

AFAR REGION, ETHIOPIA

SAMPLE DISASTER RISK MANAGEMENT MANUAL AND GUIDELINES

Prepared for AKMEWS Library Demonstration

SAMPLE / DEMONSTRATION DOCUMENT

NOT AN OFFICIAL GOVERNMENT OR PARTNER MANUAL

This document is fictional demonstration content for testing the AKMEWS Knowledge Library. It should not be used as an operational directive. Real DRM procedures must follow approved government laws, policies, plans, standard operating procedures and authorized technical guidance.

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Document Information

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1. Purpose of the Manual

This sample manual provides a practical structure for disaster risk management activities at regional, zonal, woreda, kebele and community levels. It demonstrates how institutions can organize risk assessment, early warning, preparedness, emergency response, coordination, reporting and recovery actions.

2. Intended Users

- Regional disaster risk management staff and technical teams.
- Zone and Woreda DRM focal persons.
- Sector offices responsible for water, health, agriculture, livestock, education, roads and social protection.
- Kebele leaders, community committees and volunteers.
- Humanitarian and development partners supporting DRM activities.
- Knowledge management, early warning and information system administrators.

3. Guiding Principles

- Protect life, dignity, livelihoods and essential services.
- Act on credible risk information before hazards become emergencies.
- Use a multi-hazard and risk-based approach.
- Ensure inclusion of women, children, older persons, persons with disabilities and other at-risk groups.
- Coordinate across government levels, sectors, communities and partners.
- Document decisions, actions, results and lessons for accountability.
- Use local knowledge together with scientific and technical information.

4. DRM Operational Cycle

Phase	Key Question	Typical Actions
Risk Reduction	What risks can be reduced now?	Risk mapping, mitigation, resilient infrastructure, livelihood protection.
Preparedness	Are we ready if the hazard occurs?	Contingency plans, drills, supplies, coordination arrangements.
Early Warning	What is changing and what action is needed?	Monitoring, thresholds, analysis, alerts, early action.
Response	What must be done immediately?	Life-saving assistance, coordination, rapid assessment, public information.
Recovery	How can services and livelihoods be restored safely?	Rehabilitation, reconstruction, livelihood recovery, lessons learned.

5. Risk Assessment Guidelines

Risk assessment should identify hazards, exposed people and assets, vulnerability factors, existing capacities, seasonal patterns and likely consequences. Assessments should be updated when conditions change.

- Identify priority hazards for each Woreda and community.
- Map settlements, roads, water points, schools, health facilities, markets and other critical assets.
- Record vulnerable groups and livelihood systems.
- Review historical disaster events and seasonal trends.
- Assess local coping capacity, available resources and access constraints.
- Classify risk using an agreed scoring or ranking method.
- Validate findings with sector experts and community representatives.

6. Early Warning and Monitoring Guidelines

- Define indicators for drought, flood, rainfall, water availability, pasture, livestock, health, food security and other relevant hazards.
- Specify who collects each indicator and how often it is reported.
- Use consistent reporting templates and data quality checks.
- Compare current conditions with historical ranges and agreed thresholds.
- Escalate abnormal conditions quickly to the responsible coordination level.
- Translate technical findings into clear, actionable messages for decision-makers and communities.
- Use multiple dissemination channels such as meetings, phone, radio, digital platforms and community networks.

7. Alert Levels - Sample Framework

Level	Meaning	Typical Action	Communication
Information	Normal monitoring with relevant information.	Continue routine monitoring.	Routine bulletin/update.
Watch	Conditions are worsening or risk is increasing.	Increase monitoring and preparedness.	Notify responsible offices and communities.
Warning	Significant impact is likely or beginning.	Activate early actions and contingency measures.	Issue public warning and sector instructions.
Emergency	Severe impact is occurring or imminent.	Activate emergency coordination and response.	Urgent multi-channel public communication.

8. Preparedness Guidelines

- Maintain updated contingency plans for priority hazards.
- Assign clear responsibilities to institutions and focal persons.
- Maintain emergency contact lists and communication procedures.
- Map available vehicles, warehouses, shelters, water sources and essential equipment.
- Identify possible evacuation routes and safe locations where appropriate.
- Pre-position essential supplies when justified by risk and access conditions.
- Conduct drills and simulations and document lessons.

9. Emergency Response Guidelines

- Confirm and verify the incident before large-scale activation where possible.
- Prioritize life-saving needs and protection concerns.

- Conduct a rapid assessment using a standard format.
- Establish incident coordination and information-sharing arrangements.
- Avoid duplication by assigning geographic and sector responsibilities.
- Track requests, decisions, resources, distributions and outstanding gaps.
- Provide regular situation updates to leadership and partners.
- Communicate clearly with affected communities about assistance, risks and available services.

10. Sample Rapid Assessment Checklist

1. What happened, where and when?
2. How many people and households are affected?
3. Are there deaths, injuries, displacement or protection concerns?
4. What essential services are disrupted?
5. What are the immediate water, food, shelter, health and protection needs?
6. What roads or access routes are blocked?
7. What local resources are already available?
8. What support is required from zone, region or partners?
9. What additional risks may develop in the next 24-72 hours?

11. Information Management and Reporting

All DRM information should be timely, consistent, traceable and appropriate for the intended audience. Raw data, analyzed reports, alerts, situation updates and official decisions should be clearly distinguished.

- Use standard filenames, dates and reporting periods.
- Record the source and responsible office for each dataset or report.
- Separate raw Woreda data from analyzed regional reports.
- Mark draft, unpublished and published documents clearly.
- Store approved documents in the knowledge library with suitable categories and metadata.
- Protect confidential or sensitive data from unauthorized public disclosure.
- Retain version history where practical.

12. Coordination Guidelines

Level	Illustrative Coordination Responsibilities
Region	Consolidate risk information, coordinate major preparedness and response, support zones and Woredas, issue regional guidance.
Zone	Compile Woreda information, support coordination, identify gaps and escalate needs.
Woreda	Collect local data, coordinate sectors and communities, implement early action and first-line response.
Kebele / Community	Report local conditions, communicate warnings, support vulnerable households and community action.
Partners	Provide complementary technical, material, financial and operational support through coordinated mechanisms.

13. Recovery and Build Back Better

- Begin recovery planning early, including during response operations.
- Restore critical services and livelihoods using risk-informed standards.
- Avoid rebuilding in the same unsafe manner when safer alternatives are feasible.

- Consult affected communities on recovery priorities.
- Document lessons and update preparedness plans after the event.

14. Training and Capacity Development

- Orientation on DRM roles and responsibilities.
- Training on Woreda risk profiling and data collection.
- Early warning analysis and alert communication.
- Emergency coordination and rapid assessment.
- GIS, mapping and information management.
- Simulation exercises and after-action review.
- Knowledge management and document archiving.

15. Sample Monthly DRM Reporting Template

Field	Information to Record
Reporting Area	Region / Zone / Woreda / Kebele
Reporting Period	Month and year
Main Hazards	Priority hazards monitored during the period
Key Indicators	Rainfall, water, pasture, livestock, health, food security, displacement, conflict, etc.
Current Situation	Short evidence-based summary
Alert Level	Information / Watch / Warning / Emergency
Actions Taken	Preparedness, early action or response actions completed
Gaps	Unmet needs, access constraints, data gaps
Recommendations	Priority next actions and responsible actors

16. Minimum Quality Standards

- Information is dated and sourced.
- Figures are checked before publication.
- Geographic names are consistent.
- Risk statements distinguish observations from forecasts.
- Alerts include a recommended action.
- Public messages avoid unnecessary technical language.
- Reports clearly state whether they are draft, approved or published.
- Sensitive personal information is not published without authorization.

17. Review and Updating

Operational manuals and guidelines should be reviewed regularly and after major emergencies, exercises, institutional changes or updates to national and regional DRM policy. Approved revisions should be versioned, communicated to users and archived in the knowledge management system.

Final Note

This document is a demonstration sample created for AKMEWS Library testing. It is not an official DRM manual, and it does not replace approved government policy, legislation, contingency plans, technical standards, sector guidance or emergency procedures.