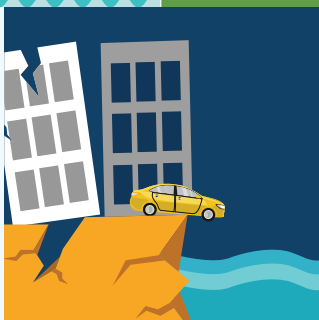
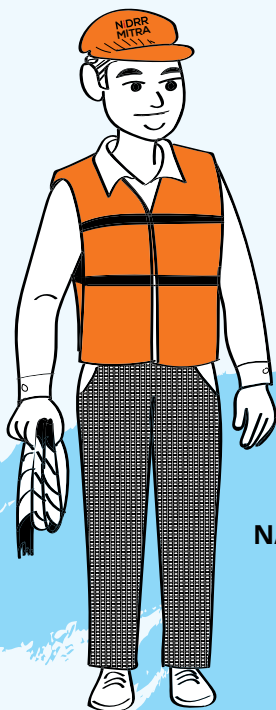
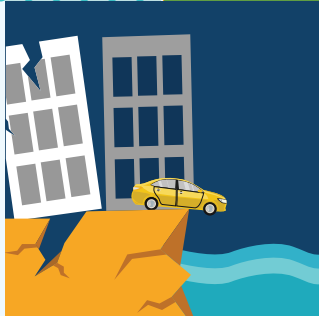


# DRR CHECKLISTS AND PLANNING TOOLS



**NiDRR**  
NATIONAL DISASTER RISK REDUCTION  
COMMUNICATION TOOLKIT

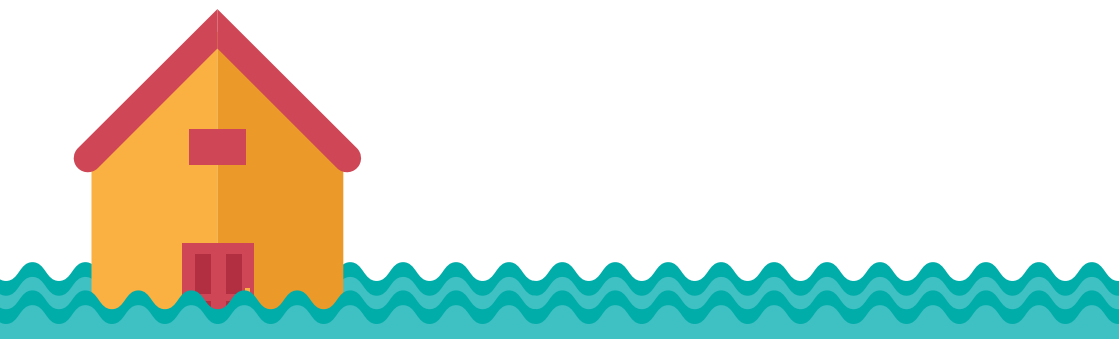


# **DRR CHECKLISTS AND PLANNING TOOLS**



# CONTENTS

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



# Guidelines for **RESPONSE**

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



**Step 1:**  
Assess the situation



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



**Step 4:**  
Simple M&E and evidence collection



**Step 5:** Revise communication if necessary



**Step 6:**  
Follow-up action



# Safety Guideline Checklist – **PREPARATION PHASE**



## Assessment Sheet for **DISASTERS**

**Nature of emergency:** Record what happened and where

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

Vulnerable population

Infrastructure damage

Service disruption

Cut-off areas

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

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



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

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

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





## Communication CHECKLIST

1

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

Participant group	Format	Frequency
-------------------	--------	-----------

2

Readiness of LOCAL communication collaterals

Participant group	Format	Frequency
-------------------	--------	-----------

3

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

Participant group	Format	Frequency
-------------------	--------	-----------



**Posters** – Printed copies to reach (locations)



**Hoardings/Wall-painting design** (locations)



**Leaflets** – Printed copies (locations)



**Community Radio** – Audio Clips (locations of community radio)



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



**Poster/Game Kits for Schools** (locations of schools)








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





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


# 4

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

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

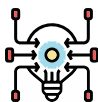
	Participant group	Format	Frequency
	 <b>Social Media posts/Gif(s)</b> – (Collect phone numbers/details of existing social media groups residing in the area)		
	 <b>NDMA Apps</b> – Disaster Management for Kids and FAST (First Aid for Students and Teachers) updated		

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

	Participant group	Format	Frequency
	 <b>Area-wise list of volunteers</b> shared with the respective first responders/frontline workers (Aapda Mitra, ANM, ASHA, etc.)		

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

Participant group	Format	Frequency
-------------------	--------	-----------



# Convergence CHECKLIST

## Components common to all disasters

Yes (tick)

Date

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

.....

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

.....

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

.....

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

.....

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

## Emergency requiring evacuation

Yes (tick)

Date

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

.....

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



## Evidence COLLECTION

Functioning channel  
of communication

--

Sharing and  
receiving of  
information by the  
community

--

**Source**

**Group**

Most trusted source  
of information

--	--

Accessibility of  
vulnerable groups

--

**Source**

**Group**

Fake news and  
misinformation

--	--

Management of  
fake news and  
misinformation

--	--

Challenges for giving  
out communication

--	--

Influencers and  
key stakeholders  
used for giving out  
communication

--	--



# Safety Guideline Checklist – RESPONSE PHASE

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

## Components common to all disasters

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

Yes (tick)

Date



**Community Radio** –  
Audio Clips (locations of  
community radio)



**Miking** – Audio Clips/  
Miking Script shared with  
responders



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



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



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

4

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

5

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

# Convergence **FRAMEWORK**

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

## Components common to all disasters

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

## Floods, cyclones and earthquakes causing evacuation

Yes (tick)

Date

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

---

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

## Aapka Aapda Sahayak (AAS) App:

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

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



(Available at Google play store

[https://play.google.com/store/apps/details?id=com.cdac.disaster&hl=en\\_IN&gl=US](https://play.google.com/store/apps/details?id=com.cdac.disaster&hl=en_IN&gl=US))

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

To be added to NDMA Disaster Management App

## Capacity-Building Calendar:

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

### DRR Communication Trainings

Preparatory  
Phase

Response  
Phase

### DRR Manager

Communication  
planning

Build back better/Accountability  
to Affected Populations (AAP)

### First Responder

Communication  
skills for DRR

Use of IEC materials  
to strengthen  
communication

Community  
engagement  
for AAP

### Community

Group meetings for  
community action plan for  
preparation

## **Communication Material Tool:**

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

To be added to NDMA Disaster Management App.



