



Community Based Disaster Management Manual

A practical self-help handbook for
Before • During • After
DISASTER



By IDEP Foundation

More information: www.idepfoundation.org



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THE AIM OF THIS BOOK

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

The first moments following a disaster, can be the most crucial in minimizing disaster impacts. The people that are on site when disaster happens are the community members themselves. With that in mind, and as part of a broader objective to develop community resilience, communities need to be familiar with all aspects of disaster management if they are to take prompt and effective steps before, during, and after disaster.

This book explains actions that can be taken by communities to prevent disaster and minimize the impacts of disaster should they occur.

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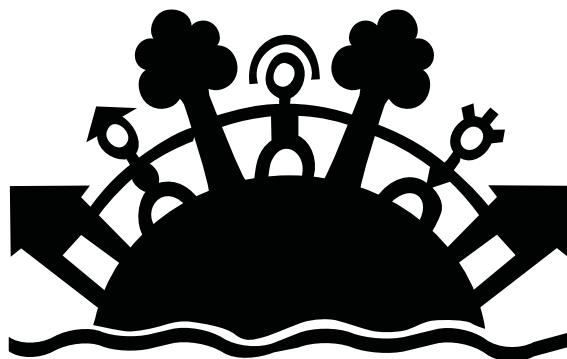
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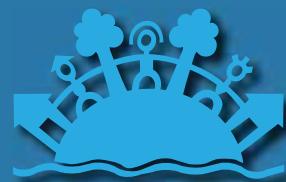
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This book is dedicated to:
The people of Indonesia;
all people affected by disasters who have lost their lives
knowing not what their faults were;
their families, refugees,
friends and humanitarian volunteers
who unceasingly give their
energy and made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

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

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



IDEF FOUNDATION

IDEF Foundation is a non-profit organization that was established in Bali, Indonesia in 1999, at the height of the Indonesian economic crisis.

IDEF's mission is:

- **Community empowerment** - 'Help people help themselves' through the provision of relevant information, demonstrations, and trainings
- **Community resilience** – Assist communities that are vulnerable to disaster to develop resilience in a sustainable way
- **Disaster relief** - Support communities that have been struck by disasters to attain safety and empower them through the recovery process

IDEF makes practical, educational media and delivers trainings that empower communities in disaster management and sustainable development.

COMMUNITY BASED DISASTER MANAGEMENT PROGRAM

Through the Community Based Disaster Management Program, IDEF Foundation helps communities with disaster preparedness and management, by providing training and capacity building. These training and capacity building activities encourage the community to cooperate in designing action plans and taking measures for disaster preparedness, prevention, risk reduction, emergency response, and recovery. During an emergency response, IDEP cooperates with networks of volunteers and partner organizations to provide aid as quickly as possible to those who need it most. After disasters, IDEP strives to work alongside local communities, to help them achieve sustainable community recovery.

IDEF's COMMUNITY BASED DISASTER MANAGEMENT MEDIA

IDEF began to develop the Community Based Disaster Management Kit soon after the Bali Bombing of 2002. The tragedy provided valuable lessons and showed the necessity of communities having access to information, tools, and education regarding how to respond effectively to an emergency or disaster situation. The CBDM Kit includes a resource book with practical self-help forms that can be used by a community in a disaster situation. The manual, together with the forms, aims to help communities in three main areas: preparing for disasters and reducing their impacts, providing a guide to effective response-actions during disasters, and working transparently and accountably with communities and outside parties during recovery after disaster. This kit also includes posters, designed to improve community participation and awareness of the CBDM system and comic books that tell stories of how different communities can cope with different disaster situations and hazards. Each comic also contains information sheets regarding the type of disaster covered in the story. For more information or to download any of the elements of the CBDM Kit visit: www.idepfoundation.org



IDEF Foundation wishes to thank the innumerable supporters involved in this important endeavor. There have been hundreds of volunteers, participating community members, working partners, program advisors, and other supporters who have given a great deal of time and effort to the success of this kit.

Community Based Disaster Management (CBDM) Manual

This CBDM Manual is designed to provide an understanding of community based disaster management. It is based on the results of local and international experiences and research, with input from many expert advisers. This manual is presented in a practical self-help format, including examples of how to use the forms provided in the CBDM Resource Book.

The Indonesian edition of this manual has been reviewed and endorsed by BAKORNAS PB (National Coordination Board for Disaster Management), MPBI (The Indonesian Society for Disaster Management), and other advisory experts.

Module A Before Disaster covers the importance of preparedness, and how it can be carried out in cooperation with a Community Disaster Management Group (CDMG). Preparedness actions include the assessments of hazards, vulnerabilities, and capabilities in the community, the creation of hazards maps and disaster management plans, as well as practical community solutions such as local early warning systems.

Module B During Disaster covers actions that can be taken by the community during a disaster, in order to prevent loss of life and property. This section includes community emergency response actions including how to assist people directly impacted by the disaster, evacuation, emergency first aid, etc.

Module C After Disaster explains the community's role in both short and long term recovery from disaster. It explains how communities can determine the assistance that is needed to fulfill needs and manage the process of ensuring that any available aid is used in an equitable way. It also gives tips on how communities can get assistance and manage the recovery process in an accountable way.

By using this manual you are already taking important steps towards understanding more about disasters, which can help you and your community to be more prepared and safer should a disaster happen.

This Manual is part of a comprehensive Community Based Disaster Management series. The series has been written in simple language, supplemented with many detailed illustrations, to ensure that the information can be easily understood by everyone. The series is suitable for anyone who is promoting community cooperation, disaster management, and sustainable development. This may include local community groups, NGOs, government officials, universities, and other organizations.

About Hazards

Module A – Before Disaster

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

Module B – During Disaster

- The First Steps of Emergency Response
- What to Do if You Don't Have a Plan
- The Main Elements of Emergency Response
- Evacuation Procedures

Module C – After Disaster

- Community Response After Disaster
- The Stages of Recovery After Disaster
- The CDMG and Community's Role After Disaster
- Needs Assessment
- The Process of Fulfilling Needs
- Documenting Distribution
- The Process of Finding Aid
- Working with the Media
- Complete Community Recovery

Activity Evaluation

- Evaluating Achievements and Learning from the Disaster Management Program
- Improving the Disaster Management Plan

Appendices

- Emergency First Aid
- Emotional Trauma in Times of Disaster
- Nutrition in Emergency Situations
- Shelter and Non-food Items
- Water, Sanitation, and Hygiene
- Health Services
- Law no. 24, 2007 Concerning Disaster Management
- Contact Lists
- Bibliography and References
- Emergency Telephone Numbers



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The CBDM Kit includes: this manual, a resource book, DVDs, posters, comic books, and other resources.

More information: www.idepfoundation.org • info@idepfoundation.org **ISBN:** 978-979-24-1316-8

