documentation Team** – for inventory (documentation of goods, in-and-out)
- **Logistics Team** – for distribution of goods

**Building materials, tools and workers**

Local workers and materials should be used whenever possible. The CDMG can request that aid organizations use local workers and materials in order to help strengthen local economies. The following forms can be used by the Early Warning Team to estimate the amount of damage to facilities and infrastructures.

If the Early Warning Team completed **Form A-05– Estimated Community Resources** during the before disaster stage, and **Form B-04– Facilities and Infrastructure Report** in the during disaster / emergency stage, the team can use the information as a basis for completing **Form C-08 – Assessment of Facility and Infrastructure Needs**.

Information contained in these three forms can be used to support requests for aid in the form of help with repairing facilities and infrastructure.
How to complete Form C-08 – Assessment of Facilities and Infrastructure Needs

The Early Warning Team should determine the number workers and materials necessary for carrying out urgent repairs. The team also needs to find out where to source these workers and materials. Whenever possible, local workers and resources should be used, in order to help strengthen local economies.

<table>
<thead>
<tr>
<th>Disaster Management &amp; Recovery Form C-08</th>
<th>Location: Yeh Mampeh Village</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment of Facility and Infrastructure Needs</td>
<td>Disaster type: Landslide</td>
</tr>
<tr>
<td>Completed by: Ardiani Ningsih</td>
<td>Date &amp; time of assessment: 1 June 2003/13:00</td>
</tr>
</tbody>
</table>

### Assessment of Roads and Bridges

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Are there materials/workers to repair the roads and bridges?</td>
</tr>
<tr>
<td>2</td>
<td>What materials are needed? Who can get them?</td>
</tr>
<tr>
<td></td>
<td>Workers available but there are no materials</td>
</tr>
<tr>
<td></td>
<td>Rocks, sand and asphalt. CDMG can request from aid organizations</td>
</tr>
</tbody>
</table>

### Assessment of Electricity Supply

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Was there electricity connected before the disaster?</td>
</tr>
<tr>
<td>2</td>
<td>What is the current condition of the community’s electrical facility?</td>
</tr>
<tr>
<td>3</td>
<td>If damaged, what can be used for illumination and electricity?</td>
</tr>
<tr>
<td>4</td>
<td>Have the electrical problems created any emergencies?</td>
</tr>
<tr>
<td>5</td>
<td>If yes, has the electricity company been contacted?</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Damaged</td>
</tr>
<tr>
<td></td>
<td>Lanterns, candles and flashlights but not enough. There is a generator but it’s not working</td>
</tr>
<tr>
<td></td>
<td>Yes. Health facilities are ineffective without electricity</td>
</tr>
<tr>
<td></td>
<td>Yes, but they haven’t arrived</td>
</tr>
</tbody>
</table>

### Assessment of Communication System

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>What communication tools did people use before the disaster?</td>
</tr>
<tr>
<td>2</td>
<td>What are the existing communication tools, and what condition are they in?</td>
</tr>
<tr>
<td>3</td>
<td>Has the telecommunication company been contacted?</td>
</tr>
<tr>
<td></td>
<td>Mobile phones, home phones and walky-talkies</td>
</tr>
<tr>
<td></td>
<td>Walky-talkies and mobile phones but no phone-credit and cannot be recharged</td>
</tr>
<tr>
<td></td>
<td>Yes, but they haven’t arrived</td>
</tr>
</tbody>
</table>

### Assessment of Educational Needs

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>What are the existing educational faculties?</td>
</tr>
<tr>
<td>2</td>
<td>What education facilities are needed?</td>
</tr>
<tr>
<td>3</td>
<td>Are there enough school supplies?</td>
</tr>
<tr>
<td>4</td>
<td>If not, how many students are short of materials?</td>
</tr>
<tr>
<td></td>
<td>Schools, but currently being used for shelters. Teaching is currently done outside under trees</td>
</tr>
<tr>
<td></td>
<td>Housing is needed so school-buildings can be returned to their normal function</td>
</tr>
<tr>
<td></td>
<td>Not yet. Text books, note books, pens and pencils are very much needed</td>
</tr>
<tr>
<td></td>
<td>Roughly 100 children</td>
</tr>
</tbody>
</table>

### Assessment of Religious Facilities

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>What religious facilities are needed?</td>
</tr>
<tr>
<td>2</td>
<td>Are there materials to meet those needs?</td>
</tr>
<tr>
<td>3</td>
<td>What are the constraints?</td>
</tr>
<tr>
<td></td>
<td>Repair damage to existing facilities</td>
</tr>
<tr>
<td></td>
<td>Not yet</td>
</tr>
<tr>
<td></td>
<td>There is neither material nor aid</td>
</tr>
</tbody>
</table>
Personal and social wellbeing needs

These needs are related to the community’s religious and cultural traditions. After a disaster, many people experience immense psychological strain: seeing the lives they have built over many years destroyed in a matter of minutes. To help people to move on and recuperate from this dire situation, information sessions and workshops dealing with recovery planning should begin as soon as possible. It is desirable that the community’s religious and cultural traditions are fulfilled promptly, in order to help the community to regain its sense of peace and security, following a disaster.

Tensions between groups

In certain types of disasters, the pressures can cause group dynamics to become tense or volatile, as members of the stricken community intentionally, or unintentionally, seek to lay blame for their misfortunes. The following differences within a community can be triggers for disharmony:

- Race
- Belief and religious background
- Political views
- Economic status/wealth

For more information regarding this issue, please see “Social Conflict” in the introduction section, “About Hazards”.
After Disaster

The Needs-Meeting Process
C.5 The Needs-Meeting Process

This section will discuss the process, or the cycle, of meeting a community’s needs during disaster recovery. The following diagram illustrates such a process. Please see the following pages for complete explanations.

The needs cycle

1. Gather and summarize information regarding the general needs of individuals, families and communities
2. Gather data on resources that are available locally and in the surrounding area
3. Distribute the available resources fairly and openly to those who need them
4. If there is a shortfall, calculate or estimate its extent and make appropriate aid requests. When aid is received, distribute it fairly and openly to those in need

Suggestions for the needs-meeting process

Community involvement in the needs-meeting process is essential. Organize meetings with all community members to ensure their participation. Community input regarding needs, priorities and the allocation of available resources must be heard openly, to guarantee transparency and fairness.
Summarizing needs

Assessing family needs

Individuals or family representatives who need support should visit the CDMG Coordination Post to report their specific needs. This method of seeking assistance should be announced to the community, or posted on the public notice board.

Accurate data about the needs of families ensures a more open and fair allocation of aid.

The total number of individuals in each family, based on age and gender, should be recorded on the following form so that the specific needs of each family can be assessed. This should be done by the Administration & Documentation Team. Once the number of families needing assistance is known, the completed form should be sent to appropriate aid organizations, the government and the mass media as soon as possible. The sooner it is sent, the sooner the aid can arrive. A number should be assigned to each family, with the aim of ensuring that they receive the correct aid, according to their specific needs.

How to complete Form C-09 – List of Families Requiring Help

Assign a number to each family and record the name of the head of the family, or the representative. Note where the family is currently staying, and the number of family members according to age, gender, and their condition. Ask the family head or representative to sign in the appropriate column.
Summarizing Individual or family needs

Below is a list of an individual’s basic needs. It should be pointed out to community members when they report to the CDMG Coordination Post. The list can be written on paper and posted on the notice board; or written directly onto the board itself.

- Clean water for drinking and cooking
- Clean water for bathing and washing
- Bath soap and laundry soap
- Clothing, blankets and beds
- Lighting
- Food supplies
- Fuel
- Cooking and eating utensils
- Personal medication
- Special health needs for babies, women, and elderly people
- Tools and materials for repairing and building structures
- Housing
- School supplies for children
- Essential religious items (special clothing, ritual items etc.)

Form C-10 – Summary of Individual / Family Needs, below, can be used by the Administration & Documentation Team to make a summary of individual or family needs. Information for completing this form can be obtained from Form C-04 – Individual or Family Basic Needs, Form C-05 – Assessment of Household Needs, Form C-06 – Assessment of Housing Needs, and Form C-03 – Assessment of Waste & Sanitation Needs; or obtained directly from the families when they report to the CDMG Coordination Post.

How to complete Form C-10 – Summary of Individual / Family Needs

Hand in copies of the completed form to both the Administration & Documentation Team and the Information & External Relations Team. Those teams should promptly send it to donor agencies, aid organizations, the government and the media, helping to speed up the arrival of aid.
Summary of General Community Needs

Community needs depend very much on the magnitude of the disaster, and the area’s condition beforehand. This section discusses only the urgent community general needs. For more information regarding long-term needs, please see section C.9 “Long Term Recovery”.

The community and the CDMG should work together to determine the community’s general needs. To assist with this process, they can use Form C-03 – Assessment of Waste & Sanitation Needs, Form C-04 – Individual or Family Basic Needs, and Form C-08 – Assessment of Facilities and Infrastructure Needs.

The Administration & Documentation Team can use Form C-11 – Summary of General Community Needs, to prioritize the necessary actions. Once all available resources have been clearly identified, the distribution plan and the extent of any shortfall can be recorded on the form.

<table>
<thead>
<tr>
<th>No.</th>
<th>Damaged Facility</th>
<th>Needs</th>
<th>Priority</th>
<th>Available resources</th>
<th>Amount still needed</th>
<th>Person / Institution responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clean water source</td>
<td>Water storage &amp; piping</td>
<td>✓</td>
<td>people</td>
<td>1 water tank, 60 bags of cement and 100 m of pipe</td>
<td>Agus Samijaya</td>
</tr>
<tr>
<td>2</td>
<td>Housing</td>
<td>Tents</td>
<td>✓</td>
<td>People &amp; rope</td>
<td>300 m of tarpaulin &amp; tools</td>
<td>Evacuation Team</td>
</tr>
<tr>
<td>3</td>
<td>Sanitation/hygiene</td>
<td>Temporary bathing facilities, laundry and toilets</td>
<td>✓</td>
<td>People &amp; wood</td>
<td>20 m of tarpaulin &amp; 60 m of pipe</td>
<td>Evacuation Team</td>
</tr>
<tr>
<td>4</td>
<td>Waste treatment</td>
<td>For local government to resume collecting garbage</td>
<td>✓</td>
<td>/</td>
<td>/</td>
<td>Public Kitchen Team</td>
</tr>
<tr>
<td>5</td>
<td>Power station</td>
<td>Generator &amp; help from electricity company</td>
<td>✓</td>
<td>/</td>
<td>/</td>
<td>Early Warning Team/electricity company</td>
</tr>
<tr>
<td>6</td>
<td>Communication system</td>
<td>Mobile Phones, walky-talkies and help from telephone company</td>
<td>✓</td>
<td>Mobile phones (Insufficient)</td>
<td>30 Mobile phones + cell phones, 10 sets of walky-talkies, &amp; money to pay telephone company (approx. 5 million Rp)</td>
<td>Early Warning Team/telephone company</td>
</tr>
<tr>
<td>7</td>
<td>Educational Facilities</td>
<td>Teachers, supplies</td>
<td>✓</td>
<td>/</td>
<td>5 Teachers and 200 sets of books, pens and pencils</td>
<td>Yuyun Raharja</td>
</tr>
<tr>
<td>8</td>
<td>Places of worship</td>
<td>Repairs to church and mosque</td>
<td>✓</td>
<td>People &amp; wood</td>
<td>1,000 bags of cement, 50 trucks of sand, 30,000 bricks and 20,000 roof tiles</td>
<td>Haji Tony Suriyadi</td>
</tr>
<tr>
<td>9</td>
<td>Roads and bridges</td>
<td>Main road repair</td>
<td>✓</td>
<td>/</td>
<td>5 trucks of rocks, 10 trucks of sand, and enough asphalt</td>
<td>Local Government</td>
</tr>
</tbody>
</table>

How to complete Form C-11 – Summary of General Community Needs

Carefully record information in the columns. Once the proposed actions have been clearly defined and prioritized, make a note of the resources that will be used, identifying which are already available and which will need to be found. Also identify who will carry out each activity.
Identifying available resources

Wherever possible, use resources that are already available, or those that can be sourced locally. Many of the required items and materials may already be available within the community. An assessment of these resources is an important part of meeting a community’s urgent needs. With the help of the CDMG, the community should determine its priorities based on their needs and what aid is available.

Details of available resources are compiled and passed on to the Administration & Documentation Team to be recorded and stored in an appropriate place until needed. Using resources that are already available within the community makes recovery more efficient. In line with the development of an independent and sustainable community, the CDMG needs to encourage the community to use its own existing resources.

Useful resources that may already be available in the community

- Water
- Food
- Clothing
- Money
- Aid already received
- Still usable building materials
- Human resources
- Temporary shelters
- Still cultivable land
- Livestock
- Markets and small shops
- Fish trawls, nets and boats
Form C-12 – Assessment of Community Resources, below, can be used by the Administration & Documentation Team to estimate available resources within the community.

<table>
<thead>
<tr>
<th>Assessment of Community Resources</th>
<th>Location: Yeh Mampeh</th>
<th>Disaster type: Landslide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed by: Ardiani Ningsih</td>
<td>Date &amp; Time of Inquiry: 1 June 2003/13:15</td>
<td>Report no.: 2</td>
</tr>
</tbody>
</table>

**Assessment of Community Resources**

1. Write down the available money (village funds etc.)Rp. 12,570,000
2. Clean water source?There is a spring but it is far away
3. Write down the amounts and types of available food Rice: 500kg; sugar: 50kg; coffee: 20kg; noodles: 42 boxes; tempe (soya bean cake): 25kg; vegetables for 50 people
4. Write down the amount and types of aid receivedAid from the neighboring village, but already used up
5. Write down the amount and types of usable building materials Wood from damaged buildings
6. Write down local human resources for the recovery process 45 builders; 2 administrators; and several personnel from CDMG
7. Write down the available temporary shelters (usable houses/other facilities) Schools, the neighboring village’s community center & houses
8. Write down the available productive agricultural land Rice fields and vegetable gardens, approximately 100 hectares
9. Write down the numbers and kinds of available livestock Cows: 10; goats: 30; chickens: 200
10. Is there enough space for the animals in the available pens? No, cows and goats are tied in the school’s field, chickens are roaming freely

**Notes on the Assessment of Community Resources**

This is not a rich community. They do not have enough resources for the recovery process. But, they all want to donate their time to the recovery effort. This village will need external help for recovery.

How to complete Form C-12 – Assessment of Community Resources

Information for completing this form can be obtained from previous forms, and from information supplied by the relevant teams. Relevant information is recorded on Form C-11 – Summary of General Community Needs, in the “available resources” column. Estimate the amount still needed, and hand in the completed form to the Information and External Relations Team. Some of the information for this form can also be obtained from Form A-05 – Estimated Community Resources; Form A-07 – Hazard Map Data, and Form B-04– Facilities and Infrastructure Report.
Prioritizing resource allocation

When resources are limited, the community has to prioritize their allocation. With the assistance of the community, the CDMG should decide a fair and impartial allocation of resources, following this list in decreasing order of priority:

1. People still suffering from serious physical injuries or psychological or emotional trauma
2. People with family members who are seriously injured, lost or missing
3. People affected by mental instability, who require psychological support
4. People affected by material loss, difficulty in finding employment, or a drastic reduction in income
5. The remainder of the community

When there is a shortage

Once the resources have been appropriately allocated, the CDMG estimates the shortfall relative to the community’s needs. In addition to making direct requests to aid organizations, the CDMG can also publicize the remaining needs via the mass media in order to attract public attention. If shortages continue consult section C-7 “Finding Aid”.
After Disaster

Book-Keeping in the Needs-Meeting Process
C.6 Book-keeping in the needs-meeting process

Book-keeping is the recording of transactions of goods and monies coming in and going out. Bookkeeping must be meticulous, so that there is a constantly accurate record of the current state of provisions and funds compared to community needs. This is essential if appropriate actions are to be taken to address any shortages. **Details of money and goods transactions must be recorded accurately, so that they can be shown to the community at any time to, in order to:**

1. Demonstrate to the community that the available funds have been allocated accurately and fairly
2. Have clear records of all transactions, allowing the CDMG to be held to account by donors and the community
3. Have clear records of the allocated goods and money: to whom they were allocated and the amount
4. Have clear information that will show the CDMG where help is still needed

1 or 2 people from the Administration & Documentation Team, should be chosen to be responsible for the book-keeping; preferably those with book-keeping or accounting experience. To maintain transparency, a copy of every transaction should be posted on the notice board, for the community to read.

Recording Aid Received

All aid received should be processed by those members of the Administration & Documentation Team responsible for keeping records of receipts, using the following form:

### Cash Donation Receipt

<table>
<thead>
<tr>
<th>Receipt no.</th>
<th>CDR-102</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Muncul Village</td>
</tr>
<tr>
<td>Date</td>
<td>01-Jun-04</td>
</tr>
<tr>
<td>Amount</td>
<td>Rp. 1,000,000-</td>
</tr>
<tr>
<td>Received from</td>
<td>Wiguna Foundation</td>
</tr>
<tr>
<td>For</td>
<td>Helping to pay school fees</td>
</tr>
<tr>
<td>Amount in words</td>
<td>One million rupiah</td>
</tr>
<tr>
<td>Name/signature of giver:</td>
<td>Lestari Suriyani</td>
</tr>
<tr>
<td>Signature of receiver:</td>
<td>Ratna Effendi</td>
</tr>
</tbody>
</table>

**How to complete the Form C-13 – Cash Donation Receipt**

Complete this form in the same way as if completing a standard money receipt. In fact, if available, a standard money receipt book can be used.

### Goods Donation Receipt

<table>
<thead>
<tr>
<th>Receipt no.</th>
<th>GDR-132</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Muncul Village</td>
</tr>
<tr>
<td>Date</td>
<td>03-Jun-04</td>
</tr>
<tr>
<td>Received from</td>
<td>Mr. S. Sutrisno, Local Government Social Welfare Department</td>
</tr>
<tr>
<td>Received goods:</td>
<td>Rice: 500kg; noodles: 200 boxes; cooking oil: 50 ltrs</td>
</tr>
</tbody>
</table>

**How to complete Form C-14 – Goods Donation Receipt**

Complete this form in the same way as if completing a standard goods receipt. In fact, if available, a standard goods receipt book can be used.
Recording the allocation of aid

The Administration & Documentation Team takes care of money allocation, while the Logistics Team takes care of goods allocation. For book-keeping, however, the Administration & Documentation Team needs a copy of all allocations of both types. The allocated money and goods should be recorded using the following forms:

For allocated money

<table>
<thead>
<tr>
<th>Cash Allocation Record</th>
<th>Record no.:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CAR - 132</td>
<td>Muncul Village</td>
</tr>
<tr>
<td>Date:</td>
<td>03-Jun-04</td>
<td>Amount: Rp. 45,000,-</td>
</tr>
<tr>
<td>Given to:</td>
<td>Aminah Tarmiji/No. 44</td>
<td></td>
</tr>
<tr>
<td>For:</td>
<td>School fees for two children</td>
<td></td>
</tr>
<tr>
<td>Amount in words:</td>
<td>Forty five thousand rupiah</td>
<td></td>
</tr>
</tbody>
</table>

Name/signature of giver: L estari S uriyani  
Signature of receiver: Aminah Tarmiji

How to complete Form C-15 – Cash Allocation Record
Complete this form in the same way as if completing a standard expended money receipt. In fact, if available, a standard expended money receipt book can be used. Record the code number of the individual/family for any money given to the individual/family.

For goods allocated

<table>
<thead>
<tr>
<th>Goods Allocation Record</th>
<th>Record no.:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GAR - 23</td>
<td>Muncul Village</td>
</tr>
<tr>
<td>Date:</td>
<td>29-Nov-04</td>
<td></td>
</tr>
<tr>
<td>Given to:</td>
<td>Hasan Sadili/No. 23</td>
<td></td>
</tr>
<tr>
<td>Goods given:</td>
<td>5 kg Rice; 20 boxes of Noodles</td>
<td></td>
</tr>
</tbody>
</table>

Name/signature of giver: Aminah Tarmiji  
Signature of receiver: Hasan Sadili

How to complete Form C-16 – Goods Allocation Record
Complete this form in the same way as if completing a standard allocated goods receipt. In fact, if available, a standard allocated goods receipt book can be used. Record the code-number of all individuals and families receiving goods.
Aid allocation to families or individuals

Each time the Administration & Documentation Team makes an aid allocation to a family or an individual it must be accurately recorded. Use Form C-17 – Individual or family allocated aid list, below, for each family or individual. Information for this form is obtained from Form C-09 – List of Families Requiring Help.

Disaster Management & Recovery Form C-17
Individual or Family Aid Allocation List

Location: Yeh Mampeh  
Date of report: 31-Oct-03

Family representative: Ipong Margono  
Completed by: A. Maulana
Family no.: 12
Number of family members: 5
Children at school: 2 children in primary school

<table>
<thead>
<tr>
<th>Date</th>
<th>Record No.</th>
<th>Aid Distributed</th>
<th>Amount Given</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Jun-03</td>
<td>GAR-006</td>
<td>Rice</td>
<td>20 kg</td>
</tr>
<tr>
<td>3-Jun-03</td>
<td>GAR-007</td>
<td>Sugar</td>
<td>5 kg</td>
</tr>
<tr>
<td>4-Jun-03</td>
<td>GAR-008</td>
<td>Cooking oil</td>
<td>1 ltr</td>
</tr>
<tr>
<td>5-Jun-03</td>
<td>GAR-009</td>
<td>Chicken meat</td>
<td>1 kg</td>
</tr>
<tr>
<td>18-Jun-03</td>
<td>CAR-102</td>
<td>Money for mother’s hospital bill</td>
<td>Rp. 234,000</td>
</tr>
<tr>
<td>19-Jun-03</td>
<td>CAR-103</td>
<td>Money for school fees of two children</td>
<td>Rp. 45,000</td>
</tr>
<tr>
<td>13-Jun-03</td>
<td>GAR-102</td>
<td>Clothing - jackets &amp; socks</td>
<td>5 sets</td>
</tr>
<tr>
<td>13-Jun-03</td>
<td>GAR-103</td>
<td>Blankets</td>
<td>5 units</td>
</tr>
<tr>
<td>13-Jun-03</td>
<td>GAR-104</td>
<td>Mats</td>
<td>4 units</td>
</tr>
<tr>
<td>13-Jun-03</td>
<td>GAR-105</td>
<td>Kerosene</td>
<td>3 ltrs</td>
</tr>
<tr>
<td>13-Jun-03</td>
<td>GAR-106</td>
<td>Stove</td>
<td>1 unit</td>
</tr>
<tr>
<td>13-Jun-03</td>
<td>GAR-107</td>
<td>Cooking utensils</td>
<td>1 set</td>
</tr>
<tr>
<td>13-Jun-03</td>
<td>GAR-108</td>
<td>Eating utensils</td>
<td>5 sets</td>
</tr>
<tr>
<td>19-Jun-03</td>
<td>GAR-109</td>
<td>Home repair equipment (hammers, saws etc.)</td>
<td>1 set</td>
</tr>
<tr>
<td>19-Jun-03</td>
<td>GAR-110</td>
<td>Concrete bricks</td>
<td>250 units</td>
</tr>
<tr>
<td>19-Jun-03</td>
<td>GAR-111</td>
<td>Sand</td>
<td>3 bags</td>
</tr>
<tr>
<td>19-Jun-03</td>
<td>GAR-112</td>
<td>Bathing, laundry, toilet facilities</td>
<td>1 set</td>
</tr>
<tr>
<td>19-Jun-03</td>
<td>CAR-122</td>
<td>Money for school supplies for two children</td>
<td>Rp. 35,000</td>
</tr>
<tr>
<td>22-Jun-03</td>
<td>GAR-113</td>
<td>Rice</td>
<td>20 kg</td>
</tr>
<tr>
<td>22-Jun-03</td>
<td>GAR-114</td>
<td>Eggs</td>
<td>10 units</td>
</tr>
<tr>
<td>22-Jun-03</td>
<td>GAR-115</td>
<td>Milk</td>
<td>1 kg</td>
</tr>
</tbody>
</table>

How to complete Form C-17 – Individual or family allocated aid list
This form is a summary of all the aid that has been received by a family or an individual. The “Amount Received” column is divided into two: in the “cash” column, record the amount of money received, as shown in Form C-15 – Cash Allocation Record; and in the “goods” column, record the type and the amount of goods received, as shown in Form C-16 – Goods Allocation Record.
Journal of money transactions

Every receipt of money received and allocated must have an entry in the Journal of Money Transactions. This journal shows the amount of money that has been received and allocated, how the money was allocated, and how much is left. The CDMG can simply balance the total money received with the money allocated to know the balance of payments. Form C-18 - Cash Transaction Journal, below, can be photocopied or transcribed into a book by the Administration & Documentation Team.

### How to complete Form C-18 - Cash Transaction Journal

Each page is divided into several columns with the following headings:

- **Date** – of transaction
- **The Receipt No./code** – of the receipt
- **Explanation** – names of donor or recipients and purpose
- **Income (credit)** – amount of money received
- **Expenditure (debit)** – amount of money expended (if applicable)
- **Balance of cash** – the balance at the end of the transaction, calculated by adding income or subtracting expenditure from the previous balance
- **The balance of cash is written on the last line of the page and re-entered on the first line of the next page**

**Disaster Management & Recovery Form C-18**

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt No.</th>
<th>Explanation</th>
<th>Income (credit)</th>
<th>Expenditure (debit)</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Nov-03</td>
<td>CDR-006</td>
<td>Donation for school fees from Wiguna Foundation</td>
<td>Rp 1,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-Nov-03</td>
<td>CAR-007</td>
<td>Spending money for families 1-20, Rp 45,000 each</td>
<td>Rp 500,000</td>
<td>Rp 1,500,000</td>
<td></td>
</tr>
<tr>
<td>13-Nov-03</td>
<td>CDR-007</td>
<td>Donations from Laris Manis Pty. Ltd.</td>
<td>Rp 300,000</td>
<td>Rp 1,600,000</td>
<td></td>
</tr>
<tr>
<td>14-Nov-03</td>
<td>CAR-008</td>
<td>Purchase of 300kg of rice for provisions</td>
<td>Rp 500,000</td>
<td>Rp 700,000</td>
<td></td>
</tr>
<tr>
<td>15-Nov-03</td>
<td>CAR-009</td>
<td>Photocopying forms, 100 sheets</td>
<td>Rp 5,000</td>
<td>Rp 695,000</td>
<td></td>
</tr>
<tr>
<td>16-Nov-03</td>
<td>CDR-004</td>
<td>Donations from the local government</td>
<td>Rp 3,500,000</td>
<td>Rp 4,185,000</td>
<td></td>
</tr>
<tr>
<td>17-Nov-03</td>
<td>CAR-010</td>
<td>Spending Money for families 21-50, Rp 45,000 each</td>
<td>Rp 1,305,000</td>
<td>Rp 2,890,000</td>
<td></td>
</tr>
<tr>
<td>18-Nov-03</td>
<td>CAR-011</td>
<td>Purchase of 50kg of sugar for provisions</td>
<td>Rp 300,000</td>
<td>Rp 2,590,000</td>
<td></td>
</tr>
<tr>
<td>19-Nov-03</td>
<td>CAR-012</td>
<td>Purchase of 1000 packages of noodles for provisions</td>
<td>Rp 500,000</td>
<td>Rp 2,090,000</td>
<td></td>
</tr>
<tr>
<td>20-Nov-03</td>
<td>CAR-013</td>
<td>Purchase of tarpaulin for tents</td>
<td>Rp 1,204,500</td>
<td>Rp 885,500</td>
<td></td>
</tr>
<tr>
<td>21-Nov-03</td>
<td>CDR-009</td>
<td>Donations for school fees from Lestari Alam Foundation</td>
<td>Rp 1,000,000</td>
<td>Rp 1,885,500</td>
<td></td>
</tr>
<tr>
<td>22-Nov-03</td>
<td>CAR-014</td>
<td>Spending Money for families 51-61, Rp 45,000 each</td>
<td>Rp 650,000</td>
<td>Rp 1,435,500</td>
<td></td>
</tr>
<tr>
<td>23-Nov-03</td>
<td>CAR-015</td>
<td>Purchase of 400kg of rice for provisions</td>
<td>Rp 1,200,000</td>
<td>Rp 2,335,500</td>
<td></td>
</tr>
<tr>
<td>12-Nov-03</td>
<td>CDR-010</td>
<td>Donations from Inu Susani &amp; friends</td>
<td>Rp 1,000,000</td>
<td>Rp 1,235,500</td>
<td></td>
</tr>
<tr>
<td>25-Nov-03</td>
<td>CAR-016</td>
<td>Photocopying forms, 100 sheets</td>
<td>Rp 5,000</td>
<td>Rp 1,230,500</td>
<td></td>
</tr>
<tr>
<td>26-Nov-03</td>
<td>CAR-017</td>
<td>Purchase of 50kg of sugar for provisions</td>
<td>Rp 300,000</td>
<td>Rp 930,500</td>
<td></td>
</tr>
</tbody>
</table>

**Balance of Cash:** Rp 930,500
Inventory Journal

Every receipt of goods received and allocated must have an entry in the Inventory Journal. This journal shows the amount of goods that have been received and allocated, how the goods were allocated, and how much is still left. The CDMG can simply balance the total goods received with the goods allocated to know the inventory balance. **Form C-19 - Inventory Journal**, below, can be photocopied or transcribed into a book by the Administration & Documentation Team.

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt No.</th>
<th>Explanation (show the registration no. of beneficiary families)</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Balance (taken from previous sheet if this is not the first sheet):</td>
<td></td>
<td></td>
<td>50 kg</td>
</tr>
<tr>
<td>15-Jan-04</td>
<td>GDR-006</td>
<td>Rice for family no. 01, represented by Wahyu Dinata</td>
<td>10 40 kg</td>
</tr>
<tr>
<td>16-Jan-04</td>
<td>GDR-007</td>
<td>Rice for family no. 02, represented by Kelik Rahayu</td>
<td>20 20 kg</td>
</tr>
<tr>
<td>17-Jan-04</td>
<td>GDR-008</td>
<td>Rice for family no. 03, represented by Hasan Sadili</td>
<td>10 10 kg</td>
</tr>
<tr>
<td>17-Jan-04</td>
<td>GDR-009</td>
<td>Rice received from Wiguna Foundation</td>
<td>100 110 kg</td>
</tr>
<tr>
<td>17-Jan-04</td>
<td>CAR-102</td>
<td>Rice for family no. 04, represented by K. Luhman</td>
<td>20 36 kg</td>
</tr>
<tr>
<td>17-Jan-04</td>
<td>CAR-103</td>
<td>Rice for family no. 05, represented by Nadji Praha</td>
<td></td>
</tr>
<tr>
<td>17-Jan-04</td>
<td>GDR-102</td>
<td>Rice for family no. 06, represented by Kobar</td>
<td></td>
</tr>
<tr>
<td>18-Jan-04</td>
<td>GDR-103</td>
<td>Rice received from the local government</td>
<td></td>
</tr>
<tr>
<td>18-Jan-04</td>
<td>GDR-104</td>
<td>Rice for family no. 08, represented by Tiono</td>
<td></td>
</tr>
<tr>
<td>18-Jan-04</td>
<td>GDR-105</td>
<td>Rice for family no. 25, represented by Wiras</td>
<td></td>
</tr>
<tr>
<td>18-Jan-04</td>
<td>GDR-106</td>
<td>Rice for family no. 07, represented by Tarmiji</td>
<td></td>
</tr>
<tr>
<td>18-Jan-04</td>
<td>GDR-107</td>
<td>Rice for family no. 15, represented by Khotul Wulandari</td>
<td></td>
</tr>
<tr>
<td>18-Jan-04</td>
<td>GDR-108</td>
<td>Rice for family no. 14, represented by R. Effendi</td>
<td></td>
</tr>
<tr>
<td>18-Jan-04</td>
<td>GDR-210</td>
<td>Rice for family no. 13, represented by Iwan Tobing</td>
<td></td>
</tr>
<tr>
<td>19-Jan-04</td>
<td>GDR-211</td>
<td>Rice for family no. 12, represented by Yauda Hartati</td>
<td></td>
</tr>
<tr>
<td>19-Jan-04</td>
<td>GDR-212</td>
<td>Rice for family no. 11, represented by Adiarta Dolores</td>
<td></td>
</tr>
<tr>
<td>19-Jan-04</td>
<td>GDR-213</td>
<td>Rice for family no. 10, represented by Jusmana Harapap</td>
<td></td>
</tr>
<tr>
<td>19-Jan-04</td>
<td>CAR-122</td>
<td>Rice for family no. 17, represented by Tony Suriyas</td>
<td></td>
</tr>
<tr>
<td>19-Jan-04</td>
<td>GDR-411</td>
<td>Rice for family no. 19, represented by Nancy Latu</td>
<td></td>
</tr>
</tbody>
</table>

Balance for this sheet: 420 kg

See the following page for an explanation of how to complete the form above.
How to complete Form C-19 - Inventory Journal
Insert relevant information into the columns, according to their headings. Use separate journals for each type of goods, such as rice, blankets, medicines etc. Different types of goods have different measurement units, such as kilograms for rice, and units for blankets.

Each page is divided into several columns with the following headings

- **Dates** – of transactions
- **Receipt No.** – from receipt
- **Explanation** – names of donors; recipients. If goods are given to a family, record the family’s code number
- **Incoming goods** – record the quantity of incoming goods in number of units (1, 2, 3, 10, 20, etc.) or in units of measure (kilograms, liters, etc.)
- **Outgoing goods** – record the amounts of goods allocated
- **Balance** – the balance at the end of the transaction, calculated by adding the incoming quantity or subtracting the outgoing quantity from the previous balance
- The inventory balance is recorded on the last line of the page, and re-entered on the first line of the next page
After Disaster

The process of Finding Aid

Community Based Disaster Management (CBDM) Manual by IDEP Foundation – www.idepfoundation.org
C.7 The process of Finding Aid

When a community cannot meet all of its own needs it has to find help from other sources. It is the CDMG's role to apply for aid from the various humanitarian or aid organizations. When assistance is required by a community that cannot meet its own needs, apply for aid, especially if those needs are urgent and basic. When seeking aid, the CDMG and the community should also take the opportunity to consider the long term needs of the community, and seek further aid that will help the region develop. For more information on long term recovery, please see section C.9 “Long-Term Recovery.”

The role of the CDMG in applying for aid

The Information & External Relations Team is the community’s representative body. The team applies for aid, and aims to persuade donors to use culturally appropriate approaches in their work. The Team's tasks in aid applications include:

1. Seeking and identifying aid sources
2. Cooperating with potential aid donors by
   - Detailing the community’s condition
   - Conducting follow-ups, according to the donor’s application procedures
   - Reporting improvements in the community’s condition
3. Reporting the results, both to the community and to aid organizations

Identifying aid sources

There are three main sources of aid that can help during the recovery stage:

1. The Government
2. Private donors
3. Official donor agencies and aid organizations

Government Aid

The government bears the main responsibility for helping to meet a community’s needs during recovery. There are several government institutions that can help with the recovery process: SATGAS PB, SATLAK PB, SATKORLAK PB, the Social Welfare Bureau, the Health Bureau, the Public Works/Housing Bureau, the Agriculture Bureau and the Marine and Fisheries Bureau. These bureaus should be contacted first, to establish the type of assistance they can provide, and the correct procedures for accessing that assistance. If the community’s needs are greater than the government bodies can meet, the community should seek aid from aid organizations and private donors, as discussed below.
Private donors

Private aid can be provided by

- Your own community’s members
- Neighboring communities
- Religious organizations
- Professional organizations (engineers, artists, entrepreneurs, lawyers, doctors)
- The media (radio stations, television stations, newspapers)
- The general public

Generally, the process of requesting help from private donors is much easier than from other organizations. The actual situations can be discussed in a simpler and more casual manner when requesting aid from private donors. The media, print, electronic and broadcast, can help greatly by publicizing the disaster and its impacts on a community. These broadcasts are often successful in accessing help for a disaster affected community. See section C.8—“Cooperating with the Media,” for more explanations regarding the most effective way to provide information for dissemination.

Aid from donor agencies

There are numerous humanitarian organizations that can help with a community’s short and long-term recovery.

Each donor agency has its own characteristics, such as

- The type of aid provided
- Aid available for certain situations
- Aid allocation process

Aid from donor organizations is not usually given directly to the community. In most cases, the aid is initially sent to relevant institutions, such as the government or official NGOs. The CDMG should communicate the community’s needs to the donor agencies via these institutions. The CDMG needs to ask each donor agency which institutions they have appointed for allocating their specific donations of aid, so that the CDMG can apply for assistance through the correct channels. It is important to make sure that the institution chosen to represent the community to the donor agencies is genuinely concerned with helping the community.

Some donor agencies cannot give assistance without a specific request from a government. In such cases, the CDMG needs to request a letter of recommendation from the appropriate government body. Enclosed with the letter of recommendation, should be all the forms indicating the estimated community needs. Once the CDMG has identified which donor agencies can help, it should immediately provide the government with the donor agencies’ names, contact addresses and telephone numbers in order to speed up the request process.
When contacting donor agencies, record every relevant detail about them including their suggestions regarding any follow-ups. Using Form B-01 – Daily Communication Log, record any follow-up information in the column labeled “Communication Outcome.”

There is a list of donor agencies that can be contacted for aid in the Appendices.

**About submitting an aid request**

Begin aid requests to donor agencies by providing a general picture of the situation, so they can determine whether or not they can provide the necessary aid. The Information & External Relations Team can illustrate the community’s needs to the donor agency by including the results of the following forms in the initial application:

- C-01 General Community Conditions
- C-02 Condition of Evacuee Accommodation
- C-03 Assessment of Waste & Sanitation Needs
- C-04 Individual or Family Basic Needs
- C-05 Assessment of Household Needs
- C-06 Assessment of Housing Needs
- C-07 Assessment of General Health Needs
- C-08 Assessment of Facility and Infrastructure Needs
- C-09 List of Families Requiring Help
- C-10 Summary of Individual / Family Needs
- C-11 Summary of General Community Needs
- C-12 Assessment of Community Resources

**Important questions to ask when contacting an aid organization**

1. Is the aid agency willing to help the disaster affected community?
2. If yes, what are the application procedures?
3. If aid is available, how soon can it be expected to arrive?

The aid agency will explain the procedures to be followed in order to obtain aid. Once the community’s basic needs have been met, the community can start estimating its long term aid needs. For more information, please see section C.9 “Long-Term Recovery.”
C.8 Working with the media

News of major disasters can be spread nationally, or even internationally, through media reporting. At times of major disasters, the CDMG and the community need to be prepared to answer many questions from the public, and from the media.

The Information & External Relations Team should represent the community, to ensure that the correct information is broadcasted. The Information & External Relations Team, together with the Administration & Documentation Team, should set up a disaster information center that is accessible to the public, the government, and other relevant bodies. This center is vital for informing the general public of the current situation, and the urgent needs of disaster people affected by the disaster.

The media is ideal for communicating the plight of a disaster stricken community to the general public, and for gaining pledges of support. The media can act as a bridge between the affected community and the general public. It can be used for reporting any issues or difficulties, and can help to ensure that recovery proceeds smoothly, with transparency and accountability.

How to contact the media

The Information & External Relations Team should be ready to update the media with any new developments in the disaster area at all times, using any available communication tools. This will allow the media to quickly inform the public about the community's changing needs. The Information & External Relations Team should record all contacts with the media on Form C-20 – Media Contact List, so the details can be used again as the situation changes and develops.

<table>
<thead>
<tr>
<th>No.</th>
<th>Media Type</th>
<th>Organization</th>
<th>Contact Person</th>
<th>Position</th>
<th>Mobile Phone</th>
<th>Office Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Association</td>
<td>Association of Indonesian Journalists</td>
<td>I Made Santika</td>
<td>Journalist</td>
<td>081 138 4xxx</td>
<td>0361 974 xxx</td>
<td>362 974 xxx</td>
</tr>
<tr>
<td>2</td>
<td>Print Media</td>
<td>Aliansi Pemuda I Ind.</td>
<td>Sulistri Andini</td>
<td>Journalist</td>
<td>081 128 1xxx</td>
<td>0361 988 xxx</td>
<td>362 988 xxx</td>
</tr>
<tr>
<td>3</td>
<td>Print Media</td>
<td>Gatra</td>
<td>Hendro Endarto</td>
<td>Journalist</td>
<td>081 133 3xxx</td>
<td>0361 821 xxx</td>
<td>362 821 xxx</td>
</tr>
<tr>
<td>4</td>
<td>Television</td>
<td>Indosiar</td>
<td>Ida Ayu Wulandari</td>
<td>Journalist</td>
<td>081 120 0xxx</td>
<td>0361 589 xxx</td>
<td>361 589 xxx</td>
</tr>
<tr>
<td>5</td>
<td>Print Media</td>
<td>Internews Indonesia</td>
<td>Herman Purnomo</td>
<td>Receptionist</td>
<td>081 128 1xxx</td>
<td>362 589 xxx</td>
<td>362 589 xxx</td>
</tr>
<tr>
<td>6</td>
<td>Print Media</td>
<td>Jawa Post</td>
<td>Yuyun Raharja</td>
<td>Journalist</td>
<td>081 133 3xxx</td>
<td>363 589 xxx</td>
<td>363 589 xxx</td>
</tr>
<tr>
<td>7</td>
<td>Print Media</td>
<td>Kompas</td>
<td>Pieter Tambunan</td>
<td>Journalist</td>
<td>081 128 1xxx</td>
<td>364 589 xxx</td>
<td>364 589 xxx</td>
</tr>
<tr>
<td>8</td>
<td>Print Media</td>
<td>Media Indonesia</td>
<td>Yani Hartati</td>
<td>Journalist</td>
<td>081 133 3xxx</td>
<td>365 589 xxx</td>
<td>365 589 xxx</td>
</tr>
<tr>
<td>9</td>
<td>Television</td>
<td>Metro TV</td>
<td>Nitza Tobing</td>
<td>Journalist</td>
<td>081 128 1xxx</td>
<td>366 589 xxx</td>
<td>366 589 xxx</td>
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<tr>
<td>10</td>
<td>Print Media</td>
<td>Pikiran Rakyat</td>
<td>Ratna Effendi</td>
<td>Journalist</td>
<td>081 133 3xxx</td>
<td>367 589 xxx</td>
<td>367 589 xxx</td>
</tr>
<tr>
<td>11</td>
<td>Radio</td>
<td>Radio 68H</td>
<td>Ni Ketut Wulandari</td>
<td>Journalist</td>
<td>081 128 1xxx</td>
<td>368 589 xxx</td>
<td>368 589 xxx</td>
</tr>
<tr>
<td>12</td>
<td>Radio</td>
<td>Radio Elshinta</td>
<td>Ni Putu Arlati</td>
<td>Journalist</td>
<td>081 133 3xxx</td>
<td>369 589 xxx</td>
<td>369 589 xxx</td>
</tr>
</tbody>
</table>

How to complete Form C-20 – Media Contact List

Record details of each contact with representatives of the media, according to the appropriate column headings. Do this regardless of whether the contact was initiated by the CDMG or a media representative. Get the details to complete the form as accurately as possible, before giving information to the media.
Press releases

The main purpose of a press release is to inform the general public, via the media, of a community’s situation, and its needs. Press releases are also used to keep the media informed of any changes that occur, and of any new developments in the situation. Press releases should include answers to many of the questions frequently asked by journalists (representatives of the media). Form C-21 – Press Release, below, can be used by the Information & External Relations Team to help prepare clear, precise, and accurate data to be used in press releases. Press releases should be distributed to as many media outlets as possible.

### Disaster Management & Recovery Form C-21

<table>
<thead>
<tr>
<th>Press Release</th>
<th>Date of Press Release</th>
<th>Time of Press Release</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11-Jan-04</td>
<td>14:30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sent by:</th>
<th>Ardiani Ningisik</th>
<th>Tel.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>081 6475 0xxx</td>
<td></td>
</tr>
</tbody>
</table>

1. **Main message to the public:**
   A major landslide has taken place in this region. Evacuation measures have been taken because subsequent landslides may take place. We need a lot of help to handle this disaster.

2. **Disaster location:** Yeh Mampeh, Batur Selatan Village, Bangli Regency

3. **Explain the current situation in two to three sentences:**
   Rain still pours heavily. Subsequent floods and landslides may take place in northern Yeh Mampeh.

4. **Brief quote from the spokesperson or CDMG General Coordinator:**
   Our community appreciates all the help that has been given. However, much help is still needed. We would like to invite you to ease our burden by giving generously.

   Quote from: Tony Surisijaya - CDMG General Coordinator

5. **What is currently being done?**
   Search and rescue of people still buried under the landslide. Construction of tents and provision of food and water to survivors.

6. **Actions to be taken:**
   Repair of road into the disaster location to facilitate access for rescue vehicles etc.

7. **List of aid required (medicines, food, volunteers [indicate the type needed], repair equipment):**
   Medicine for diarrhea, “basic food items”, clean water; health and SAR volunteers; excavators to clear mud from roads and buildings.

8. **How to send aid to the community (sending instruction, etc.):**
   Currently, aid allocation is handled by the Administration & Documentation Team. Please call them on 081 324 3 xxx

9. **Contact person & phone number for further information:**
   Ni Ketut Samirati - 081 368 9xxx

### How to complete Form C-21 – Press Release

Any statements made, must be factual, giving an honest and accurate description of the situation. They should express the community’s needs, and explain how further information can be obtained. The press release must contain the name and telephone number of an appropriate contact person. The completed form must be approved by the relevant spokesperson before distribution.
Media fact sheets

The Information & External Relations Team needs to complete Form C-22 - Media Fact Sheet, below, giving relevant information about the current situation. The information needs to be constantly updated. Ideally, at the early stages of an emergency response, the facts should be updated two-to-three times a day. These updates will assist the Information and External Relations Team to respond to frequently asked questions from journalists, either via telephone or CB radio. Copies of this form should also be sent to the appropriate media outlets.

How to complete Form C-22 – Media Fact Sheet

All statements in the form must be factual, giving an honest and accurate description of the situation. They should express the community’s needs, and explain how further information can be obtained. The form must contain the name and telephone number of the appropriate contact person. If there is additional information not addressed on the form, record it on a separate sheet. The completed form must be approved by the relevant spokesperson before making any public statements or sending out the form.
Spokespersons’ responsibilities

Spokespersons are the voices of the community. The CDMG General Coordinator and the Communication Section Coordinator are normally designated as the spokespersons. Spokespersons are responsible for approving all fact sheets and press releases before they are used for public statements or distributed. Both of these will have been compiled by the Information & External Relations Team. Since the spokespersons need to be able to answer questions effectively, they should be people who are familiar with the whole disaster recovery process.

The spokespersons should give details about the disaster to the public, delivering clear messages regarding the community’s needs.

Representatives from the Information & External Relations Team should assist when questions become too numerous for spokespersons to address.

Interviews with survivors and witnesses

It is the duty of the Information & External Relations Team to protect the community’s privacy from unscrupulous journalists, who may seek news stories without respecting the rights and reputations of survivors, witnesses or their families.

This protection includes

- Selecting and coaching interviewees
- Explaining the contents of fact sheets and press releases to interviewees, prior to any interviews
- Accompanying interviewees during interviews

Announcing conditions of people affected by the disaster

Only ever disclose information about the condition of people affected by the disaster and witnesses to the media with the prior knowledge and approval of their families. In the case of foreigners, their Embassies or Consulates can provide approval. This is important because it prevents families and friends from being distressed by unconfirmed or inaccurate information.
After Disaster

Long-Term Recovery

Community Based Disaster Management (CBDM) Manual
by IDEP Foundation - www.idepfoundation.org
C.9 Long-term recovery

Once the situation has stabilized, the community can begin to plan its long-term recovery. This is a good opportunity for the community to rebuild, or even improve its prospects. That’s why an effective and well considered recovery plan is needed. This process can be supported by making a recovery map. Long-term recovery needs depend very much on the scale of the disaster, and its impacts on the region.

This section of the manual briefly discusses several matters that need to be taken into consideration when planning long-term recovery after a major disaster. Only use information relevant to your situation. This section is not designed to be as comprehensive as previous ones, because long-term recovery depends so much on the differing situations in each separate region. Thus, this section serves only to propose some ideas and suggestions of matters to be considered when starting the process. Further guidance can be obtained from relevant government organizations, NGOs and other experts in this field.

Long-term considerations

At this stage, the community must decide what it will need in order to build a sustainable future. The speed and nature of the recovery process depends on several factors: the extent of the damage to be repaired and assessed; vulnerabilities to disaster inherent in the local environment; and the ability to access the necessary equipment, materials and human resources for long-term recovery. Basically, long-term recovery encompasses:

- Rebuilding the local economy
- Improving facilities and infrastructure
- Conserving and enhancing the natural environment
- Reducing the risk of future disasters, and/or reducing the potential damage future disasters may cause

Roles of the CDMG in long-term recovery

Long-term recovery is usually an extended and time consuming process. The CDMG and the community can help to speed it up by:

1. Being actively involved in the process of assessing needs
2. Being actively involved in the recovery planning process
3. Making proposals to donor agencies about programs that will enhance recovery
4. Carefully monitoring the long-term recovery process, to ensure the proper use of resources

*The CDMG needs to ensure that all available resources and aid are properly utilized for long-term development.*
Aid from relevant parties

Local and international NGOs, and the government, can help the CDMG and the community with this stage of recovery. The likelihood of accessing aid depends on the scale of the disaster, and the ability of the community to cooperate with any potential aid organizations. Aid can come in the form of:

- Skills training
- Expertise
- Rebuilding assistance
- Venture capital
- Tools and materials
- Advice

Making a recovery map

A recovery map is a document detailing the location and nature of the community’s long-term recovery needs. It can be useful to the CDMG when planning the recovery process. This map can also be included in proposals to the government, when seeking assistance with rebuilding the village. The process of creating a recovery map can start immediately after short-term recovery is complete. An effective map is one that accurately describes the region’s situation. A recovery map is a useful planning tool, but the community needn’t wait for its completion before starting to determine actions towards long-term recovery.

How to make a recovery map

If available, the existing hazard map should be used, with any new information or updates being added. If no hazard map is available, a new one needs to be prepared. This Recovery/hazard map should include details of the current conditions, along with the natural resources of the area, and any possible or likely hazards. For more information about preparing this map, please see section A.3 “Assessing Disaster Risk Factors.”

Important items to include in a recovery map

- Main infrastructure and their current condition
- Health facilities
- Religious facilities
- Water sources and treatment facilities
- Building materials available in the area
- Offices, shops, market places, cooperatives, banks and factories
- Areas for making compost and for managing waste
- Production and processing systems
- Storage for recovery provisions
- Arable land
- Seed savings facilities
- Livestock enclosures
- Possible hazards and vulnerable areas
- Houses
- Education facilities
- Recreation and sport facilities
- Aid distribution depots
- Sewerage systems
Rebuilding the local economy

The recovery of a local economy is made possible by improving and generating business and employment opportunities, improving food production and processing, and other such activities. The nature of the rebuilding program and its requirements depend very much on the region’s pre-disaster condition, and the available local resources. The CDMG needs to meet with the interested community members – men and women, young and old - to discuss the types of ventures to be pursued, and to establish priorities.

Once an agreement is reached, the CDMG should contact aid donors to discuss the possibility of funding the program’s implementation. The CDMG needs to encourage the community, and the aid organizations, to support the local economy by using as many local workers and resources as possible. This will also enable a more speedy recovery. For more information on the aid requesting process, please see section C.7 “Finding Aid.”

Skills training

Appropriate training should be provided if necessary skills are not yet available within the community. Training can usually be provided by aid organizations, NGOs and government institutions. Contact aid sources to find out more about available training programs.

Appropriate and effective skills training is critical to the success of any new venture started in a community.

About venture credit programs

A venture credit program is useful for community members who want to start their own businesses. A micro venture financing program is one that encompasses micro credit allocation, capital lending, seed lending, debt-credit cooperatives, along with several others means of assistance and support. Several NGOs are currently working to further develop these kinds of programs. Naturally there are conditions which have to be met in order to be considered eligible for such programs. Contact NGOs and government institutions working in this area to learn the correct procedures.

Food production

Local economic development can begin with food production ventures.

Agriculture and horticulture

The CDMG can request assistance from the Bureau of Agriculture and other organizations associated with local agricultural and horticultural development. Available assistance can come in the forms of seeds, tools and materials necessary for agricultural and horticultural development. Diversification of crop types is one way of expanding local food production.
Animal husbandry and fisheries

Surviving animals may also suffer from food shortages and malnutrition, and become susceptible to disease. The CDMG can help the community to handle this situation, by seeking aid that will improve the health of livestock, by providing better feed, better access to water, and more secure enclosures. In coastal areas, the disaster may also damage boats, nets and ponds. In this instance, the CDMG can seek aid from the Marine and Fisheries Bureau– for help with repairing boats, or with accessing new boats and nets– and from the Bureau of Trade– for help with building fish markets, ice-block factories, and seafood processing plants.

Facility and infrastructure repairs

In disaster-prone regions, it is important to design and build facilities and infrastructure that are capable of withstanding disaster. Where possible avoid rebuilding in areas likely to suffer a repeat of the original disaster. Examples of facilities and infrastructure that need to be designed and constructed for permanence:

- Water source structures
- Permanent housing
- Sanitation and waste management facilities
- Public health facilities– community health centers, clinics, etc.
- Religious facilities or places of worship
- Schools
- Roads and bridges
- Irrigation canals and networks
- Farmland areas
- Electricity and fuel sources
- Shops and market places

Even though repairs to major facilities and infrastructure are usually carried out by the local government, the CDMG and the community as a whole still have a role to play in providing input and opinions during the planning and implementation of those repairs. The community needs to continually monitor the recovery process in its region.

Environmental repair and preservation

When properly utilized, the natural environment can provide a sustainable source of livelihood to communities. Proper utilization means sensible use and preservation of all natural resources in order to promote sustainability. Some reasons why environmental repairs and preservation are important:

- Tree root systems prevent soil erosion
- Plants absorb and retain water
- Clean rivers flow smoothly
- Nature provides building materials
- Nature provides food and medicines
Summary

The recovery stage is the process that requires the most time and effort. Recovery is also a good time to learn lessons from the past, in order to minimize the impacts of possible disasters in the future. This kind of process, sometimes prompted by a minor disaster, can provide valuable lessons to a community for use in planning towards the preventing future disasters, and/or minimize their potential impacts. Hopefully, a community's experience in carrying out the recovery process will strengthen its awareness of the need to protect the environment, to reduce hazards and vulnerabilities, and to increase its ability to manage disasters and impacts in the future.
Community Based Disaster Management

Activity Evaluation

- Evaluating achievements and learning from the disaster management program
- Improving the disaster management plan

By IDEP Foundation
For further information: www.idepfoundation.org
Evaluating achievements and learning from the disaster management program

The processes described in this manual should be adjusted to suit local situations and needs, since different regions will have different specific requirements. The community should decide the best way to apply the suggestions and advice contained in this manual to its own circumstances. The CDMG, and the local community, can add other necessary measures or actions to be carried out before, during and after disaster. They need to evaluate the outcomes of their efforts, to understand the difficulties they encountered during the process, and to learn lessons for better region-specific planning for the future.

To do this, the CDMG can gather suggestions from

1. All CDMG members
2. Community members or representatives—men and women, young and old— including any vulnerable groups within the community
3. Organizations that supported the community before, during and after the disaster

The goal of the evaluation is to assess the CDMG’s effectiveness in these areas

1. Conducting preparedness and mitigation planning, in order to reduce hazards and risks before a disaster strikes
2. Conducting emergency responses actions during disaster
3. Conducting recovery actions after disaster

The experience of handling a disaster, and conducting recovery, increases the confidence and ability of the CDMG and the community. It is vitally important to conduct an evaluation after a disaster, in order to assess the abilities of all parties in executing their specific tasks during the crisis. The CDMG can use these outcomes to improve its future disaster management planning.
How to evaluate a disaster management program

The CDMG and the community can use the following forms to help evaluate their management actions, and evaluate the CDMG’s ability to meet community needs. The evaluation should be performed together with all sections of the community and the CDMG should consider all suggestions for improvement.

### Evaluation Form D-01

#### Disaster Prevention & Preparedness Evaluation

| Disaster type: Volcanic Eruption | Location: Lampok Village | Disaster date: 12-Nov-03 | Evaluation date: 12-Dec-03 |

Put ✓ in the box appropriate: EX = Excellent; GD = Good; AV = Average; BD = Bad; VB = Very Bad

### Understanding of Disaster

<table>
<thead>
<tr>
<th>EX</th>
<th>GD</th>
<th>AV</th>
<th>BD</th>
<th>VB</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>There are several structures that we haven’t estimated and documented the value of</td>
</tr>
</tbody>
</table>

1. How good is the community’s understanding about disaster risks?
2. How well does the community understand what to do if disaster happens?

### Hazard Map

<table>
<thead>
<tr>
<th>EX</th>
<th>GD</th>
<th>AV</th>
<th>BD</th>
<th>VB</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The success of this map was due to the assistance of students from the Bandung Institute of Technology</td>
</tr>
</tbody>
</table>

1. How accurate is the hazard map?
2. How clear is the map’s explanations?
3. How good is the community’s understanding of the hazard map?
4. How useful is the map for disaster management?

### Planning

<table>
<thead>
<tr>
<th>EX</th>
<th>GD</th>
<th>AV</th>
<th>BD</th>
<th>VB</th>
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<tbody>
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<td>There were many problems with aid allocation. The plan needs to be adjusted during the recovery stage to match our needs</td>
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</table>

1. How effective is the plan?
2. How easy is it to implement the plan?
3. How well does the planning meet community needs?
4. How well is the community prepared for disaster?

### Evacuation Site

<table>
<thead>
<tr>
<th>EX</th>
<th>GD</th>
<th>AV</th>
<th>BD</th>
<th>VB</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
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<td>A shortage of tents and basic tools</td>
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</table>

1. How good is the evacuation site?
2. How good are the facilities at the evacuation site?

### Community Disaster Management Group

<table>
<thead>
<tr>
<th>EX</th>
<th>GD</th>
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<th>BD</th>
<th>VB</th>
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<td></td>
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<td>We just need a few changes to the planning</td>
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1. How effective is the structure of the CDMG?
2. How good is the CDMG’s preparation to face disaster?

Write additional notes on a separate sheet of paper.
**Emergency Response Evaluation**

**Disaster type:** Volcanic Eruption  
**Location:** Lampok Village

**Disaster date:** 12-Nov-03  
**Evaluation date:** 28-Dec-03

Put ✔ in the box appropriate: EX = Excellent; GD = Good; AV = Average; BD = Bad; VB = Very Bad

### Emergency Response Time

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<th>Medium</th>
<th>Slow</th>
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<tr>
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<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>✔</td>
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### Communication Flow

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<tr>
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<th>AV</th>
<th>BD</th>
<th>VB</th>
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<tbody>
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### Forms that have to be changed, taken out or added (give reasons)

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<td>Need new forms about cleaning up disaster areas</td>
<td>Need new forms for medicines and medical equipment needs</td>
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<td>✔</td>
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<td>✔</td>
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</table>

### Write additional notes below, or on a separate sheet of paper

Plan needs to be frequently checked and changed in accordance with the situation. The Local Government has promised to send Forestry Bureau personal to help replant the deforested area to the north of the village.

---

**How to complete Form D-02 – Emergency Response Evaluation**

Tick the appropriate box regarding the speed of each emergency response; and rate the flow of communication using the following abbreviations: EX = Excellent; GD = Good; AV = Average; BD = Bad; VB = Very bad.
How to complete Form D-03 – CDMG Coordinator and Teams Evaluation

The community representatives who complete this form must answer each question with the approval of the community. Tick the appropriate box regarding the number of team members, and the ability of each coordinator and each CDMG Team to perform their relevant tasks. Add explanations for each rating. This form serves as a reference point for improving disaster management plans for the future.

<table>
<thead>
<tr>
<th>During Disaster Stage</th>
<th>Team Size</th>
<th>Performance</th>
<th>Notes</th>
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<tbody>
<tr>
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<tr>
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<td>Early Warning Team</td>
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<tr>
<td>Mapping Team</td>
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</tr>
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<td></td>
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<tr>
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<td>Pioneer Team</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Search and Rescue Team</td>
<td>✓</td>
<td>✓</td>
<td>Need more personnel</td>
</tr>
<tr>
<td>Security Team</td>
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<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Fire Team</td>
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<td>✓</td>
<td>Shortage of personnel/equipment</td>
</tr>
<tr>
<td>Logistics Team</td>
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<td>Shortage of personnel</td>
</tr>
<tr>
<td>Communication Section Coordinator</td>
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<td></td>
</tr>
<tr>
<td>Administration &amp; Documentation Team</td>
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<td>Over worked</td>
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<tr>
<td>Information &amp; External Relations Team</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Volunteers Team</td>
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<td></td>
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<tr>
<td>Welfare Section Coordinator</td>
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<td></td>
</tr>
<tr>
<td>First Aid Team</td>
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<td></td>
<td>Need more trained personnel</td>
</tr>
<tr>
<td>Public Kitchen Team</td>
<td>✓</td>
<td></td>
<td>The food was excellent</td>
</tr>
</tbody>
</table>

Write additional notes below, or on a separate sheet of paper

Overall, the CDMG functioned well. Many people were saved because of the smooth evacuation process. Although the First Aid Team performed their duty well, they still need more training to improve their knowledge and ability to handle injured victims, especially those suffering from emotional trauma.
Improving the disaster management plan

The CDMG can formulate better plans, after evaluating a previous pre-disaster stage.

In revising the plan, the community and the CDMG need to

1. Consider all suggestions from community members and government institutions
2. Revisit Module A of this manual, making adjustments to suit the latest situation
3. Improve the Hazards Map, making adjustments to suit the area’s most recent situation
4. Create new forms as necessary
5. Strengthen the community’s resilience, e.g. by providing additional training
6. Improve the community’s environmental state, thereby making it less vulnerable to disaster
7. Generate unity within the community, thereby helping to prevent social problems
8. Maintain good relations with all parties that have given their support
Summary

This manual is designed to help communities improve their own independent disaster management efforts, enabling them to act quickly and effectively when disaster strikes.

Disaster impacts can be reduced both by increasing a community’s preparedness, and by decreasing its vulnerability. Following the advice in this extensive manual and using the accompanying resource book will help communities plan more holistic disaster management.

In publishing this manual IDEP Foundation hopes to increase communities’ preparedness and ability to face potential crises. IDEP Foundation hopes that communities will want to carry out disaster management programs in their respective regions.

We wish great success to all communities in their efforts to create secure and sustainable living for the future.

IDEP Foundation
Community Based Disaster Management

Appendices

- Emergency First Aid
- Psychological Treatment
- Nutrition in Emergency Situations
- Temporary Housing
- Water, Sanitation & Hygiene
- Health Services
- Summary of Indonesian Law no. 24, 2007, Concerning Disaster Management
- Disaster Management Contacts
- Bibliography & References
- Emergency Telephone Numbers

By IDEP Foundation
For further information: www.idepfoundation.org
Appendices

Emergency
First Aid

Community Based Disaster Management (CBDM) Manual
by IDEP Foundation – w w w . i d e p f o u n d a t i o n . o r g
Emergency First Aid

Things to be considered

1. Stay calm. Only calm people can help others
2. Do not approach an injured person unless it is safe to do so. Check for road safety, fire, electrical current, or whatever conditions might pose a threat to your life as well as those around you, including seriously injured people. Approach injured people only after you have ensured that the conditions are safe
3. Get help. But do not leave the injured person alone. Send someone else to quickly look for help. However, if you are the only one at the place of disaster, and there is no help available, leave the person and look for help
4. If possible, contact the nearest hospital or medical facilities. The information you relay to the disaster service center must be short, and contain the following – condition and location of the injured people, and how many there are
5. Do not move injured people who have broken bones or back injuries without the proper equipment. Read this module further for more information
6. Do not give food or drink to injured people

Ensure that the actions taken adhere to the following instructions. Incorrect first aid can worsen a person’s condition.

Every minute counts for injured people - do not delay helping them

Checking the condition of injured people

The person giving first aid should move the person’s shoulder gently while calling, talking and asking simple questions. A conscious person will respond with movement, sound, or by answering the questions.

The person is deemed unconscious when there is neither body movement, nor any other response. In this situation, the following actions should be taken

1. Call 118 (in Indonesia) or the relevant emergency numbers in your area. Ask another person to do this if possible, so that you can stay with the injured person
2. Lay the person down. Kneel beside him or her, close to their shoulder
3. Check the person’s pulse by placing 2 fingers on the inside of the wrist. Alternatively, check the pulse at the side of the throat, under the ear just below the jaw.
4. Check circulation by compressing a finger nail......

5. Clear the airway. Lift the person's chin and tilt the head back and up, holding the jaw with one hand. Ensure that nothing is blocking the airway, such as food or the person's folded tongue. If there is any foreign material in the mouth, use 2 fingers of your free hand to remove it.

6. Check the breathing. Watch for the rising and falling of the lower chest and stomach. Listen and feel for the air flowing in and out of the nose and mouth, by putting your cheek next to the person's face. After checking for 5 to 10 seconds, if the person is not breathing, immediately administer mouth-to-mouth resuscitation.

7. Mouth-to-mouth resuscitation– Keep the person's head in a backward and tilted position. Pinch the nostrils. Take a deep breath, and making a good seal around the person's mouth with your lips, blow firmly into their mouth. Ensure that the air you blow does not escape through the person's nose. Give 2 breaths (this should take 5 seconds) making sure the injured person's chest expands when you blow into it. Then Watch – Listen – Feel to see if the person has begun breathing unaided again.

8. If the person still does not start breathing unaided, commence chest compressions. Place the palm of one of your hands in the middle of the person's chest between the nipples, and then place your second hand on top of the first. Compress the person's chest by 4-5cm rapidly in smooth uninterrupted rhythm as rapidly as possible. After XXXXX minutes/seconds give 2 more breaths.

9. If, after doing the above there is still no breathing, repeat steps 5 and 6. Repeat steps 5, 6, and 7 until the person begins to breathe unaided, or until medical aid arrives.

10. If the person begins to breathe, roll them over on to their side, into the recovery position (see explanation below), and frequently check airway, pulse (see explanation above) and breathing.

11. If the person has suffered burns, begin by removing the cause, e.g. by extinguishing the fire, or by thoroughly washing any chemical substances from the skin. For more information, please see section on burns.

12. For someone that has been electrocuted, see the section on injuries by electrocution.
CPR for infants and children under 8 years

1. Lay the infant or child flat on their back

2. Open the child’s airway by slightly tilting the head up and backward. Clear the airway. When the airway is clear, position the child to lie slightly on their side. For an infant under 1 year, lay them flat on their back.

3. If the child is not breathing, seal the child’s nose and mouth with your lips. Breathe into it twice. If there are still no signs of breathing, continue to step 4.

4. Place your third and fourth fingers in the middle of the child’s chest, 1.5 cm below the nipples; compress the chest gently 2.5-3.5 cm, 30 times.

5. Check breathing. If there is no progress, repeat steps 3 and 4 once more. If there is still no breathing, immediately contact the closest medical facility (if not already done). Continue CPR until medical help arrives or the child starts to move or breathe.

Recovery position

The recovery position is used when a person is breathing, but still unconscious. It helps to keep the person’s airways open, and ensures that any excess fluids continue to drain away from the mouth, preventing choking.

IMPORTANT NOTE: Do not move any injured person who could have neck or back/spinal injury. Leave them in the original position, unless they are in danger.

1. With the person lying on their back, straighten both the legs; cross one arm across the chest to the shoulder, and bend one leg so the knee is elevated.

2. Roll the person onto their side, by pushing the shoulder and hip away from you (so as not to aggravate any possible neck, back or spine injury.

3. Place the crossed or elevated arm as a pillow, to hold the head.
When the injured child is under 1 year old

1. Lie the child on their back and tilt the head backward
2. Turn their face slightly to the side to let any fluid drain from the mouth, and to free the airway

Shock – symptoms and treatment

When someone suffers a serious injury, they are also likely to suffer from shock. Shock is very dangerous, and the person's condition can deteriorate rapidly, this is why shock has to be treated immediately. Be prepared to deliver CPR if and when necessary.

The early signs of shock

- Restless, confused and disoriented
- Pale and/or cold, clammy skin
- Heartbeat can either be normal, slow or fast
- Thirst and dryness in the mouth

Signs that shock is progressing

- Low or unreadable blood pressure; rapid, irregular or inconsistent heartbeat
- Bluish or purplish lips or nails
- Staring eyes
- Irregular or heavy breathing
- Unconscious
When someone suffers from shock

1. Lay the person flat on their back, on a blanket if possible, with the feet positioned higher than the head. Loosen the person's clothing and give reassurance to calm them down.

2. Call an ambulance, emergency unit or 118 (in Indonesia) or the relevant emergency numbers in your area.

3. Loosely place a blanket over the person if they feel cold.

4. Check breathing and pulse every 10 minutes (see explanation in the previous and following sections).

5. If the person is unconscious, and stops breathing administer CPR (Cardiopulmonary Resuscitation).

Checking the pulse

**IMPORTANT NOTE: If the injured person is suffering from shock, check their pulse on the neck**

The speed of the pulse is the same as that of the heartbeat. If the heartbeat stops, the blood flow and breathing will also stop, and the injured person will fall unconscious, and possibly die. The pulse must be constantly checked when a person is unconscious, critically ill, or seriously injured.

Normal pulse

- Adult – 60 to 80 beats per minute
- Children – up to 100 beats per minute
- Infant – up to 140 beats per minute

About measuring the pulse

Measure the pulse based on 60 seconds of counting. There is a potential for miscounting if done for less than 60 seconds. A watch is very useful. Count how many beats you feel in 60 seconds.

How to check the pulse

1. Check the pulse on the wrist; or

2. Place 2 fingers at the top of the person's neck just under the chin, and gently slide them to one side and slightly upwards. You'll find the pulse, if there is one, just below the hinge of the jaw. Feel for it on one side only.
Moving injured people

If possible, refrain from moving an injured person, unless there is imminent danger to you or the person, such as fire, moving vehicles or poisonous gas for example. Preferably, administer first aid on the spot, while waiting for help.

If you have to move an injured person, pay attention to the following

1. If it is suspected that the person may be suffering from a neck, back or spinal injury, do not move him unless it is absolutely necessary

2. Handle the person firmly but gently to avoid making the injury worse. Pay special attention to the head, neck and spine, especially if the person is unconscious

3. Lift the person firmly but gently, do not grab or jolt them

IMPORTANT NOTE: Dragging the injured person is acceptable, if they are unconscious or critically injured, and there isn’t enough people to help move them. See the next section

About stretchers

If there is no stretcher available, use a table top, a door or 2 strong poles with a blanket or sarong stretched between them. Use a stretcher with a hard surface if the person is suspected to be suffering from a neck, back or spinal injury.

Making a stretcher from a blanket and poles

Spread the blanket on the ground and place poles on it, about 1/3 of the blanket’s width apart. Fold the rest of the blanket in, covering both poles. The person’s weight will hold the folds in place.

IMPORTANT NOTE: Test the stretcher on somebody of the same weight or more to check strength, before using for the injured person
Moving an injured person without a stretcher

1. When a person has no injury to the feet. Bend and squat near the feet; hold the ankles tight and drag the person slowly away from danger

2. When a person has an injury to the feet. Bend down and hold the wrists or elbows tight and drag the person slowly. Do not drag by grabbing the shirt (see the illustration)

**IMPORTANT NOTE:** When dragging an injured person, ensure that their body lies flat on the ground/dragging surface

Moving an injured person by helping them to walk

This method can be used with adults who are able to walk with some help.

1. Stand beside the person on the injured side, unless the person has suffered an injury to the hands or shoulders. In this case it is best to stand on the opposite side from the injury (see illustration)

2. Wrap one of your hands around the person’s waist; wrap an uninjured hand of the injured person around your shoulder and hold that hand, with your free hand. Support the person’s body with your shoulder

3. Move with the person slowly; with your inside foot stepping forward first

Treating wounds

1. **Using dressings**
   Cover any wounds with a dressing before bandaging, in order to control, absorb or stop further bleeding. This will help to reduce pain; and also help to prevent infection and further injury. Use sterile, non-sticking dressings. If these are unavailable, use any absorbent, clean and non-sticking cotton cloth, such as a piece of sarong or bed linen. Women’s sanitary napkins also make very good absorbent dressings. Avoid using fibrous cloth directly on the wound, as it can stick to the wound, causing further problems.

2. **Applying padding**
   Padding is prepared by folding a piece of bandage or cloth several times before placing it on top of the dressing. This will increase absorbency; and can be used to apply pressure to the wound to slow bleeding, and also to protect the wound. When there are broken bones or splinters protruding from the wound padding can also be
used in to prevent the actual dressing from touching the wound.

3. Bandaging

Injuries should be bandaged to control bleeding, to hold dressings or padding in place; to reduce or prevent swelling; to support limbs or joints; to reduce pain and to prevent limbs or joints from moving.

In an emergency situation, you can use sarongs, bed linen, or any other clean material, as a bandage. Do not bandage too tightly. Signs that a bandage is too tight and needs to be loosened include swelling; fingers becoming pale and blue; stiffness; and sharp, pinching pains, which all indicate that blood-flow is obstructed beneath the dressing.

4. Using a sling

A sling is used to protect a wound from further injury, and to minimize pain. A sling is also used to support, or immobilize the affected body part, while waiting for medical assistance.

5. Making a splint

A splint, or a support, is used for fractures to the kneecap, upper or lower arm, wrist, ankle or finger. In an emergency situation, use a closed umbrella, a rolled newspaper or other rigid items such as pieces of wood if necessary.
An uninjured leg can also be used as a splint (see illustration in the previous page). Tie the injured and uninjured legs firmly together.

1. Ensure that the injured body part is kept still when placing the splint
2. The splint has to be long enough that both ends extend past the fracture
3. Check the ties holding the splint every 15 minutes to ensure that blood circulation is not hampered

**Bleeding**

Any bleeding can be fatal if not treated. It is important to stop bleeding as soon as possible. There are 2 types of bleeding: external, and internal. Internal bleeding, or hemorrhaging, is harder to detect, and can be more dangerous than external bleeding. The following are signs that should be heeded:

**Signs of internal bleeding**

- Blood in the person’s vomit or sputum
- Swelling or hardening of the stomach or thighs
- Excretion of red or black feces
- Red urine
- Painful, tight or limp stomach muscles
- Shock

**Handling internal bleeding**

1. Put the person in a comfortable, reclining position and loosen clothing
2. Lift and bend the legs, unless they are fractured
3. Seek medical assistance immediately
4. Do not give food or drink
5. Constantly monitor the person for signs of shock

**Handling external bleeding**

1. Place the person in the recovery position, unless there is a chest wound
2. Check if the wound has splinters or protruding bones. If this is the case, do not touch the wound. Use padding around the wound, and apply bandaging. Refer to previous section “Treating Wounds” for more information
If there are no protruding bones, apply pressure to the wound immediately. If there are no sterile bandages, use clean cloths or shirts, or even your hands to control the bleeding. If the person is able, they should be encouraged to apply pressure to the wound with their own hands, in order to reduce the risk of cross-infection.

4. Bandage the wound securely.

5. Elevate the wounded body part higher than heart level.

6. If blood soaks the bandage, open it and change the dressing. If it appears that the bleeding has stopped, leave the bandage in place. Do not undo the bandage to inspect, as this may trigger renewed bleeding.

7. Do not give food or drink.

8. Constantly monitor the person for signs of shock.

9. Seek medical assistance IMMEDIATELY.

**Stopping severe external bleeding**

1. Elevate the wounded body part.

2. Apply pressure to the wounds with clean cloths. If none available, use your hands.

3. Continue with pressure until the bleeding stops.

4. If the bleeding continues, despite applying pressure, and the person is losing a lot of blood, do the following:
   - Continue applying strong pressure to the wound.
   - Elevate the wounded body part as high as you can.
   - Tie cloth or belt around the arm or the leg, as close to the wound as possible, and between the wound and the torso. Tighten the cloth or belt until the bleeding stops.

**IMPORTANT NOTE: Do not use fine string or wire to stop bleeding**

**Important points about bleeding**

1. Applying a tourniquet to stop bleeding is a last resort, and should only be done when bleeding cannot be stopped by using direct pressure to the wound.

2. The tourniquet must be loosened every 30 minutes. Check if the bleeding has stopped and check blood circulation.

3. If this is not done, and the tourniquet is left in place too long, there is a possibility of necrosis (gangrene) to parts of the body that were deprived of blood. Necrosis affected limbs can require amputation.

4. Do not use other items such as soil, oil, orange juice or coffee to stop bleeding.

5. Elevate the wounded body part, and lower the person’s head, to avoid shock if the bleeding and injury are serious.
Burns

When somebody suffers from burns, first remove the cause, e.g. extinguish the fire. Then check the person's airway and breathing. Remove any items that might retain heat, such as clothing, rings, a watch, or jewelry. If the person is unconscious, administer the following treatment: stop any bleeding; cool the burns with regular tap water, or wash them under running water.

**IMPORTANT NOTE:**

DO NOT APPLY SALVES OR CREAMS, AS THEY CAN TRAP HEAT, AND COMPLICATE CHECKING. DO NOT BREAK BLISTERS

Seek medical assistance. If assistance does not arrive immediately, cover the cooled burns with gauze or damp cloths. Do not use cotton-wool or any fibrous cloth. Use scissors to cut away clothing that can be easily removed. Do not remove any clothing that is attached to, or embedded in, the burns. While waiting for assistance, if possible, elevate any injured body parts, and/or move the person to a treatment site. If the person is conscious and thirsty, give fluids to drink.

Carefully check for signs of shock - shock can cause death.

Burns are classified as

- First degree
- Second degree
- Third degree

The higher the degree, the more serious the damage. Third degree burns are the most serious.

**Characteristics of first degree burns**

At this level, only the outer or the first layer of skin is burned. Skin may redden, become dry, and swell. The burned skin can peel, and can also be quite painful. However, a doctor is not usually needed to treat this type of burn, unless the burn extends over a large area of the body. First degree burns normally heal within 5 or 6 days, and rarely leave a scar.

**Characteristics of second degree burns**

At this level, 2 layers of skin are burned. Second degree burns are considered life-threatening when they cover more than half of the body. If only a small area of the skin is burned, the patient can still be treated without a doctor. However, if the burn covers more than a 3 X 3 centimeter area, or if the skin is blistered, or the burn occurs on the hand, face or groin, then the person should see a doctor.

**Characteristics of third degree burns**

At this level, all three layers of skin are burned, with the burn possibly going deeper, into the muscles, nerves, bones or fat. With third degree burns the skin turns red, white, waxy or scorched black. If nerves are burned, the person will not feel pain. The burned area oozes clear fluid. The person must be taken to a doctor immediately. Treatment from a skin specialist or a plastic surgeon is required, as severe scarring usually occurs.
First aid for burns

For light/superficial burns

1. Flood the burn under tap water for 10 minutes; or if unavailable use a damp cloth
2. Cover the burns with bandages or non-sticking, clean cloth. Ensure that the bandages or cloth cover the burns. Young banana leaves can also be used to cover burns. The gel that you can squeeze out of aloe vera plants can reduce pain
3. Do not use butter, toothpaste or other fatty substances; and do not break blisters

For serious/deep burns

1. If the person’s clothing is on fire use blankets, towels or thick bed linen to smother it until it’s extinguished
2. Remove or cut away clothing from around the wound, leaving any pieces that stick to the wound. These can be dealt with later by the experts
3. If you are not able to transport the person to a hospital try your best to treat any shock
4. Give drinks of lukewarm water if the person is conscious and thirsty, water replaces lost body fluids
Electrocution

Contact with electricity can cause somebody to fall unconscious or even stop breathing; and can cause deep burns and internal damage.

When a person is electrocuted

1. Switch off the electricity, and/or remove the cause of electrocution. Do not touch the person directly, or you might be electrocuted. Use a long non-conducting item, such as a piece of wood or a broomstick, to break the contact between the electrical source and the affected person. NEVER use a metal pole and stay clear of any water. Both metal and water conduct electricity and you could be electrocuted through touching them if they connect to the electricity.

2. Check the person’s breathing, if they’re not breathing administer CPR (see previous section).

3. Once the person is breathing again, place them in the recovery position. Treat any injuries, and seek medical assistance.

Administer first aid immediately, since every moment counts for an injured person in an emergency situation.
Emotional Trauma Treatment
Treatment of Emotional Trauma

People who can help

Some people who experience disaster suffer serious emotional and psychological impacts. Their mental health is at risk. They can become traumatized and psychologically disturbed, unless they receive appropriate support and counseling.

Family members, friends, spiritual leaders and professional counselors can all help people suffering from trauma to recover their emotional stability and sense of wellbeing.

The First Aid Team must try to cooperate with relevant parties (government and other organizations) to organize

- Medical services
- Therapeutic services

People who might suffer from Post Traumatic Stress Disorder (PTSD) are

- Disaster survivors
- CDMG team members
- Communities close to the disaster zone
- People who have just recovered from other psychological disturbances are particularly prone to PTSD

People affected by PTSD feel trapped within their own emotions, and lack the desire to reach out to others. Their condition is often made worse by alcohol and/or illicit drug use.

Some symptoms of Post Traumatic Stress Disorder (PTSD)

- Recurring memories of the traumatic experience
- Feeling depressed, distressed or emotionally numb
- Unwillingness to interact with others, frequently seeking isolation
- Avoidance of activities, situations or anything associated with the source of trauma
- Excessive worry, panic and aggression
- Edginess/easily startled (in Indonesian culture people startled by someone speaking to them, will often repeat the statement that startled them)
- Insomnia and fear of sleep; nightmares
- Memories, hearing voices and having visions of the traumatic experience (flashbacks)
- Restlessness, anxiety and stress
- Loss of appetite
- Suicidal feelings
Measures to treat people who are showing symptoms of Post Traumatic Stress Disorder (PTSD)

Guidance from someone the survivor trusts or from a professional counselor is necessary in order to help them to

1. Talk about their traumatic experiences and thus let them go
2. Return to feeling calm and relaxed
3. Understand what they have gone through
4. Relive their traumatic past experiences and then move on, to concentrate their thoughts on the present

Explanation

Feeling hopeless, sad and afraid often occurs as a consequence of experiencing disaster.

Positive or negative responses usually happen slowly from the time of loss.

Some people are afraid to start new lives. They are afraid of once again losing the things that they have carefully built up over the years.

Stress and depression often occur in people who have no support available to them, to help them to cope with the pressure of the disaster’s emotional impact.

Recalling positive experiences can help people to strengthen their relationships with their family and community.
Appendices

Nutrition in Emergency Situations

Community Based Disaster Management (CBDM) Manual
by IDEP Foundation - www.idepfoundation.org
Food security, nutrition and food aid

The following information is used by humanitarian organizations to assess needs, to identify priorities and to give aid to communities during disasters. This information allows communities to:

- Understand their rights as people affected by disasters
- Understand what information is required by aid organizations when a disaster strikes, so they can be proactive in making their needs known to such agencies, who will then be able to provide appropriate assistance
- Monitor the procurement and distribution of aid

Food security

When communities face the risk of a food shortage, the decision to donate food aid must be based on:

1. An understanding of how the affected communities usually access food. This includes their ability to purchase, the adequacy of their food reserves; the stability of those reserves; and the influence of the seasons and other time-related factors on their access to food
2. The impact of the disaster on current and future food security
3. Recognizing the most appropriate response

General food security – Communities should have adequate and proper access to food and non-food necessities, in ways that are sustainable, do not excessively diminish their belongings, and that retain their dignity.

Major food production – Essential food production should be protected and supported.

Income and employment – People should have the opportunity to earn a fair wage that enables them to participate in maintaining food security, and does not jeopardize their traditional livelihoods.

Access to markets – People should have secure access to opportunities to buy and sell goods. For this to occur, producers, consumers and traders may need to be protected and encouraged.

Nutrition

When communities face a risk of malnutrition the decision to donate food aid must be based upon a clear understanding of the cause, type, degree and scale of malnutrition. It is important that any response appropriately covers two areas:

1. General nutritional aid – the quantity of aid should be sufficient to cover essential food, food-production and other nutritional services to meet the needs of the community, including the needs of groups that might be especially vulnerable to malnutrition
2. Distribution/Access – the nutrition requirement of all people suffering from disaster must be met regardless of location or mobility. There should be access to food in quantities that meet nutrition requirements (main staples, nuts or animal proteins, fat sources and vitamins)

Estimated average nutrition requirement for a person

- 2100 calories per person per day
- 10-12% of total energy from proteins
- 17% of total energy from fats
- Vitamins and mineral intakes from fresh or enriched food
• **Vulnerable groups** – Specific nutritional requirements of identified vulnerable groups should be met whenever possible

• **Infants less than 6 months old** – should be breastfed exclusively

• **Infants between 6 and 24 months old** – should receive nutritious and energy-rich food supplements

• **Pregnant and breastfeeding women** – should receive nutritious food and supplements

• **The elderly** – should receive nutritious food

**Countering malnutrition** – When there is a high instance of malnutrition make sure there is access to services that improve nutrition and reduce malnutrition. Resolve moderate and severe malnutrition as well as vitamin and mineral deficiency.

**Food aid**

When it is clear that food aid is the most appropriate response, it should be carried out to meet only short term needs, when possible. The aim should be to help restore long term food security. Free food distribution should only occur when absolutely necessary, to those in the most need, and should be ceased as soon as the situation allows. Mass free food delivery should only be carried out in the initial stages of recovery from disaster. Dry foods to be cooked at home should be given whenever possible. It may also be necessary to provide security measures, in order to prevent food aid being intercepted or stolen. This may occur, for instance, when there are factions involved in armed conflict.

**Planning food aid** – The initial study and analysis, of an emergency situation, should identify the community’s resources, in terms of food and income. It should also identify any threats to those resources. The study and the analysis should also determine whether or not direct food aid is necessary. If it is necessary, then the correct amount and types of food aid should be calculated in order to adequately satisfy the community’s nutritional requirements.

**Planning allowance** – The allowance for general food distribution should be calculated, so that enough food is provided to bridge the gap between the needs of the disaster affected community, and its own available food resources.

**Promptness and appropriate delivery** – The donated food items should be delivered promptly; should be acceptable to the receivers; and should be of a type that can be prepared and consumed easily at a household level.

**Food quality and safety** – The distributed foods should be fit for human consumption.

**Managing food aid**

It is extremely important to distribute food equally and fairly. It is also important to involve the affected community in decisions about distribution and the process of distribution. The community needs to be aware of the amounts and types of food to be received. They also need to understand everyone’s needs to be sure that the distribution process is fair. The community also needs to monitor distribution to ensure that the amount of aid actually received, matches the amount of aid that was promised.

**Food handling** – The food should be stored, cooked or prepared, and consumed, in ways that are safe and proper for consumption by all.

**Managing the supply chain** – Food aid resources (commodities and funds) should be properly managed, using a transparent and responsive system.

**Distribution** – The food distribution method should be responsive, transparent, fair and appropriate to local needs.
Nutrition for vulnerable groups

General conditions in the time of disaster

In the early days after a disaster, when people are living in temporary shelters or evacuee camps, it is common for health problems to occur, often caused by nutritional deficiencies. This is particularly the case among vulnerable groups, who may have more specific nutritional requirements.

Problems are generally caused by

- Poor conditions within the temporary shelter. There is often inadequate sanitation, and a lack of sufficient clean water to meet daily needs and activities. There might also be inadequate illumination, communication and transportation due to disruption of infrastructure; inadequate private space for individuals and family groups; along with limited access to food, and constant noise or chaos

- Physical, emotional and psychological weakness, which can occur when people are traumatized by losing family members, and belongings

- Insufficient health workers, or other personnel, to help with the evacuation process, and the administration of food and medical aid within the evacuee camp

Some evacuees, particularly those within vulnerable and at-risk groups, become susceptible to disease, leading to sickness and sometimes death.

Vulnerable and at-risk groups include

- Infants 0 to 6 months old
- Infants 6 to 12 months old
- Children under 5 years old
- Pregnant and breastfeeding women
- The elderly
- The disabled, or those with other special needs
- People with HIV/AIDS

Case studies of various emergency situations around the world have shown that infants and children under 5 years of age are the most vulnerable. These are the groups with the highest mortality rates amongst evacuees (WHO and others, 2001).

Thus, it is vitally important to pay attention to the health and nutritional requirements of these particular groups, during an emergency situation, in order to prevent avoidable fatalities.
What must be done?

An assessment should be undertaken immediately, in order to identify and calculate the number of vulnerable people in the disaster affected community. This assessment should identify the separate age groups of zero to 6 months, 6 to 12 months, and 1 to 5 years (12 to 60 months). It should also identify the number of pregnant or breastfeeding women; the elderly; those with disabilities and people with HIV/AIDS. The assessment also needs to pay special consideration to those infants or children under 5 years of age, who may have lost their parents; and to any breastfeeding women who may have lost their babies or children during the disaster.

Based on the results of the assessment, undertake a rapid appraisal of the

- Types, and amounts, of food available
- Types, and amounts, of food needed, especially by vulnerable groups
- Previous mistakes in administering food to vulnerable groups (these might have occurred during the evacuation)
- Current provision of basic foods compared to the needs of regular evacuees
- Public kitchen facilities, and number of personnel, available to deal with the situation
- Access to clean water
- Availability of health services

Perform measurements of nutritional status accurately (measuring body weight and height is suggested) and ensure that appropriate food is given to the different age groups within the camp. These measurements should be performed with trained local health personnel if possible.

For infants zero to 6 months old

Ensure that infants are fed exclusively with breast milk. A mother’s breast milk is the ideal nourishment for infants at this age. There is no need for food supplements. Breast milk provides all the nutrition required for an infant’s growth and development, and helps to boost the immune system and promote brain development.

It is possible that some zero to 6 month old infants may have lost their mothers during the disaster. In such cases, other mothers should be encouraged to share their breast milk. A healthy mother is capable of breastfeeding 2 babies. The milk production will automatically increase with the extra breastfeeding. Ensure that any mother donating breast milk receives additional nutrition in order to maintain the quantity and quality of her milk.

If there is no breastfeeding mother available to share her milk with an orphaned baby under 6 months old, or if a mother is unable to breastfeed her own infant, then a generic milk formula can be used. This should be prepared strictly in accordance with the Codex standards, or another accepted international health standard. The administration of infant formula should only be undertaken by experienced health personnel. Incorrect administration of infant formula can cause dangerous health problems. Life threatening diarrhea is a major risk, particularly if formula preparation is carried out in unhygienic conditions.
It is possible that a breastfeeding mother could become sick, or injured during the crisis, and this may prevent her from breastfeeding, or from producing breast milk. In this case, a “surrogate” mother should be found for the baby if possible. If this is not an option, then use milk formula for any infants under 6 months old, until such time as the mother is able to produce milk again (relactate), and resume breastfeeding her own child. Use bottled water for formula preparation when possible, to avoid any contamination.

For babies 6 to 12 months old, and 12 to 24 months old

In addition to mother’s milk, babies in these age groups also require some additional food supplement. This is known as the mother's milk-food supplement or MM-FS. The food must be cooked and prepared with clean water. If MM-FS packages are unavailable, alternatives such as baby biscuits or advanced milk formulas, appropriate to the baby’s age, can be given. Even though babies receive food supplements, it is important to encourage mothers not to reduce the rate or frequency of breastfeeding.

Ideal frequency of administration of food supplements

- 2 to 3 times a day for babies, 6 to 8 months old
- 3 to 4 times a day for babies, 9 to 24 months old
- Plus light food once or twice a day if the babies want it (both age groups)
- Important note: Un-breastfed babies in these age groups require more frequent food supplements

For children 2 to 5 years old

Food regime is the same as for adults, plus additional milk and biscuits.

For pregnant and breastfeeding women

Pregnant and breastfeeding women need nutritious food, in order for the pregnant women to remain well enough to give birth to healthy babies, and for the breastfeeding women to be able to produce adequate breast milk. Until food security is restored, these women must receive supplementary food, in addition to the regular adult food allowance. The usual supplementary foods in an emergency situation are milk, sugar and biscuits.

Important matters to consider regarding food provision to pregnant and breastfeeding women

- Ensure that there is enough safe drinking water. Breastfeeding women need to drink extra water during or after breastfeeding, to replace fluids lost in feeding
- Daily vegetable consumption
- Protein consumption twice a day. Foods such as eggs, chicken, beef, tofu, tempe (fermented soybean cake), fish and nuts contain protein
- Eat 3 times each day, 2 times is not enough
- Avoid giving MSG or artificial food additives (this also applies to babies and children under 5) as they can cause mouth ulcers and gastro, and are possibly carcinogenic
Matters to consider regarding pregnant and breastfeeding women, and women with children under 5 years of age, in an emergency situation

- **Identify vulnerable groups** – Count the number of pregnant women, breastfeeding women, infants zero to 6 months old, and infants 6 to 12 months old. Register them immediately for enough extra food rations to meet their nutritional requirements.

- **Shelter and privacy** – Prepare special rooms in the camp or disaster affected community whenever possible, to allow mothers to nurse their babies privately and quietly, and to provide a comfortable place for the babies.

- **Reduction of workload** – Prioritize the distribution of food, water etc, so that pregnant women, breastfeeding women, and women with children under 5 years of age, do not have to queue for long periods.

- **Security** – Create a safe environment by supplying enough illumination in the space allocated to pregnant and breastfeeding women.

- **Adequate food and nutrition** – Ensure that the food rations are adequate to meet the needs of pregnant and breastfeeding women. If that is not possible, provide them with food supplements and vitamins.

- **Assistance for mothers of young children** – If there are local health workers in the area, they should train mothers in breastfeeding and support them so that they can continue to breastfeed until children are 24 months old; identify and support mother’s that are having difficulties or get assistance from people with knowledge about this; keep observing the infants and babies to ensure that they are growing normally.

- **Community support** – Provide a special space for women with babies and very young children, so that they can be together, and can give each other moral support.

- **Adequate health service** – Supply trained personnel when possible, to help mothers with any breastfeeding problems. Help or refer sick, pregnant and breastfeeding women or those with malnourished children to health facilities. Help mothers to relactate (resume breastfeeding). Help sick babies who are unable to nurse from their mothers, or refer them to more adequate health facilities.

Several myths regarding breastfeeding in times of emergency

- **Psychological or emotional stress dries breast-milk** – Serious stress or fear only temporarily reduces breast-milk production, as a physiological response to heightened anxiety. It is not a permanent condition. Another advantage of breastfeeding is that it stimulates the secretion of hormones that calm distressed mothers, enabling them to pass on feelings of love and security to their infants whilst feeding them.

- **Malnourished mothers are unable to breastfeed** – Only severely malnourished mothers are unable to breastfeed. Mothers suffering from minor malnutrition can still produce good quality...
milk. Breastfeeding mothers should be given food supplements when possible, to ensure good health and quality milk production.

- **Babies suffering from diarrhea always need extra fluids** – Breast-milk is 90% water. Babies fed exclusively on breast-milk, who suffer from diarrhea, need not receive any extra fluids. This is especially important during an emergency situation, when it can be hard to find clean water supplies. Only babies with severe diarrhea should be given extra fluids, in the form of electrolyte drinks if possible.

- **If lactation has stopped, mothers cannot resume breastfeeding** – Breastfeeding can be resumed after a temporary halt using relactation techniques, such as encouraging and motivating mothers to put the baby to the breast several times during the day and night. Frequent suckling by the infant can stimulate the production of breast milk once more. The more frequently the babies suckle, the higher the milk production.

**Considerations before giving infant formula or milk to replace breast milk**

The World Health Assembly Resolution 47 (1994) states that even in the event of disaster mothers have to continue to breastfeed their babies since it is the best, and the only safe and optimum way to feed babies. In addition, breastfeeding ensures strong emotional ties between mothers and babies as a biological and social unit.

In reference to the above mentioned Resolution on compliance to the International Code of Marketing Breast Milk Substitutes, the procedures for using milk formula in emergency situations are:

- Any donation of commercial infant milk formulas and bottles, as well as infant food, should be rejected.

- If deemed necessary, infant formula should be purchased by the institution(s) responsible for nutrition programs. The decision should be based on accurate assessment and analysis.

- When infant formula has been distributed, its administration to infants should be closely monitored by health officials, to ensure correct and hygienic preparation.

- Formula should only be given to those babies who have absolutely no alternative, and only to babies up to the age of 12 months, or until they can suckle again.

- Infant formula must not form part of a general or standard distribution.

- Milk bottles should not be distributed publicly and their use should not be recommended, the use of cups instead, should be encouraged.

- The use of generic infant formula is preferable.

**For the elderly**

The elderly are usually physically weaker than the general adult population, and possibly suffer more stress and trauma during a disaster. The needs of the elderly are similar to those of the general adult population, however, in emergency situations, there are additional matters that should be considered, when organizing food delivery:
• Easy access to food (they should not have to queue for a long time)
• Food should be easy to prepare and consume
• Food should meet the protein and nutritional requirements of the elderly

**For people with disabilities**

Generally, the nutritional needs of people with disabilities, over 5 years of age, are the same as other adults. However, since each person’s condition will vary greatly, special care should be taken, as some may have limitations that will make it difficult for them to access food. This may be due to mobility impairment, or severe physical disability that means they require help with actually eating. During a disaster, the disabled often face a greater risk of being separated from their families: it is important that they are given the same access to food as other adults, and that they receive assistance with feeding and other activities when necessary. For example, they may need to be provided with drinking straws and other such aids, to assist with eating and drinking.

**For people with HIV/AIDS**

People with HIV/AIDS are at a higher risk of suffering from malnutrition than others. This can occur for various reasons: loss of appetite; difficulties with eating; problems with food absorption due to diarrhea; gastroenteritis, or other infections and chronic conditions. In many instances, people with HIV/AIDS require more energy to function. Their requirements must be heeded during an emergency situation. Discrimination and exclusion of these groups, which may prevent them having equitable access to food, must be avoided. On the contrary, they should receive extra care, in order to ensure that they receive higher food rations than the average healthy adult, when necessary; and that they receive soft and easily digested food if required. It is likely that this group will also need additional vitamins and minerals.

**Gurih Gurih Gizi Formula**

Meets daily requirements for

• Iron
• Iodine
• Vitamin A

This is a formula that is easy to make, and will help to combat malnutrition. In times of crisis, people will often need additional nutrition, in order to regain their strength, and to increase their resistance to disease. Special attention should be given to vulnerable groups, such as pregnant and breastfeeding women; babies and children under 5 years of age; the elderly; and people with disabilities.

*Many diseases associated with malnutrition are caused by deficiencies in Iron, Iodine and Vitamin A.*

The following recipe is one that can be easily prepared by a community, and which has been shown to meet the standard daily requirements for Iron, Iodine and Vitamin A. The preparation is simple, and the materials should be readily available. A request can be put forward to aid organizations if there is a shortage of any of the required items or ingredients.
GURIH GURIH GIZI (GGG) FORMULA

HOW TO MAKE THIS FORMULA FOR GOOD HEALTH

One tablespoon of GGG has all your daily needs for vitamin A, iron and iodine, and it tastes great. This formula has been approved by nutrition scientists as being especially good for children, and pregnant or lactating women. GGG is easy to make and can be stored for a long time. The main ingredients for making it are vegetables that you can harvest from your own garden.

INGREDIENTS NEEDED TO MAKE GGG ARE ...

- marunggai leaves
- water spinach
- sweet potato leaf
- regular spinach
- bak choi
- sugar
- iodized salt
- peanuts
- powder milk (or coconut shavings)
- flour
- cooking oil

Mixed greens (5 types listed above) : 1 kg
Iodized salt : 1 1/2 tbls (to your taste)
Granulated Sugar : 1 1/2 tbls (to your taste)
Peanuts or roasted sesame seeds : 1/2 cup
Milk powder (or coconut shavings) : 3 tablespoons
Tepung beras : 1 cup
Fresh cooking oil (use one time only) : 1 Litre

(After you make GGG you can use the oil again to cook other things.)

YOU’LL NEED THE FOLLOWING UTENSILS.

- spoon
- mortar & pestle
- metal sieve
- wok
- sterile & air tight container for storage
- frying pan
HOW TO MAKE THE GURIH GURIH GIZI FORMULA...

1. Separate the leaves from their stems
2. Wash them carefully
3. Dry the leaves thoroughly
4. Heat enough oil to cover the leaves
5. Fry the leaves until they are completely dry and strain

6. Make sure you drain all the oil off
7. Then crush the crispy leaves with a pestle
8. Roast the flour and peanuts (or sesame seeds) without oil until they turn brown
9. Put the flour and nuts into a bowl with salt and sugar
10. Add the milk and mix everything together

IF YOU LIKE, ADD CHILLI, SUGAR OR SALT TO TASTE

11. Sieve together...

Just one tablespoon of GGG per day, will give you all the iron, iodine & vitamin A you need!

How to use Gurih Gurih Gizi. GGG is delicious sprinkled on rice, porridge, noodles etc.

You need to store Gurih Gurih Gizi in air tight and sterile containers. Stored in this way, GGG will keep for 3 months. If kept in a refrigerator it will keep for 6 months.
Appendices

Temporary Shelter
Temporary Shelter

Guidelines for making temporary shelter

Making guidelines for temporary shelter can help to create a more positive environment for the overall health and welfare of the community. Although these dwellings are intended only for temporary use, they should still be constructed within a framework of long term planning. A committee should be put in place to manage temporary shelter, made up of evacuees and possibly members of the Evacuation Team.

An evacuation site needs to have living quarters, medical facilities, public kitchens, clean water supplies, dish-washing facilities, bathing and toilet facilities (separate ones for men and women), waste management facilities and meeting venues.

The public kitchen should be built in a safe and protected place that is free from animals, and other, disturbances (secure food storage).

Public toilets and waste disposal facilities should be at least 20 meters away from any accommodation, and at least 30 meters away from rivers and clean water sources. There should be some form of security in place around toilet areas, to avoid occurrences of rape or other sexual abuse, which have been known to happen in evacuation sites.

Building materials, such as bamboo, wood etc., should be sourced locally whenever possible.

It is vitally important for the health of the evacuees, that the temporary dwellings are maintained in a hygienic manner.
Housing, shelter and non-food aid

The following information is used by humanitarian organizations to assess needs, to identify priorities and to give aid to communities during disasters. This information allows communities to:

- Understand their rights as people affected by disasters
- Understand what information is required by aid organizations when a disaster strikes, so they can be proactive in making their needs known to such agencies, who will then be able to provide appropriate assistance
- Monitor the procurement and distribution of aid

Housing and shelter

Housing assistance should be given to each household, for the construction of a shelter or dwelling, either in the evacuation site, or within the existing community. Decisions regarding whether dwellings should be built for short or long term use will be based on a number of factors: the amount and type of aid available, the legal and ownership rights covering the intended site, the availability of basic services and social infrastructure, and the possibility of making improvements to existing dwellings.

Appropriate planning

In solving accommodation problems, the first preference should be to resettle people in their original homes where possible. This should only be considered if security, health, safety and welfare can be assured.

Physical planning

In order to maintain customary levels of privacy, local planning principles and practices should be adopted where possible. These principles should still ensure that there is good and safe access to the dwellings, and that communities also have good and safe access to basic services and facilities.

Enclosed living spaces

People should be provided with adequate enclosed space to allow for decent living conditions. There should be enough space so that principal household duties can be performed satisfactorily, and so that livelihood or income-supporting activities can resume.

- There should be a basic covered living space of at least 3.5 m² per person
- There should be secure, physical partitions between families and genders

Building designs

As much as possible, designs for dwellings should be acceptable to the people affected by the disaster. Dwellings should be designed in such a way as to maintain an agreeable temperature, with adequate airflow. They should be weatherproof; and built in such a manner as to ensure the dignity, health, security and welfare of the inhabitants.
Construction

Construction should respect local, safe building practices; and optimize the creation of local employment opportunities.

Environmental impact

Negative environmental impacts should be avoided as much as possible, by engaging sound management principles in regard to evacuee housing; and by careful use of building techniques and procurement of building materials.

Non-food aid

Clothing, blankets and bedding are the most basic personal needs of disaster survivors, and are necessary for protection from weather, and to maintain health, privacy and dignity.

Clothing and bedding

People affected by disaster require adequate clothing, bedding and blankets in order to maintain their dignity, safety and welfare.

- **Men and women, young and old**, should have at least one complete set of clothing, which is the correct size; and which is also culturally and climatically suitable

- **Disaster survivors** should have access to blankets, bedding or mattresses

- **Shrouds** of some sort should be available for adequate and culturally appropriate funerals when necessary

Personal hygiene

Each household should have access to enough soap and other materials, in order to maintain cleanliness, health, hygiene, dignity and comfort.

- Each individual should have access to 250 grams of bathing soap per month

- Each individual should have access to 200 grams of detergent per month

- Women should have access to sanitary napkins, for use during menstruation

- Babies up to 2 years old should have access to locally suitable, washable diapers

Cooking and eating utensils – Each disaster affected household should have access to cooking and eating utensils and implements.

Stoves, fuels and illumination – Each disaster affected household should have access to public cooking facilities, or to an individual stove, along with access to fuel to be used for cooking and for
Erecting tents
There are several types of tents that can be erected. The following steps and illustrations show the easiest way.

1. Take a piece of rectangular tarpaulin or its equivalent. Fold the tarpaulin in half across its length and hold the 2 points opposite one another where the fold line meets the edge of the tarpaulin (this will probably require 2 people). 2 poles will be affixed to these 2 points.

2. Plant the 2 main poles that will support the tent, opposite each other at a distance equal to the tarpaulin’s width. The ends should be inserted into the ground. Spread the tarpaulin over the 2 poles, ensuring that each of the pole’s tops meet each of the 2 opposite points on the fold line.

3. Take 2 ropes, each 3 times the length of the poles. Tie the 2 points of the tarpaulin described in step 1 to the tops of the 2 poles, and then pull both ends of the ropes away tightly, to stretch the tarpaulin along the fold, whilst keeping the poles standing upright. Tie all rope ends to ground pegs, pull taut, and then hammer the pegs firmly into the ground.

4. Tie each of the tarpaulin’s 4 corners with a short rope and secure each rope to a peg. Pull ropes away tightly from the main poles, and hammer each peg firmly into the ground. For a variation, add 2 pairs of shorter poles to each side of the tarpaulin, letting both sides hang, as shown in illustration number 5. Secure the 4 small poles to the ground with ropes and pegs.
Appendices

Water, Sanitation & Hygiene

Community Based Disaster Management (CBDM) Manual by IDEP Foundation – www.idepfoundation.org
Clean water supply, sanitation & outreach information on hygiene

The following information is used by humanitarian organizations to assess needs, to identify priorities and to give aid to communities during disasters.

This information allows communities to:

- Understand their rights as people affected by disasters
- Understand what information is required by aid organizations when a disaster strikes, so they can be proactive in making their needs known to such agencies, who will then be able to provide appropriate assistance
- Monitor the procurement and distribution of aid

Clean water supply

In an emergency situation, there is often insufficient clean water for a community’s needs. When this occurs, it is essential to obtain safe drinking water in sufficient quantity for the community, or their lives will be in danger.

Access and amount of water required. Everyone in the disaster affected community should have safe and fair access to water. There should be sufficient clean water for drinking and cooking; and enough to maintain personal and household hygiene. The average water requirement is 7.5 – 15 liters per person, per day. Of course, these amounts may vary, according to local conditions. For ease of access, water supply points should be reasonably close to living areas. They should not be further than 500 meters away, whenever possible.

Water quality. The water should taste acceptable and be safe to drink. Water should also be clean enough to be used for personal and household needs without posing any health risk.

Water containers. There should be adequate containers for carrying and storing enough water for drinking and cooking; and also for personal hygiene. People need to store water safely until its time of use. Each family requires a 9 to 20 liter container for obtaining and storing water. The water storage container must have a cover, in order to prevent contamination.

Sewerage disposal

Safe sewerage disposal is a high priority, and one that needs immediate attention in many disaster situations. Provision of an appropriate and effective sewerage disposal system is one of the most important emergency measures after a disaster. Safe sewerage disposal is vital in maintaining a community’s dignity, safety, health and wellbeing.

Access, and number of toilets. There should be adequate, decent toilets, which should be reasonably close to dwellings, allowing quick and safe access, both during the day and the night.

1 gender-specific toilet per 20 people. Toilets should not be too far from dwellings: a maximum of 50 meters.

Toilet design, construction and usage. Toilets should be designed, located, built and maintained in ways that ensure comfortable, hygienic and safe use.
Vector Control

*Diseases spread by vectors (disease-spreading creatures such as houseflies, mosquitoes, lice and rats) are among the main causes of diseases and death in many disaster situations.*

**Individual and family protection.** Disaster affected communities should know how to protect themselves from both disease, and disease carrying vectors. These things pose high risks to their health and wellbeing. If it is apparent that the dangers are not fully understood, education may need to be provided.

**Physical, environmental, and chemical protection.** Vectors should be controlled as completely as possible. If complete eradication is not possible, reduce numbers to a tolerable level.

**Safe chemical control.** Vector control should be performed in a way that ensures the community and the environment are sufficiently protected, while also trying not to allow the vectors to build up a resistance to the controlling chemical.

**Solid waste management**

Disaster affected communities should have access to an environment that is free of solid waste contamination (including medical waste). There should be systems and facilities in place for the simple and effective disposal of household waste. Solid waste can usually be managed by collecting, and then burning or burying, depending on the situation. Each family should be allocated the equivalent of at least 1 10-liter garbage bin.

**Drainage**

Appropriate small-scale drainage, sufficient to manage rainwater and domestic sewerage, should be designed as part of the site plan. Adequate drainage significantly reduces health risks and other risks that can be posed by erosion and standing water (rainwater, floodwater, wastewater from homes and health facilities).

**Hygiene Education**

Communities and relevant organizations should work together, sharing knowledge and resources, to reduce the level of dangerous and unhygienic practices. There are three key factors to be considered: (1) knowledge and information sharing, (2) community mobilization, and (3) provision of basic materials and facilities.

Program design and implementation: the facilities and resources provided should be appropriate to the needs and preferences of the disaster affected communities. Whenever possible, community members should be involved in the implementation and management of any programs introduced.
Public toilets (pit latrines)
Sanitation is a crucial factor to be considered when constructing temporary housing. Many infectious, and potentially fatal diseases occur due to poor sanitation.

Components of pit latrines
1. A pit in the ground (at least 2 meters deep)
2. Toilet base
3. Squatting toilet (rather than a Western-style sitting toilet)
4. Enclosure – roof and walls

Lemons or limes, dirt or ash should be tipped into the pit after each use, to reduce odors and control flies. When the pit is about 2/3 full, it should be filled with soil, and not used anymore. The roof and walls can be dismantled and used in the construction of a new latrine.

How to build an emergency toilet
1. Dig a pit that is at least 1 square meter in area and at least 2 meter deep
2. Raise the pit’s edges by about 15 centimeters, using bricks and soil or cement
3. Dig small depressions around the raised edges to direct water
4. Reinforce the top meter of the pit, in order to prevent the sides collapsing

With this type of toilet, insects and unpleasant odors are common problems, but they can be minimized by ensuring ventilation, adding kerosene and keeping the pit covered when not in use (see illustration).

Creating a vent for the toilet
1. Create the vent by using a pipe at least 5 centimeters in diameter and 2 & 1/2 meters long. Paint it black if possible, and position it on the sunny side of the toilet. This will help to control unpleasant odors and insects. Painting the pipe black enhances the effectiveness of ventilation
2. Cover the top of the pipe with insect-proof mesh
3. Do not block the top of the pipe: air needs to travel through it

Until public toilet facilities are available, community members should be advised to urinate and defecate a reasonable distance from dwellings, bathing places or clean water sources. Ensure that children are taught to do the same.
General Sanitation

Ensure that wells and water tanks are kept clean. These facilities should be enclosed or fenced, if possible, to prevent contamination from domestic or wild animals. People should not urinate, defecate or dispose of waste near these facilities.

Rivers and upstream areas should be kept clean.

Garbage or waste should not enter the waterways.

Combustible waste should be burned, and noncombustible waste should be buried in a special pit, at least 20 meters away from dwellings and clean water sources.
Health Services

The following information is used by humanitarian organizations to assess needs, to identify priorities and to give aid to communities during disasters.

This information allows communities to:

- Understand their rights as people affected by disasters
- Understand what information is required by aid organizations when a disaster strikes, so they can be proactive in making their needs known to such agencies, who will then be able to provide appropriate assistance
- Monitor the procurement and distribution of aid

Health systems and infrastructure

Where deaths have occurred in a disaster and there is a possibility of a rising toll, the initial intent of humanitarian action must be to sustain life. Basic health services should be established without delay. Once the death rate has been brought under control, more comprehensive health services can be developed.

- **Prioritizing health services** – Communities should have access to health services. These should be set up so that needs are prioritized, with those at risk of death, or in extreme pain being treated urgently
- **Supporting the local and national health system** – The emergency health services should be designed to support, and work alongside, any existing systems, structures, and health services
- **Coordination** – Communities should have access to well-coordinated health services, with cooperation between all sectors and institutions, producing the best outcomes
- **Basic health services** – These health services should be based on the principles of relevant basic health treatment procedures
- **Clinical services** – Communities should have access to standard clinical services, which follow recognized protocols and guidelines
- **Health information systems** – The design and development of health services should be guided by relevant public health data, which should be gathered, analyzed and used appropriately

Vector control

Families and individuals should be educated in the various methods of protecting themselves from diseases caused by vectors, thus empowering them to take control of these health issues for themselves.

Physical, environmental and chemical protection should be introduced, which will help to reduce vectors to a tolerable population level.

When chemical controls are used, take care to insure that the vectors do not build resistance to the chemicals and that the community is not contaminated by them.
Control of infectious diseases

The spread of infectious disease after a complex disaster, (a humanitarian crisis and breakdown of authority resulting from civil or international conflict) is likely to lead to a higher number of deceased people than the outbreaks that occur after other disasters.

- **Prevention** – Communities should have access to information and services that will help them to avoid suffering and untimely death due to infectious disease
- **Measles prevention** – All children aged 6 months to 15 years should be immunized against measles
- **Diagnosis and management of infectious disease** – Communities should have access to effective diagnosis and treatment of infectious diseases, in order to prevent suffering and untimely deaths
- **Preparedness for infectious disease epidemics** – The community should take actions that help to anticipate, and respond to possible infectious disease epidemics
- **Detection, investigation and management of epidemics** – This should be undertaken in an effective and timely manner
- **HIV/AIDS** – At the very least, communities should have access to services that can assist with preventing the spread of HIV/AIDS

Control of non-infectious health problems

An increased number of health problems and deaths from non-infectious diseases is common after disasters. Control of non-infectious health problems is therefore of great importance:

- **Injuries** – Communities should have access to effective first aid facilities
- **Reproductive health** – People should have access to the “minimum initial service package” to meet their reproductive health needs
- **Mental health and social problems** – Communities should have access to mental health and social services, in order to reduce suffering and sickness from mental and/or social problems
- **Chronic illness** – In population centers, people suffering from chronic illnesses should have access to the treatment they need, whether or not these illnesses pre-date the disaster
Appendices

Summary of Indonesian Law no. 24, 2007, Concerning Disaster Management

Community Based Disaster Management (CBDM) Manual by IDEP Foundation – www.idepfoundation.org
In 2007, the Indonesian government made excellent progress in its disaster management efforts. The framework within which disaster management is undertaken was formalized in a new law known as ‘Law No. 24, 2007 Concerning Disaster Management’. This law represents a fundamental change in the approach to disaster management implementation in Indonesia. The following are relevant and important sections listed in the law.

**Disaster Management Law**

**Section III**

**RESPONSIBILITIES AND AUTHORITY**

**Article 5**

Government and regional government are responsible for the organization of disaster management.

**Article 6**

The responsibilities of the government in implementing disaster management include:

- reducing disaster risk and incorporating disaster risk into development programming;
- protecting the public from disaster impacts;
- guaranteeing just fulfillment of the rights of impacted communities and IDPs [evacuees] in accordance with minimum service standards;
- restoring post-disaster conditions;
- allocating sufficient disaster management budget in the state budget;
- allocating on-call funding for disaster management; and
- maintaining authentic and credible archives/ documentation of hazard and disaster impact.

**Article 7**

(2) Proclamation of status and level of national and regional disaster as mentioned in clause [1][c] based on the following indicators:

- toll;
- loss of assets;
- damage of infrastructure and facilities;
- area of geography impacted; and
- social economic impact.
**Section IV**  
**INSTITUTIONAL**  
**Part One**  
**National Disaster Management Agency**

**Article 10**

(1) Government as mentioned in Article 5 establishes the National Disaster Management Agency.

(2) The National Disaster Management Agency as mentioned in clause [1] is a non-departmental body equal to a ministry.

**Part two**  
**Regional Disaster Management Agency**

**Article 18**

(1) Regional government as mentioned in Article 5 establishes Regional Disaster Management Agencies.

(2) Regional Disaster Management Agencies as mentioned in clause [1] comprise of:
   
   a. agencies at provincial level led by an official one level below governor or equal to echelon Ib rank; and
   b. agencies at district/city level led by an official one level below district head/mayor or equal to echelon IIa rank.

**Section V**  
**People's Rights and Obligations**  
**Part one**  
**People's rights**

**Article 26**

(1) Every individual is entitled to:

   a. receive social protection and security, especially for disaster vulnerable community groups;
   b. receive education, training, and skill in implementing disaster management;
   c. receive written and/or oral information on disaster management policy;
   d. be involved in the planning, operation, and maintenance of a health service provision program including psychosocial support;
   e. participate in the decision making of disaster management activities, especially those concerning himself and his community; and
   f. monitor the disaster management implementation following the regulated mechanism.

(2) Every individual affected by disaster is entitled to receive assistance to meet basic needs.

(3) Every individual is entitled to receive compensation for any loss during disaster caused by construction failure.
Part two
People's obligations

Article 27

Every individual is obliged to:

a. maintain harmonious community social life, nurture the balance, harmony and sustainability of environmental functions;

b. conduct disaster management activities; and

c. provide correct information regarding disaster management to the public.

Part Two, Stages; First Paragraph, Before Disaster

Article 44

The implementation of disaster management in a situation with disaster potential as indicated in Article 34 point b) encompasses:

a. preparedness;

b. early-warning; and

c. disaster mitigation.

Article 45

(1) Preparedness as indicated in Article 44 point a) is done to ensure quick and proper efforts to face disaster.

(2) Preparedness as indicated in clause (1) is done by:

a. creating and trialing a disaster emergency management plan;

b. organizing, installing, and testing an early-warning system;

c. providing and preparing a supply of goods to meet basic needs;

d. organizing, educating, training, and rehearsing the emergency response mechanism;

e. preparing an evacuation site;

f. compiling accurate data and other information and updating standard procedures for disaster emergencies; and

g. preparing and providing materials, goods, and tools to carry out the restoration of facilities and infrastructures.

Article 46

(1) The early-warning as indicated in Article 44 point b) is done to take quick and accurate actions to reduce risk of being hit by a disaster and to prepare emergency response actions.

(2) The early-warning as indicated in clause (1) is done by:
a. observing disaster signs;
b. analyzing the results of observation of disaster signs;
c. decision making by the authority;
d. disseminating disaster warning; and
e. actions taken by the people.

Article 47

(1) The disaster mitigation as indicated in Article 44 point c) is done to reduce disaster risks for people living in disaster-prone areas.

(2) The mitigation activities as indicated in clause (1) are done by:
   a. implementing site planning;
   b. regulating development, infrastructure development, building codes;
   c. conducting education and training through conventional and modern means;
   d. deciding the status of disaster emergency;
   e. rescuing and evacuating people hit by disaster;
   f. meeting basic needs;
   g. protecting vulnerable groups; and
   h. performing immediate recovery of vital facilities and infrastructures.

Second Paragraph, Emergency Response

Article 48

The implementation of disaster management during emergency response as indicated in Article 33 point b) encompasses:
   a. quick and accurate study of the location, damage, and resources;
   b. declaring the state of disaster emergency;
   c. rescuing and evacuating people hit by disaster;
   d. meeting basic needs;
   e. protecting vulnerable groups; and
   f. performing immediate restoration of vital facilities and infrastructures.

Article 49

The quick and accurate study as indicated in Article 48 point a) is done to identify the:
   a. scope of disaster location;
   b. total number of victims;
   c. damage to facilities and infrastructures;
   d. disturbance of the function of general services and government; and
   e. the capacity of natural and human-made resources.
Article 50
(1) When the status of disaster emergency is declared, the Disaster Management National Body and
the Disaster Management Regional Body have preferential access to:
   a. deployment of human resources;
   b. deployment of equipments;
   c. deployment of logistics;
   d. immigration, tax, and quarantine;
   e. permits;
   f. provision of goods and services;
   g. management and responsibility of cash and/or goods;
   h. rescue; and
   i. command to order sectors/institutions.

(2) Further stipulations regarding the preferential access as indicated in clause (1) will be regulated with
government regulations.

Article 51
(1) The declaration of disaster emergency status is done by the government in accordance with the
   scale of disaster.

(2) The declaration as indicated in clause (1) for the national scale is done by the President, for the
   provincial scale by the Governor, and for the regency/city scale by the Reagent/Mayor.

Article 52
The rescue and evacuation of victims as indicated in Article 48 point c) caused by a disaster in a
   certain area is done by providing humanitarian services by means of:
   a. search and rescue of victims;
   b. emergency assistance; and/or
   c. evacuation of victims.

Article 53
The meeting of basic needs as indicated in Article 48 point d) includes the provision of:
   a. clean water and sanitation needs;
   b. foods;
   c. clothing;
   d. health services;
   e. psychosocial services; and
   f. shelters and dwellings.
Article 57
The implementation of disaster management at the post-disaster stage as indicated in article 33 point c) encompasses:
   a. rehabilitation; and
   b. reconstruction.

Article 58
(1) The rehabilitation as indicated in Article 57 point a) is done through the following activities:
   a. repairing the environment of the disaster area;
   b. repairing public facilities and infrastructure;
   c. providing assistance in repairing homes in the affected community;
   d. psychosocial recovery;
   e. health services;
   f. reconciliation and conflict resolution;
   g. social, cultural, and economic recovery;
   h. security and order recovery;
   i. government functions recovery; and
   j. public service functions recovery.

(2) Further stipulations regarding rehabilitation as indicated in clause (1) will be regulated with government regulations.

Article 59
(1) The reconstruction as indicated in Article 57 point b) is done by better development activities in:
   a. reconstruction of facilities and infrastructures;
   b. reconstruction of community social facilities;
   c. reinvigoration of the community’s socio-cultural life;
   d. application of appropriate building designs and the use of better and disaster-proof materials;
   e. participation and active participation of non-government organizations and institutions, the commercial sector, and community;
   f. social, cultural, and economic improvement;
   g. improvement of public service functions; and
   h. improvement of the main services to the community.

(2) Further stipulations regarding reconstruction as indicated in clause (1) will be regulated with government regulations.
Appendices

Disaster Management

Contacts
Contact List

Government institutions and other organizations that can provide training or training assistance.

In order to improve disaster preparedness, communities can obtain specific training from the following government institutions and other organizations:

**Bureau of Meteorology & Geophysics (BMG) (Badan Meteorologi dan Geofisika)**
A government institution that specializes in meteorology and geophysics. This institution can give information regarding the development of tropical storms, weather changes and volcanic activity.
Tel. : (021) 424 6321
Fax : (021) 654316
Website: www.bmg.go.id:8080/index.jsp

**Department of Marine Affairs & Fisheries (Departemen Kelautan dan Perikanan)**
A government institution that can deliver training in disaster mitigation for coastal areas.
Tel. / Fax : (021) 352 2059
Website : www.dkp.go.id

**Social Bureau (Dinas Sosial)**
Can deliver training about establishing public kitchens, and about evacuation sites in general.

**Non Government Organizations (NGOs) (Lembaga Swadaya Masyarakat (LSM))**
Local NGOs cooperate with affected communities in disaster management. They can deliver training regarding disaster prevention and mitigation, community preparedness in facing disasters, and how to apply for aid. See the contact list of several NGOs on the following pages.

**Fire Brigade (Pemadam Kebakaran)**
Can give training regarding fire prevention and fire fighting.

**The Indonesian Red Cross (PMI) (Palang Merah Indonesia)**
A government institution that can help alleviate the suffering of disaster struck communities. It can also deliver first aid training.
Jl. Jend. Gatot Subroto Kav. 96
Jakarta Selatan 12790
Tel. : (021) 799 2325
Fax : (021) 799 5188
E-mail : pmi@palangmerah.org
Website: www.palangmerah.org

**The Police (Polisi)**
Can deliver training on how to secure a particular area or environment.

**SATKORLAK PB – The Disaster Management Executor Coordinating Unit (Satuan Koordinasi Pelaksana Penanggulangan Bencana)**
A province level institution that offers training regarding all aspects of disaster management. Contact the local SATKORLAK office for training information. See the list of various regional SATKORLAK offices on the next page.

**Search and Rescue (SAR)**
The institution responsible for finding and rescuing people affected by disasters. It can deliver search and rescue training.

**The Indonesian Armed Forces (Tentara Nasional Indonesia (TNI))**
Can deliver training in various areas: how to clear blocked roads; how to tie knots; and how to make a stretcher from limited materials available in the field.
SATKORLAK PB regional offices

In order to enhance preparedness, a community should cooperate with the local SATKORLAK PB in their area. SATKORLAK PB can also provide various types of trainings for the community, particularly about emergency response. Contact the nearest SATKORLAK PB office for information on available training. Dial 108 to inquire about the most recent number, if the listed number is not working.

Bakornas PB – National Disaster Management Coordinating Body (Badan Koordinasi Nasional Penanggulangan Bencana)
Jl. Ir. H. Juanda N0.36 Jakarta Pusat 10210
Tel. : (021) 350 7521
Fax : (021) 350 4983

SATKORLAK PB Aceh Special Region
Jl. Tjut Nyak Arief, Banda Aceh
Tel. : (0651) 51 935, 51 725, 51 1216
Fax : (0651) 51 091

SATKORLAK PB North Sumatra
Jl. Diponegoro No. 30 Medan
Tel. : (061) 457 6902
Fax : (061) 452 0111

SATKORLAK PB Riau
Jl. Jend.Sudirman No. 460, Pekan Baru
Tel. : (0761) 33 726, 31 222
Fax : (0761) 33 725

SATKORLAK PB Lampung
Jl. WR.Monginsidi No. 69
Teluk Betung, Bandar Lampung
Tel. : (0721) 473 038, 481 166

SATKORLAK PB West Java
Jl. Diponegoro No.22, Bandung
Tel. : (022) 420 4483
Fax : (022) 423 9450

SATKORLAK PB Central Java
Jl. Pahlawan No.9, Semarang
Tel. : (024) 311 150, 311 166, 31174

SATKORLAK PB East Java
Jl. Pahlawan No.110
Tel. : (031) 20 005 / 200 044, or
Jl. Pemuda No.7, Surabaya
Tel. : (031) 43 875

SATKORLAK PB South Sumatera
Jl. Kapten A. Rivai, Palembang
Tel. : (0711) 310 00, 310 419

SATKORLAK PB Papua
Jl. Soa Siu Dok II, Jaya Pura
Tel. : (091) 132 2321

SATKORLAK PB North Sulawesi
Jl. 17 Agustus No.69, Manado
Tel. : (0431) 620 01, 655 59, 8655 59
Fax : (0341) 865 471

SATKORLAK PB Central Sulawesi
Jl. Sam Ratulangi No. 101, Palu
Tel. : (0451) 421 111, 421 311, 423 111

SATKORLAK PB South-East Sulawesi
Jl. Drs. Abdullah Silondae No. 8,
Kendari 93111
Tel. : (0401) 391 600, 397 609

SATKORLAK PB South Sulawesi
Jl. Jend. Urip Sumoharjo No.269, Makasar
Tel. : (0411) 453 070, 442 856

SATKORLAK PB Bali
Jl. Basuki Rahmat, Denpasar
Tel. : (0361) 235 155
SATKORLAK PB West Nusa Tenggara
Jl. Pejanggik No.12, Mataram
Tel. : (0370) 622 833
Fax : (0370) 631 000

SATKORLAK PB West Kalimantan
Jl.A. Yani, Pontianak
Tel. : (0561) 732 001
Fax : (0561) 732 025

SATKORLAK PB Jambi
Jl. Jend. Ahmad Yani No.1, Jambi
Tel. : (0741) 62 697

SATKORLAK PB East Nusa Tenggara
Jl.El Tari No.52, Kupang
Tel. : (0391) 33 111

Notes Regarding SATKORLAK PB Offices

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Media contact list

The Information & External Relations Team can contact the national media outlets listed below. These outlets should be used to spread news about a disaster, and to solicit aid or donations from the broader community. It is important that the local media is also contacted, in order to inform those closest to the affected areas, and from whom aid might be most readily available. Dial 108 to inquire about the most recent number, if the listed number is not working.

**The Alliance of Independent Journalists Indonesia (AJI)**
*Aliansi Jurnalis Independen*
Website: www.ajinews.or.id
Email: ajioffice@aji-indonesia.or.id
Tel.: (021) 571 1044
Fax: (021) 571 1063

**Kompas**
Website: www.kompas.com
E-mail: kompas@kompas.com
Tel.: (021) 534 7710
Fax: (021) 548 6085

**Media Indonesia**
Website: www.medaiindo.co.id
Tel.: (021) 581 2088
Fax: (021) 581 2102

**Metro TV**
Website: www.metrotvnews.com
Email: info@metrotvnews.com
Tel.: (021) 5830 0077
Fax: (021) 581 6365

**Radio 68H**
Website: http://news.radio68h.com
Email: redaksi@radio68h.com
Phone: (021) 857 3388
Fax: (021) 858 2430

**Radio Elshinta (Jakarta)**
Website: www.indosiar.com/elshinta/default.htm
Tel.: (021) 586 9005
Fax: (021) 586 1180

**RCTI**
Website: http://rcti.oke.com
Tel.: (021) 532 0830
Fax: (021) 532 7189

**Gatra**
Website: www.gatra.com
Email: redaksi@gatra.com
Tel.: (021) 797 3535
Fax: (021) 791 96941 ext. 42

**Indosiar**
Website: www.indosiar.com
Email: news@indosiar.com
Tel.: (021) 567 2222, 568 8888
Fax: (021) 565 5662

**Inside Indonesia**
Website: http://insideindonesia.org
Email: admin@insideindonesia.org
Tel.: +61 3 9419 4504
Fax: +61 3 9419 4774

**Internews Indonesia**
Website: www.internews.or.id
Email: info@internews.or.id
Tel.: (021) 392 3030
Fax: (021) 392 2255

**Jawa Post**
Website: www.jawapos.com
Email: editor@jawapos.com
Tel.: (031) 820 2216
Fax: (031) 828 5555
### Notes Regarding Local Media Contacts

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# NGO contact list

The following list contains contact details of NGOs that can help communities with disaster management. In addition to the NGOs listed below, there are also many local NGOs that can help. It is important for the Information & External Relations Team to make contact with local NGOs at the pre-disaster stage for two reasons: to inquire about training, and to find out what help they can provide to communities in disaster prevention, preparedness, risk reduction, emergency response and recovery. Dial 108 to inquire about the most recent number, if the listed number is not working.

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<th>NGO Name</th>
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<tr>
<td>Aliansi Masyarakat Adat</td>
<td>West Kalimantan</td>
<td>(0561) 884 567</td>
<td>(0561) 883 135</td>
<td></td>
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<tr>
<td>CIS GMKI-GAMKI NTT</td>
<td>Jl. Pendidikan II No.2 Kotabaru</td>
<td>(0380) 82 5140</td>
<td>(0380) 82 5140</td>
<td></td>
</tr>
<tr>
<td>Dompet Dhu’afa Republika</td>
<td>Jl. Ir. H. Djuanda Blok No. 50</td>
<td>(021) 741 6050</td>
<td>(021) 741 6070</td>
<td></td>
</tr>
<tr>
<td>Lembaga Pengkajian dan Pengembangan Masyarakat Adat (LPPMA)</td>
<td>Jl. Raya Abe-Sentani No. 13B, Abepura, Jayapura 99351, Papua</td>
<td>(0967) 582 681</td>
<td>(0967) 581 488 (via wartel)</td>
<td></td>
</tr>
<tr>
<td>Fauna &amp; Flora International Aceh Program</td>
<td>Jl. Arifin Ahmad III No. 3, Le Masen-Kayee Adang, Banda Aceh Indonesia</td>
<td>(0651) 741 0024</td>
<td></td>
<td><a href="mailto:info@ffi.or.id">info@ffi.or.id</a> Website : www ffi.or.id</td>
</tr>
<tr>
<td>KOGAMI</td>
<td>Jl. Batang Pasaman No. 2, Komp. GOR A.Salim, Rimbo Kaluang, Padang. Sumatera Barat 25114</td>
<td>(0751) 7860280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LP3ES Directory</td>
<td>Jl. S. Parman 81, Jakarta 11420</td>
<td>(021) 567 4211-13</td>
<td>(021) 568 3785</td>
<td><a href="mailto:lp3es@lp3es.or.id">lp3es@lp3es.or.id</a> Website : www lp3es.or.id</td>
</tr>
<tr>
<td>MPBI (Masyarakat Penanggulangan Bencana Indonesia)</td>
<td>Jl. Kebon Sirih No. 5 G, Jakarta 10340 Indonesia</td>
<td>(021) 3147321</td>
<td>(021) 3103535</td>
<td><a href="mailto:hening@mpbi.org">hening@mpbi.org</a> Website : www mpbi.org</td>
</tr>
<tr>
<td>Nurani Dunia</td>
<td>Jl. Proklamasi 37, Jakarta Pusat 10320</td>
<td>(021) 391 0579</td>
<td></td>
<td><a href="mailto:nurani@dnet.net.id">nurani@dnet.net.id</a></td>
</tr>
<tr>
<td>PELANGI</td>
<td>Jl. Pangeran Antasari No.10, Kebayoran Baru, Jakarta 12150, Indonesia</td>
<td>(021) 7280 1172 (hunting)</td>
<td>(021) 7280 1174</td>
<td>website : <a href="http://www.pelangi.or.id">www.pelangi.or.id</a></td>
</tr>
</tbody>
</table>
Pusat Informasi dan Komunikasi Perempuan (PIKP)
Jl. Kartini No.12 A Lubuk Pakam,
Sumatera Utara
Tel : (061) 795 5992
Email : tuahtsm@indo.net.id

Penanganan Masalah Kemanusiaan Pengungsian Massal (PMKPM)
Jl. Ngagel Jaya Utara II No.20-22,
Surabaya, Jawa Timur
Tel / fax : (031) 502 2694

Perkumpulan Masyarakat Penanganan Bencana (PMPB)
Jl. Badak no.7, Bakunase, Kupang-NTT
Tel / fax : (0380) 833 566
Email : pmpbencana@gmail.com

PIKUL
Jl. R.W. Monginsidi II no. 2, Kel Pasir Panjang,
Kupang, 85227, NTT – Indonesia
Tel. : (0380) 830218
Fax : (0380) 833257
Email : pikul@pikul.or.id

Posko Kemanusian Nusantara
Jl. KH Agus Salim VI No.8,
Sampang, Madura
Tel. : (0323) 324 888, 82140

RE:ACT A Civil Society Collaboration
Ikatan Arsitek Indonesia
Jakarta Designer Center lt.7,
Jl. Gatot Subroto kav.53, Jakarta 10260
Tel : (021) 530 4722

Relawan Perempuan untuk Kemanusian (RPuK)
Jl. Kruengpaisangan, No1,
Kompleks GENCE, Banda Aceh
Tel. : (0651) 49 301
Fax : (0651) 49 301
Email : rpuk@aceh.wasantara.net.id

Yayasan SatuNama
Jl. Sambi Sari No. 99, Desa Duwet RT 06/34,
Sendangadi, Mlati, Sleman, Yogyakarta 55285
Tel. : (0274) 869 045 / 868 922
Fax : (0274) 869 044

SPKP HAM
Jl. Inspeksi Krueng Aceh No.18,
Beorawe, Banda Aceh
Tel. : (0651) 24 726, 34 350
Fax : (0651) 32 242, 34 350

Yayasan Dian Desa
Jl. Jurug Sari IV No. 19, Kaliurang Km. 7
Yogyakarta
Tel. : (0274) 885 247
Fax : (0274) 885 423

Bina Swadaya
Wisma Jana Karya
Jl. Gunung Sahari III No. 7
Jakarta Pusat 10610
Tel. : (021) 420 4401 / 425 5354
Fax : (021) 420 8412

WALHI (Friends of Earth of Indonesia)
Tel. : (021) 7919 3363
Fax : (021) 794 1673
Email : info@walhi.or.id
Website: www.walhi.or.id

WARSI
Komp. DPRD Jambi, Jl. Inu Kertapati No. 12 Rt.
10 Pematang Sulin Telanaipura.
PO BOX 28/BKO 37312 Jambi
Tel. : (0741) 6695 / 66678
Fax : (0741) 670 509
Email : warsi@jambi.wasantara.net.id

Yayasan Aksara
Jl. Arco Raya No. C1,
Cipete Selatan, Jakarta 12410
Tel. : (021) 7590 5521, 7590 5523
Fax : (021) 765 2480
Website: www.aksara.or.id
Yayasan Almamater Papua
Jl. Brawijaya no. 13, Merauke-Papua
Tel. : (0971) 321 334
Fax : (0971) 325 853

Yayasan Alpsm Tri Prasetya
Jl. Raya Tomohon No. 409
Walian Tumohon, Sulawesi Utara
Tel / fax : (0431) 35 250

Yayasan Bantuan Hukum Bantaya
Jl. Beringin I No. 7, Palu,
Sulawesi Tengah 9422
Tel. : (0451) 411676
Fax : (0561) 411 676

Yayasan Baris Baru
Jl. H. Saibun 22, Jatipadang Raya,
Pasar Minggu, Jakarta – Indonesia
Tel. : (021) 7884 1201
Fax : (021) 7827 812
Email : barisbaru@cbn.net.id

Yayasan Bumi Sehat
Nyuuh Kuning Village – PO BOX 116
Ubud, Bali 80571
Tel. : (0361) 970 002
Fax : (0361) 972 969
Email : info@bumisehatbali.org
Website : www.bumisehatbali.org

Yayasan Hualopu
Jl. Dr. Kayadoe, Kudamati, Ambon, Maluku
Tel / fax : (0911) 311 816
Hp : 081 34300 9727 (Sven Loupatty)

Yayasan IDEP
Jl. Hanoman No, 42, Ubud, 80571, Bali.
Tel / fax : (0361) 981 504
Email : info@idepfoundation.org
Website : www.idepfoundation.org

Yayasan Korban Kerusuhan Sosial Sambas (YKKSS)
Jl. Pararel Tol. Gg. Melati No.5,
Pontianak 78235, Kalimantan Barat
Tel. : (0561) 744 943
Hp : 0817 884 987

Yayasan Kristen untuk Kesehatan Umum (YAKKUM)
Tel. : (0274) 548 694
Fax : (0274) 548 694
Email : yakkum emergency@yahoo.com

Yayasan (KKSP) Pusat Pendidikan dan Informasi Hak Anak
JL. Teladan No.59, Medan 20217
Tel. : (061) 7362 009
Fax : (061) 736 2009

Yayasan Learisa Kayeli
Karingan Baileo Maluku
Jl. Inatuni No.1 Rt 002/04 Kel. Amantelu
Karang Panjang, Ambon
Tel. : (0911) 356 216, 322 020
Fax : (0911) 356 216

Yayasan Matahari Celebes
Jl. Jend. Sudirman No. 74, Tentena,
Sulawesi Tengah 94663
Tel / fax : (0456) 21070

Yayasan Peduli Indonesia (YPI)
Jl. K.H. Dewantara, Tulamalae,
Atambua, NTT Indonesia
Tel. : (0380) 21425
Yayasan Telapak
Gd. Alumni, Jl. Raya Pajajaran no. 54, Bogor
Tel: (0251) 393 245, 715 9902
Website : www.telapak.org

Ye Water Program
Jl. Pinang Merah 6 No. 1
Pondok Indah, Jakarta Selatan 12310
Tel: (021) 765 9567
Hp: 081 387643 730
Email : info@yewaterprogram.org
Website : www.YEWaterProgram.org

Jaringan Peduli Lingkungan (JPL)
POSKO LINGKAR Seknas JPL
Jl.Banteng Perkasa No.40
Kaliurang km 8.5, Ngaglik
Sleman, Jogjakarta 55581
Tel.: (0274) 886320

Notes Regarding Local NGO Contacts

| Name | :__________________________ |
| Tel. | :__________________________ |
| Fax | :__________________________ |
| Contact person | :__________________________ |
| Keterangan | :

Name :__________________________
Tel. :__________________________
Fax :__________________________
Contact person :__________________________
Keterangan :

Name :__________________________
Tel. :__________________________
Fax :__________________________
Contact person :__________________________
Keterangan :

Name :__________________________
Tel. :__________________________
Fax :__________________________
Contact person :__________________________
Keterangan :
Aid organizations

The following list contains contact details of organizations that can provide aid to emergency response and recovery efforts after a major disaster. In addition to the organizations listed below, there are also local organizations, and other unlisted organization, that might be more readily able to help the community in the event of a disaster. It is important for the Information & External Relations Team to make contact with local aid sources in the pre-disaster stage. Dial 108 to inquire about the most recent number, if a listed number is not working.

Action Contre la Faim (ACF)
Jl.Dharmawangsa IX / 120,
Kebayoran Baru, Jak Sel 12180
Tel. : (021) 7220775 / 7257320

ADRA
Gedung Pertemuan Advent 4th Fl
Jl. MT Haryono Blok A, Kav 4 - 5
Tel. : (021) 8370 3185
Fax. : (021) 8370 7341

Australian Agency for International Development
Jl. H.R. Rasuna Said kav C15-16,
Kuningan, Jakarta Selatan
Tel. : (021) 2550 5555
Fax : (021) 2550 5582
Email : ausaid.jakarta@dfat.gov.au
Website : www.ausaid.gov.au

British Council Indonesia
Tel. : (021) 252 4115
Fax : (021) 252 4129
Website : www.britishcouncil.org

British Embassy
Tel. : (021) 315 6264
Fax : (021) 316 0858
Email : britemb@attglobal.net
Website : www.britain-in-indonesia.or.id/indonesia.htm

Canadian International Development Agency
Tel. : (021) 2550 7800
Fax : (021) 2550 7811
Website : www.acdi-cida.gc.ca/index-e.htm

HOPE World Wide Indonesia
Gedung Putra Lt. 7
Jl. Gunung Sahari No. 39, Jakarta Pusat 10720
Tel. : (021) 600 9091 / 0813 11392503
Email : wilgoss@myhww.org

CARE International Indonesia
Jl. Patimura No.33, Kebayoran Baru,
Jakarta 12110
Tel. : (021) 727 96661
Fax : (021) 722 2552
Website : www.careinternational.org.uk

Catholic Relief Services
Jl. Wijaya I No.35,
Kebayoran,Baru, Jakarta 12170
Tel. : (021) 725 3339
Fax : (021) 725 1566
Email : WebMaster@CatholicRelief.org
Website : www.catholicrelief.org

Centre for Internally Displaced People Service (CIS)
Jl. Pendidikan II/02 Walikota, Kupang, NTT
Tel. : (0380) 825 140
Email : cis_kupang@yahoo.com
Church World Services  
Jl. Kemang Selatan II No. 4 A, Jakarta 12730  
Tel.: (021) 719 7929  
Fax: (021) 717 93387

Christian Children Fund (CCF)  
Jl. Cempaka Putih Tengah I No. 5,  
Jakarta Pusat 10510  
Tel.: (021) 424 7292/4287 7851

Common Ground Indonesia  
Tel.: (021) 725 1080  
Fax: (021) 725 6082  
Email: commonground@indocg.org  
Website: www.sfcg.org

CORDAID  
Jl. Indraprasta 237i, Tegalrejo,  
Yogyakarta  
Tel.: (0274) 620 263

Danish International Development Assistance  
Tel.: (021) 576 1478  
Fax: (021) 576 1535  
Email: jktamb@um.dk  
Website: www.emb-denmark.or.id

HIVOS  
Jakarta 12160  
Tel.: (021) 724 4432/725 1528  
Fax: (021) 723 0774

International Catholic Migration Commission (ICMC)  
Jl. Terusan Hang Lekir I no 5,  
Kebayoran Baru, Jakarta  
Tel.: (021) 720 3910  
Fax: (021) 726 1918

International Committee of the Red Cross (ICRC)  
Jl. Iskandarsyah I No.14,  
Kebayoran, Jakarta 12160  
Tel.: (021) 739 6736  
Fax: (021) 739 95112

International Federation of Red Cross & Crescent Societies (IFRC)  
C/o Palang Merah Indonesia  
Jl. Gatot Subroto Kav. 96, Jakarta  
Tel.: (021) 7919 184, 7918 0906  
Fax: (021) 7918 0905

International Medical Corps (IMC)  
Jl. Terusan Hang Lekir II No. W-16, Jakarta 12220  
Tel.: (021) 722 2028 / 7278 3680

International Relief and Development (IRD)  
Jl. Ampera Raya No. 5A, Jakarta 12560  
Tel.: (021) 788 3916

International Rescue Committee  
Tel.: +1 212 551 3000  
Address: lihat CARDI  
Website: www.theirc.org

Islamic Relief Indonesia  
Jl. Gereja Theresia, No. 33, Menteng  
Tel.: (021) 3144 979  
Fax: (021) 390 9986

International Organization for Migration (IOM)  
Surya Building, Floor 12 Ath,  
Jl. MH Thamrin Kav. 9.  
Jakarta 10350  
Tel.: (021) 3983 8529  
Fax: (021) 3983 8528
Japan International Cooperation Agency (JICA)
Tel. : (021) 390 7533
Fax : (021) 390 7536
Website : www.jica.go.jp/english

Jaringan Peduli Lingkungan (JPL)
POSKO LINGKAR Seknas JPL
Jl.Banteng Perkasa No.40
Kaliurang km 8.5, Ngaglik
Sleman, Jogjakarta 55581
Tel. : (0274) 886320

Jesuit Refugee Service (JRS)
Gg. Cabe, DP III Np. 9 DN 13, Puren,
Pringwulun, Depok, Sleman, Yogyakarta
Tel. : (0274) 517405

Medicins du Monde (MDM)
Jl. Darmawangsa XII / 10,
Kebayoran Baru, Jakarta 12170
Tel. : (021) 728 0354
Fax : (021) 722 5042

Medical Emergency Relief International (MERLIN)
Jl. Karang Asem I/7. Kuningan, Jakarta
Tel. : (021) 526 8483

Medicines Sans Frontiers Belgium (MSF-B)
Jl. Kemang Utara no. 32, Jakarta 12730
Tel. : (021) 719 5947
Fax : (021) 719 5948

Medicins Sans Frontieres Holland (MSF-H)
Jl.YBR 5 No. 33, Kuningan, Jakarta 12950
Tel. : (021) 525 4065
Fax : (021) 526 1706

Mercy Corps Indonesia
Jl. Kemang Selatan I no. 3,
Jakarta Selatan 12550
Tel. : (021) 719 4948
Fax : (021) 7179 0907
Website : www.mercycorps.or.id

Mercy Corps International (MCI)
Jl. Ampera Raya 4 A, Ragunan, Jakarta12550
Tel. : (021) 782 8611
Fax : (021) 782 8610

OXFAM GB
Jl. Sulawesi no. 28, Sono, Sinduadi, Yogyakarta
Tel. : (0274) 881 181
Fax : (0274) 882 730
Website : www.oxfamgb.org

Palang Merah Indonesia
Jl. Jend. Gatot Subroto Kav. 96
Jakarta Selatan,12790
Tel. : (021) 799 2325
Fax : (021) 799 5188
Email : pmi@palangmerah.org
Website : www.palangmerah.org

Peace Brigades International (PBI)
PeMad, Jl. Damai Mudal 01/19, Sariharjo,
Ngaglik Sleman, Yogyakarta 55581
Tel. : (0274) 446 3996

Project Concern International (PCI)
Jl. Tirtayasa Raya no. 51, Jakarta 12160
Tel. : (021) 739 9708
Fax : (021) 722 1136

Save the Children UK (SC-UK)
Jl. Pejaten Barat no.8, Jakarta Selatan 12550
Tel. : (021) 7883 5556
Fax : (021) 7883 5665
E-mail : info@savethechildren.or.id
Save the Children US (SC-US)
Jl. Brawijaya VIII no. 7,
Kebayoran Baru, Jakarta 12160
Tel. : (021) 7279 9570
Fax : (021) 7279 9571

UNHCR (United Nations High Commissioner for Refugees)
Menara Ravindo Lt. 14,
Jl. Kebon Sirih Kav. 75, Jakarta
Tel. : (021) 391 2888
Fax : (021) 391 2777

UNDP (United Nations Development Program)
Gedung Menara Thamrin Lt.8
Jl. MH. Thamrin Kav.3,
PO Box 2338, Jakarta 10250
Tel. : (021) 314 1308, ext.136
Fax : (021) 398 38941

UNEP (United Nations Environment Programme)
Menara Thamrin Building, 8-9th Floor Kav.3
Jl. MH. Thamrin, PO Box 2338 Jakarta 10250
Tel. : (021) 314 1308
Website : www.unep.org

UNESCO (United Nations Educational, Scientific and Cultural Organization)
UNESCO HOUSE - Jln. Galuh (II) No. 5,
Kebayoran Baru Jakarta 12110
PO Box 1273 / JKT 10002, Indonesia
Tel. : (021) 7399 818 Ext. 828
Fax : (021) 7279 6489
Website : www.unesco.org/csi
www.unesco.or.id

UNFPA (United Nation Population Fund)
Menara Thamrin Lt. 7,
Jl. MH Thamrin kav.3, Jakarta.
Tel. : (021) 314 1308
Fax : (021) 319 27902

UNICEF (United Nations Children's Fund)
Wisma Metropolitan II, Lt. 11,
Jl. Jend Sudirman kav 31
Jakarta Selatan 12920
Tel. : (021) 570 5816
Fax : (021) 571 1326
Email : jakarta@unicef.org

UN OCHA (United Nations Office for Coordination of Humanitarian Affairs)
Gd. H. H. Thamrin Lt.9, Jl. MH. Thamrin Kav.3
PO Box 2338 Jakarta 10250
Tel. : (021) 314 1308, ext.136
Fax : (021) 398 38941

USAID (United States Agency for International Development)
Jl. Medan Merdeka Selatan no. 5,
Jakarta 10110
Tel. : (021) 3435 9390
Fax : (021) 380 6694
Website : www.usaid.gov

Urban Quality Indonesian – German Technical Cooperation
Ex. Gedung Dinas Pariwisata, Kompleks Pemda DIY Kepatihan, Jl. Malioboro 14, Yogyakarta
Tel. : (0274) 557 064
Fax : (0274) 557 064
Website : www.urbanquality.or.id

CHF International - Indonesia
Graha Iskandarsyah Lt. 8,
Jl. Iskandarsyah Raya No. 66 C, Kebayoran Baru,
Jakarta 12160
Tel. : (021) 720 9975
www.chfindonesia.org
World Agroforestry Centre
Jl. CIFOR, Situ Gede,
Sindang Barang, Bogor 16880
PO Box 161, Bogor 16001
Tel. : (0251) 625 415 or 625417
Fax : (0251) 625 416
Website : www.worldagroforestrycentre.org/sea

World Food Programme (WFP)
Wisma Kyoei Prince Lt. 9,
Jl Jend. Sudirman Kav. 3, Jakarta 10220
Tel. : (021) 570 9004
Fax : (021) 570 9001

World Health Organization (WHO)
Gedung Bina Mulia Lt.9,
Jl. HR. Rasuna, SaidKav.10, Kuningan, Jakarta
Tel. : (021) 5204349, 520 1166
Fax : (021) 520 1164

World Vision Indonesia
Jl. Wahid Hasyim no. 33
Jakarta Pusat, 10340
Tel. : (021) 3192 7467/ 390 8122
Fax : (021) 2305 708
Email : Indonesia@wvi.org

WWF Indonesia
Kantor Taman A9, Unit A – 1,
Kawasan Mega Kuningan,
Jakarta 12950 Indonesia
Tel. : (021) 576 1070, ext. 305
Fax : (021) 576 1080
Email : nfriman@wwf.or.id
Website : www.wwf.or.id

Notes Regarding Aid Organizations

<table>
<thead>
<tr>
<th>Name</th>
<th>Tel.</th>
<th>Fax</th>
<th>Contact person</th>
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- Gempa Bumi & tsunami Tingkat SMA, H.M. Rusli Yunus dkk, 2005, RISTEK, Jakarta
- Gempa Bumi & tsunami Tingkat SMP, H.M. Rusli Yunus dkk, 2005, RISTEK, Jakarta
- Gempa Bumi & tsunami Tingkat TK, H.M. Rusli Yunus dkk, 2005, RISTEK, Jakarta
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Emergency telephone numbers

The following 3-digit Indonesian emergency numbers can be contacted from anywhere in Indonesia using regular or mobile phones. Check these numbers first and also find the non-emergency number for you local branches (local police station, local SAR headquarters etc.).

**SAR (Search and Rescue)** 115
**Polisi (The Police)** 112
**Pemadam Kebakaran (Fire Brigade)** 113
**RSU/ Ambulance (General Hospitals/Ambulances)** 118
**PLN (Perusahaan Listrik Negara – The National Electrical Company)** 123

Please add the telephone numbers and addresses of your local disaster management institutions below.

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<tr>
<th>Institution</th>
<th>Address</th>
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<th>Tel. 2</th>
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<tbody>
<tr>
<td>Community Response Group</td>
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<td>District Level Authorities</td>
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<td>Regency Level Authorities</td>
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<td>Province Level Authorities</td>
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<td>Local Red Cross</td>
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IDEP FOUNDATION

IDEP Foundation is a nonprofit organization that was established in 1999 in Bali, Indonesia, at the height of the Indonesian economic crisis.

IDEP’s mission is:

- **Community empowerment** - ‘Help people help themselves’ through the provision of relevant information, demonstrations and training
- **Community resilience** – Assist communities that are vulnerable to disaster to develop resilience in a sustainable way
- **Disaster relief** - Support communities that have been struck by disasters to attain safety and empower them through the recovery process

IDEP makes practical, educational media and delivers training that empowers communities in disaster management and sustainable development.

COMMUNITY BASED DISASTER MANAGEMENT PROGRAM

Through its Community Based Disaster Management Program, IDEP Foundation helps communities with disaster preparedness and management, by providing training and capacity building. These training and capacity building activities encourage the community to cooperate in designing action plans and taking measures for disaster preparedness, prevention, risk reduction, emergency response and recovery. During an emergency response, IDEP cooperates with networks of volunteers and partner organizations to provide aid as quickly as possible to those who need it most. After disasters, IDEP strives to work alongside local communities, to help them achieve sustainable community recovery.

IDEP’S COMMUNITY BASED DISASTER MANAGEMENT MEDIA

IDEP began to develop the Community Based Disaster Management Kit soon after the Bali Bombing of 2002. The tragedy provided valuable lessons, and showed the necessity of communities having access to information, tools and education regarding how to respond effectively to an emergency or disaster situation. The CBDM Kit includes a resource book with practical self-help forms that can be used by a community in a disaster situation. The manual, together with the forms, aims to help communities in three main areas: preparing for disasters and reducing their impacts, providing a guide to effective response-actions during disasters, and working transparently and accountably with the community and outside parties during recovery after disasters. This kit also includes posters, designed to improve community participation and awareness of the CBDM system. There are also comic books that tell stories of how different communities can cope with different disaster situations and hazards. Each comic also contains information sheets regarding the type of disaster covered in the story.

For more information, or to download any of the elements of the CBDM Kit visit [www.idepfoundation.org](http://www.idepfoundation.org)

IDEP Foundation wishes to thank the innumerable supporters involved in this important endeavor. There have been hundreds of volunteers, participating community members, working partners, program advisors and other supporters who have given a great deal of time and effort to the success of this kit.
This CBDM manual is designed to provide an understanding of community based disaster management. It is based on the results of local and international experiences and research, as well as input from a number of expert advisers. The material in this manual is presented in a practical format, and has been supplemented with useful self-help forms.

The Indonesian edition of this manual has been reviewed and endorsed by BAKORNAS PB (National Coordination Board for Disaster Management), MPBI (The Indonesian Society for Disaster Management) and other advisory experts.

Module A Before Disaster covers the importance of preparedness, and how it can be carried out in cooperation with a Community Disaster Management Group (CDMG). Preparedness encompasses assessments of hazards and existing vulnerabilities and capabilities; the creation of hazards maps; and other relevant planning, such as creating local early warning systems.

Module B During Disaster covers immediate actions which can be taken by the community itself, during a disaster, in order to prevent further loss of life and property. In this section, the community learns about the types of Emergency Response actions to take, together with the CDMG. These include assisting people directly impacted by the disaster, evacuation, emergency first aid, etc.

Module C After Disaster covers matters that need to be considered for both long, and short term recovery from disaster. It explains how a community can estimate the extent of damage; how to decide what type of assistance is needed; and how to prioritize actions, while taking into consideration the resources available.

This Community Based Disaster Management Manual has been written in simple language, supplemented with many detailed illustrations, to ensure that the information can be easily understood by all concerned parties. This manual is a suitable reference and guide for all promoters of community cooperation and sustainable development, such as community groups, NGOs, government officials, universities and other organizations.