Well-Prepared National Society Self Assessment (WPNS)
Phase III 2009–2011

Introduction

Disaster Management is embodied within two of the four core areas of Strategy 2010 as Disaster Preparedness and Disaster Response, and represents a considerable proportion of the core activities of a National Society.

Phase III of the well-prepared National Society self-assessment will be carried out over the period 2009–2011. The zones and National Societies across the globe are committed to the implementation of DM programmes ranging from information and awareness raising, assessment, community-based initiatives, disaster risk reduction (including food security), climate change adaptation, shelter, early recovery, disaster response among others. The information gathered through WPNS enables us to develop indicators to measure performance and impact and initiate processes to build on existing capacities.

Building on lessons learned from Phase I and II and following the recommendations from National Societies and technical departments, the questionnaire has been revised for Phase III to make it as comprehensive as possible and better reflect emerging issues in DM.

Since the questionnaire is has also integrated elements of safer access, the terms *Emergency Preparedness* (EP) and *Emergency Response* (ER) have been used instead of *disaster preparedness* and *disaster response[1]*. This is to provide a more relevant descriptive term, within the questionnaire, that can include disasters of a natural and conflict-related nature.

Some Information about How to Complete the Questionnaire

- National Society senior leadership is encouraged to appoint a small focus group of relevant Disaster Management paid staff and volunteers to undertake the completion of the questionnaire. This will increase the validity through inclusiveness.

- The specific methodology suggested is for the group leader to operate the discussion of each question by the focus group and then one person enter the responses agreed on by the group.

- Where 'yes'/'no' answers are requested; only one of the boxes should be marked. Some questions offer a number of possible responses so there need to be a number of marks against the boxes concerned.

- If the range of options given in a particular question does not include a factor relevant to your National Society, enter it into section marked 'other'.

- If there is lack of clarity around a given question, we suggest that you contact your country/regional delegate to clarify the context of the question. Alternatively, you may contact Aradhna Duggal at aradhna.chadha@ifrc.org

  Once the questionnaire has been completed, a National Society Senior Leadership[2] person should be responsible for ensuring that it is signed off and dated as an accurate reflection of the National Society's Disaster Management status. (See the last page of the questionnaire).

NOTE: The feed back received through this questionnaire will be treated as confidential. If the Secretariat is approached to use the analysis for a given National Society, the data will be shared only after the Secretariat has received written approval from leadership of the National Society concerned.

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[1] This does not mean that national societies have to change the name of their programmes.
[2] It is recognized that in some National Societies, this person will be the role of the Secretary General.

A. Emergency preparedness, policy, plans and laws		
Policy		
A.1	*If yes,*	Does your National Society have an emergency preparedness policy (this may also be called a disaster preparedness and response policy)? ☑ Yes ~~(where it is in congruence with SRC's strategic plans and directions. If need be it will be adapted to meet our own requirements and circumstances)~~ ❑ No ❑ In process
	A.1.1	Indicate the areas that are included in your National Society's emergency preparedness and emergency response (EP/ER) Policy: ☑ Emergency Preparedness – for your society's response (national level) ❑ Emergency Preparedness – community-based disaster preparedness and risk reduction ❑ Climate change adaptation ❑ Intervention during disasters ❑ Recovery after disasters ❑ Rehabilitation ❑ Conflict management ❑ Responsibilities and coordination have been defined with the IFRC, sister NS, ICRC, and other partners ❑ Advocacy Others: _____
A.2		Does the National Society have emergency response security guidelines for staff and volunteers? ☑ Yes ❑ No ❑ In process
A.3		Does your National Society use relevant Movement policies and guidelines to develop your EP/ER plans? ☑ Yes ❑ No ❑ In process
A.4		What proportion of the National Society staff and volunteers has received training on the Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGO's) in Disaster Relief? ☑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%
A.5		What proportion of the National Society staff and volunteers has received training on SPHERE? ☑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%
	A.5.1	Does your National Society use SPHERE during the planning and evaluation of disaster operations? ☑ Sometimes ❑ Always ❑ Never
Structure and Organization		
A.7	*If yes,*	Does your National Society have a department or focal point at Headquarters level responsible for coordinating EP/ER activities? ☑ Yes ❑ No ❑ In process

	A.7.1	What are the EP/ER duties of this department?
		☐ Training in relief to recovery programming
		☐ Country profile (risk analysis/hazard vulnerability)
		☐ Contingency planning
		☐ Disaster policy
		☑ External (Government/other) – coordination
		☐ Internal (National/branch/chapters) – coordination
		☑ RC/RC Movement (Fed./ICRC) – coordination
		☑ Information and reporting
		☐ Disaster relief emergency fund (DREF) requests/management
		☐ Damage assessment
		☐ Emergency assessment (24 hour and 72 hour templates)
		☐ Detailed needs assessment
		☐ Development of a strategic plan of action for disaster response
		☑ Resource mobilization
		☐ Telecommunications
		☐ Search and rescue
		☐ Water and sanitation
		☐ Climate change adaptation
		☐ Food security
		☐ Livelihood security
		☐ Food aid
		☐ Relief/supply distribution
		☐ Logistics and transportation
		☐ Health management
		☐ Shelter
		☐ Psychosocial support services (PSP)
		☐ Tracing
		☐ Restoring family links (RFL)
		☐ Security and safety
		☐ Community-based disaster preparedness (CBDP)/risk reduction
		☐ Community-based home care
		☐ Early warning
		☐ Evacuation procedures and raising alarm
		☐ Relief supply warehouse management
		☑ First aid
		☐ Mitigation measures
		☐ Advocacy for risk reduction
		☐ Promotion of International Humanitarian Law (IHL)
		☑ Pandemic preparedness (at Red Cross level only not community or National Level)
		Others: _____
	A.7.2	Does your National Society have a focal point for shelter?
		☐ Yes
		☑ No
		☐ In process
	A.7.2.1	The National Society's experience in shelter is linked to:
		☐ Preparedness
		☐ Emergency_____NA
		☐ Recovery
A.8		Does your National Society have a written EP/ER Plan?
		☑ Yes
	If yes,	☐ No
		☐ In process
	A.8.1	What areas does your EP/ER plan include?
		☐ Training in relief to recovery programming
		☐ Country profile (risk analysis/hazard vulnerability)

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		❑ Contingency planning ❑ Disaster policy ☑ External (Government/other) – coordination ☑ Internal (National/~~branch/chapters~~) – coordination ☑ RC/RC Movement (Fed./ICRC) – coordination ☑ Information and reporting ❑ Disaster relief emergency fund (DREF) requests/management ❑ Damage assessment ❑ Emergency assessment (24 hour and 72 hour templates) ❑ Detailed needs assessment ❑ Development of a strategic plan of action for disaster response ☑ Resource mobilization (human/financial resource) ❑ Telecommunications ❑ Search and rescue ❑ Water and sanitation ❑ Climate change adaptation ❑ Food security ❑ Livelihood security ❑ Food aid ❑ Relief/supply distribution ❑ Logistics and transportation ❑ Health management ❑ Shelter ❑ Psychosocial support services (PSP) ❑ Tracing ❑ Restoring family links (RFL) ❑ Security and safety ❑ Community-based disaster preparedness (CBDP)/risk reduction ❑ Community-based home care ❑ Early warning ❑ Evacuation procedures and raising alarm ❑ Relief supply warehouse management ☑ First aid ❑ Mitigation measures ❑ Advocacy for risk reduction ❑ Promotion of International Humanitarian Law (IHL) ☑ Pandemic preparedness (under the business continuity plan) Others: _____
	A.8.2	Is your EP/ER Plan formally recognized by the Government of your country? ❑ Yes ❑ No ☑ In process
	A.8.3	Does your National Society have a clear auxiliary role stipulated in the Government's emergency preparedness plan? ☑ Yes (under Ministry of Health) ❑ No ❑ In process
	A.8.3.1	Does your National Society have a clear auxiliary role stipulated in national disaster management legislation? ❑ Yes ❑ No ☑ Role stipulated in EP plan of Ministry of Health
A.9	*If yes,*	Does the Government have a national emergency plan? ☑ Yes ❑ No ❑ In process

	A.9.1	Does your National Society have a mandate in that plan?
		❑ Yes
		❑ No
		☑ In process (with Ministry of Health)
	A.9.2	What is the role of your National Society in that plan?
		❑ Training in relief to recovery programming
		❑ Country profile (risk analysis/hazard vulnerability)
		❑ Contingency planning
		❑ Disaster policy
		❑ External (Government/other) – coordination
		❑ Internal (National/branch/chapters) – coordination
		❑ RC/RC Movement (Fed./ICRC) – coordination
		❑ Information and reporting
		❑ Damage assessment
		❑ Emergency assessment (24 hour and 72 hour templates)
		❑ Detailed needs assessment
		❑ Early recovery needs assessment
		❑ Participate in Inter-agency assessments (Joint Assessment)
		❑ Market mapping and analysis
		❑ Development of a strategic plan of action for disaster response
		☑ Resource mobilization (provision of SRC's ambulances to the Civil Authority)
		❑ Telecommunications
		❑ Search and rescue
		❑ Water and sanitation
		❑ Climate change adaptation
		❑ Food security
		❑ Livelihood security
		❑ Food aid
		❑ Relief/supply distribution
		❑ Logistics and transportation
		❑ Health management
		❑ Shelter
		❑ Psychosocial support services (PSP)
		❑ Tracing
		❑ Restoring family links (RFL)
		❑ Security and safety
		❑ Community-based disaster preparedness (CBDP)/risk reduction
		❑ Community-based home care
		❑ Early warning
		❑ Evacuation procedures and raising alarm
		❑ Relief supply warehouse management
		☑ First aid
		❑ Mitigation measures
		❑ Advocacy for risk reduction
		❑ Promotion of International Humanitarian Law (IHL)
		❑ Pandemic preparedness
		Others: _____
	A.9.2	Does the plan include the coordination of international disaster response (e.g. United Nations, IFRC/other National Societies, foreign NGOs or governments)?
		❑ Yes
		❑ No
		☑ In process (in discussion with the government)Comments/feedback needed from IS please
	A.9.3	What aspects of international disaster response are covered?
		☑ Roles/responsibilities
		☑ Information sharing/reporting Comments/feedback needed from IS please
		❑ Damage assessment

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		❑ Emergency assessment (24 hour and 72 hour templates) ❑ Detailed needs assessment ❑ Development of a strategic plan of action for disaster response ❑ Entry of personnel, goods, transportation and equipment ❑ Search and rescue/relief distribution/other operational activities ❑ Use of communications equipment/networks ❑ Financial assistance ❑ Legal status, privileges and immunities ❑ Quality/accountability standards ❑ Humanitarian principles ❑ Exit/transition planning Others: _____
A.10		Is your National Society represented in your government's National Coordinating body for disaster? ❑ Yes ☑ No ❑ In process
A.11		Does your National Society have structures, systems and procedures in place that enable it to respond efficiently and effectively in situations of disasters and conflicts? ☑ Yes (in the area of first aid provision and not in conflict situations) ❑ No ❑ In process

A.12		Is your National Society well versed in international disaster response tools such as:
		Regional disaster response teams (RDRT)/ Regional intervention teams (RIT) Field Assessment and Coordination Team (FACT)
		    ☑ Yes ☑ Yes
		    ❑ No ❑ No
		Emergency Response Unit (ERU)
		    ☑ Yes
		    ❑ No

	If yes,	Is your National Society willing/ready to receive
		Regional disaster response teams (RDRT)/ Regional intervention teams (RIT) Field Assessment and Coordination Team (FACT)
		                        ❑ Yes
		                        ❑ No
		    ❑ Yes
		    ❑ No ~~Need response from society level please~~(Depends on severity of the disaster)
		Emergency Response Unit (ERU)
		    ❑ Yes
		    ❑ No

A.13		Is National Society viewed by all actual or potential internal/external stakeholders and beneficiaries as being a neutral, impartial and independent humanitarian agency? ☑ Yes ❑ No
A.14	*If yes,*	Does the National Society play an advocacy or advisory role with regard to the development of legislation or on legal issues relating to disaster management and/or health emergencies? ❑ Yes ☑ No
	A.14.1	On what issues has the National Society provided advice or recommendations to governmental authorities? ❑ Disaster management statutes ❑ Emergency laws ❑ Food security ❑ Livelihoods security NA ❑ Water and sanitation ❑ Disaster assessment, analysis and response planning

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		❑ Building codes
		❑ Land management
		❑ Land tenure in disaster reconstruction
		❑ Environmental regulation
		❑ Mitigating health emergencies
		❑ Displacement from disasters and/or heath emergencies
		❑ Human rights in disasters and/or health emergencies
		❑ Humanitarian principles in disasters and/or health emergencies
		❑ Standards of quality or accountability in disasters and/or health emergencies
		❑ Role of the National Society in disaster management
		❑ Rights and obligations of volunteers
		❑ Management of international disaster assistance
		❑ Disaster reconstruction and rehabilitation
		❑ Disaster insurance / compensation
		❑ Other: _____

National Coverage / Historical Data

A.15		How many branches/chapters does your National Society have? _____None_____
	A.15.1 ~~*NA*~~	Approximately what percentage of your branches/chapters, have an EP/ER plan? ❑ 0–25% ❑ 26–50% ❑ 51–75% _____NA ❑ 76–100%

A.16		Please provide data on your Society's emergency response during the last few years, *including only Emergencies* that have affected more than 1000 families. *Please note: Entries are for Regional Response not local response*

	2006	2007	2008
1. How many of these disasters has your Society responded?	2	1	1
2. How many beneficiaries did your National Society help?	Approximately 8,000+	-	
3. Did your National Society cover **shelter** needs of the disaster affected?	No	No	Yes
4. How many beneficiaries did your National Society provide **shelter** to? Please specify the type of shelter needs that were covered.			1000 family tents Construction of new village for 8000 families

A.17		Which of the following shelter solutions have been implemented by your National Society in regard to emergency shelter? ❑ Distribution of plastic sheets ☑ ~~Distribution~~ of tents (provision not distribution) ❑ Distribution of IFRC shelter kit (tools, fixing and plastic sheet) ❑ Distribution of construction materials ☑ Cash distribution for construction materials ❑ Support to host families who are reaching out to those affected by the disasters ❑ Construction of emergency shelter ❑ Camp management ❑ Management of collective shelters ❑ Rehabilitation of collective shelters ❑ Construction of collective shelters ❑ Services provided to settlements (water supply, construction/rehabilitation, roads etc)

B. Damage, needs, hazard/risk/vulnerability and capacity assessment/monitoring and evaluation

B.1		Is the government's hazard analysis and mapping is used by the National Society for EP/ER planning? ☑ Yes (for the pandemic business continuity plan) ❑ No ❑ In process
B.2		Does your National Society gather information from secondary sources on current hazard and vulnerability for all major risks to use for EP/ER planning? ❑ Yes ❑ No ☑ In process
B.3 **NA**		Do your National Society's branches/chapters gather information from their communities on current hazard and vulnerability both natural and man-made? ❑ Yes ❑ No_____NA ❑ In process
B.4		Does your National Society gather information on potential future hazards/major risks which may occur as a result of climate change? ❑ Yes ❑ No ☑ In process
B.5 **NA**		How does your National Society make use of this information: ❑ Information analyzed and included in the EP/ER plan ❑ Pre-position supplies for emergencies ❑ Define strategic locations for warehouses ❑ Define worst case disaster scenarios (with estimate numbers of potential victims and needs) ❑ Support branches/chapters in high risk areas Others: Used for Business Continuity Plan in the event of a Pandemic
B.6		What assessment tools does your National Society use to identify, prioritize and develop EP/ER activities? ❑ Vulnerability and capacity assessment (VCA) ❑ Risk Maps ❑ Contingency planning ❑ Emergency assessment (24 hour and 72 hour templates) ❑ Better Programs Initiative (BPI) ❑ Project planning process (PPP) ❑ Well-prepared national society (WPNS) ❑ GIS ❑ Analysis of past disaster trends (50–100 years) Others: Ministry of health Pandemic Response Plan (DOSCON Code)
B.7		What monitoring and evaluation tools does your National Society use to review and manage its EP/ER activities? **For long-term programming** ☑ Performance indicators, with baseline and regular monitoring ❑ Conducting internal reviews/evaluations ❑ Organizing external reviews / evaluations ❑ Other monitoring / evaluation tools: please state which ones **For emergency programming** ☑ Performance indicators, with baseline and regular monitoring ❑ Conducting internal reviews/evaluations ❑ Organizing external reviews / evaluations ❑ Other monitoring/evaluation tools: please state which ones

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B.8		Has your National Society developed tools and/or guidelines related to **shelter** activities? ❑ Damage assessment tools ❑ Construction guidelines No ❑ Training packages
	B.8.1	What kind of support does your National Society require to improve its shelter response? ❑ Training (please specify the type of training) ❑ Guidelines and tools (specify kind of guidelines and tools) ❑ Stock piling
B.9		Does your National Society run programmes related to food and livelihood security? ❑ Yes ☑ No ❑ In process

C. Coordination

C.1	●	Does your National Society have standard operating procedures on how to coordinate with the International Federation or ICRC if the disaster requires international assistance? ❑ Yes ❑ No ☑ In process
C.2		Does your National Society coordinate closely with other organizations and agencies in regard to: ❑ Preparedness ❑ Joint assessment ☑ Response ☑ Recovery ☑ Coordinating activities ☑ Sharing of resources ☑ Information and expertise
	C.2.1	Please list key partners in disaster management with whom your National Society coordinates with:

RC/RC Movement	International Organisations	Local NGOs/Government
IFRC	United Nations	Ministry of Health
National Societies		Singapore Civil Defence Force
		Ministry of Foreign Affairs
		Singapore armed Forces

C.3		Is your National Society aware of the convener role of the International Federation in emergency shelter cluster (since 2006)? ☑ Yes ❑ No
C.4		Is your National Society coordinating with and part of the following Federation Regional and International Disaster Response mechanisms? Regional disaster response teams (RDRT)/ Regional intervention teams (RIT) ☑ Yes ❑ No ❑ In process Emergency response unit (ERU) ❑ Yes ☑ No ❑ In process Field assessment and coordination team (FACT) ☑ Yes ❑ No ❑ In process Tracing ❑ Yes (can IS confirm please) ❑ No ☑ In process

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	C.4.1	Is your National Society coordinating with and part of the following national response mechanisms? National disaster response/intervention teams (NDRT/NIT) ☑ Yes ☐ No ☐ In process Branch disaster response/intervention teams (BDRT/BIT) ☐ Yes ☐ No ☐ In process Provincial intervention teams ☐ Yes ☐ No ☐ In process
C.5		Does the National Society adopt an integrated approach while planning its DP, food security, DRR, health and other programmes? ☑ Yes ☐ No ☐ In process
C.6		Does your National Society's contingency plan have shelter components integrated in it? ☐ Yes ☑ No
D. Information and Report Management		
D.1		Does your National Society have **access to** the following? DMIS ☑ Yes ☐ No FedNet ☑ Yes ☐ No Regional early warning systems ☑ Yes (GDACS) ☐ No GIS mapping data ☐ Yes ☑ No National early warning systems ☑ Yes (SCDF) ☐ No
	D.1.1	Does your National Society **utilize** the following? DMIS ☑ Yes ☐ No FedNet ☑ Yes ☐ No Regional early warning systems ☑ Yes ☐ No GIS mapping data (if yes, please give details) ☐ Yes ☑ No National early warning systems ☑ Yes ☐ No
D.2		Does your National Society have someone on call 24 hours a day to receive notification of a disaster and to activate disaster response procedures? ☑ Yes ☐ No ☐ In process
D.3		Does your National Society have a system to regularly monitor progress in its EP/ER activities? ☑ Yes ☐ No ☐ In process
D.4		Does your National Society produce any publications, documentation, case studies and/or good practices? ☐ Yes ☑ No ☐ In process
D.5		Does your National Society promote inter-regional staff exchange as a way to share

		knowledge? ❑ Yes ❑ No ☑ In process
D.6		Does your National Society review programmes and implement recommendations based on the lessons learned? ☑ Yes ❑ No ❑ In process
E. Resource and Response Mobilization		
Human Resources and Training		
E.1		Rate your National Society's disaster management capacities at the headquarters level? ❑ Poor ☑ Average ❑ Good ❑ Excellent
	E.1.1	Approximately what percentage of the National Society's branch/chapters has effective disaster management capacities? ❑ 0–25% ❑ 26–50% SRC has no branch or chapters ❑ 51–75% ❑ 76–100%
E.2		Does your National Society recruit volunteers for its **disaster preparedness/disaster risk reduction programmes** from the following groups: ❑ School-age children ☑ Youth ☑ Women ☑ Men ❑ Elderly ❑ Disabled people ❑ Displaced people ☑ Ethnic/religious minorities
E.3		Does your National Society have an internal training department and/or programme? ☑ Yes
	If yes,	❑ No ❑ In process
	E.3.1	Please indicate which of the following areas your training programme covers: ❑ Training in relief to recovery programming ❑ Country profile (risk analysis/hazard vulnerability) ❑ Contingency planning ❑ Disaster policy ❑ External (Government/other) – coordination ❑ Internal (National/branch/chapters) – coordination ❑ RC/RC Movement (Fed./ICRC) – coordination ❑ Information and reporting ❑ Disaster relief emergency fund (DREF) requests/management ❑ Emergency assessment (24 hour and 72 hour templates) ❑ Detailed needs assessment ❑ Development of a strategic plan of action for disaster response ❑ Resource mobilization ❑ Telecommunications ❑ Search and rescue ❑ Water and sanitation ❑ Climate change adaptation ❑ Food security ❑ Livelihood security ❑ Food aid

		❑ Relief/supply distribution ❑ Use of cash and vouchers in emergencies ❑ Logistics and transportation ❑ Health management ❑ Shelter ❑ Psychosocial support services (PSP) ❑ Tracing ❑ Restoring family links (RFL) ❑ Security and safety ❑ Community-based disaster preparedness (CBDP)/risk reduction ❑ Community-based home care ❑ Early warning ❑ Evacuation procedures and raising alarm ❑ Relief supply warehouse management ☑ First aid ❑ Mitigation measures ❑ Advocacy for risk reduction ❑ Promotion of International Humanitarian Law (IHL) ❑ Pandemic preparedness Others: _____
E.4		Do systems and training in place reinforce appropriate standards of personal conduct and the positive image the National Society wants to portray? ☑ Yes ❑ No
E.5		Does the National Society have trained

Does the National Society have trained

Staff	Volunteers
VCA ❑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%	**VCA** ❑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%
Emergency assessment ☑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%	**Emergency assessment** ☑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%
Needs assessment ❑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%	**Needs assessment** ❑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%%
Reporting ☑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%	**Reporting** ❑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%
Logistics ☑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%	**Logistics** ❑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%
Relief management ❑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%	**Relief management** ❑ 0–25% ❑ 26–50% ❑ 51–75% ❑ 76–100%

RFL
- ❏ 0–25%
- ❏ 26–50%
- ❏ 51–75%
- ❏ 76–100%

IHL dissemination
- ☑ 0–25%
- ❏ 26–50%
- ❏ 51–75%
- ❏ 76–100%

Food security
- ❏ 0–25%
- ❏ 26–50%
- ❏ 51–75%
- ❏ 76–100%

Disaster risk reduction
- ❏ 0–25%
- ❏ 26–50%
- ❏ 51–75%
- ❏ 76–100%

Climate change issues
- ❏ 0–25%
- ❏ 26–50%
- ❏ 51–75%
- ❏ 76–100%

Shelter
- ❏ 0–25%
- ❏ 26–50%
- ❏ 51–75%
- ❏ 76–100%

First aid
- ❏ 0–25%
- ❏ 26–50%
- ☑ 51–75%
- ❏ 76–100%

Community-based home care
- ❏ 0–25%
- ❏ 26–50%
- ❏ 51–75%
- ❏ 76–100%

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E.6	*If yes,*	Are your Disaster Preparedness staff and volunteers tested annually? ☑ Yes ❑ No
	E.6.1	Please indicate which of the following methods are used for testing: ❑ On job training/actual disaster experience ❑ Formal classes and tests ☑ Exercise/simulations/drills
E.7	*If yes,*	Are the response teams well trained? ☑ Yes ❑ No ❑ In process
		Are the response teams well equipped? ❑ Yes ❑ No ☑ In process
	E.11.1	Do the response teams have competent team leaders? ☑ Yes ❑ No ❑ In process
Financial Resources		
E.8		Does your National Society have an emergency fund in place? ❑ Yes ❑ No ☑ In process
		Does the National Society launch/make a national appeal for funds? ☑ Yes ❑ No ❑ In process
		Is your National Society aware of DREF? ☑ Yes ❑ No
	If yes,	Is the concerned staff aware of how to request DREF? ☑ Yes ❑ No
		Does the National Society have people/process in place for requesting emergency financial support? ☑ Yes ❑ No ❑ In process
E.9		Does your National Society have well functioning systems and procedures in place for record keeping and financial accountability? ☑ Yes ❑ No ❑ In process
Material Resources		
E.10		What disaster response vehicles and emergency stocks does your National Society have?

	Number of vehicles				
---Transport---	1–10	11–25	26–100	101–200	201+
Cars	❑	❑	❑	❑	❑
Trucks	❑	❑	❑	❑	❑
	For how many families?				
--Emergency Stocks--	50	51–250	251–500	501–1000	1001+
Blankets	❑	❑	❑	❑	❑
Tents	❑	❑	❑	❑	❑

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		Tarpaulins	❑	❑	❑	❑	❑
		Kitchen sets	❑	❑	❑	❑	❑
		Hygiene parcels	❑	❑	❑	❑	❑
		Mattresses	❑	❑	❑	❑	❑
		Shelter items (please specify)	❑	❑	❑	❑	❑
		Others	❑	❑	❑	❑	❑

❑ **If more than a 1001+ please write in the figure**

E.11		Does your National Society have an agreement with the government to ensure that relief material is cleared through the customs without delay? ❑ Yes ☑ No ❑ In process
E.12		Does your National Society have supply agreements? ❑ Yes ☑ No ❑ In process
E.13		Does your National Society have emergency stocks pre-positioned in strategic areas? ❑ Yes ☑ No ❑ In process
	E.13.1	Are the emergency stocks stored in secure warehouses and well managed warehouses? ❑ Yes ❑ No NA ❑ In process
	E.13.2	Are warehouses in locations outside known high-risk hazard zones? ❑ Yes ❑ No NA ❑ In process
	E.13.3	Do warehouses have adequate transportation capability to quickly distribute emergency stocks? ❑ Yes NA ❑ No ❑ In process
E.14	*If yes,*	Does your National Society have telecommunications system in place? ❑ Yes ❑ No ☑ In process
	E.14.1	Approximately what percentages of your branches/chapters are covered by the telecommunications system? ❑ 0–25% ❑ 26–50% ❑ 51–75% NA ❑ 76–100%
	E.14.2	Is the telecommunications system available/suitable for use in disasters/conflicts? If so, by whom? ☑ Yes ❑ No By whom: DM team with Ministry of Health and emergency preparedness officers in the National Disaster Response Team

F. Community-based disaster preparedness, mitigation and disaster risk reduction

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F.1		Has your National Society been carrying out disaster risk reduction activities?
		   ❑ Yes
		   ☑ No

	If yes,	What is the duration of the project cycle?
		   ❑ Less than a year
		   ❑ Between 1–3 years
		   ❑ Between 3–10 years
		Other_____

F.2		The disaster risk reduction programmes target groups in
		   ❑ Entire country
		   ❑ Entire hazard prone provinces/regions NA
		   ❑ Only specific villages

F.3		What percentage of at risk population do your disaster risk reduction programmes reach out to?
		   ❑ 0–25%
		   ❑ 26–50%
		   ❑ 51–75% NA
		   ❑ 76–100%

F.2		Which of the following groups benefit from the National Society's disaster risk reduction activities?
		   ❑ Women
		   ❑ Men
		   ❑ Children
		   ❑ Elderly NA
		   ❑ Disabled
		   ❑ Ethnic minorities
		Other _____

F.3		Please indicate in which of the following areas of disaster risk reduction is your National Society implementing programmes:
		   ❑ Community-based risk assessment (e.g. VCA, risk mapping)
		   ❑ Structural disaster prevention and mitigation (e.g. dams, reinforcing and/or raising buildings, constructing flood/cyclone shelters)
		   ❑ Non-structural disaster prevention and mitigation (e.g. disaster education and awareness raising, community grain/seed banks, income generation programmes, strengthening community water and sanitation systems)
		   ❑ Community disaster preparedness (e.g. contingency planning, organization of disaster teams, drills/simulations, people-centred early warning systems)
		   ❑ Community disaster response (e.g. community-based first aid – CBFA, home care)
		   ❑ Community disaster risk financing (e.g. insurance, establishing community disaster funds, credit/savings/grant programmes to support risk mitigation such as purchasing more drought-resilient seeds or paying for home reinforcement)
		   ❑ Other ___ ~~First aid training for Society volunteers and the community~~ _____

F.4		Do you incorporate climate change and adaptation considerations into disaster risk reduction activities?
		   ❑ Yes
		   ❑ No NA
		   ❑ In process

F.5		Does your National Society have a public disaster awareness program?
		   ❑ Yes
		   ☑ No
		   ❑ In process

	If yes,	
	F.5.1 NA	What channels does your National Society use to raise public awareness? ❑ National campaigns (television, radio, world disaster reduction day etc.)

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		❑ Local campaigns (theatre, puppet shows, message boards etc.)

	F.5.2	What percentage of the population does the National Society reach out through:
		National campaigns Local campaigns
		   ❑ 0–25% ❑ 0–25%
		   ❑ 26–50% NA ❑ 26–50%
		   ❑ 51–75% ❑ 51–75%
		   ❑ 76–100% ❑ 76–100%

F.6		Who in the government is responsible for providing national disaster awareness programmes?
		   ❑ Single agency
		   ☑ Multiple agency
		   ❑ Unclear

F.7		Is your National Society's disaster awareness raising or educational materials collaboratively developed with the government or other agencies for consistent messages?
		   ❑ Yes ~~To confirm with VDD~~
		   ☑ No
		   ❑ In process

F.8		Does your National Society use traditional knowledge in its DRR activities?
		   ❑ Yes NA
		   ❑ No

F.9		Does your country have a national platform for disaster risk reduction?
		   ❑ Yes NA
		   ❑ No

F.10		Is your National Society a part of this platform?
		   ❑ Yes
		   ☑ No

G. Advocacy		

G.1		Does your National Society advocate with the Government and other organizations in favour of mitigation and preparedness measures (i.e. land use planning, building codes, evacuation, and insurance)?
		   ❑ Yes
		   ☑ No
		   ❑ In process

	G.1.1	Does your National Society advocate with the Government and other organizations to promote international laws, rules and principles relating to disaster response (i.e. Tampere Convention[3], UN resolutions etc.)?
		   ❑ Yes
		   ❑ No
		   ☑ In process

G.2		Which of the Hyogo Framework for Action (HFA) areas do your National Society DRR activities contribute to?
		   ❑ Ensure that DRR is a national and local priority with a strong institutional basis for implementation
		   ❑ Identify, assess and monitor disaster risks and enhance early warning
		   ❑ Use knowledge, innovation and education to build a culture of safety and resilience at all levels
		   ❑ Reduce the underlying risk factors
		   ❑ Strengthen DP for effective response at all levels NA

G.3		Do you have in place tools for legal risk management including mechanisms to ensure compliance with and applicable to international and national laws?
		   ❑ Yes
		   ☑ No
		   ❑ In process

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[3] The Tampere Convention was unanimously adopted by the delegations of the 60 States participating in the Intergovernmental Conference on Emergency Telecommunications (ICET-98), hosted by the Government of Finland in Tampere, Finland, 16-18 June 1998.

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Approved by:
Name of senior staff member of the National Society: Mr Lim Theam Poh
Position: Director Operations
Date: 9th April 2010
Signature:

Names and designations of governance and management representatives consulted in the information gathering:

Thank you for spending time completing this questionnaire. This is an important process for National Societies since it allows for global mapping of the Characteristics of the Well Prepared Federation of National Societies. The data from all inputs will be analysed and feedback will be provided to each National Society on the outcome of the study at which point the National Societies will be able to decide together how they wish to use this information.