

Checklist



DISSEMINATION and COMMUNICATION



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01. Introduction

The implementation of Tsunami Early Warning in Local Communities is a process, which depends on many factors and actors. Conducting this process requires an assessment of what is already in place, activity planning and progress monitoring. The presented checklist supports this process by providing a simple tool for local decision makers and other stakeholders. Adjusted to the Indonesian context, the checklist is based on the document “Developing Early Warning Systems: A Checklist” that was published by UN-ISDR as a result of the “Third International Conference on Early Warning - From concept to action” in 2006. Local actors can use the tool on their own, without external expertise or resources. However, it has to be kept in mind that self-assessments require a self-critical attitude and an open mind.

01

Introduction

How to use?

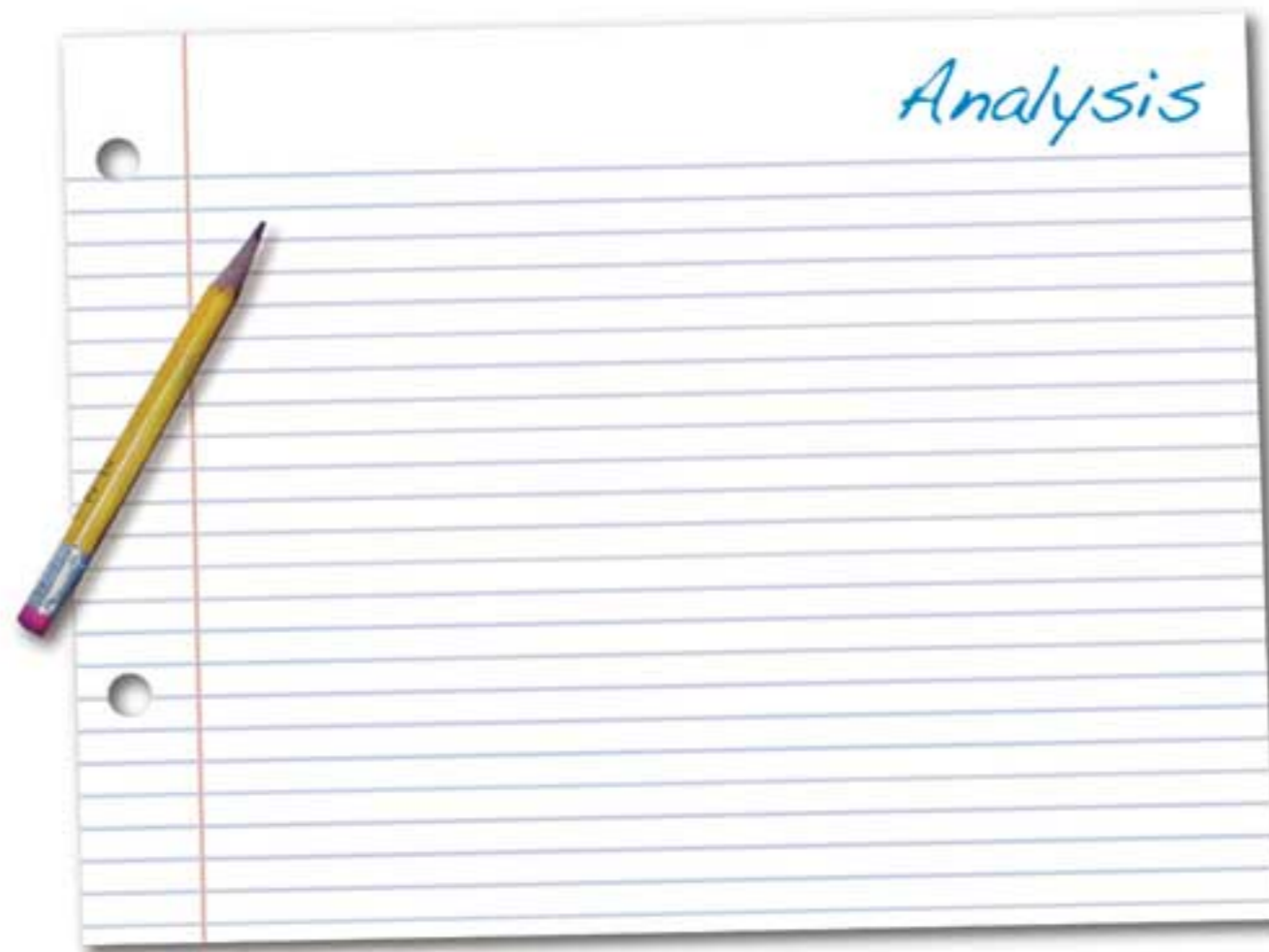
The checklist document provides three means to assess, plan and monitor implementation. The table “key actors” is used to note down all actors that are involved in implementation.

Please use this table to note down the key actors and institutions that are involved in all activities related to Dissemination and Communication and in which way.

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The grey box is used to assess progress and the priority for action.

Progress :	 not started yet	 first steps done	 ongoing process
	 nearly accomplished	 fully accomplished	
Action needed & Priority :	 high priority	 medium priority	 low priority



After each theme, the note pad for “Analysis” provides additional space to take notes and reflect about challenges, constraints and success stories within implementation and thereby helps to monitor and evaluate progress and find solutions.

02. Objective & Key Actors

Objective

The Objective of the checklist for the element Dissemination and Communication is to:

Develop communication and dissemination systems on local levels to ensure people and communities are warned in advance of impending tsunami events and facilitate coordination and information exchange between national, provincial, and district levels.

Please use this table to note down the key actors and institutions that are involved in all activities related to Dissemination and Communication and in which way.

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03. Three Themes Related to Dissemination and Communication

There are three major themes related to Dissemination and Communication to be considered on the local level:



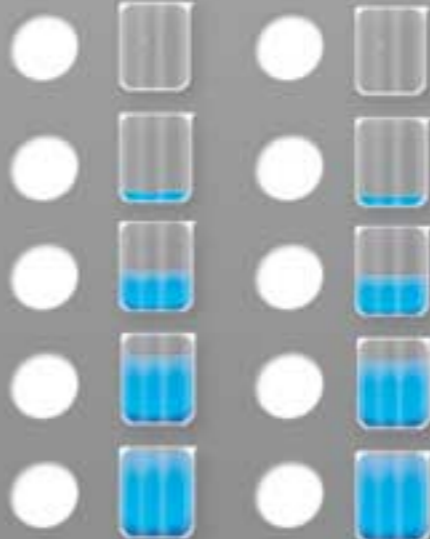

Theme 1: Organizational and Decision-making Processes Institutionalized



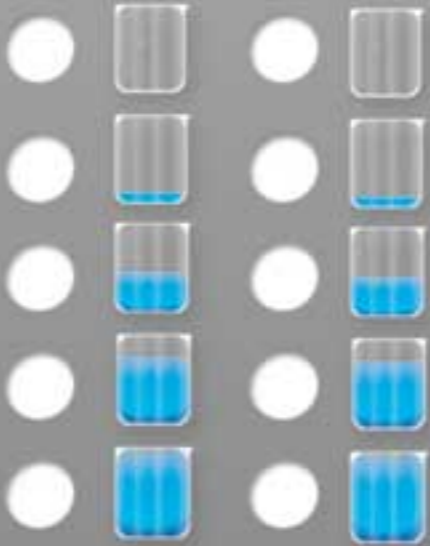

Theme 2: Effective Local Communication Systems and Equipment Installed

Theme 3: Warning Messages Recognized and Understood

Theme 1: Organizational and Decision-making Processes Institutionalized

Each community must define where, how and by whom the warning from BMKG will be received and what kind of procedures will be initiated upon receiving an advisory or warning message. All local actors involved in warning dissemination must be identified, and roles and responsibilities as well as coordinating mechanism must be agreed upon. All procedures should be documented in form of SOP.

No.	Aspect	Progress	Action needed & Priority
1.	<p>Local policy & legislation on warning chain</p> <p>Warning dissemination chain enforced through government policy or legislation, including:</p> <p>How & where receiving warning from the National Tsunami Warning Center.</p>		
	<p>Local decision making criteria regarding how to react on incoming warning.</p> <p>Dissemination process to local institutions & public.</p>		

No.	Aspect	Progress	Action needed & Priority
2.	<p>24/7 function</p> <p>Local recognized institution (e.g. PUSDALOPS) with 24/7 function empowered to receive and disseminate warning message.</p>		
3.	<p>Local actors</p> <p>Identification of local actors to involve in warning dissemination.</p> <p>Volunteer network trained and empowered to receive and widely disseminate hazard warnings to remote households and communities.</p>		

No.	Aspect	Progress	Action needed & Priority
4.	<p>Roles & responsibilities</p> <p>General process for warning dissemination defined.</p> <p>Functions, roles, and responsibilities of each local actor in the warning dissemination process specified in legislation or policy (e.g. local government, BNPB, Police, PMI, local media, NGO).</p>		
5.	<p>Stakeholder coordination</p> <p>Mechanism for stakeholder coordination established.</p>		

No.	Aspect	Progress	Action needed & Priority
6.	<p>Cross border issues</p> <p>Coordination with neighboring districts established.</p>		





Analysis





Theme 2: Effective Local Communication Systems and Equipment Installed

The use of multiple communication channels is necessary to ensure that as many people as possible are warned to avoid problems in case of failure of any one of the used channels, and to reinforce the warning message. Every community will have distinct characteristics and needs regarding warning dissemination. Factors to be considered are (1) size and layout of the area; (2) make up and activities of the population; (3) financial resources of the community; and (4) existing communication systems.

No.	Aspect	Progress	Action needed & Priority
1.	<p>Tailor-made system and coverage</p> <p>Communication and dissemination system tailored to the needs of your communities (e.g. local radio, TV, sirens, Mosque's loudspeaker, kentongan, warning flags, etc).</p> <p>Warning communication technology reaches the entire population, including seasonal populations and remote locations.</p>		
2.	<p>Available technology</p> <p>Access to information on available and tested local dissemination technologies.</p> <p>Communication system is two-way and interactive to allow for verification that warnings have been received.</p>		

No.	Aspect	Progress	Action needed & Priority
3.	<p>Communication media</p> <p>Different kind of communication media used for warning dissemination (e.g. mass media, telecommunication media, informal communication).</p>		
4.	<p>Private sector involvement</p> <p>Agreements to utilize private sector resources where appropriate (e.g. communication networks, amateur radios, etc).</p>		

No.	Aspect	Progress	Action needed & Priority
5.	<p>Consistency for multi-hazard</p> <p>Consistent warning dissemination and communication systems used for all hazards.</p>		

No.	Aspect	Progress	Action needed & Priority
6.	<p>Maintenance and upgrade</p> <p>Equipment maintenance and upgrade program implemented and redundancies enforced so that back-up systems are in place in the event of a failure.</p>		


Analysis



Theme 3: Warning Messages Recognized and Understood

Clear messages containing simple, useful information are critical to enable proper responses that will help safeguard lives and livelihoods. It must be assured that warning and instruction messages from the different levels and institutions are consistent in content and time.

No.	Aspect	Progress	Action needed & Priority
1.	<p>Messages tailored to the specific need</p> <p>Warning alerts, advisory and instruction messages tailored to the specific needs of those at risk (e.g. for diverse cultural, social, gender, linguistic and educational backgrounds).</p> <p>Warning alerts clearly recognizable and consistent over time and include follow-up actions when required.</p>		
2.	<p>All-clear mechanism</p> <p>Mechanism in place to inform the community when the threat has ended.</p>		

No.	Aspect	Progress	Action needed & Priority
3.	<p>Study and lesson Learnt</p> <p>Study how people access and interpret early warning messages undertaken and lessons learnt incorporated into message formats and dissemination processes.</p>		

Analysis



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**German - Indonesia Cooperation for a
Tsunami Early Warning System**



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and Research