CDRT WORKBOOK

A tool to aid CDRTs develop their own plan.

Capacity Building Initiative for Disaster Preparedness and Response

In Caribbean Red Cross Societies Project

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UNIT 1: CDRT and Disaster Risk Reduction

In Unit 1, you learnt about the different types of hazards and how they can impact your community. You also learnt about the different types of vulnerability and risk. You can now use that information to complete the following activities which were designed to help you identify and access your community's risks and vulnerabilities, which should then allow you to develop a plan to help reduce them, making your homes and community more disaster resilient.

1.1 Activity 1: Listing hazards

This activity is aimed at guiding you in your development of your community resilience plan. Make a list of **all** the hazards that can occur in your community. Do not just list the ones that happen most often. Remember that there are hazards that rarely occurs, but when they do, can cause a lot of damage to property and result in the loss of lives such earthquakes and tsunamis. Therefore, it is important to identify all the hazards that can have an impact.

List of hazards:

	Hazard	Frequency of occurrence			Potential to cause damage		
		Very Often	Sometimes	Rarely	High	Medium	Low
1.		☐	☐	☐	☐	☐	☐
2.		☐	☐	☐	☐	☐	☐
3.		☐	☐	☐	☐	☐	☐
4.		☐	☐	☐	☐	☐	☐
5.		☐	☐	☐	☐	☐	☐

1.2 Activity 2: Prioritization of hazards

No one can be prepared for all the hazards but by identifying the priority hazards, you are then able to identify and include preparedness, mitigation, and response actions in your CDRT plan. From the list of hazards above, consider the frequency and potential to cause damage to help you choose the top three hazards that can affect your community.

Top 3 hazards:

	Hazard
1.	
2.	
3.	

1.3 Activity 3: Identifying your community's risks and vulnerabilities.

As you are aware, there are four (4) categories of vulnerability: social, physical, environmental, and economic. Each community will have their own unique features that makes them vulnerable. Work together with your fellow CDRTs and consider each of the following categories of vulnerability and in the spaces below, identify the characteristics that makes your community vulnerable. You can reference page 20 of the CDRT Field Guide for more information.

Social vulnerability:

Physical vulnerability:

Environmental vulnerability:

Economic vulnerability:

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1.4 Activity 4: Impact to Communities

Now that you have determined the three main hazards as well as the community's risks and vulnerabilities, you can identify some of the major impacts to your community as this can also help you to establish what preparedness and mitigation actions you can implement as CDRTs as well as what you need to effectively respond in your community. Consider the checklist below and tick the impacts that are relevant to your community. **Note that you can edit the tables below to suit your country's context.**

	Type of Damage	Effects on Disaster Services
☐	Transportation	Inability to get emergency service personnel into the affected area. Inability to transport victims away from the area.
☐	Electrical	Increased risk of fire and electrical shock. Possible disruption to transportation system if downed lines are across roads.
☐	Telephone	Lost contact between victims, service providers, and family members. System overload due to calls from or to friends or relatives.
☐	Water	Disruption of service to homes, businesses, and medical providers. Inadequate water supply for firefighting. Increased risk to public health if there is extensive damage to the water supply or if it becomes contaminated.

	Type Of Damage	Effect On Disaster Services
☐	Road	Inability to assess damage accurately. Ambulances prevented from reaching victims and/or victims prevented from reaching emergency medical services. Police prevented from reaching areas of civil unrest. Fire departments prevented from getting to fires. Flow of needed supplies is interrupted.
☐	Structural	Damaged hospitals unable to receive patients. Increased risk of injury from falling debris.
☐	Disrupted Communication	Victims unable to call for help. Coordination of services is hampered.
☐	Fuel Line Damage	Fire and paramedic services overburdened. Insufficient and paramedic services overburdened.
☐	Disrupted Water Service	Firefighting capabilities restricted. Medical facilities hampered.

Please identify any other potential damage in the space identified below:

UNIT 2: CDRT & Disaster Preparedness

Unit 2 focused on the preparedness actions that can be implemented by CDRTs such as the development of family emergency plans, evacuation plans and setting up an early warning system (EWS). The following are activities aimed at guiding you to decide on suitable preparedness action you can take as well as plans that you need to develop for your home and community.

2.1 Activity 5: Identifying preparedness and mitigation measures

Think about the potential damage that can happen in your community (also consider the effects of climate change here) as well as your community's vulnerabilities and use this information to identify some actions that you can take as a CDRT to reduce your community's overall vulnerability, (or in other words), what are some of the preparedness and mitigation measures you can take? Also reflect on the type of assistance and/or guidance you may need.

Phase	Actions to be taken	Assistance or guidance needed
Preparedness	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	
Phase	Actions to be taken	Assistance or guidance needed
Mitigation	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	

2.2 Activity 6: Emergency plans

A big part of preparedness is having certain plans and testing these plans. Review the list below and check the plans that exists. It is okay if some were not developed because now you and your fellow CDRTs could work together with guidance from either the National Society or the National Disaster Office (if needed) to create them.

Tick if plan exists	Plan	Plan Tested	
		Yes	No
☐	Family Emergency Plan	☐	☐
☐	Family Evacuation Plan	☐	☐
☐	Community Disaster Plan	☐	☐
☐	Community Evacuation Plan	☐	☐

2.3 Activity 7: Identifying Early Warning Systems (EWS)

Based on the priority hazards, are there any that are currently being monitored in the community? If yes, please complete the following table:

Hazard being monitored	Monitoring method *(Include name of person or agency that monitors the EWS)*	Location of EWS	Assistance or guidance needed

2.4 Activity 8: Developing EWS

Based on the priority hazards, are there any that the community can predict and monitor? For example, can a rain gauge be set up in the community to be monitored to alert persons of potential flooding? Remember that EWS can be simple. If yes, use the space below to identify the hazards and the method that can be used to monitor the impact and if any guidance or training is needed from the national society of disaster office:

Hazard	Monitoring method	Assistance or guidance needed

2.5 Activity 9: Communication Emergency Messages

Remember that EWS does not only consist of monitoring the hazard, but it also consists of informing other community members, relevant National Society staff and/or National Disaster Operations staff of the impending hazard. As CDRTs, you may be depended upon to get the information out to other members. What are some ways in which your response team can inform community members? Ringing of church bell or setting up a WhatsApp group are some examples of things you can do. Remember that you need to also consider getting the message out to persons within the vulnerable groups.

Hazard	Method of communication	Person responsible	Assistance of guidance needed

The following are some tips taken from the IFRC Community Early Warning Systems (CEWS): Guiding Principles, on what to include in your emergency messages:

1) Timing: When is the hazard due to strike?
2) Location: Which areas can potentially be affected?
3) Scale: What is the potential magnitude of the hazard? (E.g., level of water)
4) Impact: What are some of the potential effects of the hazard on the communities?
5) Probability: What are the chances of this happening?
6) Response: What should at-risk populations do to protect themselves?

2.6 Activity 10: Identifying vulnerable groups and persons

As mentioned in the CDRT Field Guide, when developing any plans always engage with and take into consideration any requirements of persons within vulnerable or marginalized groups. Vulnerable persons may need additional assistance especially if they must evacuate or go to a shelter. It is a good practice to know the vulnerable persons in the community and understand the type of assistance they may need.

Vulnerability	Name	Contact	Preferred form of communication	Specify any assistance needed

UNIT 3: CDRTs Roles & Structures

The CDRT roles and structures in Unit 3 is a guide that you can use, however you can set up your CDRTs in the way that is most suitable to the needs of your community. At this stage you would have identified the main hazards, the potential hazard impacts and if a simple EWS can be established in your community. This information is what you need to guide the CDRT structure. The following activities were developed so that you can document the structure of your CDRT and assign persons to specific roles if need be.

3.1 Activity 11: Setting up the CDRT Structure

Use the table below to identify the response team members, any skills they may have that can be useful in times of emergencies as well as when they will be available to assist.

Team Leader:

CDRT Member	Position	Skills	How can they assist	Location	Contact Information (phone)	Contact Information (email)	Availability

3.2 Activity 12: Important stakeholders

CDRTs work closely with the National Societies and in some cases the national disaster office. It is also important for response teams to have good relationships with these organizations and know who they can contact in the case of an emergency. A good practice includes reviewing the list of stakeholders annually to ensure that the information is up to date.

Organizations	Liaison	When to contact	Contact information

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Unit 4: Community Assessments

Unit 4 briefly outlines the different types of assessments that assistance may be required from CDRTs. The main type of assessment being a Damage Assessment and Needs Analysis (DANA), whether it is an Early Rapid Assessment done within 24 hours of the disaster or a Detailed Assessment which is captures more sector specific information. Training and prior knowledge of the DANA form being used is required before going in the field to conduct these types of assessments. The following activities were created so that you can document members of the team trained in conducting these assessments so that they can assist the national society or the national disaster office when required.

4.1 Activity 13: Members in the community who are trained in assessments

In the tables below, identify team members who are trained in conducting DANA, any resources or assistance that might be needed (transport to affected areas etc.) as well as any additional training.

Name	Location	Contact

Resources needed

Training needed

UNIT 5: Stress Management & Psychosocial Support

Disasters, no matter how severe, can not only have an impact on the mental health of those affected but also on humanitarian workers who provide support, such as CDRTs. The following activities are aimed at identifying persons on the team who can provide psychosocial support as well as ensuring that the team has a procedure in place to safeguard the mental health of team members.

Before an event

5.1 Activity 14: Identify trained persons who can provide psychosocial support

Before an event, it is important to know who on the team can be called upon to provide psychosocial support. Use the table below to record this information.

Name	Location	Contact

5.2 Activity 15: Create a buddy system

Having an emergency buddy to check-in with one another would help with maintaining the overall wellness of members of the team. Use the table below to document the team's buddy system.

Name	Name of Buddy

5.3 Activity 16: Organizing debriefings

After an emergency/disaster it is important for the team lead to conduct a short debrief with CDRT members if one is not done by the national society and/or the national disaster office. Some questions to ask regarding debriefing include:

Tick if completed	Topics to discuss
☐	Safety and Security Issues
☐	Aspects of the response that were difficult to deal with
☐	Ask CDRT members to reflect on the emergency and allow persons to express their thoughts and feelings and vent if needed
☐	Areas for improvement and actions that can be done to reduce the stress of CDRT members.

UNIT 6: Health in Emergencies

In recent times the region has been facing more biological hazards or health risks such as the COVID-19 pandemic, dengue and zika. After emergencies or disasters, these health risks can increase or persons from vulnerable groups may need additional assistance. Actions that CDRT's can take to prepare for this would be to identify community health risks, identify those who are vulnerable as well as identify persons who can help.

Before an emergency/disaster

6.1 Activity 17: Identify CDRT members who are trained in first aid

CDRTs should be trained in first aid, however it will be useful to document who is trained and who may need to receive refresher training in the table below.

Name	Contact	Location	Certification Expiration Date

6.2 Activity 18: Community health risks

When completing the following table, also consider all the hazards and identify if any health risks may increase because of those hazards, for example, an increase in dengue or leptospirosis cases after flooding.

Health Risk/Concerns	Location	Vulnerable Groups	Actions to Reduce Risk

6.3 Activity 19: Persons needing specialized health treatment

There may be persons within the community who may need extra assistance after a disaster. Knowing these persons will ensure that they receive any assistance they need.

Name	Type of Health Concern/Type of Treatment Needed	Location	Contact

UNIT 7: Fire Safety

Fire safety is important especially at home, at the workplace and in the community. Identifying fire risks, knowing how to use a fire extinguisher, and knowing what to do during a fire are essential parts of fire safety. Unit 7 outlines fire prevention tips so make sure to review those from time to time. Also know your limitations and do not try to extinguish fires that are too big.

7.1 Activity 20: Fire Risks in the Community

Identify any areas that have a high potential to be impacted by a fire as well as any actions that can be taken to reduce the risks. This can also be done for your home. Access your home for any potential fire risks and try to eliminate those risks if possible. Also remember to create an evacuation plan for your home and test it out with the family. Ensure that all members of the family know how to safely exit the home in the event of a fire.

Fire Risks	Actions to Reduce Fire Risks

7.2 Activity 21: Communicate fire warning to community

Even though this may be included in your community disaster plan, in the text box below, outline what methods of communication can be used to warn persons of a fire.

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7.3 Activity 22: Vulnerable persons needing assistance.

Are there any persons who may need assistance, especially with evacuating, in the event of a fire? If yes, make a record of those persons in the table below.

Name	Type of Assistance Needed	Location	Contact

UNIT 8: Communication

Communicating early warning or alert messages is a crucial responsibility of CDRTs.

8.1 Activity 23: Communications barriers within your community

Review Section 8.5 of the CDRT Field Guide for examples of communication barriers that may exist in communities. Think about your community and identify any barriers that might exist as well as actions that can be taken to overcome them so that everyone in the community can receive warning or alert messages.

Barriers	Actions to Overcome These

8.2 Activity 24: Identify important communication actions

Tick if completed	Actions
	Team has a communication plan
	Team has pre-written emergency messages that can be quickly sent to relevant persons and community members.
	Team has developed a Call Tree (document outlining who to call and when)
	Team assigned roles to team members with regards to communicating emergency messages.

8.3 Activity 25: Develop a call tree

Name	Organisation	Contact	Location	When to Contact

UNIT 9 – Light Search and Rescue

Search and rescue is a specialised topic and persons who are not trained should not attempt to conduct any search and rescue missions, especially alone. Search and rescue can be dangerous however as CDRTs, you identify persons who can be called upon to perform search and rescue as well as who may own relevant equipment that can be used if needed.

9.1 Activity 26: Identify persons who can assist with light search and rescue.

These persons should be trained in search and rescue and possess the necessary equipment as search and rescue can be a very dangerous activity.

Remember safety first! Know your limitations and never attempt a search and rescue operation on your own or without the appropriate personal protective equipment (PPE).

Name	Location	Contact

9.2 Activity 27: Search and rescue equipment

In the table below identify any persons who may own equipment that can be used for search and rescue.

Equipment	Location	Contact Person	Use of equipment (Lifting, moving, cutting etc.)

UNIT 10: Shelter Management

Shelter management is another specialised area and not all national societies assist with shelter management. However, as a CDRT you can identify persons who may need assistance after a disaster or buildings within or near the community that can be used as a temporary shelter if needed.

10.1 Activity 28: Identify persons who can assist with shelter management

Name	Location	Contact

10.2 Activity 29: Identify vulnerable persons in the community

In the table below, identify who may require shelter and state whether they would need assistance to get to their shelters.

Name	Location	Contact	Type of Assistance Needed

10.3   Activity 30: Identify the nearest authorised shelters or buildings that can be used as shelters if needed

Type of Hazard	Name of Building	Location	Contact Person	Max. number of sheltered persons