

# Handbook on Disaster Risk Reduction (DRR) for DRR Committee Members

## DRR Committee Member Roles & Responsibilities

1. Each committee member must have knowledge of the hazards that affect the communities or areas they serve.



2. Committee members must also know who are particularly vulnerable and to which hazards. They must know which community, where it is and how they are vulnerable. Once the DRR Committee has this knowledge it is able to craft a DRR Plan with mitigation strategies or in the least, plans to reduce the hazards' scale of effect to the community.

3. Committees also consult with Civil Protection Unit (CPU) members like AGRITEX, the Rural District Councils (RDC), non-governmental organisations (NGOs), local leadership and the Zimbabwe Republic Police (ZRP) etc on various matters that help with the developing community's preparedness and resilience against hazards.

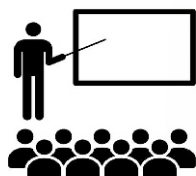


4. With the DRR Plan in place the committee may now schedule and arrange for the necessary works to be done or to encourage households to do certain things that will make them more resilient to shocks.



5. Committees should also encourage the community to have a pool of funds that they can use when the need arises.

6. Committees must get to know about impending threats earlier in advance, and communicate with community members in time. It is important to ensure that all community households are made aware. As this information is being disseminated, also ensure that the messages also relay how people can guard against the hazards or minimise the effects on property, livestock and general well being and welfare.



7. Committees can also arrange for the community to receive any relevant trainings and monitoring feedback from CPU members.

8. Lastly, committees are encouraged to meet at least once every month to discuss about key things to be done in the community, how they should be done, monitored and agree on what needs to be in place for the activities to be done.



## Recommended DRR Committee Working Procedures

### 1 GET KNOWLEDGE ON HAZARDS IN YOUR COMMUNITY

Mobilise community members. As groups move across the area in the community and assess the state of the area concerning water sources, the environment, grazing lands, buildings and structures, key community assets, farming fields and other important things.

Take note where these things are and note their conditions and note what land uses are there. Also take note of undesirable things like land degradation and environmental concerns.



**Conduct transect walks and assess the state of the area under your community.**

Hold discussions with community members and understand better the nature of the hazards in the community.

**A hazard is an occurrence, activity or event that has potential to harm a community, community members, property, or livestock. Hazards may occur naturally or as a result of certain activities by people.**



**Hold discussion with community members about hazards.**

Examples of Hazards: 1.) **Natural Hazards** - drought, short rainy periods, pest outbreaks that affect crops and livestock. 2.) **Man Induced Hazards** - land degradation from deforestation or mining etc, climate change, wars etc. 3.) **Health Related Hazards** - diseases to people and livestock e.g. HIV/AIDS, Cholera, Foot & Mouth etc.

Find out which hazards are a threat in your community. Understand how they occur and ascertain the gravity of their effects. Learn when they are likely to occur, how frequently, and where in particular. Lastly, know who is vulnerable.



**As a group map and rank the hazards.**

As a committee discuss and all the things you have learned about the hazards in the community.

Using stones represent the magnitude of the hazards as shown on the figure.

	Stock theft	Floods	Drought	Wildlife	TOTAL
Village A	1	2	5	2	10
Village B	1	1	4	4	10
Village C	2	4	3	1	10
TOTAL	3	6	16	5	30

**Drought is the greatest hazard in this particular community. Take care to do the rankings of the hazards by village.**



Draw and map out the area of your community. Mark and position assets (fields, buildings, roads, wildlife, pastures, schools, hospitals, water sources etc) accordingly.

Once done draw the detailed map you come up with on paper.

At this point, colour code the previously identified hazards. Identify the areas where they occur and shade the area on the map accordingly. *See example below.*

### Map the area of your community.



Hyena



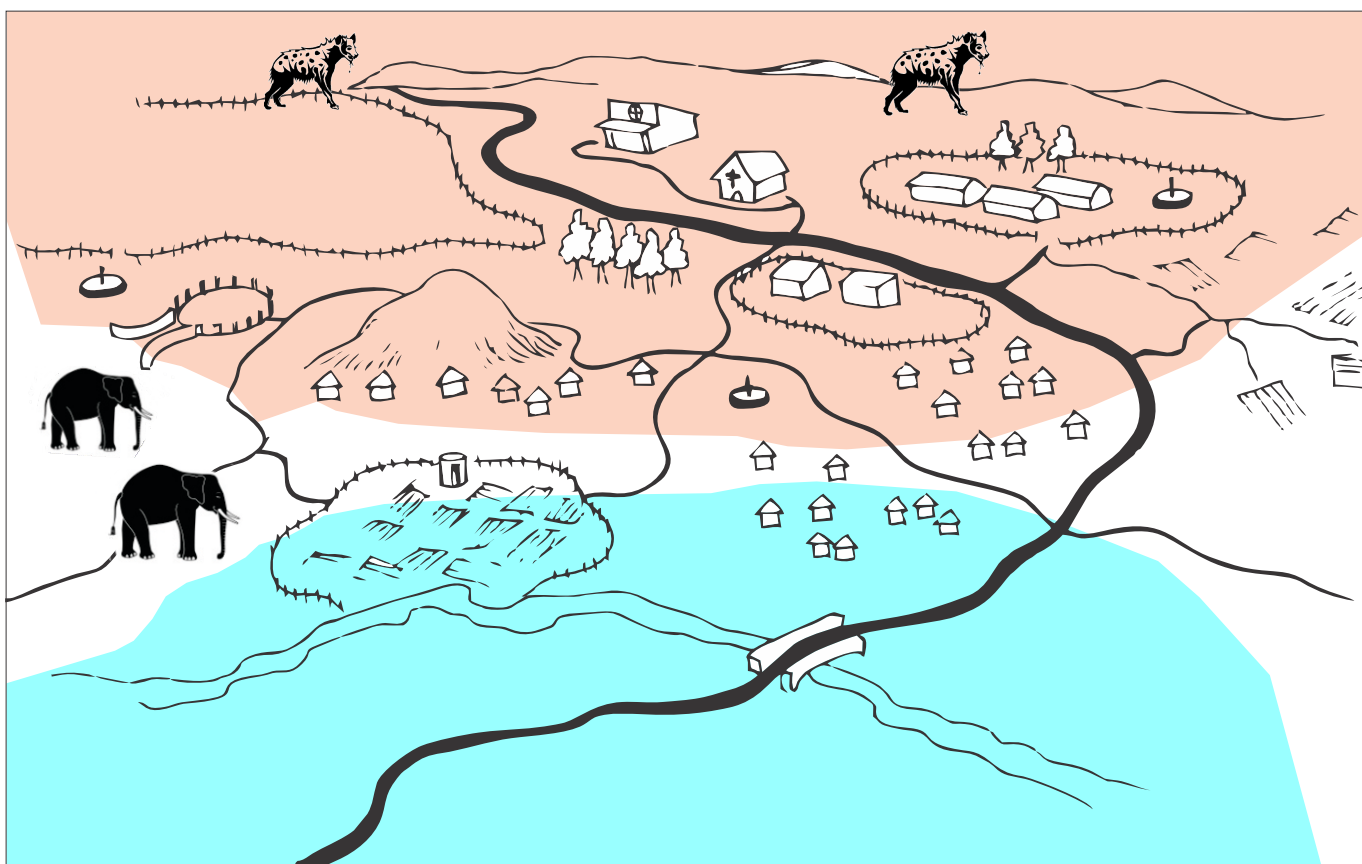
Elephants



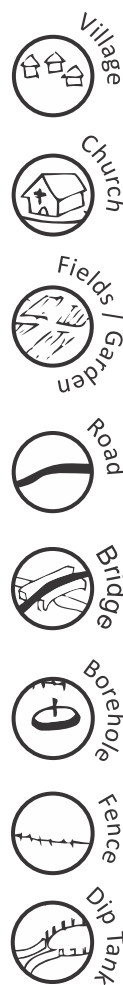
Fall Army Worm



Flooding



An example of a map.



## 2 ESTABLISH WHO IS VULNERABLE AND ASCERTAIN THE CAPABILITIES OF THE COMMUNITY

Once the hazards are known, it is important for the committee to establish who in the community are at risk and are particularly vulnerable for each identified hazard. It is also necessary to find out which community assets are at risk and to which hazard. After this, committee members must be able to know the magnitude of risk posed by each hazard and to which people (the elderly, the disabled, women and children, all households etc).

From this point, find out about the capabilities of the community in terms of the skills and knowledge available. What knowledge is there about mitigating, preventing and managing the hazards should they occur, what things should the community and households have to help them do this and do they have these things, and what laws govern the community. Also find out about the amount of money the community can raise.

Gathering this information will help with the next step of crafting context specific plans.

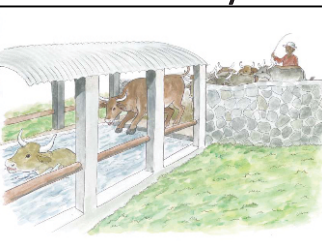
### 3 FORMULATE A CONTEXT SPECIFIC DRR PLAN

At this point, the committee is now aware of the hazards affecting their community, the greatness and scale of risk they pose, and are also aware of the people that are vulnerable. Using this knowledge, the committee then deliberates on what should be done, when, how and by whom, in order for communities to be able to prevent the occurrence of the hazards or reduce the scale of their effects. The plan must be realistic and show specifically the actions that must be taken, and the resources required, to prevent and manage the identified hazards for each ward or village.

This is a proactive action in building community resilience to future shocks and allows communities and households to be able to withstand various adverse effects from hazards and within reasonable time return to the desirable states. Committees should ensure that their plans are able to address what should be done so that **livelihoods** are not disrupted.

Secondly, the plan must show how key community **assets** will be used or modified to ensure household or community resilience. Lastly, the plan must show how **networks** and **linkages** with key CPU members will help the community. **Consolidate all village plans into a ward plan.** Have the plan endorsed by RDC and shared with CPU members at village, ward, and district levels.

#### Community Assets



Find out how the community assets are affected by the hazards?  
How do you prevent or manage the effects?  
Which assets can be easily replaced if destroyed?  
Which assets can help prevent or reduce the effects of the identified hazards?

Answers to these questions will assist in crafting what the community needs to do.

#### Livelihoods



What prevention or mitigation measure can the community take to manage the identified hazards?  
What knowledge or skills are necessary to do this?  
What other things will be needed in order to do the required things in order to manage the identified hazards? .

Answers to these questions will assist in crafting what the community needs to do.

#### Networks and Linkages

In conjunction with community leaders, which regulations can be put in place in order to help prevent the occurrence of particular hazards, or perhaps to reduce the effects of any identified hazard (e.g. some communities have laws which require every household to have a toilet in a bid to prevent diarrheal diseases)?

Which organisations, government entities and agencies are able to assist in the event that hazards occur in the community? Where are they? How can they be reached? How do you solicit their assistance?

**Well crafted and enforced by-laws can be effective in managing hazards. At the same time, having knowledge about key stakeholders can allow a community to seek assistance well before the on-set of a hazard.**

### 4 IMPLEMENTATION AND MONITORING THE PLAN

Plan and schedule the works in advance. Make sure the community is aware. They must know what is to be done, when, where, and by whom. Communicate and mobilise ensuring that households are aware. Engage the relevant CPU members for support. Have a fund for the works.

Monitor the roll out of the plan. Monitor all works regularly with CPU members at agreed times. Provide appropriate assistance during monitoring and consult other CPU members for technical back up.

Provide feedback to communities monthly and agree on any changes.