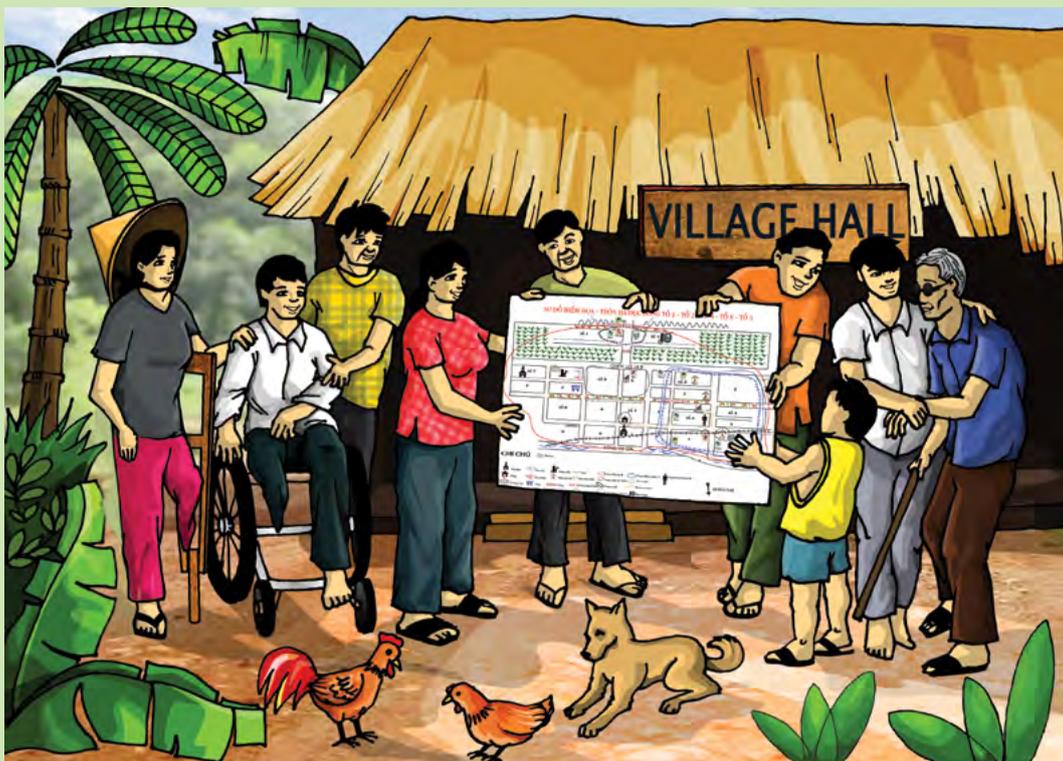




Humanitarian Aid  
and Civil Protection



# MANUAL ON DISABILITY INCLUSIVE COMMUNITY - BASED DISASTER RISK MANAGEMENT



December, 2013

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## Preface

Inclusion is a term that has been increasingly relevant among development practitioners in recent years. It refers to those who are marginalized by mainstream society and who have been left out from benefitting the humanitarian and development efforts. Hence “inclusion” is nothing new or complex; however it should be the fundamental principle of both governmental and non-governmental organizations’ work toward all people in the society.

Disability inclusive Community Based Disaster Risk Management (DiCBDRM) is an approach, which works for everyone but with special emphasis on people with disabilities. This is because people with disabilities are identified as being most left out from benefitting from humanitarian and development effort, and also considered as the most vulnerable in disasters. Hence this manual encourages and assists the readers to pay special attention to needs and capacity of people with disabilities and include them in the CBDRM process.

The manual provides specific tips and recommendations on how to include people with disabilities in CBDRM work; however these tips and recommendations are applicable to other socially marginalized groups such as illiterate people or ethnic minorities. We encourage you to apply these approaches to other socially marginalized population as well. You will be surprised that with a little attention and specific assistance to remove their barriers, they can actively participate and contribute meaningfully to the discussion and decision-making process of CBDRM.

Sae Kani, MSc



Inclusive DRR Advisor  
Malteser International

## Acknowledgements

Many hours of research and expertise have gone into the development of this manual. We would like to thank the contribution of:

- *Disaster Management Center (DMC)*
- *Ministry of Labour- Invalids and Social Affairs (MoLISA)*
- *Others members of Disabled People's Organizations (DPO) of Ha Noi, Hue, Quang Nam, Danang and Ho Chi Minh*
- *JANI members*

Their direction and technical knowledge has been very valuable in the completion of this manual.

Particular inputs through provision of case studies from different organizations and people are also warmly appreciated and acknowledged in relevant chapters.

The content creation of this publication is funded by the European Commission Humanitarian Office through the JANI project and the printing was supported by German Ministry of Foreign Affairs.

We would also like to thank the donor for their generous support.

## Scope of usage

This manual, on disability inclusion, is considered the supplement to the Community-Based Disaster Risk Management technical training manual under Project 1002 in Vietnam<sup>(1)</sup>. Thus, the scope of this manual and information on Community-Based Disaster Risk Management tools has been narrowed down for this purpose.

**The manual enables relevant practitioners to understand the following:**

- Why Disability should be included in Community-Based Disaster Risk Management
- Overview of the Disability inclusive Community-Based Disaster Risk Management (CBDRM) cycle and detailed instruction on implementing: Step 1 (disability inclusive risk assessment) and step 2 (inclusive planning) of the cycle to ensure disability inclusion in CBDRM decision-making process.
- The role of stakeholders, especially Disabled People's Organization members, at different levels of the Community-Based Disaster Risk Management.

As saving lives is fundamentally essential in crisis, everyone in the community, especially those with disabilities have the right to get involved. Even more so, they should be involved equally and effectively in the decision-making process to ensure their own safety in disaster. To that end, the focus of this manual is centered on the topics of early warnings and evacuation assistance. These topics have been developed based on documentation of the Disability-Inclusive Community-Based Disaster Risk Management projects implemented by Malteser International together with the partner DPOs<sup>(2)</sup>.

**Who uses this manual?**

The manual has been prepared for the following target audience:

- DMC managers and staff
- DMC Master trainers
- Technical assistance groups at different levels
- People with disabilities and members of Disabled People's Organizations from community level upwards
- Individuals and organizations who work on CBDRM issues/projects

**How to use this manual?**

This manual is divided into four chapters.

Chapter 1 focuses on the introduction of why disability should be mainstreamed in the Community-Based Disaster Risk Management (CBDRM), the disability inclusive CBDRM cycle, and the role of stakeholders in different levels of disability inclusion.

Chapters 2,3 and 4 concentrate on providing technical guidance for how to include the people with disabilities in the Vulnerability and Capacity Assessment (VCA) and Planning for Disaster Risk Reduction (DRR).

<sup>(1)</sup> Under Project 1002/QD-TTg dated July 13, 2009 passed by The Prime Minister

<sup>(2)</sup> Pilot project on Disability inclusive CBDRM in 6 communes in Quang Nam province, project on developing Disability inclusive CBDRM tool for National CBDRM program.

## Abbreviation

**DP/DPO:** *Disabled People's Organization*

**DMC:** *Disaster Management Center*

**MoLISA:** *Ministry of Labor- Invalids and Social Affairs*

**MARD:** *Ministry of Agriculture and Rural Development*

**JANI:** *Joint Advocacy Networking Initiative in Vietnam*

**ECHO:** *European Commission Humanitarian Office*

**MI:** *Malteser International*

**PC:** *People's Committee*

**SCFSC:** *Steering Committee for Flood and Storm Control*

**CBDRM:** *Community-Based Disaster Risk Management*

**DiCBDRM:** *Disability inclusive Community-Based Disaster Risk Management*

**VCA:** *Vulnerability and Capacity Assessment*

**DRR:** *Disaster Risk Reduction*

**DRM:** *Disaster Risk Management*

**SEDP:** *Social Economic Development Plan*

**M&E:** *Monitoring and Evaluation*

**CRPD:** *Convention on the Rights of People with Disabilities*

**WHO:** *World Health Organization*

**RT:** *Rescue team*

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# Chapter 1

## GENERAL INFORMATION ON DISABILITY INCLUSIVE CBDRM

### 1. Why disability inclusion in CBDRM is important?

- According to a 2010 WHO report, people with disabilities now make up **15%** of the world population<sup>(1)</sup>.
- In crisis, people with disabilities are considered as one of the most vulnerable groups. In order to evacuate safely, they often need assistance from their family members, village disaster risk management committee or rescue team. In this situation, not only people with disabilities are affected but also people who assist the people with disabilities can also be affected due to restrictions and limitations caused by disability. If including such caretakers into the overall percentage figure, people who are affected by disability can be estimated to represent at least **25%** of the world's population based on the WHO estimation of 15%.
- This rough estimate shows the importance of disability inclusive CBDRM. If the issues concerning disability are effectively included in CBDRM with the active and effective participation/contribution of people with disabilities themselves as well as caretakers; resilience will be the end product of the WHOLE community. This is considered as Inclusive CBDRM for ALL.

### 2. Concept of inclusion

#### Concept of inclusion in DRR

Empowerment and capacity building



Effective Participation



Inclusion

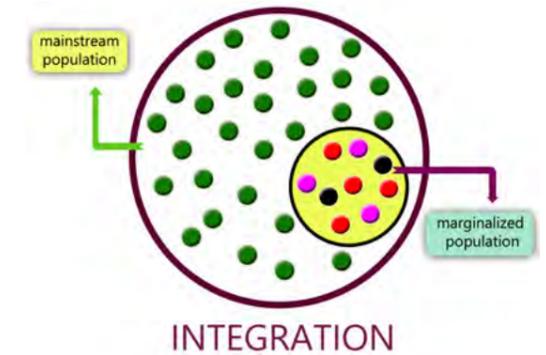
**"Inclusion in DRR is a process of being empowered and having capacity built to be able to participate effectively in decision making processes that affect lives."**<sup>(2)</sup>

(1) [http://who.int/disabilities/world\\_report/2011/en](http://who.int/disabilities/world_report/2011/en)

### Integration versus Inclusion<sup>(3)</sup>

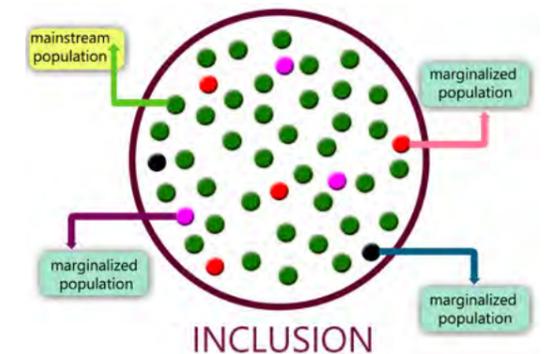
**Integration:** Vulnerable groups join in social activities without the special assistance needed to effectively participate.

*Example:* People with disabilities in the village are invited to a meeting for developing community based disaster risk management plan without any prior support which is needed. Therefore, people with disabilities cannot follow the discussion.



**Inclusion:** Vulnerable groups join in social activities and are provided additional support according to their needs in order to effectively participate.

*Example:* People with disabilities in the village are invited to a meeting for developing a disaster preparedness plan after being given content pre-operational support. Therefore, the people with disabilities can follow the discussion and effectively participate in the decision-making process.



#### Rule of inclusion in DRR

1. People with disabilities cannot participate effectively in your program unless they are given the support they need in advance as well as during the decision-making process.
2. Without active and effective participation of people with disabilities, your DRR program cannot be called "Inclusive"!

(2) + (3) Working definition, Malteser International Vietnam

### 3. Concept of disability

#### Concept of disability

Impairment



Barriers



Disability

*“Disability results from the interaction between people with impairments and attitudinal and environmental barriers that hinder their full and effective participation in society on an equal basis with others.”(UN Convention on the rights of persons with disabilities)([www.un.org/disabilities/convention/conventionfull.html](http://www.un.org/disabilities/convention/conventionfull.html))*



#### Types of impairments

Impairments are problems with bodily functions or alterations in body structure.

*For example:* Paralysis or blindness

- Physical
- Hearing and speaking
- Vision
- Mental
- Intellectual



#### General barriers

Barriers can be visible or invisible.

Following are the main barriers:

- Thought and attitude barriers
- Physical barriers
- Information barrier
- Policy and Institutional barrier



*Person with physical impairment cannot come into the room to attend the meeting due to no ramp for wheel chair*

### Examples of removing barriers

#### 1. Thought and attitude barriers

##### Examples:

- The attitudes of parents who refuse their children to study together with an intellectually-disabled child in the same class.
- The common prejudice which states that persons with disabilities cannot do anything so there is no point of inviting them to village meetings (including meetings for performing VCA or making disaster risk management plan).

##### Recommended solutions:

- Organize awareness-raising workshop on disability inclusion for villagers so that villagers have the right understanding about people with disabilities and their right to participate.
- Persons with disabilities need to be encouraged warmly in order to overcome their lack of confidence. One way to do so is to increase their confidence by helping them to prepare the contents to talk before participating in village meetings. In the meeting, the facilitator encourages them to speak by directly asking them questions, using pictures to help them to answer more easily.
- Train VCA facilitators on disability inclusive VCA so that the facilitators can help villagers to remove such barriers.

#### 2. Physical environmental barrier

##### Examples:

- Meeting room on the second floor is not accessible to people with disabilities.
- Meeting location is too far for person with wheelchair to attend.

##### Recommended solutions:

- Select another accessible meeting room or ask people to assist if cannot find accessible room.
- Try to find a meeting space as close as possible for persons with physical impairment.

#### 3. Information barrier

##### Examples:

- Facilitator is only talking verbally when they are giving instructions.
- No assistance for people with visual impairments when they are drawing a hazard map.

##### Recommended solutions:

- Write down instructions on a large paper if they can read. If they can understand sign languages, try to have a sign interpreter.
- Ask an assistant to describe what is being drawn for people with visual impairment so that he/she can follow.

#### 4. Policy and Institutional barrier

##### Examples:

People with disabilities cannot become teachers in mainstream schools or village DRM committees as their condition is considered 'unfit to teach/participate'.

##### Recommended solutions:

Collectively work on advocacy to change public policies for people with disabilities.

#### Case study

#### Perspectives of disability

DANH IS 12 AND HE LIVES IN A RURAL AREA OF QUANG NAM PROVINCE. At 9 months old, his mother suddenly discovered that her son could not walk and speak. (physical impairment).

Being so upset about his disability, his parents tried to take him to many places outside Quang Nam to get him cured. After 6 years, with the treatment from a rehabilitation center, Danh was able to call his mom slowly and some of his mobility was also recovered. At this point, Danh's parents decided to bring him back home as they could not afford to continue his treatment (economic situation increase his vulnerability). At home, his mother has tried to do daily rehabilitation for him and it has helped him to recover slowly.

Being a child with disability, Danh has always stayed in his house. Besides his family, he has no friends. Some villagers in his village feel sorry for him and love him; however, others are scared of him due to his disability (attitude barrier).

Danh's biggest dream is to be able to go to school like other boys in his village. His parents knew about his dream and tried to enroll him in the local public kindergarten and primary schools. However, he was always refused due to his disability. (attitude barrier).

Danh has a disability that is a combination of all these factors. An impairment or health condition only **DISABLES** Danh depending on the physical and social environment around him.



#### 4. Policies for Disability inclusive Disaster Risk Reduction

##### **Convention on the Rights of Persons with Disabilities (UN/CRPD) (2006)**

Article 11: Situations of risk and humanitarian emergencies

State Parties shall take, in accordance with obligations under international law, including international law and international human rights law, all necessary measures to ensure the protection and safety of people with disabilities in situations of risk, including situations of armed conflict, humanitarian and occurrences of natural disasters.

##### **Incheon Strategy to make the rights real for persons with disabilities in Asia and the Pacific region 2012-2022 (2011)**

Goal 7: Integrate disability perspective into disaster preparedness and management.

Target 7.A

Strengthen disability-inclusive disaster risk reduction planning.

Target 7.B

Strengthen implementation of measures on providing timely and appropriate support to people with disabilities in responding to disasters.

##### **Vietnamese Law on Disaster Prevention and Preparedness (33/2013/QH13)**

Article 3: Explaining vocabularies

4. Vulnerable group includes children, old people, pregnant women, women having children under 12 years, people with disabilities, people having fatal diseases, people living in poor conditions.

Article 15: Community plan for disaster preparedness and prevention; identify contents, suitable measures for preparing and preventing disaster, focusing on vulnerable groups.

##### **Vietnamese Law on People with Disabilities (51/2010/QH12)**

Article 4: Rights and responsibility of people with disabilities

1. People with disabilities are ensured the following rights: Equal participation in social activities.

Article 5: State Policies for people with disabilities

2. Prevention, reduction of in-born disabilities, disabilities caused by accidents, diseases and other dangers that result in disabilities.

7. Encouragement of activities assisting people with disabilities.

## How people with disabilities in the world are affected in disasters

According to news reports, when an earthquake struck California in 1994, a man was turned away from a shelter because the staff could not understand sign language.

It was also reported that after the 2004 Indian Ocean tsunami, there were many examples of people with disabilities who, being unable to escape the waves, drowned. In the Sambodhi Residential Home in Galle, Sri Lanka, only 41 of its 102 residents survived; many of those who

died were unable to leave their beds or failed to react in time to escape.

The death rate of people with disabilities in the 2011 Great East Japan Earthquake and Tsunami was 2 times more than the death rate for the entire population.

After the Haiti Earthquake in January 2010, approximately 200,000 people are expected to live with long-term disabilities as a result of injuries.

*(UNDP news-www.unisdr.org/2013/iddr)*

## How do people with disabilities in Vietnam prepare and respond to disasters?

Situated in the tropical monsoon zone close to the typhoon center of the western pacific, Vietnam is one of the most disaster-prone countries in the Mekong region. Cyclones and the associated heavy rains regularly devastate the lowlands along the 3,200km long coastline. An estimated 59% of its total land area and 71% of its population are vulnerable to cyclones and floods. Over the last 20 years, natural disasters have resulted in the loss of over 13,000 lives.

*(Fiscal Impact of Natural Disaster in Vietnam, GFDRR, January 2011)*

In Vietnam, so far, there has not been any governmental official statistic data showing clearly how people with disabilities have been affected in disasters and how they have contributed in the CBDRM. Fortunately, the pilot project on Dis-Inclusive CBDRM in Quang Nam and the surveys made by MI, as well as by their DPO partners and Swiss Red Cross resulted in the following findings:

### • Early warning:

- No priority of early warning assistance for people with disabilities. (People with disabilities and non-disabled people receive early warning at the same time).

- People with hearing impairment have not been prioritized in the list of early warning assistance.

- No early warning assistance priority list in the village community-based disaster risk management plan.

### • Early evacuation:

- Many people with disabilities evacuate very late or do not evacuate at all for many reasons such as: Not being able to evacuate due to the water rising too fast; no evacuation shelter to go to; no assisting devices and people to help evacuate people with disabilities; feeling uncomfortable and afraid of disturbing people in neighboring houses or evacuation shelters due to their disabilities; not thinking that the water could rise higher than the previous years; feeling afraid of losing their property; etc.

- No proper priority list of evacuation assistance in the village community-based disaster risk management plans to fulfill the needs of people with disabilities.

### • Village disaster preparedness planning process:

- People with disabilities and family members are not members of the village DRM committees.

- People with disabilities and family members have not been actively and meaningfully involved in planning meetings.

*(Malteser International Field Report of Focus Group Discussion with people with disabilities and family*

*members from MI pilot project in 6 communes of Dai Loc, Dien Ban and Duy Xuyen district, Quang Nam province).*

The findings from the survey of "Persons living with disabilities and disaster" for 2013 International Disaster Risk Reduction (IDRR) Day launched by the United Nations International Strategy for Disaster Reduction (UNISDR).<sup>(4)</sup>

• **74%** of people with disabilities have not known or do not know for sure about their community disaster management plan.

• **69%** of people with disabilities have not been involved in decision-making and planning processes for their community disaster management plan.

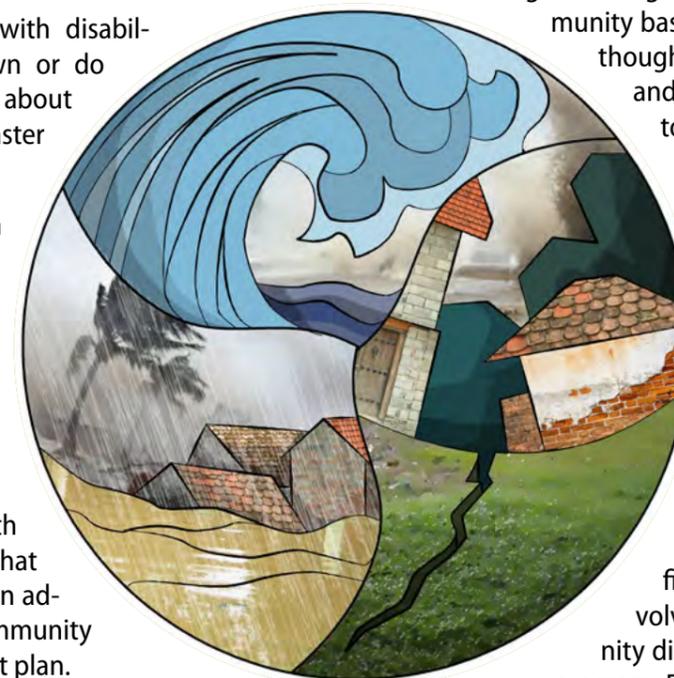
• **31%** of people with disabilities believed that their needs have been addressed in the community disaster management plan.

• **76%** of persons with disabilities have faced difficulties during evacuation.

### • Contribution of people with disabilities:

Mr. Nhung, a person with physical impairment, is a very active member of Dong Phuoc village DRM committee (Dai Loc district, Quang Nam province). He gave early warning for his neighbors when the flood came. "As I am the committee representative of people with disabilities, I am happy to know that I can contribute to my neighbors' safety by providing early evacuation warning to them", Mr. Nhung stated.

Ms. Be, Vice Head of DPO DuyXuyen, is a person with severe physical impairment. Though travel-



ling to training locations is a challenge to her, she managed to come to villages in Duy Thu and Duy Thanh commune by her own tri-cycle motorbike to train people with disabilities and their family members on Disability inclusive Community based Disaster Risk Management. The trainings increased confidence of people with disabilities and helped them to participate effectively in village meetings for developing community based DRM plan. "I once thought that I was useless and could not contribute to society, so I decided to give all my best to my family and only them. However, after receiving the teacher trainer of training course, I can now deliver the trainings to help build my fellow locals who are disabled to be confident and actively involved in their community disaster risk prevention program. From my experience, I

personally think that if people of disabilities are given the chance to participate in social activities just as non-disabled people, their self-esteem would surely increase. They will feel that they are respected and useful in this life. They will live better lives. This is the greatest motivation that enables me to continue to make and give my time in training other people of disabilities," Ms. Be shared.

*(Examples from most significant changes of Malteser pilot project on Disability inclusive CBDRM in Quang Nam province)*

<sup>(4)</sup> The findings are from the survey of persons with disabilities and disaster for the 2013 International Disaster Risk Reduction (IDRR) Day launched by the United Nations International Strategy for Disaster Reduction (UNISDR). The UNISDR's survey was partly contributed by the Disability inclusive Disaster Risk Reduction Network (DiDRRN) in Asia and Pacific ([www.dicrrn.net](http://www.dicrrn.net)). In Vietnam, the Disabled People's Organization (DPO) of Danang, Quang Nam, Hanoi, Hue blind association and Swiss Red Cross conducted the survey with representatives of 733 persons living with disabilities in some areas of the 5 provinces/cities.

## 5. Disability Inclusive Community-Based Disaster Risk Management



**“Disability inclusive Community-Based Disaster Risk Management (DiCBDRM) is a collective effort of all community members to reduce the impact of disasters with particular emphasis on the inclusion of people with disabilities.”<sup>(5)</sup>**

It is advised by the National Disaster Risk Management Center that in order to implement CB-DRM, practitioners should follow the 4 basic stages below<sup>(6)</sup>.



*Note:* See detailed information on disability inclusion in each stage next page

<sup>(5)</sup> Source: Malteser International based on DiDRRN approach. Website: [www.didrrn.net](http://www.didrrn.net)

<sup>(6)</sup> Guideline of implementing Project 1002 of the Ministry of Agriculture and Rural Development

As the CBDRM is implemented with these four stages, it is important to consider disability inclusion in each stage. Following are the basic recommendations for disability inclusion corresponding to the four stages.

### 1. Identification of community and risk assessment

1. Consider the number of people with disabilities as a criterion to select prioritized community for risk assessment besides criteria of disaster prone areas. (People with disabilities should be identified according to their limitations in physical and cognitive functions rather than mere physical impairment). To make sure people with disabilities are appropriately identified according to their functional limitations (see appendix 2 sample questions of Washington group), it is necessary to cross check information from many different sources rather than rely on one source of data. (Especially with local Disabled People's Organizations (DPO), if available).
2. Try to help people with disabilities and village stakeholders to understand the concept of "Inclusion" correctly before starting the Disability inclusive Vulnerability Capacity Assessment (VCA).
3. Conduct VCA for people with disabilities and family members prior to village VCA to ensure effective participation of people with disabilities and family members in mainstreaming village VCA activity.
4. Select strong representatives of people with disabilities to share information, and integrate the VCA results of people with disabilities into the village VCA.
5. Follow steps of conducting Disability inclusive VCA (see chapter 2)
6. Ensure recommendations (see session of tips in chapter 2) in this manual are implemented when training/building capacity for the VCA facilitator is conducted.

### 2. Development of disaster risk reduction plan

1. Ensure recommendations in the manual (in chapter 3) are implemented when training/building capacity for the facilitator of planning meetings is conducted.
2. Follow detailed steps for development of an Inclusive community based disaster risk management plan at village and commune level according to Chapter 3, and 4 of the Disability inclusive CBDRM manual.
3. Assist representatives of people with disabilities in participating effectively in planning meetings at village and commune level until their reasonable needs are included in the Inclusive Disaster risk management plans.
4. Collect opinions of people with disabilities and family members about the evacuation drill that is an important step of testing the suitability and feasibility of the early warning and evacuation mechanism in the Inclusive community based disaster risk management plans, especially people who need special assistance for early warning and evacuation.
5. Revise the village and commune draft of the Inclusive community based disaster risk management plan based on opinions of stakeholders including people with disabilities after testing by several drills.

### 4. Monitoring & evaluation

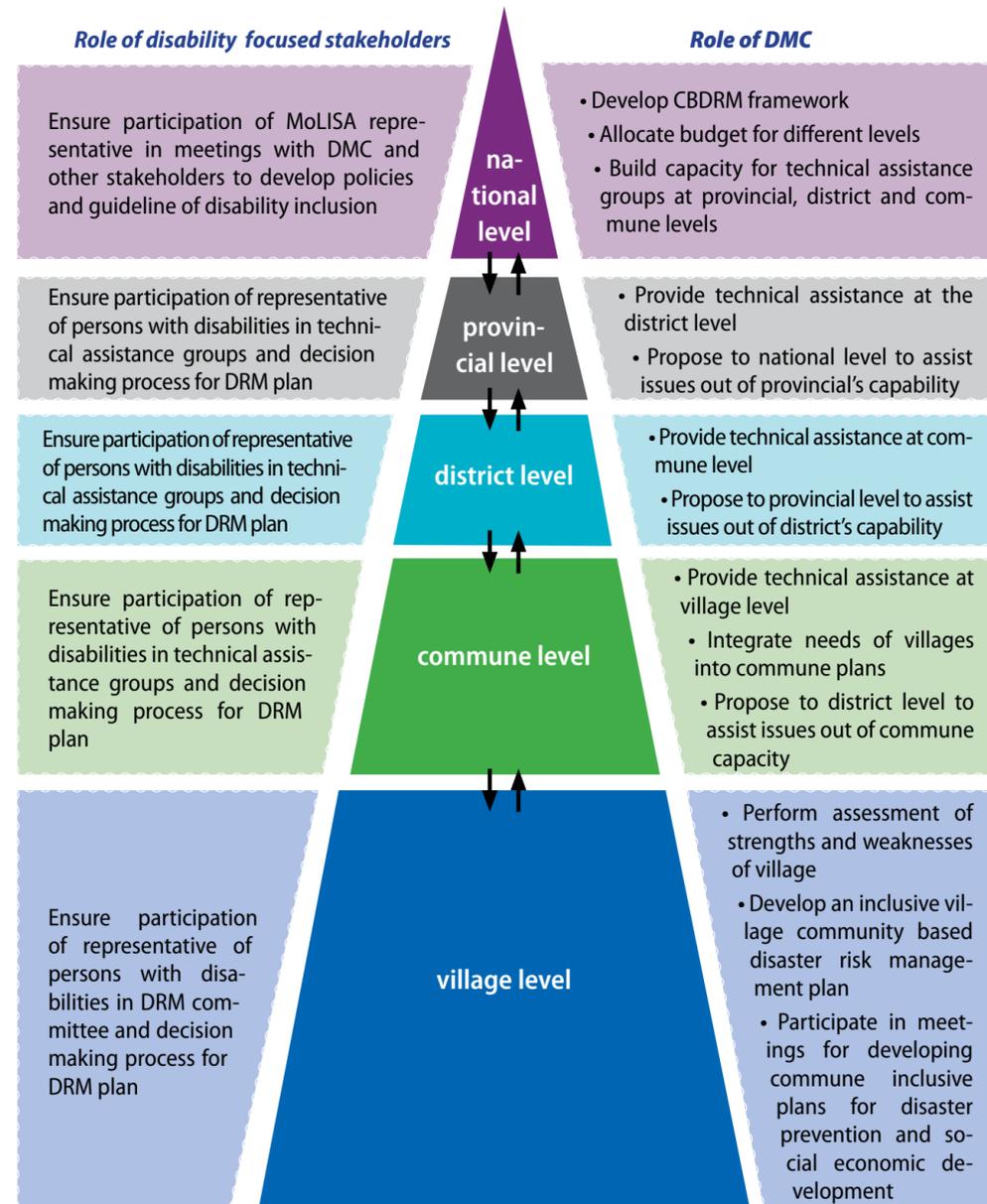
1. Develop an Inclusive Monitoring and Evaluation (M&E) Plan.
2. Set up disability inclusive indicators in the Monitor and Evaluation plan.
3. Conduct the M&E of implementation of the village and commune Inclusive community based disaster risk management plan.
4. Make sure DPO members and representatives of people with disabilities are involved in the M&E process.
5. Collect and store data related to people with disabilities affected by disaster to have lessons learnt.
6. Analyze the data related to disability inclusion at village and commune level and use it for recommendations to relevant decision makers at higher levels for future application.

### 3. Implementation of the plan

1. Establish a mechanism of early warning and evacuation assistance when disaster happens and other disaster risk reduction activities mentioned in the approved village and commune Inclusive community based disaster risk management plan.
2. Ensure participation of DPO members and villagers with disabilities in the relevant activities.

## 6. Roles of stakeholders in National disability inclusive CBDRM program

In order to ensure disability inclusion in the National CBDRM program under Project 1002, it is necessary to develop an operational mechanism with participation of people with disabilities at different levels with different roles.

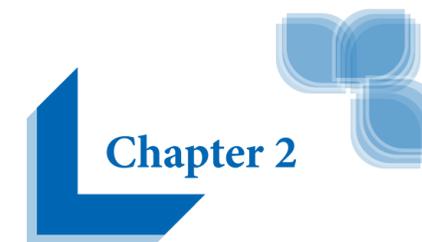
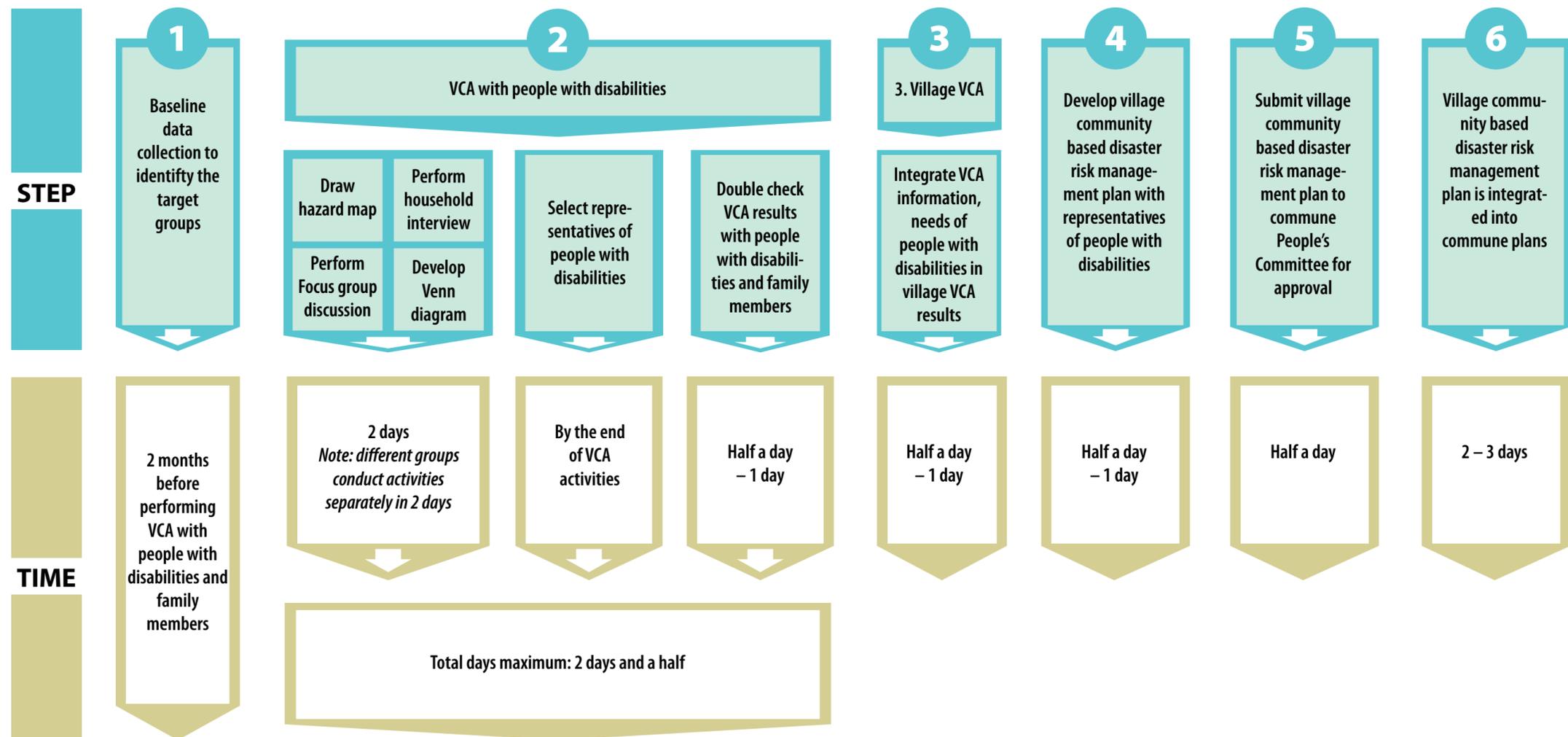


### KEY MESSAGES

- ✔ Empowering and building capability for people with disabilities are needed before they participate in mainstreamed activities in their community.
- ✔ Always considering removing barriers for people with disabilities in community activities to help them participate effectively.
- ✔ Consider care takers as people affected by disability, not only the individuals who have impairments.
- ✔ Considering and implementing disability inclusion at each stage of CBDRM cycle.
- ✔ Implementing disability inclusion at all levels within the CBDRM program framework.



# STEPS OF DISABILITY INCLUSIVE VCA AND DISASTER RISK MANAGEMENT PLANNING



## DISABILITY INCLUSIVE VULNERABILITY AND CAPACITY ASSESSMENT (VCA)

In this chapter, the way to include people with disabilities in VCA will be explained. VCA results of people with disabilities should be included in the village VCA conducted; with other villagers with the representatives of people with disabilities being present. By doing this way, the needs and capabilities of people with disabilities will be appropriately reflected in the village VCA result.

### 1. Concept of disability inclusive VCA<sup>(7)</sup>

A process of collecting and analyzing information provided by community including people with disabilities consists of:

- Dangers that threaten lives, properties and livelihoods of human beings
- Weaknesses of community
- Available strengths of community



(7) Source: Malteser International Vietnam Office, a working definition in the project.

## 2. Baseline data collection before doing VCA with people with disabilities

### 2.1 Why is it necessary to collect baseline data of people with disabilities before conducting VCA?

- To select people with disabilities and family members to participate in different sessions of VCA process appropriately.
- To know what kinds of logistics should be prepared in advance.
- To have a base map of the village to help people with disabilities to draw hazard maps.
- To have overall information on how people with disabilities prepare for disasters in general.

**Without proper baseline data collection, your VCA cannot be successful !!!**

### 2.2 Who provides the baseline data?

- Commune People's Committee
- Members of local Disabled People's Organization (DPO)
- Head or Vice Head of village, Head of sub-villages
- Different village people with disabilities and their family members

### 2.3 Time and steps of implementation of baseline data collection

*Step 1: Read this training manual on how to collect baseline data carefully*

*Step 2: Send questionnaire of the baseline data to commune and village stakeholders to fill in*

*Step 3: Meet the stakeholders including representatives of people with disabilities and their family members to collect and double check*

*Step 4: Analyze information collected and highlight special points for consideration when doing VCA with people with disabilities*

### 2.4 Types of baseline data of people with disabilities that should be collected

The baseline data is collected at commune (People's Committee staff responsible for disaster and disability affairs) and village level (village Head or Vice Head, Head of sub-villages, representatives of people with different disabilities).

- At commune level: overview information of all persons with disabilities in the commune that will assist VCA facilitators in planning VCA performance. Main information to be collected include:

#### General statistics on:

- Number of people with disabilities (male, female, children with disabilities & elderly)
- Number of people with each type of impairment (adult and children)
- Number of people with disabilities enrolled in school
- Total number of people with disabilities living alone
- Number of households having more than one person with disabilities

*(See template in Appendix 1)*

- At village level: detailed information about people with disabilities in each village. With this information, VCA facilitators will be able to select which persons with disabilities should be invited and when to invite them for different VCA meetings. Main contents are mentioned below:

#### 1. Detailed list of people with disabilities with the following information:

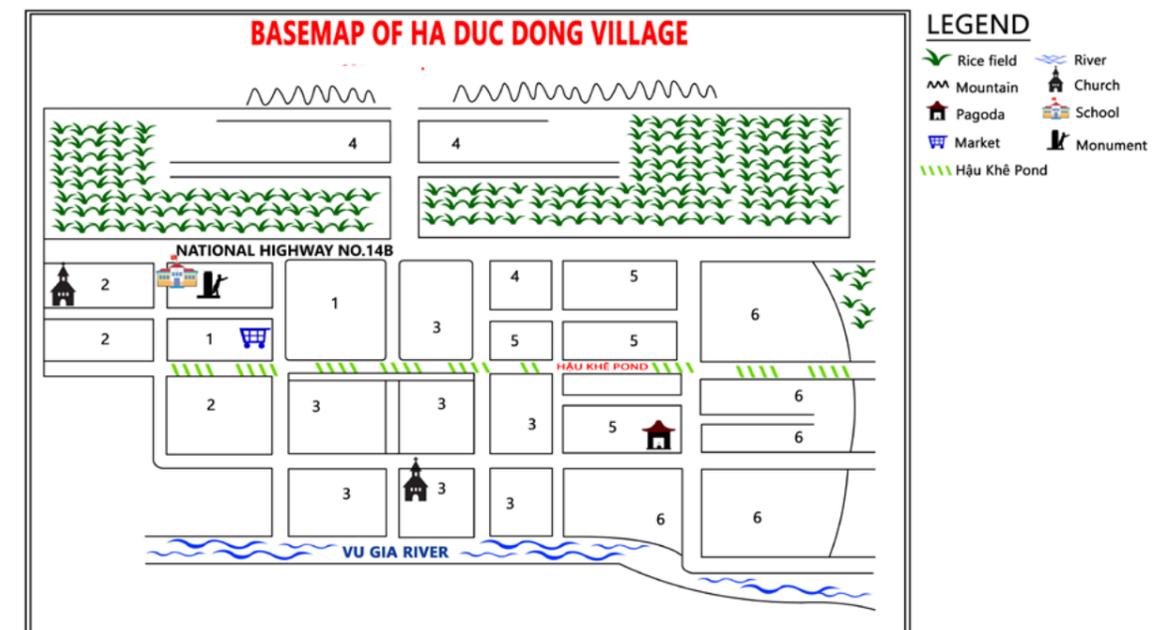
- Name, age, sex (male/ female)
- School enrollment
- Type of impairment
- Living area (number of sub-village, in disaster prone area or not)
- Living conditions
- Care taker's capability to assist during evacuation

#### 2. How people with disabilities received early warning and when? (in the last 5 years)

#### 3. How people with disabilities have evacuated?

#### 4. A base map of the village (see picture below)

*(See template in Appendix 3)*

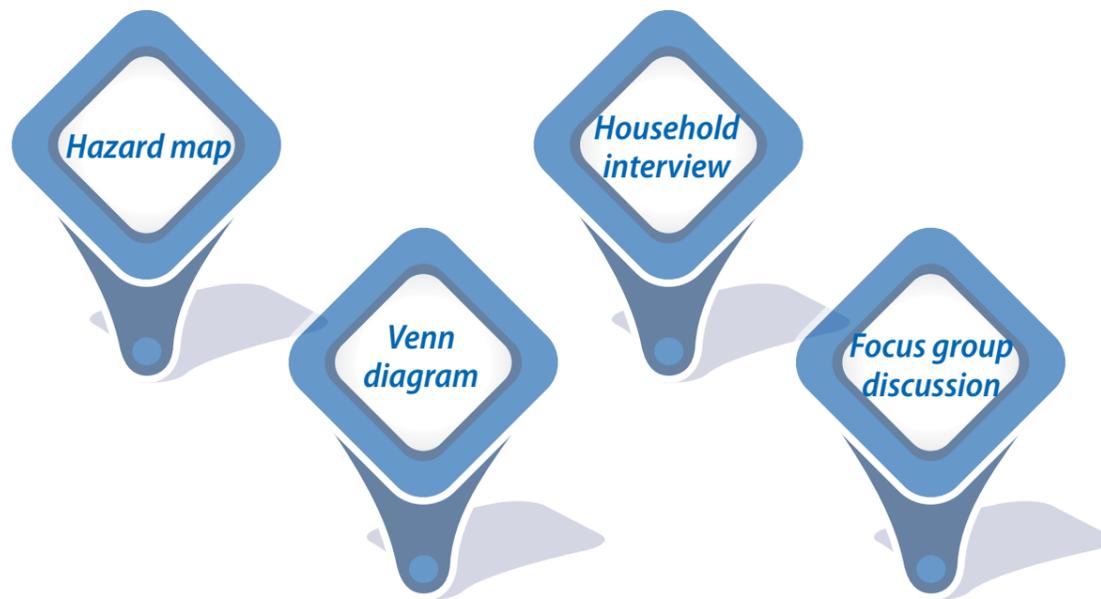


### 3. Performing VCA with people with disabilities

To ensure a disability inclusive VCA process, it is necessary to perform VCA with people with disabilities prior to inviting them to join the village VCA. This additional preparation step is essential in assisting people with disabilities to be more confident and to be able to participate effectively in the VCA process with other villagers in their community (following the rule of inclusion).

#### Diagnostic Instruments to perform VCA with people with disabilities.

There are many diagnostic instruments to perform VCA. However, for people with disabilities, it is recommended to select the following instruments to work:



#### These diagnostic instruments have been selected because:

- They are suitable for collecting information from people with disabilities (after successfully tested by DPO and MI<sup>(8)</sup>).
- They can collect essential information for developing disaster risk management plans.
- They focus on the safety of people with disabilities and other villagers at risks.

As for Venn diagrams (see page 31), if the VCA facilitator has collected the necessary information from the other diagnostic instruments, it is not compulsory to use it.

(8) Through the disability inclusive CBDRM pilot project in Quang Nam and JANI project on development of supplementary tool on disability inclusive CBDRM for National training package

#### 3.1. Hazard map

Hazard Map is the most important instrument in VCA because it can have full participation of the people with disabilities.

However, it is recommended to produce one hazard map especially for people with disabilities before the village hazard map is developed. This is because when people with disabilities draw their hazard map; they can identify in advance the information that helps them feel easy in sharing and integrating their information into the village map.

As for people who draw the hazard map, VCA facilitators should invite all people with disabilities who can participate. With people with serious mental, intellectual, physical impairment and children with disabilities, it is recommended to invite their family members to join.

Through the hazard map, people with disabilities and family members can identify the following information:

- Dangers for people with disabilities which may be not dangers to non-disabled people

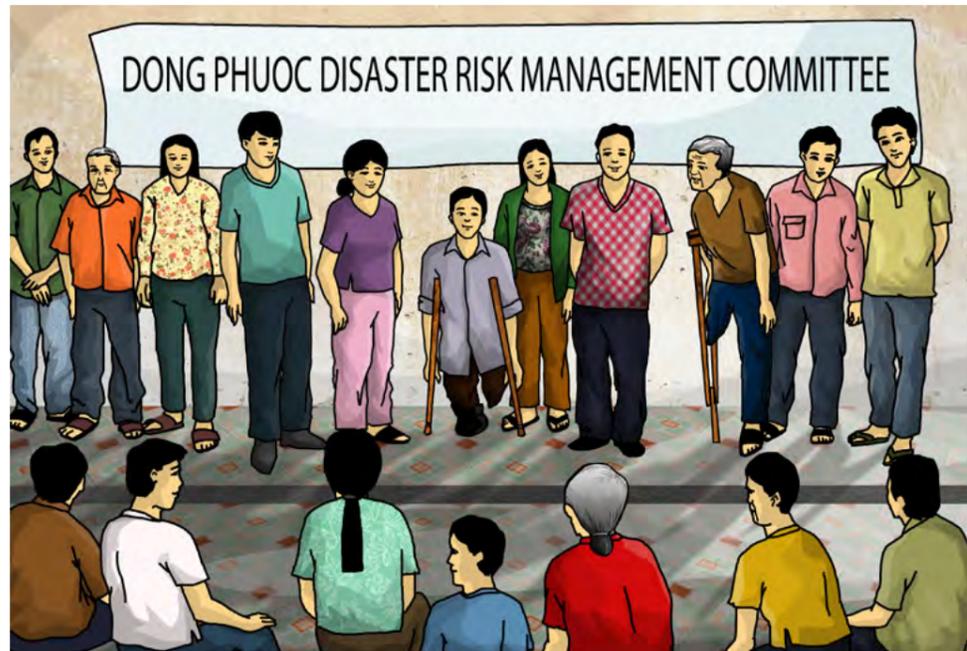
*Example:* Evacuation road has many rocks that make difficulty for people with wheel chair to evacuate.



• Strengths and weaknesses of people with disabilities

*Example:*

- Strengths: some people with disabilities have skills of being in the army before and thus can be members of village disaster management committee.
- Weaknesses: deaf people cannot hear early warning through public loudspeaker



• Households of people with disabilities who require early warning assistance

*Example:* People with hearing impairments cannot hear information from public loudspeakers. Therefore, they need a different kind of assistance for early warning (e.g. pictures, lights).



• Households of people with disabilities who require early evacuation assistance

*Example:* Family has 2 people with serious physical impairment. Therefore, they need special assistance for early evacuation.



• Evacuation routes which are accessible to them.

*Example:* Evacuation routes for people with visual impairment do not have many holes.



### 3.1.1. Steps for facilitating people with disabilities to draw hazard maps

In order to help people with disabilities to draw their hazard map, it is necessary to follow these steps:

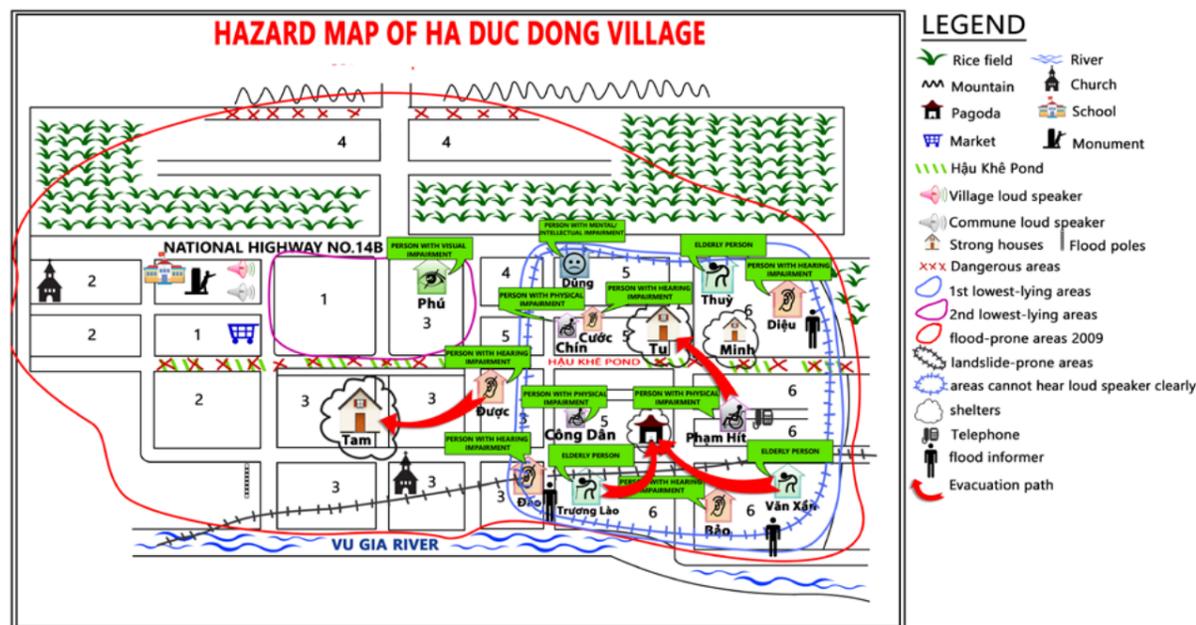
**Step 1:** Explain to people with disabilities and family members the purpose of the hazard map and basic information in the hazard map (with an example of a hazard map from another village).

**Step 2:** Show the base map of their village, received when collecting baseline data, ask people with disabilities and family members to check the information available before filling more detailed information in step 3,4 and 5.

**Step 3:** Guide the persons with disabilities and family members to draw the first group of basic information: rice fields, public loudspeaker or other means of early warning, bridge, small channels, direction flow of river, houses of village stakeholders and rescue team, houses of all persons with disabilities (marked with different symbols representing each kind of difficulty in evacuation).

**Step 4:** Guide the persons with disabilities and family members to draw second group of information: disaster prone area, areas which cannot access public loudspeaker, dangers.

**Step 4:** Guide the persons with disabilities and family members to draw final group of information: Houses of people who need assistance on early warning and evacuation, evacuation shelter, evacuation road, means of assistance.



### Important notes:

See guidance questions in of each step in Appendix 4.

In order to help people with disabilities to draw hazard map, facilitators should:

- Provide assisting materials prepared in advance (see examples in page 42) and show them how to fill in the hazard map.
- Make concept check with them about the information to be drawn before they start.

After people with disabilities and their family members finish drawing their hazard map, the facilitators should assist them in listing their needs in terms of early warning and evacuation assistance, which is already mentioned in the hazard map (see example below).

### Priority list of early warning - Ha Duc Dong village

No.	Name	Sub-village	Reason	Method	Persons in charge
1st evacuation: receiving flood information from commune, heavy rain and water yet reach the fields					
1	Dao	3	Low hearing capacity, in landslide-prone area and cannot hear loudspeaker	Directly to the house	Tinh (5 minutes)
1	Bao	6	Low hearing capacity, in landslide-prone area and cannot hear loudspeaker	Directly to the house	Chin (5 minutes)
2	Truong Lao Van Xan	6	Elderly persons with difficulty in mobilization, in landslide-prone area and cannot hear loudspeaker	Directly to the house	Truoc (5 minutes) Hai (5 minutes)
3	Cuoc Chin	5	Household with 2 hearing & physical PwDs, and difficulty in mobilization	Directly to the house	Duc (2 minutes)
4	Dung Cong Dan	5	Mental & physical impairment, cannot hear loudspeaker and in low-lying area	Directly to the house	Duc, Hoa (5 minutes)
4	Dieu	6	Low hearing capacity and cannot hear loudspeaker	Directly to the house	Tien (15 minutes)
5	Thuy	6	Elderly, difficulty in mobilization and cannot hear loudspeaker. Far from loudspeaker	Directly to the house	Tu (5 minutes)
5	Pham Hit	6	Physical impairment, in low area and cannot hear loudspeaker	Telephone	Truoc (2 minutes)
2nd evacuation: water begins to spill in DT 609 highway in sub-group 2 + 3, rising quite fast and likely to reach 2009 recorded level					
1	Phu	3	Visual impairment, in low-lying area and cannot hear loudspeaker clearly	Telephone	Duc (2 minutes)
3rd evacuation: water begins to reach roads in sub-group 4,5 (including sub-village 5, 6, 7), rising quite fast and likely to reach 2009 recorded level					
1	Duoc	3	Hearing impairment, cannot hear loudspeaker, and in low-lying area	Directly to the house	Hoa (10 minutes)

### Priority list of evacuation – Ha Duc Dong village

No.	Name	Sub-village	Reason	Method	Evacuation Shelter	Persons in charge
1st evacuation: receiving flood information from commune, heavy rain and water yet reach the fields						
1	 Truong Lao Van Xan	6	Elderly, difficulty in mobilization, in landslide-prone area	Carry by motorbike	Pagoda	Truoc (10 minutes) Hai (10 minutes)
1	 Pham Hit	6	Physical impairment, difficulty in mobilization, unstable house	Monitor or carry on wheelchair	At Tu's	Toi, Kiem (5 minutes)
3rd evacuation: water begins to reach roads in sub-group 4,5 (including sub-village 5, 6, 7), rising quite fast and likely to reach 2009 recorded level						
1	 Duoc	3	Hearing impairment, being wholly paralyzed and in low-lying area	Taking by hammock	At Tam's	Hoai (5 minutes)

#### 3.1.2. Special tips for mobilizing participation of different groups of people of disabilities

Hazard map is the tool that can have full participation of people with disabilities. During the process of facilitation where participants are drawing a hazard map, facilitators should be aware that different groups of people with disabilities require different assistance in order to maximize their participation.

Groups of disabilities are divided into four groups as follows: people with physical impairment; people with visual impairment, people with hearing impairment and children with disabilities.

#### For people with physical impairment

People with physical impairment can directly draw a hazard map. However, facilitators should help them remove physical barriers by:

- Selecting accessible place for meeting.
- Asking assistants to assist people with wheel chair to get inside meeting room if the room is not accessible.
- Arranging suitable seating for people with wheel chair in the meeting room.

#### For people with visual impairment

People with visual impairment cannot directly draw a hazard map; however they can provide important information about themselves to be included in the map if facilitators mobilize their involvement by:

- Explaining the importance of the hazard map for their own preparedness.
- Explaining the tentative participatory method and confirm with her/him the way he/she wants to be involved.
- Describing the process of drawing so that they can follow and participate.
- Encouraging her/him to share information, opinions during the process of drawing.

#### For people with hearing impairment

The hazard map is the tool that facilitators can mobilize their participation. However, facilitators should remember:

- Spending some time with them to get agreement on signs/gestures and check their capability in reading and writing.
- Using big size/simple pictures and visualized materials as much as possible.
- Using short and simple questions to ask (for those who can read).
- Should not invite more than 7 people in the meeting (as they need more individual attention).

#### For people with intellectual and mental impairment

With this group of people with disabilities, facilitators should take into account the following points:

- Using assisting symbols and pictures as many as possible.
- Trying to collect information from people with disabilities first. If it is not possible, ask their family members.

#### For children with disabilities

Same with adults, in order to assist children with disabilities to participate effectively in the hazard map session, facilitators should take into account the following points:

- Should invite children with disabilities above 10 years old who agree to participate, their parents and/or teachers. However, do not let parents and teachers decide for the children.
- Using simple questions to ask and help them to draw.
- Inviting no more than 10 children at a time.

#### 3.2. Household interview

After hazard map of people with disabilities is finished, VCA facilitators should go to selected houses of people with disabilities to do household interview. This household interview is important because the facilitator can learn about:

- A family's capability to assist person/people with disabilities for the evacuation. (this will help to include appropriate people in the priority list of early evacuation later).
- Whether a person with disability really cannot attend the meeting or it is just perception of the family
- The level of support provided by the community and local authority

List of households for interview including people with the following factors:

- People with disabilities who are unable to come to the meeting with other people
- People who live in disaster prone sub-village (based on the hazard map)

### Special tips for household interview

- Should directly talk to people with disabilities as much as you can. (Don't let family members interrupt the interview).
- If a person with disabilities cannot be interviewed directly, talk to the closest care-taker (not the head of household, or health workers).

(See guidance questions in Appendix 5)



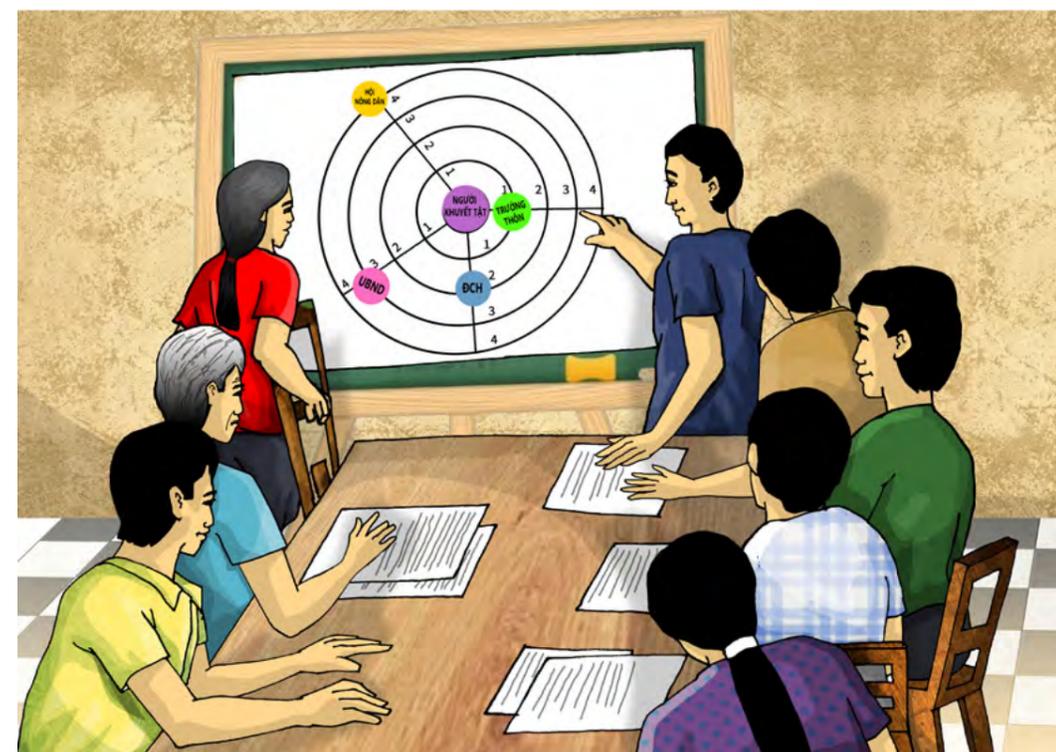
### 3.3. Venn diagram

After hazard mapping, the VCA facilitator can assist people with disabilities to develop a Venn Diagram. This is an instrument used to double check the information already collected by other diagnostic instruments or to collect more information on social interaction and its strength of organizations, individuals and groups in a community who have assisted people with disabilities in disasters.

People participating in Venn Diagram session should include people with visual impairment; people with physical impairment; family members of people with hearing impairment, children with disabilities, and people with serious mental and physical impairment. Based on our experience, people with hearing impairment have difficulty in participating in this session as information on social interaction is an abstract subject. Our DPO partners of people with hearing impairment recommended that Venn diagram session is not necessary within VCA with people with hearing impairment.

### Special tips for Venn diagram

- Help people with disabilities to be familiar with symbols used in the Venn diagram before discussing main content.
- Be clear on the information you would like to collect and explain to the participants.
- Do not use abstract questions.
- To collect information easily, guide people with disabilities and family members to evaluate level of assistance of organizations, individuals and groups (towards them) by ranking from 1-5 (1 is least and 5 is most help). Ask reasons 'why' for checking their evaluation.



### 3.4. Focus group discussion (FGD)

After hazard mapping, it is necessary to perform FGD with people with disabilities and family members to collect deeper information related to social strengths and weaknesses of the community. Based on the information collected from Venn diagram, you will be able to identify what information you should collect more from people with disabilities and family members. Think of questions to collect that information in focus group discussion.

People with visual and physical impairment and family members of children with disabilities, serious mental and physical impairments can conduct FGD together. People with hearing impairments should hold a separate FGD.

### Special tips for Focus group discussion

- Be clear about the most important questions you want to ask.
- Maximum three focused questions and no longer than 90 min (otherwise the discussion is not focused anymore).
- Always have a facilitator and a separate note-taker so that facilitator can focus on listening.
- Ask people with disabilities before asking their family members.
- Ask short and simple questions. Ask one question at a time.
- Check people with disabilities whether they understand the questions before answering.



### 4. Selection of representatives of people with disabilities in the village

By the end of the VCA, people with disabilities and family members will select their representatives to join village DRM committee to finalize their village plan.

When selecting the representatives of people with disabilities, it is necessary to choose:

- People with different types of disabilities (especially those who need assistance for evacuation)
- Family members of children with disabilities
- Those who are able to clearly present results of the VCA of people with disabilities, answer questions related to their hazard map, and priority lists of early warning and evacuation assistance
- Family members if there are no suitable candidates from people with disabilities themselves.

**Note:** The selection should also consider different needs between men, women and age.

### 5. Double check VCA results of people with disabilities

After finishing VCA with people with disabilities and family members, the VCA facilitators will organize a meeting to discuss the summarized information of the VCA results with the representatives selected based on the above-mentioned process. This meeting will enable the VCA facilitators and the representatives to prepare for the presentation to other villagers in the village VCA meetings.

### 6. Integration of information, needs and capacity of people with disabilities in the village VCA

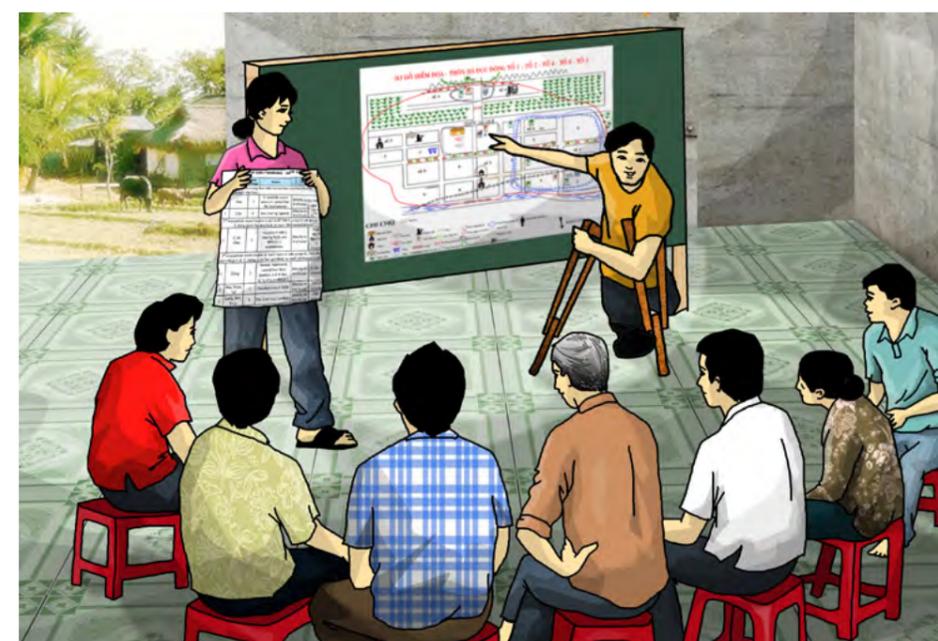
After the VCA from people of disabilities' point of view, the representatives attending village VCA meetings need to integrate their information with the village VCA information. The integration happens through the following steps:

Representatives of people with disabilities present their hazard map and 2 priority lists of early warning and evacuation assistance in the beginning of the village VCA meeting.

Representatives of people with disabilities answer questions raised by other villagers (if any).

All members agree with the information of persons with disabilities to be integrated with the village VCA information.

All members draw a whole village hazard map and make a village priority list of early warning and evacuation assistance including information of people with disabilities.



## 7. Essential recommendations for VCA performance with people with disabilities

### 7.1 Logistic preparations to ensure disability accessibility

Logistic preparation is very important for working with people with disabilities. If the logistic preparation is not well done, it will affect effective participation of people with disabilities. Below are several important recommendations.

#### For people with disabilities who have difficulty in communication and understanding

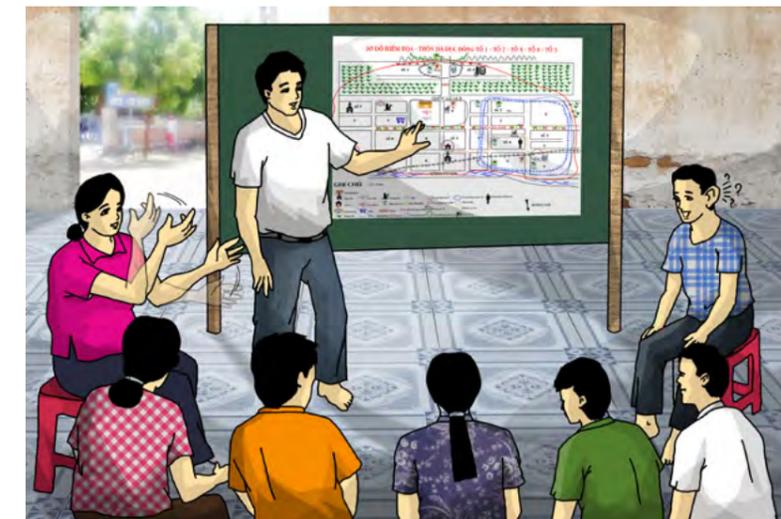
1. Prepare big sized pictures and other visual materials to clearly illustrate the questions.



2. Invite family members to assist or represent people who need close assistance for their understanding or cannot attend the meeting.

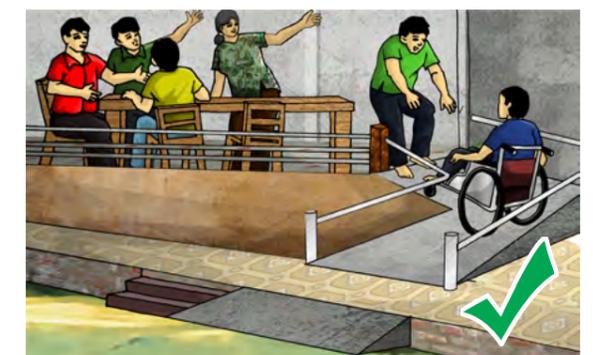


3. Invite a sign language interpreter (if people with hearing impairment can understand sign language) to assist whenever necessary.



#### For people having difficulties in mobilization

1. Select accessible venues or assisting people with physical impairments to get into the meeting rooms.



2. Preparing appropriate seating arrangement for all types of impairment (especially people with wheelchairs)



For people having visual impairment

1. Prepare people to narrate to them when necessary



2. Write big sized letters for low vision people in visualized presentations



7.2 Supplemental resources for people with disabilities

To help people with disabilities to participate more easily in developing a hazard map, facilitators should prepare several supporting visual materials, and help them to use those resources during the process of drawing the map.

For example: Symbols of people with disabilities with their difficulties

<p><b>People who have difficulties in accessing information</b></p>	<p>Including people with hearing impairment , visual impairment , mental and intellectual impairment .</p> <p>These people need particular assistance such as early warning assistance by door to door warning.</p>
<p><b>People who have difficulties in mobilization</b></p>	<p>Including people with physical impairment , elderly people , people who are sick in bed .</p> <p>These people need evacuation assistance when they evacuate.</p>
<p><b>People who have difficulties in decision making</b></p>	<p>Including people with intellectual and mental impairment  or elderly people  who have less understanding in their circumstances and situations.</p> <p>These people also require both early warning assistance and early evacuation assistance.</p>

These symbols help to identify people who need particular assistance for early warning and evacuation within a hazard map.

The use of such visual symbols clearly shows on a hazard map which household needs particular assistance. Such visually categorized hazard map will help people to produce a village DRM plan, such as early warning assistance and evacuation assistance easily later on.

Symbols of school, bullhorns, etc:



Such symbols also help people with disabilities to identify and understand the hazard map easily. This is also helpful for other villagers as well as children.

### 7.3 How to ensure effective participation of people with disabilities in the VCA?

In order to ensure effective participation of people with disabilities in VCA, people with disabilities and VCA facilitators should follow certain guidelines:

#### For people with disabilities

- Come to the VCA meeting on time when receiving the invitation.
- Raise difficulties and needs in disaster situations and try to protect reasonable ideas.
- Share related experience and discuss with other villagers to make final decisions for all.



#### For VCA facilitators

- Invite and assist people with disabilities to be able to come to a meeting place.
- Listen to opinions of people with disabilities and family members carefully.
- Discuss with participants and accept reasonable request of persons with disabilities.
- Talk with a sign interpreter before starting so that the interpreters understand the context of the meetings.



#### 7.3.1 Inclusive facilitation skills

To enable people with disabilities to participate actively and effectively, facilitators are recommended to obtain the following skills for mobilizing participation:



#### Appropriate seating arrangement

- Always invite people with low vision and hard hearing to sit near the facilitator.
- Arrange suitable seats for family members (next to people with disabilities) and sign interpreters (opposite of deaf people is the best).



#### Participant management

- Encourage silent people to speak by calling their names or asking direct questions.
- Calm down dominant people (especially some village stakeholders who talk a lot and do not respect opinions of people with disabilities seriously).



#### Concept check

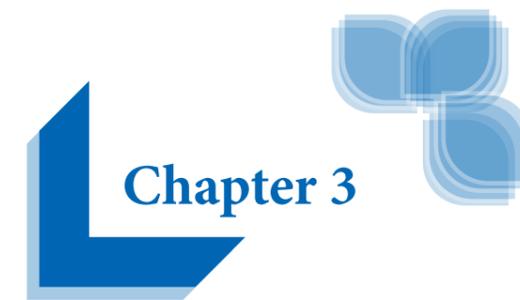
- Never use “yes” or “no” questions to check their understanding, because it does not mean they understood.
- Make the participants repeat information which you asked about.
- Check if people with disabilities can see and hear properly and regularly during the meetings.
- With people with hearing impairment or intellectually challenged people, use pictures to check their understanding.

#### KEY MESSAGES

- ✔ Always try to find the simple method to work with people with disabilities.
- ✔ Remember to have visualized materials when working with people with disabilities, particularly with people with hearing, speaking and intellectual impairment.
- ✔ Try to help people with disabilities and village stakeholders to understand correctly the concept of ‘inclusion’ before starting to work with them.
- ✔ Plan more time to work with people with disabilities, as Disability inclusive VCA needs more time to be comprehensive.
- ✔ Prepare additional resources (example: human and financial resources) when performing Disability inclusive VCA and integrating the needs of people with disabilities as they might require additional support to fill the gap such as sign interpreters or accessible transport to come to the meetings.

Have you?

- Read this manual on Disability Inclusive VCA before implementing VCA?
- Planned collection of baseline data with steps for disability inclusion?
- Created suitable disability inclusive baseline data collection forms?
- Sent letters to different stakeholders including plans of baseline data collection and all relevant forms?
- Talked with different stakeholders, including people with disabilities to check that the baseline data was reasonable?
- Made sure all baseline data needed was available to serve the disability inclusive VCA?
- Analyzed and highlighted the baseline data to prepare for VCA with people with disabilities?
- Planned the VCA schedule and informed relevant stakeholders?
- Prepared suitable stationery, assisting materials and devices for the VCA with people with disabilities?
- Made a list of people with disabilities and family members for different VCA meetings and sent to village stakeholders?
- Confirmed the participation of people with disabilities and family members?
- Checked the accessible venue for the meetings?
- Invited sign interpreter, if needed?



## THE IMPORTANCE OF THE INCLUSIVE VILLAGE COMMUNITY BASED DISASTER RISK MANAGEMENT PLAN

### 1. Importance of the development of a village community based disaster risk management plan

When disaster strikes, villages will respond based on village disaster risk management plans that have been developed in accordance with the requirements of commune People’s Committees. Therefore, the village community based disaster risk management plan is really important. If it is well developed with effective participation of all villagers and checked through regular drills, its efficiency should be higher and can enable the community to minimize risks caused by disaster.

This is also one of the main specific objectives of the Project 1002 approved by the Prime Minister: “All villages and communes in disaster prone areas are able to develop a plan for disaster prevention.”

#### Benefits of a village plan for disaster risk reduction

“The communal People’s committee (PC) and the steering committee for flood and storm control (SCFSC) pay much attention to the flood prevention and rescue of people in case of disaster. However, due to limited budget, we face many difficulties in assisting all villages in our commune to act when disaster happens. To be active in responding to disaster, each village should develop its specific inclusive community based disaster risk management plan. This plan will help to reduce risks that can be caused by disaster. Therefore, it will help villagers feel safe in the flood and storm season”.

*Vice Head of Dien Minh SCFSC, Dien Ban district, Quang Nam province*

“Earlier, without the village inclusive community based disaster risk management plan, when disaster happened, our DRM committee members did not know exactly which tasks should be done. Villagers, then, just found their own way to save their lives. People who need special assistance to evacuate called their neighbors to help. However, if the water rises fast at night time, the neighbors could not come to assist. It is very risky for their lives.

Now, with a village detailed inclusive community based disaster risk management plan we know who and when to give early warning and evacuation assistance. Therefore, the plan helps to reduce the number of victims.

*Representatives of Tan Son village DRM committee, Dai Lanh commune, Dai Loc district*

## 2. Steps of developing an inclusive village community based disaster risk management plan

The village disaster risk management plan is for all villagers in the community. Therefore it should fulfill the needs for all, including people with disabilities. In order to make such an inclusive community based disaster risk management plan, the Ministry of Agriculture and Rural Development suggests practitioners to follow the following principles<sup>(9)</sup>:

- Ensure that the plan is developed based on the results of village VCA. It should be realistic and suitable to the real situation of the community
- Ensure democracy with wide participation of the community, especially giving priority to vulnerable groups
- Plans should be specific, revised and updated over the year

Based on those principles, a recommended process for making disability inclusive community based disaster risk management plan has been developed as follows:

*Step 1: Analyze village VCA results collected (including information of people with disabilities).*

*Step 2: Develop draft village inclusive community based disaster risk management plan based on the village VCA results (by the village DRM committee including representatives of people with disabilities).*

*Step 3: Organize village meeting to present the draft plan to all villagers and collect their comments. Complete the plan based on the villagers' comments if they are reasonable.*

*Step 4: Organize village evacuation drill and evaluation of the drills by members of the village DRM committee; rescue team; commune SCFSC and technical assistance groups and all villagers including people with disabilities. The opinions of villagers, especially with people who need assistance on early warning and evacuation is important for revising the plan.*

*Step 5: Revise (if needed) and complete the plan based on results of the evaluation and submit to commune People's Committee for approval. Share the approved plan to villagers.*

<sup>(9)</sup> Guideline on implementation of the Project 1002 "Community raising awareness and Community based Disaster Risk Management" issued by the Ministry of Agriculture and Rural Development

## 3. Contents of inclusive village community based disaster risk management plan

3.1. The structure of the village inclusive community based disaster risk management plan is developed as follows:

1. Overview of data regarding disasters in the village
2. Summary of VCA information
3. Operational diagram of a village DRM committee
4. Overview of the village early warning and evacuation procedures
5. Detailed procedures of sub village early warning and evacuation
6. Priority list of early warning and evacuation
7. List of villagers in disaster prone areas who need to evacuate (by themselves)
8. Short, mid and long term plan for risk management

For saving lives of villagers

For disaster reducing risk in the future

### 3.2. Detailed contents of the plan

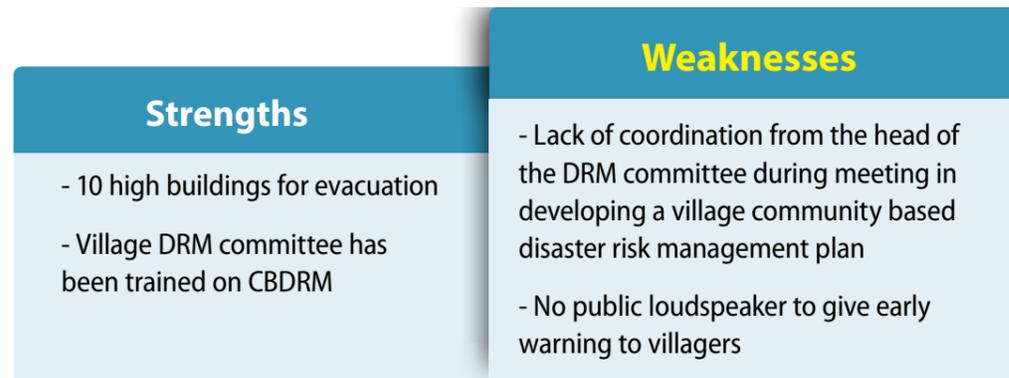
#### 3.2.1. Overview of natural disasters in the village

The overall information of natural disasters in the village is described by the following data:

No.	Type of natural disaster	Frequency of happening	Time of natural disasters (based on past experience)	Areas usually affected by disaster	Damage of the last five years
1	Flood	2 times/year	September	Sub-village 2, 4, 5	<u>Properties:</u> 50 tons of rice and corn were soaked; 122 pigs were swept away <u>Human beings:</u> 36 villagers were injured when relocating their furniture
2	Storm	1-2 times/year (depends on the year)	August, September	All village	<u>Properties:</u> 721 houses' roofs were blown away, 235 houses collapsed <u>Human beings:</u> 4 people died

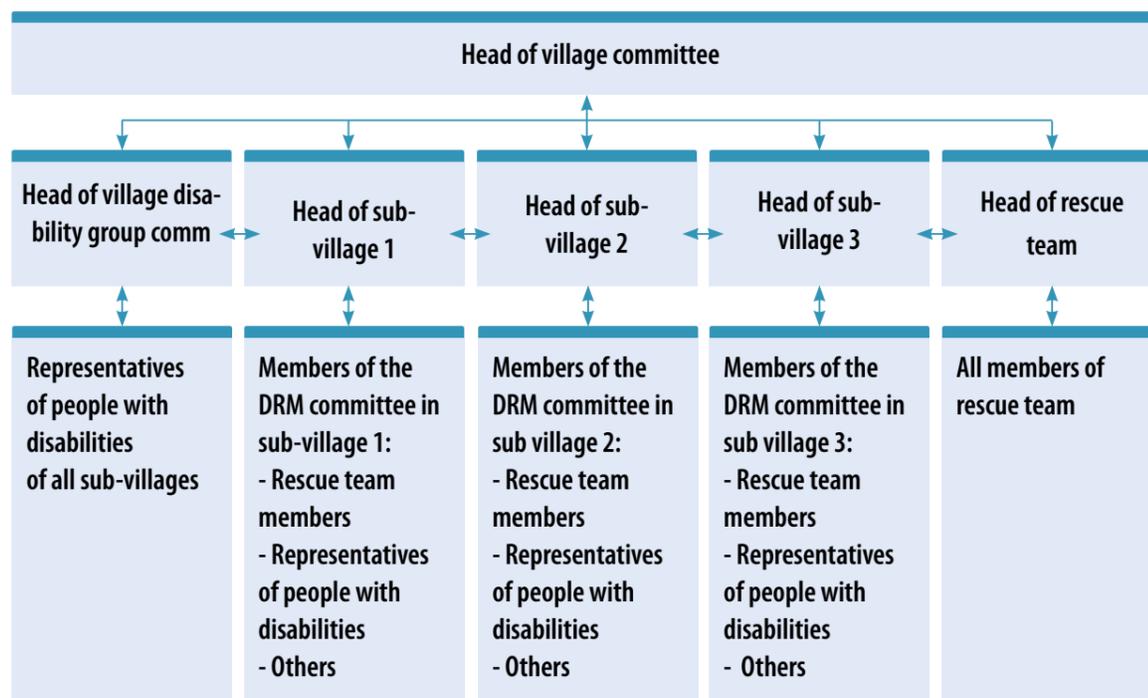
### 3.2.2. Summary of data regarding village VCA

A summary of VCA results is shown to help commune SCFSC to understand capabilities and weaknesses of the village and how it will be linked to the measures of implementation in following sessions. The following is an example.



### 3.2.3. Operational diagram of village DRM committee

The operational diagram will show how members of village DRM committee collaborate with each other in Community-Based Disaster Risk Management (CBDRM). Following is the template of how the operational diagram of one DRM committee can be presented.



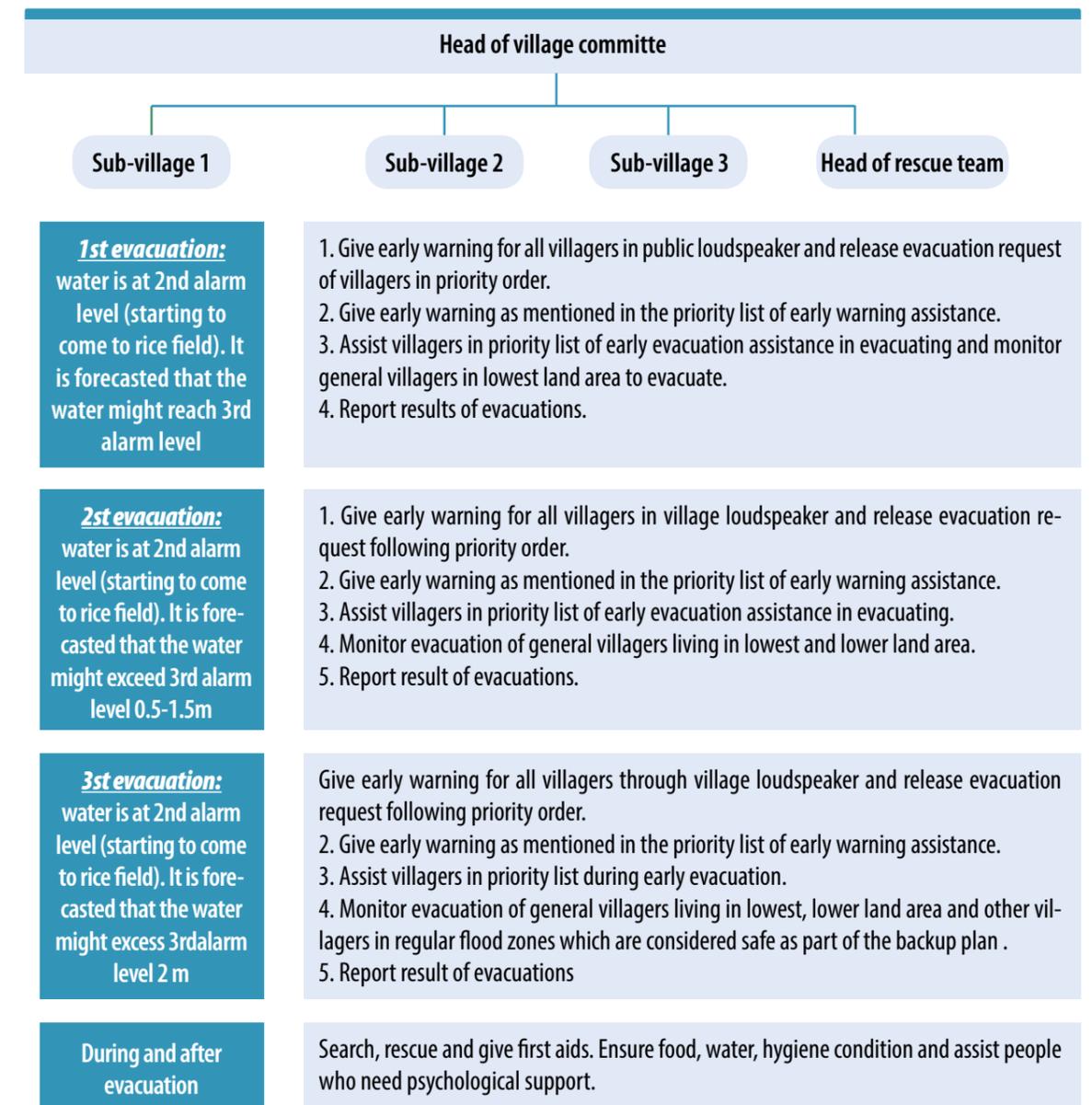
**Note:** The head of disability group is responsible for helping representatives of people with disabilities of each sub-village to persuade other community group members to include needs of all persons with disabilities in their sub-village in village DRM plan. This is a very important role for disability inclusive CBDRM. Therefore, this role should be taken by someone (desirably person with disability or a family member) who has a strong leadership and commitment for the inclusion of people with disabilities.

### 3.2.4. Procedures for village early warning and evacuation

This procedure framework will enable the village DRM committee to know exactly how to give early warning and organize evacuation for people who need assistance to evacuate and other general villagers in different situations.

Looking at this framework, the head of the village DRM committee and its members will know how many steps of evacuation there are and the target villagers who need evacuation when disaster happens.

Below is an example of how this framework can be organized at the village level.



**Note:** Households who live in 'lowest', 'lower' and 'other areas' should be marked clearly in the hazard map. Therefore everyone in the village should know which level of warning they should act upon at the time of early warning.

### 3.2.5 Detailed schema of early warning and early evacuation per sub-village

This detailed schema of early warning and early evacuation assistance enables each sub-village's DRM committee members to know how to organize, step by step, early warning and evacuation in their area. Below is an example.

#### Sub-village 1

Steps of implementation	Person in charge	Time of implementation	Duration (minutes)	Venue of implementation	Phone number
1. Ask members to give early warning to villagers in priority list and organize evacuation following priority order	Vinh	Right after receiving order from the head of community group	3 minutes	Personal house	Vinh: 0913452253
2. Give early warning and evacuation assistance for villagers in priority lists	Thanh, Dung	Right after receiving order from the head of sub-village 1	15 minutes	Houses of people in priority list of early warning and evacuation assistance	Thanh: 0925550202 Dung: 01268165379
3. Report to Head of sub-village 1 on the evacuation of people in the priority list	Thanh, Dung	Right after finishing evacuation	2 minutes	Evacuation shelter	Thanh: 0925550202 Dung: 01268165379
4. Monitor general villagers in low land areas to evacuate	Than, Tuan, Hoa	Right after receiving order from head of sub-village 1	7 minutes	Houses of villagers in low land area	Than: 0913515151 Tuan: 0913234501 Hoa: 0905152207
5. Report to Head of sub-village 1 on the evacuation of general villagers	Than, Tuan, Hoa	Right after all villagers are evacuated	2 minutes	Evacuation shelters	Than: 0913515151 Tuan: 0913234501 Hoa: 0905152207
6. Monitor villagers in back up plan to evacuate	Thuan, Tien, Sau	Right after receiving order from head of sub-village 1	15 minutes	Houses of villagers in back up plan	Thuan: 0903456511 Tien: 0903444214 Sau: 0903652261
7. Report to Head of sub-village 1 the evacuation of villagers in back up plan	Thuan, Tien, Sau	After finishing evacuation	2 minutes	Evacuation shelter	Thuan: 0903456511 Tien: 0903444214 Sau: 0903652261
8. Search, rescue and give first aids. Check food, water, hygiene condition and assist people who need psychological support.	Hung, Binh, Le, Ba	After receiving order from head of sub-village 1	Work until finish	Sub village 1	Hung: 0913553421 Binh: 0905212243 Le: 0905238975 Ba: 0913675455

### 3.2.6 Village priority list of early warning and evacuation

#### Village priority list of early warning assistance (step 2 mentioned in section 3.2.5)

This priority list of early warning enables a village DRM committee to know which villagers should be given special assistance on early warning to make sure all villagers can access the early warnings on

time and in a suitable way. The list of early warning assistance made by people with disabilities is integrated into this village list. Below is an example.

No	Name	Sub village	Reasons for assistance	Way of assistance	Person in charge and duration of assistance
1	Bui Thi Toi 	3	Elderly, cannot hear very well, live in low land area and far away from public loudspeaker	Come to house directly to give early warning	Hung (7 minutes)
2	Nguyen Thi Het 	1	Person with intellectual impairment, live in low land area and far away from public loudspeaker. Family is often away during the day.	Come to house directly to give early warning (for family member)	Tung (5 minutes)

#### Village priority list of early evacuation assistance (step 2 mentioned in section 3.2.5)

This priority list of early evacuation assistance enables a village DRM committee to know who should be given special assistance on evacuation to make sure those vulnerable villagers can evacuate early and safely. The list of early evacuation assistance made by people with disabilities is integrated into this village list. Below is an example.

No	Name	Sub-village	Reasons for assistance	Way of assistance	Venue	Person in charge and duration of evacuation
1	Le Thi Hoa 	1	Seriously sick, cannot move on her own	Carry by motorbike or stretcher by two people	Minh's house (neighbor house very nearby)	Thanh, Dung and family member (8 minutes)
2	Nguyen Thi Thuan 	2	Person with physical impairment cannot move by herself.	Carry on rescue team member's back. Family to carry the wheelchair	Second floor of Thuan's house	Tuan, Sinh (3 minutes)

#### List of villagers living in a high risk area and should evacuate (without assistance) (step 4 as mentioned in section 3.2.5)

This list enables a village DRM committee to know how many villagers (including their names) in low land area in each sub-village could evacuate without assistance. By utilizing this list, the DRM committee can find suitable evacuation shelters for their villagers and prepare for that before disaster comes. Below is an example.

Total	Name	Evacuation point	Monitoring person
15 households	Hung, Diep, Tuan, Trung, Bui, Ngoc, Nho, Phao, Toi, Ba, Hung, Khoi, Quy, Hai, Va	Dong Phuoc Pagoda	Hai, Hoa, Linh
5 households	Thuc, Sinh, Viet, Tuan, Hoa	Village Community House	Phuong

● List of villagers living in area that can evacuate (backup plan if necessary) (step 6 as mentioned in section 3.2.5)

A backup plan is used when floodwater is much higher than the previous years and people living in highland areas can also be affected. Therefore, this list includes households living in highland areas and might need evacuation. With this plan, the DRM committee can also prepare, in the worst case scenario, for those villagers to evacuate. Below is an example.

Total	Name of household	Evacuation shelter	Person in charge
<i>Sub village 3</i>			
7 households	Buoi, Hoa, Hung, Tin, Nhan, Hue, Tung	Commune People's Committee	Tuyet, Son
10 households	Nhan, Tu, Nhung, Nhan, Trinh, Su, Mo, Quang, Thuc, Lai	Village Pagoda	Tuan, Khoi

### 3.2.7 Short, Mid and Long term Action Plan for risk mitigation

The plan for risk management will include:

- Short-term actions: immediate actions that are normally implemented on day to day or a weekly basis.
- Medium-term actions: actions that are normally implemented from a year to five years.
- Long-term actions: actions that required a long duration of time to implement (beyond 5 years).

*Below are examples:*

No. Item	Dangers	Solutions	Implementing Person	Time of implementation	Funding source
1 Short Term	Drainage system is filled with rubbish	- Clean the system	Villagers	Before rainy season	0
2 Mid Term	Road to village evacuation shelter is broken	- Ask support from commune PC - Rebuild the road	Head of village DRM committee Villagers	- 2 Oct 2013 - Implement as soon as the PC can support budget	To be calculated by commune PC
3 Mid Term	35 villagers (sub-group 5) live in land slide area (by the river)	- Build river embankment	District People's Committee	As soon as budget is allocated	District People's Committee

*( See Appendix 7 the whole village DRM plan)*

## 4. Tips for active and effective participation of people with disabilities and their family members in village meeting for developing a disaster risk management plan

Without active and effective participation of people with disabilities and family members in the planning meetings, their problems and their needs would not be fulfilled properly. Therefore, the plan cannot be called inclusive.

In order to enable people with disabilities and their family members to participate actively and effectively in the planning meetings, facilitators should heed the following advice:

Before the representatives of people with disabilities attend the village meetings for making village community based disaster risk management plan, ask them to review their VCA results and assist them to prepare for their presentation in advance.

Explain to the participants in the beginning of the meeting that disaster risk management plan is for all people and therefore effective participation of all villagers including people with disabilities is needed in the process of developing the plan.

Remind the village participants about the concept of ' inclusion ' in the beginning and during the meeting when needed.

Calm down dominant villagers who do not want to listen to or refuse the opinions of the representatives of people with disabilities.

Help the representatives of people with disabilities to protect their reasonable needs until they are integrated into the plan.

## 5. Evacuation drill



Performing evacuation drills is one of the activities requested in the Project number 1002: "Organizing an annual evacuation drill in the community"<sup>(10)</sup>.

The purposes of performing an evacuation drill include:

- Building the capabilities of the members of the DRM committee, and rescue teams in the evacuation and rescue of villagers

<sup>(10)</sup> Activity in component 2 of Project 1002

- Collecting opinions of villagers on the evacuation plan
- Evaluating the suitability of the village early warning and early evacuation assistance procedures mentioned in the draft plan.
- Revising the village disaster risk management plan to make it more suitable before finalizing and submitting it to the commune PC for approval (if necessary).

### 5.1 Steps of implementing an evacuation drill

Ideally, there are two steps of implementing drills of evacuation.

#### **Step 1: Evacuate people in the priority list during the early evacuation assistance**

##### Participants:

- Village DRM committee
- Rescue team
- Villagers in the priority list (persons with disabilities and their families)
- Representative of commune SCFSC and technical assistance group

##### Purpose:

- To finalize priority list of people who need assistance on early warning and evacuation
- To revise the process of early warning and early evacuation for people who need assistance on evacuation

#### **Step 2: village evacuation drill (all villagers participate in the drill)**

##### Participants:

- Village DRM committee
- Rescue team
- All villagers
- Representative of commune SCFSC and the technical assistant group

##### Purpose:

- To revise inclusive village disaster risk management plan

### 5.2 Tips for organizing an evacuation drill

In order to perform an evacuation drill, it's necessary to follow the tips below:

1. Develop a scenario of the drill based on the priority list of early warning and evacuation
2. Perform drill (being monitored by commune SCFSC, technical assistant group, rescue team members and villagers)
3. Do evaluation of the drill (by villagers who participated in the drill, village DRM committee, SCFSC and technical assistance group)
4. Revise the priority list of early warning and evacuation, and its implementation mechanism in the draft (if necessary)

### 5.3 Monitoring and Evaluation of evacuation drill

Purpose: It's necessary to do monitoring and evaluation (M&E) of the drills so that the village DRM committee can learn from the drills to check the feasibility of the early warning and early evacuation framework mentioned in the plan.

#### *People in charge of monitoring and evaluation:*

- Representative of SCFSC & the technical group from commune level (including representatives of people with disabilities)
- Rescue team members
- Villagers

#### *What to monitor:*

- Operational skill of the drill by the Head of the DRM committee
- Cooperation among members when they are acting
- Suitability of methods and means of assistance used by the rescue team for people in the priority list
- First aid skills of the rescue team

#### *How to evaluate:*

##### *For 1st evacuation drill:*

- Rescue team collects feedback from people with disabilities and other people in the priority list of early evacuation.
- DRM committee head organizes a meeting with the members, commune SCFSC and the technical group representatives to collect feedback about the evacuation drill and revise the mechanism of early warning and evacuation for the people in the priority lists if necessary.

##### *For 2nd evacuation drill:*

- Rescue team collects feedback from people with disabilities and other people in the priority list of early evacuation assistance.
- Head of DRM committee organizes a meeting with general villagers for their feedback
- Head of DRM committee organizes a meeting with the members, commune SCFSC and the technical group representatives to collect feedback about the evacuation drill and revise the plan if necessary.

## KEY MESSAGES

- ✔ The primary purpose of this inclusive village community based disaster risk management plan is about saving lives, and secondly, to reduce future risks.
- ✔ An inclusive community based village disaster risk management plan is important as it helps villagers to prepare actively in advance for effectively responding to disaster. This results in the reduction of risks that can be caused by disaster.
- ✔ The active and meaningful participation of villagers including people with disabilities in development of the inclusive village community based disaster risk management plan will ensure the inclusion of their needs and capacity in the village plan.
- ✔ Helping village stakeholders and people with disabilities to understand correctly the concept of inclusion is the first step that should be done before bringing them together to make an inclusive village disaster risk management plan.
- ✔ Regular drills of evacuation are essential for the inclusive village community based disaster risk management plan to function effectively.

### Have you?

- Checked VCA information collected?
- Checked the accessibility of the venue of meetings?
- Reminded the village stakeholders to prepare suitable seating arrangements for participants with disabilities?
- Prepared stationery and other assisting equipments such as large-sized papers, and markers so that participants with disabilities can join in activities effectively?
- Printed or written a template of the inclusive village community based disaster risk management plan in a large size font so that everyone can see it?
- Asked the representative of people with disabilities to review their VCA results and assist them to prepare for their presentation before attending the village meetings for making the inclusive village community based disaster risk management plan?

Checklist (for village DRM committee and commune technical group)

## Chapter 4

### INTEGRATION OF THE INCLUSIVE VILLAGE COMMUNITY BASED DISASTER RISK MANAGEMENT PLAN INTO COMMUNE PLANS

#### 1. Process of integrating inclusive village community based disaster risk management plans into commune plans

Every year, before the rainy season, the commune SCFSC and PC organize a meeting with the flood and storm committee of all the villages in their commune. In this meeting, all villages evaluate their implementation of the community based disaster risk management plan of the previous year. Then, they discuss about community based disaster risk management plans for the current year at a village and commune level.

The commune community based disaster risk management plan includes information about the village plans, with special emphasis on the evacuation section. In addition, it mentions the tasks of other relevant divisions at the commune level in preparing for disaster response under the coordination of the commune SCFSC and their suggestions to the district SCFSC and PC for additional assistance.

The integration of a village plan into a commune plan is important as it helps the commune to manage and coordinate activities of disaster response between villages in their commune. It also helps the village to remain active in disaster risk reduction in their village with additional financial and technical assistance from the commune level. In the guidelines for implementing Project number 1002, this activity is also mentioned as an integral element for sustainability of the overall plan<sup>(11)</sup>.

As everyone can benefit from additional assistance from commune PC in disaster risk reduction, it is important to seriously consider the needs and potential of people with disabilities and how to include them effectively in the process of planning and implementation.

(11) See page 67 Main content section of the Guideline on implementation of the Project 1002 "Community raising awareness and Community based Disaster Risk Management" issued by the Ministry of Agriculture and Rural Development

The detailed basic steps are described below:

Meeting with commune technical group to develop draft commune disaster risk management plan

- Review the approved inclusive village community based disaster risk management plan
- Collect, classify and arrange priority requests for additional assistance of all villages according to the commune SCFSC's criteria and commune plan's specific solutions
- Develop draft inclusive commune community based disaster risk management plan including the reasonable requests of the villages
- Submit the draft of the commune community based disaster risk management plan to the President of the PC and Head of the SCFSC for prior consideration before meeting with commune stakeholders. Share the approved plan for relevant stakeholders.

Note:

- Main aim of representatives of people with disabilities is to convey and support the requests of people with disabilities at the village level to the commune People's Committee to consider.
- Some requests which cannot be integrated into the commune community based disaster risk management plan should be noted by the technical groups to be integrated into the Social Economic Development Plan (SEDP).

Agreement of the plan and submittal to the district People's Committee for approval

- Representatives of the Technical Group of the commune SCFSC present draft commune community based disaster risk management plan
- Village DRM committee and other relevant commune stakeholders give comments (including representatives of people with disabilities)
- President of PC / Head of SCFSC considers and makes decisions on the contents of the draft commune community based disaster risk management plan with the agreement of all participants
- Perform evacuation drill with all villages to check the commune community based disaster risk management plan
- Evaluate the evacuation drill
- Revise the commune community based disaster risk management plan based on results of the drill
- Submit the commune community based disaster risk management plan to the district People's Committee for approval



People involved in the process of the development of the commune plan:

**FROM COMMUNE LEVEL**

Representatives of people with disabilities who are members of the commune technical group attend the meeting to:

- Assist people with disabilities from the village in advocacy/persuading the commune PC until the reasonable needs of people with disabilities from the village are integrated into the commune plan.
- Know what to monitor after the meeting to ensure the disability inclusive activity in CBDRM assisted by the SCFSC and PC is performed properly.



**FROM VILLAGE LEVEL**

Representatives of people with disabilities (selected to be members of the village DRM committee) attend the meeting to:

- Present, and advocate to the President of the PC and SCFSC to include the needs of the people with disabilities in the commune disaster risk management plan.
- Monitor the disability inclusion process in the commune community based disaster risk management plan
- Monitor commitment level of the commune SCFSC in including the needs of people with disabilities in the commune plan.

Note:

- Representatives of people with disabilities could be DPO members or a person who have experience in advocacy for the rights of people with disabilities.
- Assisting does not mean replacing/representing the village people with disabilities to raise their issues.
- Before the meeting, the representatives should know all of the needs of people with disabilities at the village level that should be raised in the meeting.

## 2. Contents of inclusive commune community based disaster risk management plan

### a. What contents should be integrated into the commune community based disaster risk management plan?

The inclusive village community-based disaster risk management plan contains very detailed information of village activities related to disaster risk reduction. Therefore, the inclusive commune community-based disaster risk management plan does not have to mention all disability inclusive information written in the village plan. It is recommended to consider integrating the following:

Any reasonable requests including the needs of persons with disabilities that **cannot be resolved by the village authority** due to a lack of resources should be supported by the commune plan

*For example:* The only evacuation road to a public evacuation shelter is broken. The village needs additional financial assistance from the People's Committee to rebuild the road together with their limited resources available.

### b. What disability-related aspect should the commune disaster risk management plan contain?

As mentioned in Project 1002, there are two plans that the commune level will develop in relation to disaster risk reduction:

Annual community plan on prevention, control and management of disaster risk (Activity 2.5 of Project number 1002)

Annual social economic development plan (SEDP) integrating the plan on prevention, control and management of disaster risk (Activity 2.6 of the Project number 1002)

*Example:*  
- Build public evacuation shelter ensuring accessibility for people with disabilities. (Activities require additional budget from district/provincial level)

*Example:*  
- Improve accessibility of evacuation shelters by making simple ramps.  
- Improve early warning system to be accessible for all people with disabilities and other villagers by using visualized means (example: flags). (Simple activities can be implemented by available budget for disaster preparedness activities allocated to commune PC)

The integration of disability-related aspects, therefore, should be considered by the President of the PC and SCFSC when they are developing these two commune plans, to make sure all the reasonable needs of people with disabilities are considered and integrated by the commune People's Committee. The People's Committee President will decide which requests for additional assistance of villages should be integrated into 1) Community based Disaster risk management plan or 2) SEDP (see details in the coming guideline of MARD for this section).

### c. Recommendation

In order to help a commune PC to consider integrating disability-related aspects into the commune plans, it is necessary to:

- Organize awareness-raising workshops for relevant staff and decision makers in the commune People's Committee about "Disability inclusion in Community-Based Disaster Risk Management, including the planning process". It can be a separate workshop or can be included as one of the training sessions under the framework of activities for Project number 1002.
- Select representatives of people with disabilities to be members of the commune SCFSC and the technical group. In addition to having disability inclusive knowledge, this person should also be trained on Community-Based Disaster Risk Management and Disaster Risk Reduction in order to be capable of advising the PC to implement Project number 1002.
- The representatives of people with disabilities at the commune level should be active in assisting the needs of people with disabilities at the village level and properly advising the PC's decision makers in proposing solutions related to disability inclusion for the village level such as improving accessibility in evacuation shelters.
- Organize planning meetings at commune level with a participatory method in order to ensure effective participation of people with disabilities from the villages.
- District representatives of people with disabilities such as DPO members should monitor and support commune representatives to implement their tasks and help promote their role at the commune level.



## KEY MESSAGES

- ✔ Awareness-raising and building capability training workshops on disability inclusive CBDRM are absolutely essential for the stakeholders and decision-makers prior to the planning stage. This step helps to reduce the barriers during the inclusive community based disaster risk management planning meeting.
- ✔ Presence of representatives of people with disabilities at both village and commune level is important in protecting the reasonable needs of people with disabilities, and advocating for additional support from the commune People's Committee.
- ✔ Representatives of the district DPO (in the district SCFSC) to monitor and support the commune DPO in implementation of their tasks is very crucial.

### Have you?

- Gone through the approved inclusive village community based disaster risk management plans and highlighted the needs which require assistance from the commune People's Committee?
- Set disability inclusive criteria for prioritizing village requests for assistance to be included in the commune plans?
- Noted the needs that should be integrated into the SEDP later?
- Submitted the draft inclusive commune community based disaster risk management plan to the President of the People's Committee for consideration before organizing meetings with village DRM committees and other relevant stakeholders?
- Considered and selected the most accessible venue for the meeting or prepared assistance for people who need help?
- Sent invitation letters to all village DRM committee members (considering suitable ways of informing some representatives of people with disabilities that cannot read) of each village about the planning meeting?
- Prepared suitable seating arrangements in consideration of those using wheel chairs?
- Prepared assistants for people with visual impairment?
- Prepared suitable materials or sign interpreters (if needed) for deaf people?
- Developed an inclusive Monitoring and Evaluation plan to ensure that the inclusive commune disaster risk management plan is conducted properly?

Checklist (For commune technical groups and CCFCSC)

## APPENDIX

### Appendix 1: Baseline data to be collected at commune level

Commune.....

No.	Content	Village.....
1	Number of households	
2	Number of inhabitants	
2.1	In which, number of female	
2.2	In which, number of male	
3	Number of sub village	
4	Number of households with people with disabilities	
5	Number of households with more than 1 person with disabilities	
6	Number of people with disabilities	
6.1	In which, number of female	
6.2	In which, number of male	
6.3	In which, number of children with disabilities	
6.4	In which, number of old people with disabilities	
6.5	Number of people with hearing impairment?	Adults:
		Children:
6.6	Number of people with intellectual impairment?	Adults:
		Children:
6.7	Number of people with mental impairment?	Adults:
		Children:
6.8	Number of people with physical impairment?	Adults:
		Children:
6.9	Number of people with disabilities above 18 years old	
6.10	Number of people with disabilities under 18 years old	
7	School enrollment of people with disabilities above 18 years old	
7.1	Number of people with disabilities enrolled in school	
7.2	Number of people with disabilities not enrolled in school	
8	School enrollment of children with disabilities from 7- 18 years old	
8.1	Number of children with disabilities enrolled and currently staying in school	
8.2	Number of children with disabilities never enrolled in school	
8.3	Number of children with disabilities who had enrolled in school but dropped out	

**Appendix 2: Sample questions adapted and modified from Washington group questionnaire<sup>(11)</sup> to identify persons with difficulties in disaster**

(Information collected from the questions below helps VCA facilitators to know which persons with disabilities really face difficulties in disaster. This information will be helpful for VCA facilitators when making priority list of early warning and evacuation assistance).

**Difficulties in accessing information**

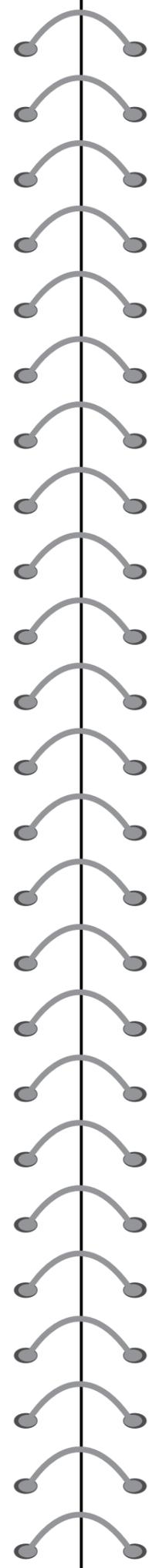
- (1) Can you hear announcement from a loudspeaker near your house?
- (2) Can you see TV or newspaper, or any mobile text messages to tell you about early warning of disaster?

**Difficulties in movement**

- (3) Can you see an object 5m in front of you to walk safely alone? (or with a cane)
- (4) Can you go to evacuation shelter alone? (by walking or through own way of transport)
- (5) Can you go to evacuation shelter if you are assisted by somebody (assisted-walk or pushed wheel-chair)?
- (6) Can you only go to evacuation shelter through being carried by more than one person?

**Difficulties in understanding information and making decision to evacuate**

- (7) Can you tell me what to do when storm and flood comes?
- (8) Can you tell me who you evacuate with when storm and flood come?
- (9) Can you tell me where you would evacuate to when storm and flood come?



**Appendix 3: Baseline data to be collected at village level**

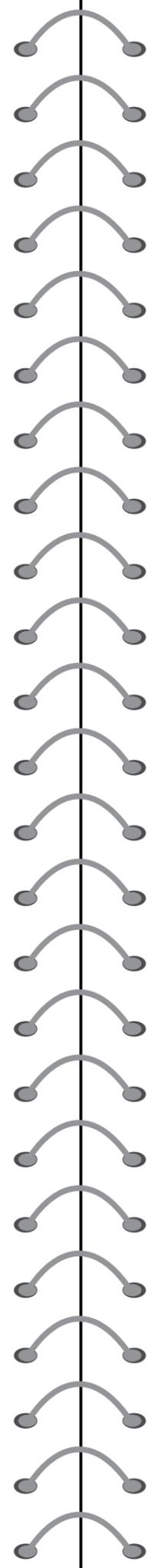
No.	Full name	Age	Gender		School enrollment	Type of impairment and related difficulties	Living areas		Living conditions	Capability of care takers for assisting evacuation
			Male	Female			Sub-groups	Potential hazards		
1	Le ThiLan	21		X	Enrolled in school	Visual: completely unable to see, need assistance for mobilization	2	Lowest area of the village	Not a strong house	Care takers can evacuate
2	Nguyen Thi Ti	15		X	Not enrolled in school	Physical: able to walk, no need of assistance for mobilization	2	Lowest area of the village	Strong house with second floor	Care takers can evacuate, if needed
3	Bui Van Hien	31	X		Not enrolled in school	Physical: able to walk, no need of assistance for mobilization	5	High-lying area of the village	Not a strong house	Care takers can evacuate, if needed
4	Nguyen Van Tung	46	X		Enrolled in school	Physical: unable to walk, need assistance for mobilization	3	Land-slide-prone area of the village	Not a strong house	Care takers cannot evacuate, need additional assistance
5	Le ThiSen	37		X	Illiterate	Intellectual: able to understand other people, no need of decision making and information accessing	4	High-lying area of the village	Normal house	Care takers can evacuate

- 1. How did you receive early warning?  
- I receive early warning through village loudspeaker.
- 2. When did you receive early warning?  
- I receive early warning when water comes up to my door.
- 3. How did you evacuate?  
- My parents carried me to my uncle house by boat.

(11) [http://www.cdc.gov/nchs/washington\\_group/wg\\_questions.htm](http://www.cdc.gov/nchs/washington_group/wg_questions.htm)

**Appendix 4: Sample questions of hazard mapping**

No.	Questions	Answers
1	Are there any rivers or streams around the village? If yes, where are they? What is the current flow?	
2	How many bridges are there in the village? Where? What are their conditions?	
3	Are there any strong two-story houses that can be shelters in case of flood? Where? How many villagers each house can accommodate? (ask each house)	
4	Where are the houses of village head, vice-head, sub-village head, etc?	
5	Is there a rescue team? Where are the rescuers' houses?	
6	Where are your houses? (ask each person with disabilities and help them to stick their house symbols corresponding to their kind of impairments and difficulties on the map. Make sure they identify house location correctly)	
7	Does the village have early warning tools such as loudspeakers? If yes, where are they located? What are their conditions? When does the village make use of hand speakers, drums...?	
8	What area in the village cannot access to public early warning? Why?	
9	Where are the disaster-prone areas in the village? • By landslide? Why? • By flooding (lowest and highest level). Why? What is the flood flow?	
10	Besides your disabilities, what are your potential dangers during evacuation besides your disabilities? (e.g. weak bridge, pothole on roads, rigorous running flood water...)	
11	How do you (people with disabilities living in areas far off from loudspeaker) want to be informed of floods? (ask one by one) and why?	
12	Which households that family members cannot manage evacuation on their own and need additional assistance in evacuation? Why do you need assistance?	
13	Where do you want to evacuate to? (ask one by one). Why do you select this place?	
14	What is the most convenient road for evacuation? Why?	
15	What is the most convenient means of evacuation? Why?	



**Appendix 5: Reference questions for household interviews**

Questionnaire of household interview (example for flood and storm situation).

**I. General information of person with disabilities interviewed:**

- Full name:..... Gender:.....
- Age: ..... Impairment: .....
- Name of interviewer: .....
- Village: .....
- Family member's name: ..... Relation to person with disability:.....

**II. Content:** (friendly talk/icebreakers before starting)

1. Who do you live with?

.....

.....

.....

2. How many members are there in your family?

.....

3. What are the frequent kinds of disaster which affected you?

- Flood
- Storm
- Others (please specify) .....

4. Have you ever received early warning?

- Yes
- No

5. If yes, how did you receive early warning?

- Through village loudspeaker
- Through village stakeholders who come directly to your house to inform
- Through mobile text message
- Others (please specify) .....

6. Did you evacuate when disaster come?

Yes

No

(If yes, continue with question number 7 – 12; if no, continue question 13)

7. Did you go to evacuation shelter alone? (by walk or own way of transport)

Yes

No

8. If no, can you tell me who you evacuated with?

Parents

Sister/brothers

Rescue team members

Others (please specify) .....

9. Can you tell me when you evacuated?

.....  
.....  
.....

10. Can you tell me where you evacuated?

Neighbor's house

Relative's house

Public village evacuation house

Others (please specify) .....

11. Did you have any difficulties when you evacuated?

Yes

No

12. If yes, what are your difficulties?

.....  
.....  
.....

13. If you did not evacuate, why?

.....  
.....  
.....

14. Do you regularly participate in village meeting for making community based disaster risk management plan with other villagers?

Yes

No

15. If no, why?

.....  
.....  
.....

16. If yes, what did you usually do to make your needs known by members of the village DRM committee?

.....  
.....  
.....

17. Are your needs in disaster addressed in the village community based disaster risk management plan?

Yes

No

Other notes taken by interviewers:

**Appendix 6: Monitoring form of evacuation drill**

Name of village:.....commune.....district.....

Date of implementation:.....

Venue of implementation:.....

Monitoring people:.....Organization.....

Number of villagers attended:.....

Number of people with disabilities attended:.....

No	Contents of monitoring	Level of evaluation					Reasons for the evaluation
		1 Very bad	2 Bad	3 Average	4 Good	5 Very good	
1	<b>Sending request of provision for early warning and evacuation:</b>						
1.1	From Head of village DRM committee to Head of sub villages						
1.2	From Head of sub villages to members						
2	<b>Providing early warning to villagers</b>						
2.1	Providing early warning assistance following priority list						
2.2	Method of assistance for early warning to people in the priority list						
2.3	Providing early warning on public loudspeaker						
3	<b>Evacuation</b>						
3.1	Provision of assistance of evacuation following priority list						
3.2	Method of assistance of villagers in the priority list						
3.3	Monitoring of evacuation of general villagers						
3.4	Cooperation of members in evacuation						
3.5	Participation of villagers in the drill						
4	<b>Report of results of evacuation</b>						
4.1	From the members to Head of sub-villages						
4.2	From Head of sub-villages to Head of DRM committee						
5	<b>Provision of first aids and rescue</b>						
5.1	Assignment of tasks of head of rescue team						
5.2	Collaboration among the members						
5.3	Skills of first aids						
5.4	Skills of rescue						

Overall evaluation of villagers on the drill:

**Appendix 7: Village community based disaster risk management plan**

**INCLUSIVE COMMUNITY BASED  
DISASTER RISK MANAGEMENT PLAN OF  
DONG HANH VILLAGE**  
*October 2013*

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### 1. General background of village:

- Number of households: 386
- Number of citizens: 1662
- Number of sub-villages: 9

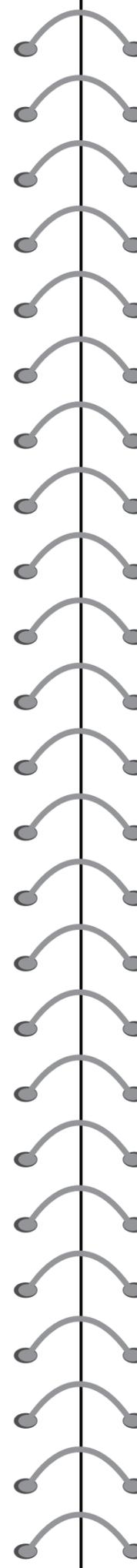
### 2. Village disaster background :

No.	Type of disasters	Frequency	Timeline	Affected areas	Damages in the last 2 years
	Whirlwind accompanied by rain	1-3 times/year	April (lunar calendar)	Whole village	<u>Properties:</u> The roofs of 3 houses get blown-up and light damage to crops (2010) <u>People:</u> No one affected
	Storm	Frequent	August – October (lunar calendar)	Whole village	<u>Properties:</u> The roofs of 9 houses get blown up, 1 house collapsed, 100 banana and 80 jackfruit trees destroyed <u>People:</u> No one affected
	Floods	2-4 times/Yearly, Frequent	August – October (lunar calendar)	Lowest areas: 2, 3, 4, 5, 8, 9	<u>Properties:</u> Make 4-5 tons of rice wet, swept away 5-7 pigs <u>People:</u> No one affected

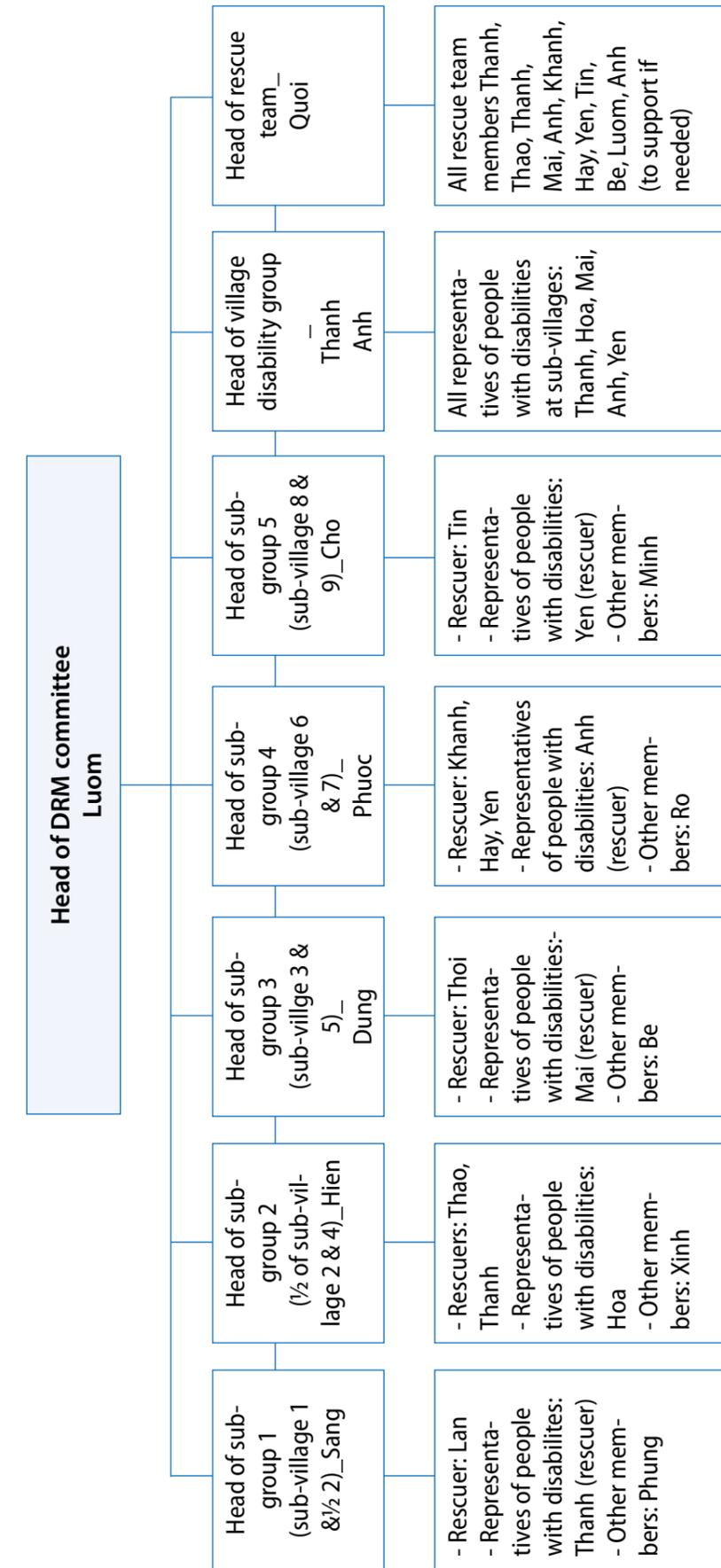
### 3. Summary of strengths and weaknesses of village toward disaster response

Strengths	Weaknesses
<i>Early warning</i>	
<ul style="list-style-type: none"> <li>• 5 public loudspeakers in good condition and can be used to provide early warning to 5 sub-villages.</li> <li>• High community solidarity. In case of electricity cut off, villagers pass early warning in oral way quite fast.</li> <li>• 90% households have telephone which can be used to give warning if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of village loudspeaker in sub-villages 1,4,5,7 making households in these areas difficult to be reached during early warning.</li> <li>• The residential areas of the village are divided into 2 separated parts and far from each other, which makes early warning and rescuing difficult.</li> </ul>

Strengths	Weaknesses
<i>Evacuation</i>	
<ul style="list-style-type: none"> <li>• Have village houses that can be used for evacuation: (209 houses with strong garrets and with second floor over the sub-villages, 24 houses in high-lying area of sub-village 1).</li> <li>• Most of the rescue men are trained on first-aids and water rescue, as well as equipped with basic rescue devices (16 life vests, 5 flashlights, 5 buoyant, 200m of rope and 1 bag of first-aid tools).</li> <li>• Most of members of DRM committee are trained on Community-Based disaster risk management.</li> </ul>	<ul style="list-style-type: none"> <li>• Some villagers still evacuated late.</li> <li>• 6 sub-villages are in very low land area. (Flooded up to 1-1.7m in 1999).</li> <li>• Sub-villages 1,3 and 5 are landslide-prone areas.</li> <li>• There are dangers in the village that may affect villagers when evacuating such as: <ul style="list-style-type: none"> <li>- Slack electric wire in sub-villages 2, 5 (due to weak electric pole).</li> <li>- Roads in sub-villages 5,8 and 9 are hard for evacuation (slippery and narrow).</li> <li>- 22 temporary weak houses.</li> <li>- Swift water in sub-villages 5, 8 and 9, making it dangerous for people here to evacuate.</li> </ul> </li> <li>• No good boats for rescue if needed (just small and unsecured wooden boats).</li> <li>• Village has not had the disaster risk management plan with the participation of the community.</li> <li>• No evacuation drill experience.</li> </ul>

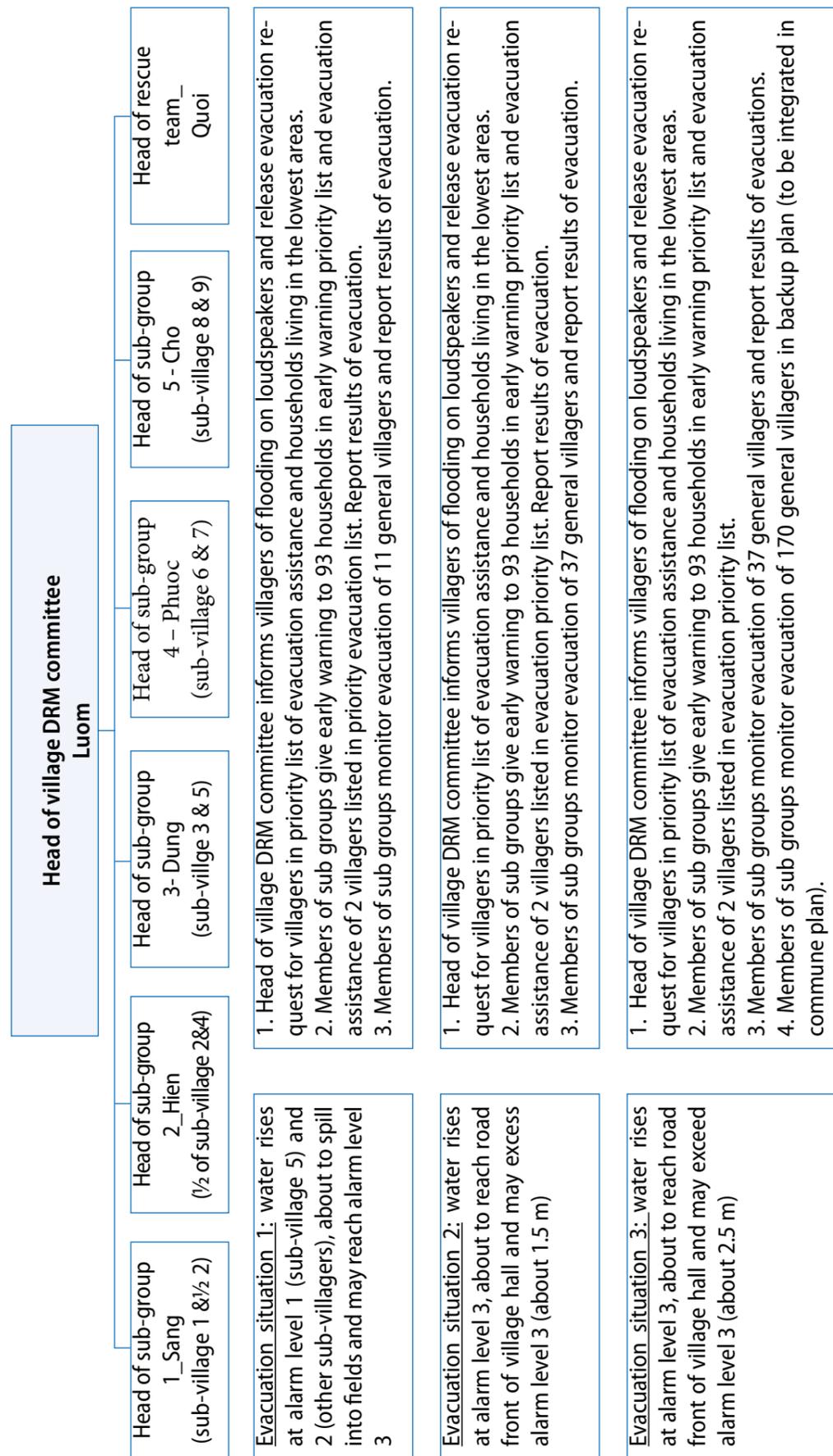


#### 4. Organizational structure of the village DRM committee of Dong Hanh village

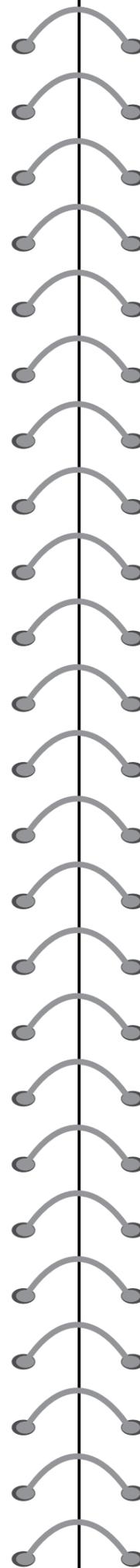


## 5. General framework of early warning and evacuation

The general village framework shows the coordination among members of the DRM committee and rescue team in providing the early warning and evacuation assistance, number of evacuation scenarios and number of villagers to be evacuated.



**Note:** Rescue team members search, rescue and give first aids during and after evacuations



## 6. Sub-group procedures of early warning assistance and early evacuation assistance

6.1. Procedures of early warning assistance and early evacuation assistance of sub-group 1 (including sub-village 1 and half of 2)

No.	Steps	Person in charge	Timeframe	Location	Phone number
<i>Early warning: water rises at alarm level 2, about to spill into fields and may reach alarm level 3</i>					
1	Provide early warning as in priority list				
	Toi, Chuan, Het	Phung	8 minutes	To houses of Toi, Chuan, Het	Phung: 0935328679
	32 households away from loudspeaker in sub-village 1	Sang	15 minutes	At 32 houses of sub-village 1	Sang: 01223198977
<i>Early warning: water rises at alarm level 3, about to reach road front of village hall and may exceed alarm level 3 (about 1m)</i>					
1	Provide early warning as to those in priority list				
	Toi, Chuan, Het	Phung	8 minutes	To houses of Toi, Chuan, Het	Phung 0935328679
	32 households away from loudspeaker in sub-village 1	Sang	15 minutes	At 32 houses of sub-village 1	Sang 01223198977
2	Monitor evacuation of Thoi, Trong (sub-group 1)	Sang	10 minutes	To house of Huong	Sang 01223198977

6.2. Procedures of early warning assistance and early evacuation assistance of sub-group 2 (including half of sub-village 2 and sub-village 4)

No.	Steps	Person in charge	Timeframe	Location	Phone number
<i>Early warning: water rises at alarm level 2, about to spill into fields and may reach alarm level 3</i>					
1	Provide early warning and assist evacuation of houses of Tien and Hoa, Tuoi and Hai (sub-village 2)	Thanh, Dung	18 minutes	House of Tien and Hoa	Thanh 01268480297 Dung 01268165379
2	Provide early warning to those in priority list				
	Tap and Nhi (sub-village 2)	Phung	5 minutes	At houses of Tap and Nhi	Phung 0935328679
	5 households off from loudspeaker in sub-village 4 – Lang, Phong, Hoa, Men, Den	Quoi	2 minutes	5 houses of sub-village 2	Quoi 01288531954

3	Monitor evacuation of Duoc (sub-village 4), Thuy, Hien (sub-village 2)	Thao	10 minutes	To houses of Thao, Tuan	Thao 01666352894
<i>Early warning: water rises at alarm level 3, about to reach road front of village hall and may exceed alarm level 3 (about 1m)</i>					
1	Provide early warning for those in priority list				
	Tap and Nhi (sub-village 2)	Phung	5 minutes	At houses of Tap and Nhi	Phung 0935328679
	5 households away from loudspeaker in sub-village 4 – Lang, Phong, Hoa, Men, Den (1 household to evacuate)	Quoi	2 minutes	5 houses of sub-village 2	Quoi 01288531954
2	Monitoring				
	Trong, Thoi, Tuyet (sub-village 2), Mai, Mien (sub-village 4)	Thanh	10 minutes	To houses of Thuy, Long, Tuong, B.Do, Doi,	Thanh 01268480297
	On (sub-village 2)	Thao	10 minutes	To house of Tuong	Thao 01666352894
	Hoa (sub-village 2)	Quoi	5 minutes	To house of My	Quoi 01288531954

#### 6.3. Procedures of early warning and evacuation of sub-group 3 (including sub-village 2 & 5)

No.	Steps	Person in charge	Timeframe	Location	Phone number
<i>Early warning: water rises at alarm level 3, about to spill into fields and may reach alarm level 3</i>					
1	Provide early warning for those in priority list				
	Ty & Ngoc (sub-village 5)	Be	10 minutes	At houses of Ty & Ngoc	Be 01636796160
	20 households away from loudspeaker in sub-village 5	Be, Thoi	10 minutes	At 20 houses of sub-village 5	Be 01636796160 Thoi 0935724108
2	Monitor evacuation of Am, Luc, Chi (sub-village 5)	Dung	10 minutes	To houses of Hai, Doi, Lai	Dung 01268165379
<i>Early warning: water rises at alarm level 3, about to reach road front of village hall and may exceed alarm level 3 (about 1m)</i>					
1	Provide early warning as in priority list				
	Ty & Ngoc (sub-village 5)	Be	10 minutes	At houses of Ty & Ngoc	Be 01636796160

	20 households away from loudspeaker in sub-village 5 (3 households to evacuate)	Be, Thoi	10 minutes	At 20 houses of sub-village 5	Be 01636796160 Thoi 0935724108
2	Monitor evacuation				
	Xe (sub-village 5)	Thoi	10 minutes	To house of Mai	Thoi 0935724108
	Cuc, Minh (Sub-village 5)	Be		To Gia, Be	Be 01636796160

#### 6.4. Procedures of early warning and evacuation of sub-group 4 (including sub-village 6 & 7)

No.	Steps	Person in charge	Timeframe	Location	Phone number
<i>Early warning: water rises at alarm level 2, about to spill into fields and may reach alarm level 3</i>					
1	Assist evacuation of: • Thuan, Sau • Ly, Sen	Hay Cho, Khanh	17 minutes	To the garret To village house	Hay 01694251965 Cho 0905223432 Khanh 0913876676
2	Provide early warning for those in priority list				
	Khe, Cong, Dung (sub-village 7 – no evacuation)	Ro	10 minutes	At houses of Khe, Cong, Dung	Ro 0908191744
	27 houses away from loudspeaker in sub-village 7 (no evacuation)	Hay, Ro	15 minutes	At 27 houses of sub-village 7	Hay 01694251965 Ro 0908191744
3	Monitor evacuation of Lieu (sub-village 6)	Phuoc	5 minutes	To house of Lap	Phuoc 01673469523
<i>Early warning: water rises at alarm level 3, about to reach road front of village hall and may exceed alarm level 3 (about 1m)</i>					
1	Provide early warning for those in priority list				
	27 houses away from loudspeaker in sub-village 7 (6 houses to evacuate)	Hay, Ro	15 minutes	At 27 houses of sub-village 7	Hay 01694251965 Ro 0908191744
2	Monitor evacuation				
	Sam, My, Khoi, Van Anh (sub-village 6)	Hay	20 minutes	To houses of Bon, Hong, Thang, Lap	Hay 01694251965
	Thuy, Tan Anh, Trang (sub-village 7)	Ro	10 minutes	To houses of Thao, Tho	Ro 0908191744
	Nam, Cong, Tu (sub-village 7)	Anh	10 minutes	To houses of Truong, Son	Anh 01668597266

### 6.5. Procedures of early warning and evacuation of sub-group 5 (sub-village 8 & 9)

No.	Steps	Person in charge	Timeframe	Location	Phone number
<i>Early warning: water rises at alarm level 2, about to spill into fields and may reach alarm level 3</i>					
1	Provide early warning for those in priority list _Tri & Tuong (sub-village 8)	Yen	17 minutes	At house of Tri & Tuong	Yen 01213542161
2	Monitor evacuation				
	Khang, Tri, Tuong, Co (sub-village 8)	Yen	10 minutes	To houses of Nghiem, Cuc	Yen 01213542161
	Lang, Hoa (sub-village 9), Dang (sub-village 8)	Minh	10 minutes	To houses of Van, Tinh, Thang	Yen 01205996678 44
<i>Early warning: water rises at alarm level 3, about to reach road front of village hall and may exceed alarm level 3 (about 1m)</i>					
1	Monitor evacuation				
	Mua, Tinh (sub-village 8)	Tin	10 minutes	To house of Nghiem	Tin 0913776532
	Bien, Cuc (sub-village 9)	Minh	10 minutes	To houses of Thanh, Loc	Minh 01205996678

### 7. Priority list of early warning

The list is designated for people who cannot access information from the village loudspeakers (due to living far away, low hearing capability or hearing impairment, intellectual and mental impairment) and live in low areas. Priority order is set upon those living in low areas.

No.	Full name	Sub-village	Reasons for priority warning	Method	Person in charge and time of implementing
<i>Sub-village 1</i>					
1	Bui Thi Toi & Tran Cong Chuan	1	Hard hearing, living far from loudspeaker	At house of Tri & Tuong	Phung – 8 minutes
2	Nguyen Thi Het	1	Mental impairment and living far from loudspeaker	Coming to house to inform family member	
	Other 32 households	1	Far from loudspeaker	Warning orally on the street of 32 households	Sang – 15 minutes
<i>Sub-village 2</i>					
1	Do Thi Tap	2	Elderly, living alone and hard of hearing	Coming directly to house to inform	Phung – 5 minutes
2	Nguyen Thi Nhi	2	Elderly, living alone and hard of hearing	Coming directly to house to inform	

<i>Sub-village 4</i>					
1	5 households (Lang, Den, Men, Phong, Hoa)	4	Not hearing loudspeaker due to crowded trees	Warning orally on the street of 5 households	Quoi – 2 minutes
<i>Sub-village 5</i>					
1	Nguyen Thi Kim Ngoc	5	Hard of hearing, far from loudspeaker	Coming directly to house to inform	Be – 10 minutes
2	Nguyen Thi Ty	5	Intellectual impairment, far from loudspeaker	Coming directly to house to inform family member	
3	20 other households	5	Living far from loudspeaker	Warning orally on the street of 20 households	Thoi, Be – 10 minutes
<i>Sub-village 7</i>					
1	Tang Khe	7	Physical impairment, living far from loudspeaker and very near river banks	Coming directly to house to inform	Ro – 10 minutes
2	Le Van Cong	7	Visual impairment, living far from loudspeaker	Coming directly to house to inform	
3	Tang Thi Thuy Dung	7	Physical impairment, living far from loudspeaker	Coming directly to house to inform	
4	Other 25 households	7	Living far from loudspeaker	Coming directly to house to inform	
<i>Sub-village 8</i>					
1	Ta Thi Tuong	8	Visual impairment, hard of hearing, living in low area and far away from loudspeaker	Coming directly to house to inform	Yen – 7 minutes
2	Nguyen Thi Tri	8	Hard hearing, living in low area and far away from loudspeaker	Coming directly to house to inform	

## 8. Priority list of evacuation assistance

The list below is designated for people who are in need of evacuation assistance (due to sickness, ages and have little or no assistance in evacuation) and live in low area. The priority order is set upon those living in the low areas.

No.	Full name	Sub-village	Reasons for assistance	Method	Shelter	Person in charge
<i>Early warning: water rises at alarm level 2, about to spill into fields and may reach alarm level 3</i>						
<i>Sub-group 2</i>						
1	Le Duc Tien & Le Thi Hoa	2	Have a stroke and cannot walk	Carry by motorbike	To Minh's house (neighbor living next door)	Thanh, Dung – 8 minutes
2	Bui Thi Tuoi, Bui Thi Hai	2	2 children with physical impairment	Carry by wheel chairs	To Lan's house (neighbor living next door)	Thanh, Dung – 10 minutes
<i>Sub-group 6</i>						
1	Nguyen Thi Thuan	6	Physical impairment and cannot walk	Carry by motorbike	Second floor of the house	Hay – 5 minutes
2	Le Van Sau	6	Old, hard to walk alone	Carry by motorbike	Village evacuation house	Hay – 7 minutes
3	Van Thi Ly, Van Thi Sen	6	Visual impairment	Carry by motorbike	Village evacuation house	Cho, Khanh – 5 minutes

## 9. List of house holds living in low land areas to evacuate without assistance

The list below is designated for people living in low areas and having to evacuate without assistance.

Sub-group	Number of households	Name	Shelter	Person to monitor and time allocation
<i>Early warning: water rises at alarm level 2, about to spill into fields and may reach alarm level 3</i>				
2	3	T. Duoc (sub-village 4) Thuy, Hien (sub-village 2)	At Thao's At Thao's	Thao – 10 minutes
3	3	Luc (sub-village 5) Chi (sub-village 5) Am (sub-village 5)	At Doi's At Doi's At Hai's	Than Dung – 10 minutes
4	1	Lieu (sub-village 6)	At Lap's	Phuoc – 5 minutes
5	7	Khang, Tri, Tuong (sub-village 8) Co (sub-village 8) Dang (sub-village 8)	At Nghiem's Cuc At Tinh's	Yen – 10 minutes Minh – 10 minutes

5	7	Lang (sub-village 9)	At Van's	Minh – 10 minutes	
		Hoa (sub-village 9)	At Thang's		
<i>Early warning: water rises at alarm level 3, about to reach road front of village hall and may exceed alarm level 3 (about 1m)</i>					
1	2	Thoi, T. Trong (sub-village 1)	At Huong's	Sang – 10 minutes	
2	7	V. Trong (sub-village 2)	At Thuy's	Thanh – 10 minutes	
		Thoi (sub-village 2)	At Long's		
		Tuyet (sub-village 2)	At Tuong's		
		Mai, Mien (sub-village 4)	At B. Doi's	Quoi – 5 minutes	
		Hoa (sub-village 4)	At My's	Thao – 10 minutes	
3	3	On (sub-village 2)	At Tuong's	Be – 10 minutes	
		Xe (sub-village 5)	At Mai's		
		Cuc (sub-village 5)	At Gia's		
<i>Early warning: water rises at alarm level 3, about to reach road front of village hall and may exceed alarm level 3 (about 1m)</i>					
4	10	Minh (sub-village 5)	At Be's	Hay – 20 minutes	
		Sam (sub-village 6)	At Bon's		
		My (sub-village 6)	At Hong's		
		Khoi (sub-village 6)	At Thang's		
		V. Anh (sub-village 6)	At Lap's		
		Tan Anh (sub-village 7)	At Tho's		Ro – 10 minutes
		Thuy (sub-village 7)	At Ro's		
		Trang (sub-village 7)	At Tho's		
		Tu (sub-village 7)	At Truong's		Anh – 10 minutes
		Nam (sub-village 7)	At Truong's		
Cong (sub-village 7)	At T. Son's				
5	4	Mua, Tinh (sub-village 8)	At Nghiem's	Tin – 10 minutes	
		Bien (sub-village 9)	At Thanh's	Minh – 10 minutes	
		Cuc (sub-village 9)	At Loc's		

## 10. Risk mitigation plan

No.	Risks	Potential affected people	Work to do	Budget	When to do	Who to do
	Slack electric wire	Sub-village 2 (from canal -> Nhi house) Sub-village 5 (from An -> Ty house)	Lift wires and set pole	Electricity company's budget	In progress	Electricity company
	Potential landslide	Sub-village 1, 3 and 5 along the river banks	Set warning sign	0	Beginning of rainy season	Sang
	Swift water	Sub-village 4, 8 and 9	Set warning sign	0	Before rainy season	Minh, Luom
	Unfit roads (slippery and narrow)	Sub-village 5 (from Kien's -> Net house) Sub-village 8 (from pagoda -> Tang Tinh house) Sub-village 19 (Thuan -> Hoa house)	Rebuild the road	To be calculated	Before rainy season After receiving additional support by People's Committee	Villagers and commune People's Committee
	Unfit temporary houses	22 houses Sub-village 2: Hien Sub-village 3: Chua, Che Sub-village 4: Thuy, Hoa, Men, Mai Sub-village 5: Am, Nuoi, Chi, Hung, Minh, Hong, Tho Sub-village 6: Lieu, T.Anh Sub-village 9: Tuan, Nga, Tuong, Dan, Hoa, Co	- Wait for the supporting program of temporary house from People's Committee to rebuild the houses - Fix as much as the villagers can until receiving the support from PC confirmed.	To be calculated	When receiving support from People's Committee	Villagers and commune People's Committee  Villagers in the temporary houses

## 11. Annex of the village plan

### 11.1. Name list of the village DRM committee

No.	Full name	Sub-village	Classification			Other villagers	Note
			Village stakeholders	People with disabilities	Family members of people with disabilities		
1	Nguyen Luom	4	X				Head of village DRM committee
2	Than Duc Hien	4	X				Vice village head
3	Nguyen Hay	6	X				Village health worker
4	Than Duc Cho	6				X	Veteran Union
5	Do Viet Sang	3				X	Farmer Union
6	Huynh Thi Ro	7				X	Women Union
7	Than Dung	4				X	Village police
8	Le Thi Phuoc	6	X				Vice head of village DRM committee
9	Do Viet Phung	2				X	Villager
10	Tang Be	5				X	Villager
11	Nguyen Nhu Hoa	5			X		Representative of the intellectual impairment
12	Dinh Thi Minh	8				X	Villager
13	Le Thanh	3			X		Representative of the hearing and speaking impairment
14	Pham Thi Xinh	3			X		Representative of mental impairment
15	Nguyen Thi Mai	3			X		Representative of the physical impairment
16	Le Thi Yen	8			X		Representative of the hearing impairment
17	Nguyen Loan Anh	8			X		Representative of the visual impairment
Total			4	0	6	7	

### 11.2. Name list of rescue team

No.	Full name	Sub-village	Classification			Other villagers	Note
			Village stakeholders	People with disabilities	Family members of people with disabilities		
1	Nguyen Luom	4	X				
2	Than Quoi	4				X	Head of rescue team
3	Than Thi Thu Thao	4				X	
4	Than Dung	4	X				
5	Tang Be	5	X				
6	Than Lan	4				X	
7	Nguyen Hay	6	X				
8	Than Duc Cho	6	X				Vice head
9	Le Kim Khanh	6				X	
10	Nguyen Thi Tin	8				X	
11	Le Thi Yen	8	X		X		
12	Le Thanh	3	x		X		
13	Nguyen NhuThoi	3				X	
14	Nguyen Thi Mai	3	x		X		
15	Nguyen Loan Anh	8	x		X		
Total			9		4	6	

### 11.3. Work to be done pre & post rainy season by DRM committee members

#### a. Head of DRM committee and rescue team Head

Head of DRM committee	Head of rescue team
<i>Work to do pre- rainy season</i>	
<ul style="list-style-type: none"> <li>• Check and revise the name list of village DRM committee if needed.</li> <li>• Organize meeting to review the hazard map, disaster risk management plan and conduct village drill. Check and revise the plan as needed.</li> <li>• Evaluate if the previous year's mitigation plan was completed or not. If not consider to follow up and make a priority list of mitigation plan for this year.</li> <li>• Submit the plan to commune People's Committee for approval (Yearly).</li> </ul>	<ul style="list-style-type: none"> <li>• Organize meeting with members of rescue team:                             <ul style="list-style-type: none"> <li>- Check the name list of rescue team and make changes if needed.</li> <li>- Re-allocate standing members if needed.</li> <li>- Examine rescue devices and repair if needed.</li> </ul> </li> <li>• Attend the meeting to review village hazard map and village disaster risk management plan.</li> <li>• Participate in the village drill, evaluate the performance of rescue team members and means of assistance to better prepare for disaster.</li> </ul>

#### Work to do post-rainy season

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Assign responsibilities and collect data of damage caused during rainy season.</li> <li>• Synthesize data of damage from members and report to commune level.</li> <li>• Organize the aftermath consolidation activities and report to commune level if there was a disaster.</li> <li>• Organize evaluating meeting to draw lessons for next year planning.</li> <li>• Check and ask the members to repair early warning devices (if broken) for next year's use.</li> </ul> | <ul style="list-style-type: none"> <li>• Synthesize data of human damage and report to head of community group.</li> <li>• Join the aftermath consolidation activities as assigned if there was a disaster.</li> <li>• Attend the evaluating meeting for next year's improvement.</li> <li>• Assign members to repair broken rescue devices for next year's use, if any.</li> </ul> |
|--|---|

#### b. Work to be done by village DRM committee members

Head of village disability group	Representative of people with disabilities	Other members	Rescue team members
<i>Work to do pre-rainy season</i>			
<ul style="list-style-type: none"> <li>• Synthesize reasonable needs of people with disabilities in disaster from representatives of people with disabilities.</li> <li>• Attend meeting of reviewing village hazard map and disaster risk management plan.</li> <li>• Together with representatives of persons with disabilities, revise the priority lists and inform the group accordingly.</li> <li>• Together with representatives of persons with disabilities, share and integrate information of people with disabilities in the map.</li> <li>• Mobilize representatives of people with disabilities to attend map reviewing meeting and action.</li> <li>• Participate in village drill and collect comments of people with disabilities about drills. Make sure that the comments are used for revising the village plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Collect needs of people with disabilities in disaster and report to head of village disability group.</li> <li>• Attend reviewing meeting of hazard map and village disaster risk management plan at village.</li> <li>• Together with persons with disabilities in their families, revise the priority lists and inform the group accordingly. (some might have passed away, some moved out of the village etc).</li> <li>• Participate in village drills and collect comments of people with disabilities about the drills and advocate to use the comments in revising the plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate meeting of reviewing the hazard map and village disaster risk management plan.</li> <li>• Participate in village drills and evaluation sessions for reviewing the plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in meeting with rescue team to:                             <ul style="list-style-type: none"> <li>- Revise name list of rescue team, if needed.</li> <li>- Re-identify guarding areas and re-allocate duties among members, if needed.</li> <li>- Check and repair rescue devices before use.</li> </ul> </li> <li>• Participate in the meeting of reviewing the hazard map and village disaster risk management plan.</li> <li>• Participate in village drills and collect feedback from people with disabilities assisted. Share the comments in the evaluation meeting with other members and revise the way of assistance based on the comments.</li> </ul>

Head of village disability group	Representative of people with disabilities	Other members	Rescue team members
<i>Work to do post- rainy season</i>			
<ul style="list-style-type: none"> <li>• Synthesize difficulties faced by people with disabilities and report to head of DRM committee to support.</li> <li>• Join the evaluation meeting to better prepare for next year plan, especially for assisting people with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Study difficulties faced by people with disabilities and report to head of DRM committee. Join the evaluation meeting to better prepare for next year, especially for assisting people with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Gather data of damage and report to head of DRM committee.</li> <li>• Join the aftermath consolidation activities.</li> <li>• Join the evaluation meeting to better prepare for next year plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Gather data of human damage and report to captain.</li> <li>• Join the evaluation meeting.</li> <li>• Repair broken devices, if any.</li> <li>• Join the evaluation meeting to better prepare for next year plan.</li> </ul>

## Appendix 8: Commune plan on community based disaster risk management

DIEN MINH PEOPLE'S COMMITTEE  
STEERING COMMITTEE FOR FLOOD AND STORM  
No:...../KH-PCLB

THE SOCIAL REPUBLIC OF VIETNAM  
Freedom – Independence – Happiness

*Dien Minh, date.....month....year.....*

### PLAN OF COMMUNITY BASED DISASTER RISK MANAGEMENT

#### 1. General background

- Number of villages: 7
- Number of households: 2.903
- Number of population: 12.092

#### 2. Commune's disaster record

No.	Disaster	Frequencies	Timeline	Affected areas	Damages (last 5 years)
1	Storm	Twice/year	Usually in Oct – Nov annually	Whole commune	<u>Human beings:</u> <ul style="list-style-type: none"> <li>• 1 dead</li> <li>• 23 injured</li> </ul> <u>Properties:</u> <ul style="list-style-type: none"> <li>• 86 totally collapsed</li> <li>• 1074 seriously damaged houses</li> <li>• 50% of roof damaged</li> <li>• Nearly 100 ha of crops damaged</li> </ul>
2	Flood- ing	2-3 times/ year	Usually in Oct – Nov annually	<u>Lowest villages:</u> <ul style="list-style-type: none"> <li>• Bong Lai, Khuc Luy, Dong Hanh, part of Trung Phu 2 (near 1A national high way)</li> </ul> <u>Second lowest villages:</u> <ul style="list-style-type: none"> <li>• Part of Trung Phu 1, Tan My, Trung Phu 2 (by Vinh Dien highway)</li> </ul> <u>Third lowest villages:</u> <ul style="list-style-type: none"> <li>• Part of Trung Phu 1, Uat Luy, Tan My (under Vinh Dien high way)</li> </ul>	<u>Human beings:</u> <ul style="list-style-type: none"> <li>• 1 dead</li> <li>• 9 injured</li> </ul> <u>Properties:</u> <ul style="list-style-type: none"> <li>• 2 collapsed houses</li> <li>• 35 ha of crops damaged</li> <li>• 58 tons of soaked rice</li> <li>• 100 pigs drown</li> <li>• Nearly 2000 cattle, poultries dead</li> </ul>

#### 3. Purpose, objective and requirements

##### 3.1. Purpose

- Contribute to minimization of the damages in terms of human lives and properties throughout the commune

### 3.2. Objective

- To identify strengths/weaknesses of the commune and propose solutions before, during and after disaster
- To build the organization and management system in community based disaster risk management and assign specific duties for commune SCFSC members for active responding to disaster
- To identify villages that need assistance in disaster

### 3.3. Requirement

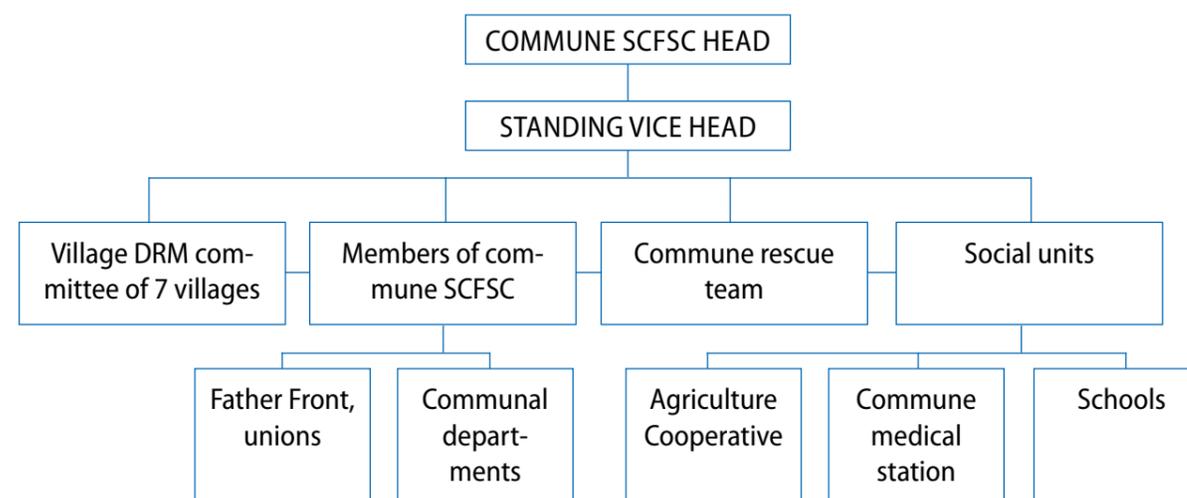
Follow four on the spot (leadership on the spot, material and means on the spot, human resources on the spot, logistics on the spot) and three readiness (Active prevention, timely response and adaptation, quick and effective recovery) mottos.

### 4. Summary of commune's strengths and weaknesses in community based disaster risk management

Strengths	Weaknesses
<i>Early warning</i>	
<ul style="list-style-type: none"> <li>• The commune SCFSC and rescue team are willing to provide early warning over the commune</li> <li>• Most members of commune SCFSC have experience of providing early warning</li> <li>• Early warning systems are various (such as loudspeakers, oral speaking and telephones)</li> <li>• Direct information transmission from district broadcasting station to update news from district SCFSC</li> <li>• Most of villagers have TV to access to early warning</li> </ul>	<ul style="list-style-type: none"> <li>• The commune loudspeaker system is not able to broadcast over the entire community</li> <li>• Difficulties in providing early warning due to distant topography (Tan My village and half of Dong Hanh and Uat Luy village)</li> <li>• Village loudspeakers have been deteriorated</li> <li>• Lack of portable loudspeakers to give early warning</li> <li>• Lack of early visual warning means for people with hearing impairment</li> </ul>
<i>Evacuation</i>	
<ul style="list-style-type: none"> <li>• Most villages have strong houses and public building to evacuate people (in case of storms below level 12)</li> <li>• Most of villagers have motorbike that can support for early evacuation</li> <li>• Most of the road system is of concrete –grade, suitable for evacuation</li> <li>• All village DRM committee members are highly responsible for evacuation and know well about village geography</li> <li>• The commune SCFSC have developed an evacuation plan, stating clearly the duties of all members in the beginning of the year</li> <li>• The commune SCFSC are motivated and have experience in evacuation</li> </ul>	<ul style="list-style-type: none"> <li>• No safe shelters (in case of storm above level 12)</li> <li>• The youth are subjective to early evacuation and not aware of disaster risks</li> <li>• Lack of mobile vehicles for evacuation (such as trucks, engine boats, etc)</li> <li>• Most of village roads are narrow, and cannot stand large – scale evacuation vehicles</li> <li>• Some members of commune SCFSC are not trained on DRR, management skill in emergency situation</li> <li>• High risk of landslide on Vinh Dien highway which can cause harms to people in villages of Uat Luy, Tan My, Trung Phu 1 and 2</li> <li>• No ramps for persons with disabilities in evacuation shelters</li> <li>• Slack electrical wires make it difficult for evacuation, search and rescue</li> </ul>

Strengths	Weaknesses
<i>Rescue</i>	
<ul style="list-style-type: none"> <li>• Several members of commune SCFSC are trained on search and rescue skills</li> <li>• The rescue plan is developed from the beginning of the year</li> <li>• Rescue teams of all villages are trained on first aids, rescue and evacuation skill and provided basic first aids and rescue devices</li> </ul>	<ul style="list-style-type: none"> <li>• The commune SCFSC lack rescue devices</li> <li>• The existing devices of the commune is not enough to respond timely in emergencies</li> <li>• The commune landscape is large and complex and villagers live in various locations. This causes difficulties during search and rescue</li> <li>• Water in some spots of Tan My, Uat Luy, Bong Lai, Dong Hanh village runs fast and strong, causing difficulties during search and rescue</li> </ul>
<p>Other weaknesses may cause harm to people in disasters:</p> <ul style="list-style-type: none"> <li>• Landslide prone areas (riverside villages such as Tan My, Dong Hanh)</li> <li>• Some temporary houses in the villages are unfit</li> </ul>	

### 5. Commune's organizational SCFSC chart



## 6. Procedures of early warning and evacuation for villages

Evacuation situation	Tasks
Evacuate when storm occurs	<ol style="list-style-type: none"> <li>1. Commune SCFSC Head organizes urgent meeting among commune SCFSC members to identify the situation and ask the members to implement their tasks.</li> <li>2. Commune SCFSC members coordinates with villages to provide early warning and organize evacuation as mentioned in village plans (if storm might reach above level 12, coordinate with district level to support).</li> <li>3. Commune SCFSC members and heads of village DRM committee regularly report results to Vice Head of commune SCFSC.</li> <li>4. Vice Head of commune SCFSC reports to Head of commune SCFSC.</li> <li>5. Head of commune SCFSC report to district SCFSC.</li> </ol>
Water can exceed alarm level 3 below 1.5m	<ol style="list-style-type: none"> <li>1. Commune SCFSC Head organizes urgent meeting among commune SCFSC members to identify the situation and ask the members to implement their tasks.</li> <li>2. Commune SCFSC members coordinate with villages to provide early warning and organize evacuation as mentioned in village plans.</li> <li>3. Members of commune SCFSC and village DRM committee heads regularly report results to Vice Head of commune SCFSC.</li> <li>4. Vice Head of commune SCFSC reports to Head of commune SCFSC.</li> <li>5. Head of commune SCFSC report to district SCFSC.</li> </ol>
Water is about to reach alarm level 3 and can exceed level 3 (2m)	<ol style="list-style-type: none"> <li>1. Commune SCFSC head requests support from district SCFSC</li> <li>2. Commune SCFSC members coordinate with villages to provide early warning and organize evacuation as mentioned in village plans.</li> <li>3. Members of commune SCFSC and village DRM committee heads regularly report results to Vice Head of commune SCFSC.</li> <li>4. Vice Head of commune SCFSC reports to Head of commune SCFSC.</li> <li>5. Head of commune SCFSC report to district SCFSC.</li> </ol>

Note: Commune rescue teams support village rescue team in Search and Rescue during and after evacuations

## 7. Priority list of early warning assistance (from commune SCFSC to villages)

No	Village	Person in charge	Method	Reason for assistance	Implementation time
1	Bong Lai	Nguyen Van Nhu	Portable loudspeaker	DRM committee do not have enough resources (public loudspeaker and people) to give early warning on time for all areas that do not have access to early warning	30 minutes
2	Khuc Luy	Le Phuoc An	Portable loudspeaker		30 minutes
3	Dong Hanh	Pham Phu Hong Phuc	Portable loudspeaker		40 minutes
4	Trung Phu 2	Nguyen Van Toan	Portable loudspeaker		15 minutes
5	Trung Phu 1	Nguyen Van Toan	Portable loudspeaker		30 minutes
6	Uat Luy	Le Phuoc An	Portable loudspeaker		20 minutes
7	Tan My	Pham Phu Hong Phuc	Portable loudspeaker		40 minutes

Note: Following request of DRM committees, Head of commune SCFSC will assign his members to come and assist village DRM committee in giving early warning by using portable loudspeaker at areas which do not have access to early public warnings. This kind of assistance helps to make sure all villagers can receive early warning on time.

## 8. List of households in high land areas that should be rescued in the worst situation (flood water is likely to be higher than alarm level 3 (2m))

No	Village	Number of households	Evacuation shelter	Responsible person	Means of assistance for late evacuees and time of implementation
1	Dong Hanh	170	- Tran Quoc Toan school (120 households – sub-village 2,3,4) - Bong Lai Kindergarten (50 households of sub-village 5)	- District SCFSC/rescue team - Commune SCFSC members: Dung, Thuan, Tam. - Commune rescue team: Quang, Bao. - Village rescue team	20 boats from villagers and other means supported by commune and district level Time: 120 minutes
2	Trung Phu 2	130	- Ly Tu Trong high school (70 households of sub-village 7,8) - Ly Thuong Kiet school (32 households, sub-village 1-6)	- District SCFSC/rescue team - Commune SCFSC members: Muon, Thanh, Thang. - Commune rescue team: Toan, Nho - Village rescue team	10 boats of villagers and other means supported by commune and district level Time: 60 minutes
3	Trung Phu 1	7	Vinahouse company (sub-village 9, group 2)	- Commune SCFSC members: Ngai, Phuc - Commune rescue team: Hao - Village rescue team	2 boats of villagers and other means supported by commune and district level Time: 30 minutes
4	Tan My	108	Vinahouse workshop (sub-village 10,11)	- District SCFSC/rescue team - Commune SCFSC members: Quang, Dung - Commune rescue team: Phuc, Tho, Truong - Village rescue team	15 boats of villagers and other means supported by commune and district level Time: 120 minutes
5	Uat Luy	42	- Ly Thuong Kiet school (23 households, sub-village 5) - Minh Phuoc pagoda (19 households – sub-village 3)	- District SCFSC/rescue team - Commune SCFSC members: Chi, Le Thang - Commune rescue team: Thong, Thinh - Village rescue team	5 boats of villagers and other means supported by commune and district level Time: 40 minutes

6	Khuc Luy (sub-village 9 +10)	25	Tran Quoc Toan school	- District SCFSC/rescue - Commune SCFSC members: Tan, Tuan, Sinh - Commune rescue team: Cam, Sang - Village rescue team	5 boats of villagers and other means supported by commune and district level Time: 40 minutes
7	Bong Lai	25	- Kindergarten (15 households - sub village 1) - Tran Quoc Toan school (10 households – sub village 2,3)	- District SCFSC/rescue - Commune SCFSC members: Huy, Binh, Sy - Village rescue team	5 boats of villagers and other means supported by commune and district level Time: 40 minutes

Note: The other villagers who need assistance to evacuate and live in low land areas have been evacuated earlier by road transport means.

### 9. Plan for risk mitigation

No.	Dangers	Affected areas/people	Things to do	Cost	Implementation time	Person in charge
1	Land-slide-prone roads	Uat Luy, Tan My, Trung Phu 1, Trung Phu 2	Early evacuation for 131 households	0	As in village plan	As in village plan
2	Riverside landslide prone areas	Village of Dong Hanh (10), Tan My (21)	Early evacuation	0	On receiving early warning	Villagers
			Development of relocation plan	To be calculated	After the plan is approved	Villagers, commune and district SCFSC
			Build the river embankment	To be calculated	As soon as the plan is approved	National SCFSC
3	Low land area that water flood often runs and strong	Tan My, Uat Luy, Dong Hanh, Bong Lai village	Build the sign pole	2 million VND	Before rainy season of 2014	Commune People's Committee
4	Slack electrical wire	Sparse over the villages	Monitor villages' plan implementation	0	Before rainy season of 2014	SCFSC members who are assigned to assist villages
5	Bad roads	2 communal roads	Upgrade roads	40 billion VND	After budget being approved	District People's Committee
6	Temporary houses	Sparse over the villages	Build new houses	10 million VND/house	After the program of eliminating temporary houses is approved	District People's Committee

7	Lacking of early warning devices (portable loudspeaker, public loudspeaker) and rescue vehicles (engine boats, boats at villages)	Villagers	Buy equipment: 14 portable loudspeaker for 7 villages 3 loudspeaker spots for villages of Tan My (2), Dong Hanh (1), 1 engine boat for commune, 7 aluminum boats for 7 villages	483 millions VND		District People's Committee and other donors
8	Old trees, likely to fall	Sparse over commune	Cut and remove	5 million VND(to buy a chain-saw)	Before rainy season of 2014	Commune SCFSC
9	Lacking means of early warning for hearing impaired villagers	Hearing impaired villagers	Use colorful cloths for flagging	500,000 VND	Before rainy season of 2014	Commune DPO
10	No ramp in evacuation shelters	Physical, visual impairment people and the elderly	Build accessible ramps Assign helpers at evacuation shelters	1 million VND	Before rainy season of 2014	Commune DPO
11	No safe shelters for people (in case of storm over level 12)	7 villages	Build multi-purpose house	To be calculated	As soon as the plan is approved by district level	District People's Committee and other donors
12	Some villagers (esp. children) are not aware of early evacuation and disaster risks	7 villages	Enhance awareness raising activities in all means (parental communication, media and schools etc)	0	Regularly	Commune SCFSC members

13	Most of village roads are narrow, cannot stand large – scale evacuation transport	7 villages	- Implement rural master planning - Require villagers to come to general evacuation pick up location	To be calculated	As soon as the plan is approved  As soon as early warning is issued	Commune SCFSC and villagers
14	Some commune SCFSC members have not been trained on DRR, management skill in emergency situation	Commune SCFSC	Deliver trainings requested	To be calculated	Before next rainy season	District SCFSC

Note: The People's Committee President will decide which activities mentioned above will be integrated into social economic development plan to support.

#### 10. Logistic preparation for emergency response

- To be prepared by villagers (at least 15 days during disaster situation).
- Commune People's Committee will use 20 million VND (spare fund) to buy 5 tons of rice, 200 buckets of instant noodles and 100 kegs of water.

#### 11. Duty assignment for emergency response

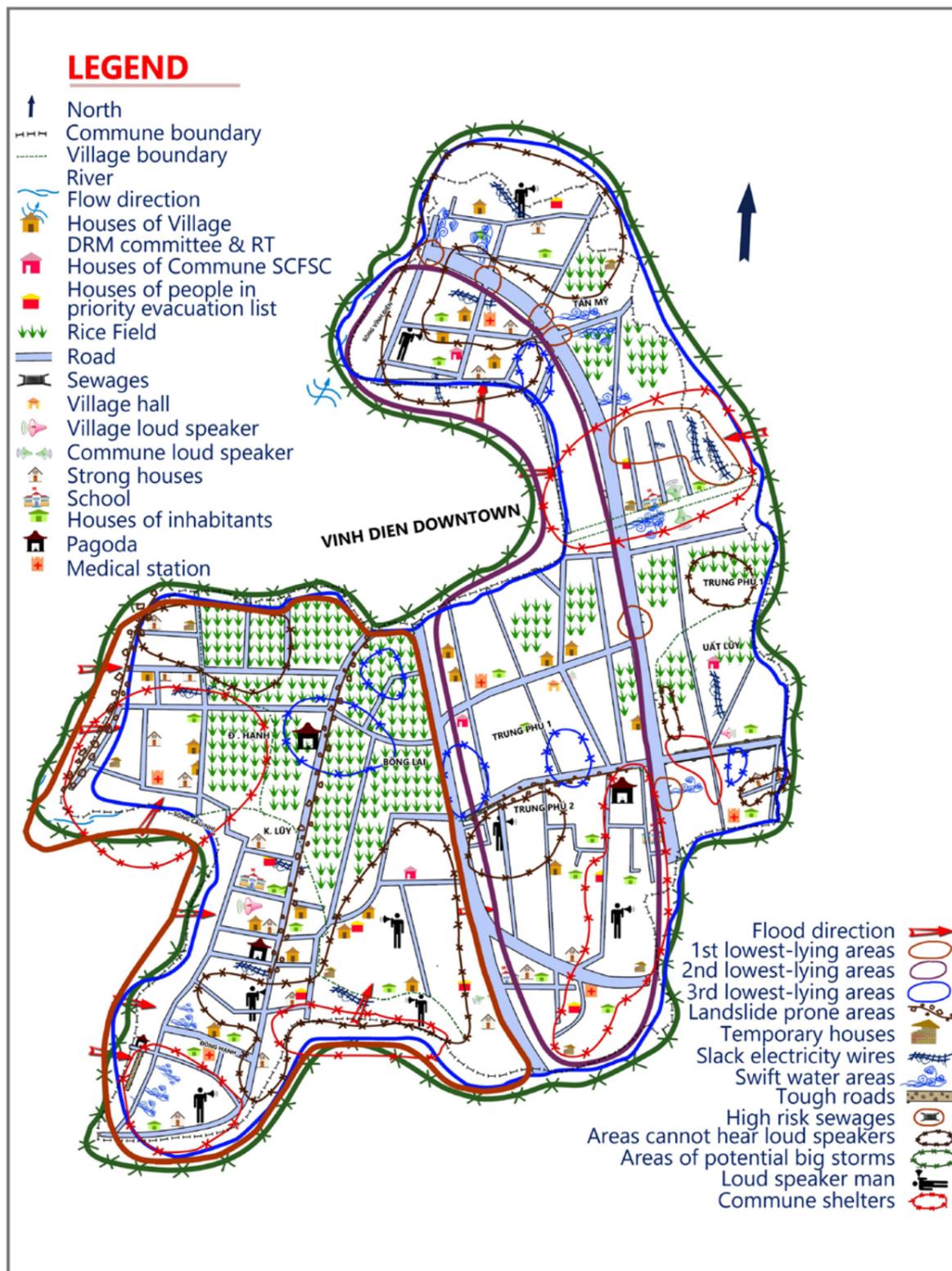
No	Department/ Members	Before rainy season	During disaster	After disaster
1	Commune SCFSC	Develop DRM plan	Implement the plan	Recover aftermath and evaluate the impact and plan's feasibility
1.1	Head of SCFSC	General responsibility		
1.2	Vice head of SCFSC	Participate in developing the plan	Lead the rescue team and collaborate with district SCFSC to perform rescue	Deploy forces to recover in the aftermath
1.3	Members			
2	Village DRM committee	Develop village DRM plan	Implement the plan	Recover in the aftermath
3	Related departments	Implement as requested by commune SCFSC		

#### 12. Annex of the commune plan :

##### 12.1. Name list of commune SCFSC

No.	Name	Position/Working division
1	Pham Minh Trieu	Vice President of PC_Head of SCFSC
2	Tran Van Phong	Head of communal armed forces- Vice Head of SCFSC
3	Pham Xu	Vice President of People's Council – Vice Head of SCFSC
Members of SCFSC		
4	Phan Xuan Hong Phuc	Staff from statistic data division
5	Le Viet Muon	Head of Police station
6	Dinh Nu Da Thao	Staff from administrative office
7	Le Thang	Staff from Environmental Division
8	Le Dac Quang	Vice Head of communal armed forces
9	Pham Tuan Huy	Staff from TV station
10	Nguyen Nho Chien	Accountant of PC NSX
11	Pham Thang	Staff from social culture division
12	Luong Van Thanh	Staff from construction division
13	Nguyen Van Thuan	Vice Head of Agriculture division
14	Vo Huu Sinh	Veterinary staff
15	Lam Gia Tam	Head of agriculture cooperatives
16	Pham Doan Xao	Head of agriculture cooperatives
17	Nguyen Van Ky	Head of health station
18	Nguyen Thi Trang	Head of Women's Union
19	Vo Chi	Head of farmer association
20	Phan Xuan Ngai	Head of Vietnamese Fatherland Front
21	Phan Xuan Nai	Head of veterans' organization
22	Nguyen Thanh	Vice Head of veterans' organization
23	Le Thi Luan	Staff from Population, Children and Family
24	Tran Canh Minh Tuan	Staff from administrative office
25	Nguyen Thanh Tam	Head of Youth

# HAZARD MAP OF DIEN MINH COMMUNE



POLICY BRIEF



## DISABILITY INCLUSION IN COMMUNITY BASED DISASTER RISK MANAGEMENT IN VIETNAM

### INTRODUCTION

Vietnam is one of the most disaster prone countries in the Mekong region. For 10 years (1998-2007), disaster had resulted in a loss of 5,155 lives, 5,530 injuries, 5,494,000 damaged houses and a loss of property worth 55.542 billion VND. Total estimated annual economic loss is equivalent to 1.5% of the GDP. The level of disasters in Vietnam has increased in terms of scope and repetition cycle with unexpected changes<sup>(1)</sup>.

To reach the goal of building up the resilience of the nation and communities to disasters, in 13 July 2009, the Prime Minister approved a comprehensive 11-year project named “Decree of 1002 of Community Awareness Raising and Community Based Disaster Risk Reduction” with a total budget of 50 million USD. This project is highly appreciated, as it aims to assist 6000 disaster prone communes by actively helping them to prepare for disaster. This community based disaster risk management (CBDRM) model is expected to reduce the maximum of lives, property and contribute to the sustainable development goal.

Decree 1002 clearly defines the inclusion of vulnerable groups with disabilities, in the Vulnerability and Capacity Assessment and disaster risk management planning. However, the technicality of how to include people with disabilities is not fully explained in the project outline. The policy planning has been low level and lacks specific details on the realities within decrees.



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