

IMPLEMENTATION GUIDELINE

COMMUNITY-BASED DISASTER RISK MANAGEMENT
(CBDRM) PROGRAMME



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BACKGROUND

The development of a Community-Based Disaster Risk Management (CBDRM) module or toolkit is crucial to enhancing community resilience and preparedness in facing disasters. This initiative aims to provide facilitators with structured and practical guidelines to help communities identify risks, plan responses, and strengthen local capacity. The module can be adapted to involve all segments of the adult population, including the elderly, women, and vulnerable groups. It also serves as a reference to ensure consistency, effectiveness, and efficiency in the implementation of CBDRM training and workshops.

OBJECTIVES

1

Provide facilitators with a standardised and user-friendly reference to effectively deliver disaster risk management knowledge at the community level.

2

Provide practical tools and activities that can be used in workshops with the community to create more interactive, participatory, and meaningful learning sessions.

3

Enhance facilitators' capacity and confidence in implementing community-based disaster risk reduction programme through clear methodologies and adaptable strategies.



Sources: MERCY Malaysia

MODULE

1



MODULE 1:
INTRODUCTION TO DISASTER RISK MANAGEMENT



DURATION:
30 MINUTES



GROUP:

Objective

To provide an understanding of the basic definitions of disaster risk reduction phases and to comprehend the concept of disaster risk based on hazards, vulnerability, and capacity.

Materials

- Presentation slides
- Information-sharing tools
- Disaster images
- Survey/questionnaire form

Secretariat Allocation

- Main speaker
- Stage coordinator
- Facilitator
- Reporter

Implementation Method

- Briefing
- Discussion
- Presentation

Steps

Step 1: Explanation of the Background of Local Disasters

The facilitator displays slides illustrating the history of local disasters that have occurred and discusses the effects and impacts of these disasters on the local community (social, economic, health, and others).

Step 2: Explanation of the Definition and Concept of Disaster Management and Reduction

1. Explain the definition of disaster and the concept of disaster risk management and reduction.
2. Explanation of the types and categories of disasters.
3. Explanation of the disaster risk management cycle.

Step 3: Question and Answer Session

The facilitator ensures that all participants understand the concept of disaster risk management and reduction.

Benefits to the Community

- The concept of disaster risk and disaster risk approaches.
- Disaster risk reduction practices.
- Actions to minimise disaster impacts are important to protect the safety of the local community.

MODULE 2



MODULE 2:
COMMUNITY PREPAREDNESS IN DISASTERS



DURATION:
30-45 MINUTES



GROUP:

Objective

Build understanding of the importance and effective preparedness measures in facing disasters.

Materials

- Presentation slides
- Stationery – markers in various colors
- Mahjong paper (large chart paper)
- Masking tape
- Sticky notes / Post-it notes

Secretariat Allocation

- Main Speaker
- Stage Manager
- Facilitator
- Reporter

Implementation Method

- Briefing
- Discussion
- Presentation

Steps

Step 1: Explanation of the Importance of Disaster History

1. The facilitator displays slides illustrating the history of local disasters that have occurred and discusses the effects and impacts of these disasters on the local community (social, economic, health, and others).
2. Discussion on the importance of disaster history to the local community.

Step 2: Disaster Experience Sharing Session

1. The facilitator will ask community members who have experienced disaster situations as a method to explore issues, problems, and impacts on the daily lives of the community, whether before, during, or after a disaster occurs.

Step 3: Explanation of the Importance of Disaster Risk Management and Reduction

1. The facilitator will share information on the purpose and importance of disaster risk management with the community.
2. Explanation of the community-based disaster risk management process.
3. Explanation of the disaster risk management structure.

Step 4: Question and Answer Session

1. The facilitator ensures that all participants understand their responsibilities in disaster management at the individual, family, and community levels, based on the disaster situation before, during, and after the event.

Benefits to the Community

Enhancing Preparedness for Risk Impact Reduction Planning in the Community.

DISASTER MANAGEMENT



Figure 1:
Management schedule before, during, and after a disaster at the individual, family, and community levels.

MODULE 3



MODULE 3: COMMUNITY-BASED DISASTER RISK MANAGEMENT



DURATION:
30-45 MINUTE



GROUP:

Objective

- To provide the community with exposure to activities related to disaster preparedness.
- To enable the community to carry out disaster preparedness activities.

Materials

- Presentation slides
- Stationery – markers in various colors
- Mahjong paper (large chart paper)
- Masking tape
- Sticky notes / Post-it notes

Secretariat Allocation

- Main Speaker
- Stage Manager
- Facilitator
- Reporter

Implementation Method

- Briefing
- Discussion
- Presentation

Activities

Activity 1: Disaster Timeline

1. The facilitator explains the importance of a disaster timeline to the community.
2. Participants share their experiences of disaster situations and the effects/ impacts on the community (social, economic, and others).
3. Group activity

Activity 2: Local Risk Communication

1. The facilitator explains the importance of local risk communication to the community.
2. Participants share their views on the formation of agencies or stakeholders responsible for disaster management before, during, or after an event, according to the four phases (Preparedness, Response, Recovery, and Prevention/Mitigation).
3. Group activity

Activity 3: Seasonal Calendar

1. The facilitator explains the importance of the seasonal calendar to the community.
2. Participants will share their perspectives based on their experiences of :
 - Climate
 - Hazards
 - Health issues
 - Livelihood activities
 - Health activities
 - Social activities
 - Religious activities
 - Household income
3. Identify changes that have occurred over the past 10 years from major disasters that have taken place.
4. Group activity

Activity 4: Disaster Preparedness Requirements

1. The facilitator explains the essential requirements for disaster preparedness to the community.
2. Group activity.

Benefits to the Community

Emphasizing preparedness activities for the community

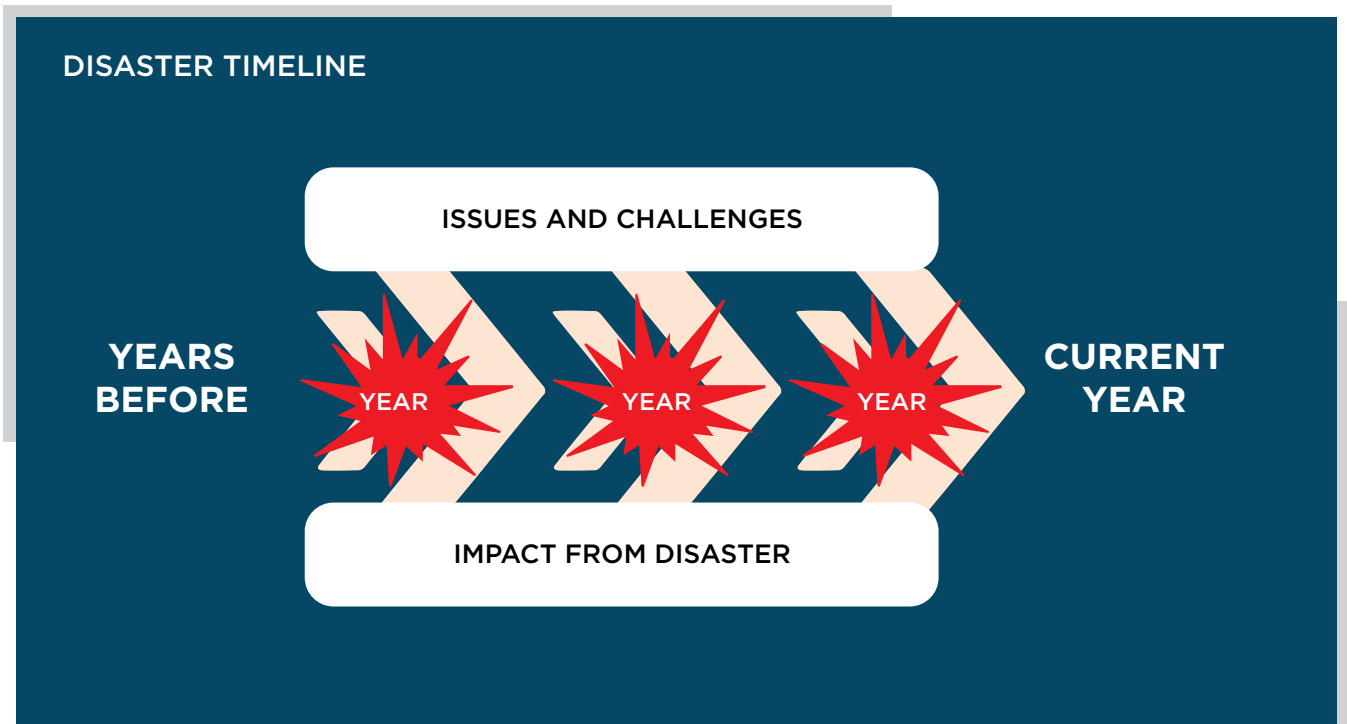


Figure 2:
Activity 1 - Disaster Timeline

The four (4) main phases of disaster risk management are:

1. Preparedness Phase
2. Response Phase
3. Recovery Phase
4. Prevention/Mitigation Phase

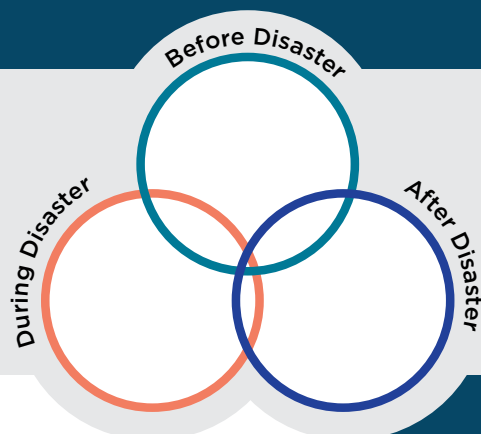


Figure 3 :
Activity 2 - Local Risk Communication

MODULE 3
Community-Based Disaster Risk Management

SEASONAL CALENDAR

LEGEND	YEAR	MONTH											
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Weather / Climate	2014												
	2024												
Natural Hazards	2014												
	2024												
Health Issue and Problem	2014												
	2024												
Local Livelihood Activities	2014												
	2024												
Health Activities	2014												
	2024												
Social and Religious Activitie	2014												
	2024												

Figure 4 :
Activity 3 - Seasonal Calendar

GRAB BAG



Figure 5 :
Activity 4 - Disaster Preparedness Requirements

MODULE 4



MODULE 4:
SITE OBSERVATION



DURATION:
60 MINUTE



GROUP:

Objective

- Increase awareness among the local community during the mitigation and preparedness phases
- Understand the potential hazards that may occur
- Know the safe routes to move during emergencies
- Enable the community to develop their own disaster action plan through thematic mapping

Materials

- Presentation slides
- Writing tools - colored markers (red, blue, black, green, white)
- Maps
- Masking tape
- Polaroid camera
- Sticky notes / Post-it notes
- Stickers - various colors

Secretariat Allocation

- Main Speaker
- Stage Manager
- Facilitator
- Reporter

Implementation Method

- Briefing
- Discussion
- Presentation
- Site Visit / Field Survey

Steps

Step 1: Mapping Explanation

1. The facilitator explains the importance of the area mapping concept.
2. The mapping concept is based on the activity of verifying areas that are at risk, safe, and have capacity.

Step 2: Mapping Activity

1. The facilitator will assist participants in identifying risk areas in the field through group work.
2. Participants will gather information about the surrounding areas within the community by taking into account exposure, risks, and capacities.

Step 3: Data Collection on Map

1. The facilitator will assist participants in identifying the visited locations on the map by including visual evidence or information obtained on the map.

MODULE 4
Site Observation

Benefits to the Community

Provide specific critical information during emergency response.

SEASONAL CALENDAR



Figure 6 :
Mapping Area

MODULE 5



MODULE 5: DISASTER ACTION PLAN



DURATION:
30-45 MINUTE



GROUP:

Objective

- Build a basic understanding of the Community-Based Disaster Action Plan
- Establish a Committee and develop an action plan
- Identify methods for sharing information with the community

Materials

- Presentation slides
- Writing tools - colored markers (red, blue, black, green, white)
- Maps
- Masking tape
- Polaroid camera
- Sticky notes / Post-it notes
- Stickers - various colors

Secretariat Allocation

- Main Speaker
- Stage Manager
- Facilitator
- Reporter

Implementation Method

- Briefing
- Discussion
- Presentation
- Site Visit / Field Survey

Steps

Step 1: Explanation of Disaster Action Plan

1. The facilitator explains the importance of a disaster action plan within the community.
2. The importance of a disaster committee at the community level.

Step 2: Formation of a Community Disaster Committee

Benefits to the Community

- Formation of the Committee and action plan
- Identify effective methods for information dissemination
- Monitoring of the Action Plan

MODULE 5
Disaster Action Plan

COMMUNITY ACTION PLAN

RESPONSE		RECOVERY		MITIGATION		PREPAREDNESS	
Committee Member	DUTIES / ROLES / RESPONSIBILITIES	Committee Member	DUTIES / ROLES / RESPONSIBILITIES	Committee Member	DUTIES / ROLES / RESPONSIBILITIES	Committee Member	DUTIES / ROLES / RESPONSIBILITIES

Figure 7 :
Activity: Formation of the Community Disaster Committee

CONCLUSION AND WAY FORWARD

In response to the need to strengthen community capacity in facing disaster risks, the development of a CBDRM module or toolkit is a strategic and significant initiative. It not only provides facilitators with a clear reference framework but also enhances the effectiveness of a more structured and participatory facilitation approach.

Through the outlined objectives, this module serves to assist facilitators in planning and conducting training sessions that are more organised, inclusive, and impactful. It also acts as an important medium for delivering knowledge and raising community awareness of risks and disaster reduction measures.

Overall, this module is expected to support the implementation of the CBDRM programme more efficiently while empowering communities to become the frontline in continuous and sustainable disaster preparedness and risk reduction efforts.



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Figure 7

Activity: Formation of the Community Disaster Committee