

## 5 Implementation Workflow for the Recognition Process

### 5.1 Implementation of the Tsunami Ready Recognition Programme

The Tsunami Ready Recognition Programme Guidelines list strategies that must be implemented for a community to be recognized as Tsunami Ready. These strategies are defined by 12 key indicators covering **I. Assessment**, **II. Preparedness** and **III. Responses actions**. For a community to be recognized as Tsunami Ready, all 12 indicators must be met.

The primary users of the Tsunami Ready Guidelines are local authorities of coastal communities at risk of tsunami impact, as well as representatives of Emergency Management Agencies or Disaster Management Offices working with coastal communities facing risk of tsunami impact.



Figure 26. Entering a TsunamiReady® Community signboard in US.

### 5.2 Steps for Tsunami Ready Recognition

As a community performance-based programme, the Tsunami Ready Recognition Programme promotes the participation of local actors, in coordination with local and national authorities, in order to strengthen local capacities to cope with the tsunami risk. Those capacities involve both institutional strengthening as well as community organization, to collectively address the tsunami risk by implementing Assessment, Preparedness and Response activities.

Within the framework of the Tsunami Ready Recognition Programme the following seven steps should be followed:

#### 5.2.1 Familiarization with the Tsunami Ready Recognition Programme Guidelines

To begin the process of being recognized as a Tsunami Ready community, a review of the Guidelines must be done, and the national TWFP or other officials tasked with emergency management responsibilities should be contacted. These authorities can help the communities understand and identify gaps and resources to meet the Guidelines and work through the application process.

The community must meet the 12 Tsunami Ready Indicators listed in the Tsunami Ready Recognition Programme Guidelines before requesting Tsunami Ready recognition.

#### 5.2.2 Establish a National Tsunami Ready Board (NTRB)

A National Tsunami Ready Board (NTRB) has to be established. The NTRB consists of designated representatives of the National Emergency Management Agency or Disaster Management Office (serves as Chair), NTWC, TNC, the scientific community, and other guests at the discretion of the NTRB Chair. The members of the NTRB are responsible for guiding the community and for the review and approval of the community's Tsunami Ready application.

The establishment of the NTRB should be informed to the UNESCO/IOC ICG Technical Secretary of the region (Pacific, Indian, North-eastern Atlantic and Mediterranean, and Caribbean) and the corresponding Tsunami Information Centre (TIC). The role of the NTRB is to oversee the Tsunami Ready Recognition Programme, its administrative paperwork and implementation.

In the case of small countries and territories, the Tsunami Ready recognition may be granted at the national/territorial level. For this case, the Regional Tsunami Ready Board (RTRB) would be responsible for reviewing and approving recognition. The RTRB for each region consists of the ICG Chair (serves as the RTRB Chair), TIC Director, ICG Working Group Chairs that cover the topics of tsunami warning and dissemination, disaster management, preparedness and risk reduction, the ICG Technical Secretary, and other guests at the discretion of the RTRB Chair.

### **5.2.3 Establish a Tsunami Ready Local Committee (TRLC)**

A TRLC for each community has to be established. The members of the TRLC ensure the proper management of the preparedness activities and evaluation process. It is suggested that relevant local authorities, representatives of Emergency Management Agencies or Disaster Management Offices, as well as voluntary or community organizations, NGOs, universities, schools, private sector, among others, be included. The Chair of the TRLC is the point of contact between the NTRB and the other members of the TRLC.

The following activities, among others, might be considered by the TRLC:

- Organize regular meetings to review the status of the fulfilment of the Tsunami Ready Recognition Programme Indicators.
- Prepare a list of all the entities that can support the Tsunami Ready Recognition Programme in the community.
- Appoint representatives responsible for the different Tsunami Ready Indicators.
- Prepare a work plan.
- Complete and submit the Application Form under the guidance of local and/or national authorities.
- Be represented in the Tsunami Ready verification and review meetings.

### **5.2.4 Fill out and Submit Application Forms**

Once the community understands it has met the Tsunami Ready Indicators, the local committee should complete the Tsunami Ready Recognition Programme Application Forms (Annex 1). The form must be signed by the Chair of the TRLC and must be submitted to the Chair of the NTRB or RTRB (in the case of smaller countries/territories seeking one recognition for the whole jurisdiction).

The Application should include supporting documentation, e.g. hazard and evacuation maps, outreach and awareness materials, response plan, signage pictures, images/video of tsunami exercises, warning and response centres and methods, etc.

### **5.2.5 Review of the Application**

After a community submits a Tsunami Ready Application to the NTRB, the NTRB Chair circulates the application to the NTRB for review, with copy to UNESCO/IOC ICG Technical Secretary, the regional TIC, and sets a date for a site verification visit (if needed), and application review (and approval) meeting. The Application is used as the checklist for the visit.

If the community is determined not to be Tsunami Ready as defined in the indicators, the application will be returned to the community with information about what is missing. Once

these issues are addressed, an updated application should be submitted following the same steps as in the first application.

The NTRB approves the application and informs the UNESCO/IOC ICG Technical Secretary, with copy to the TIC, of the region.

### 5.2.6 Recognition by UNESCO/IOC

UNESCO/IOC sends the signed Tsunami Ready Recognition and Appreciation certificates to the NTRB Chair. A Tsunami Ready recognition ceremony can be held to celebrate the accomplishment and recognize local stakeholders.

The NTRB Chair and/or Director of the National Emergency Management Agency or Disaster Management Office and UNESCO/IOC present community leads with recognition certificates. The leads may be the local political authority (e.g. mayor) and/or local emergency management director. As part of the recognition process, it is suggested to develop a communications plan with a press release highlighting key information regarding the Tsunami Ready recognition. Spots and interviews in radio and TV, as well as social media posts, are suitable options.

The Tsunami Ready recognition is valid for four years. The community may receive a Tsunami Ready sign. Other distinctions and presentations can be made locally.

The Tsunami Ready recognition will be signed by:

- UNESCO/IOC Executive Secretary
- ICG Chair
- NTRB Chair (in the case of communities within a country/territory)

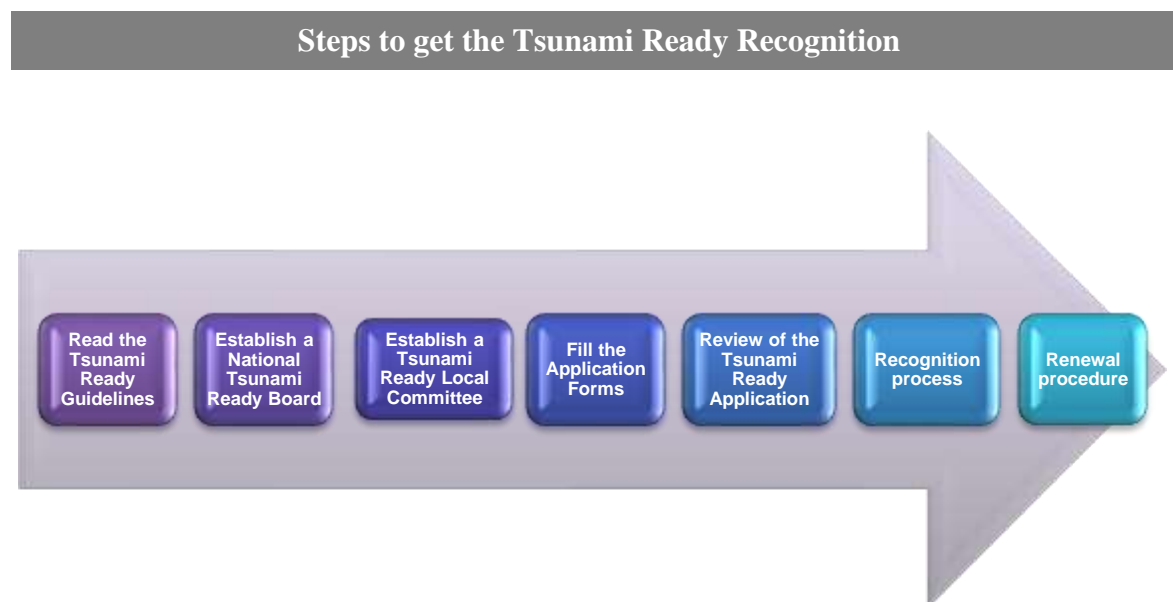
It is important to consider that Tsunami Ready recognition is not a certification of readiness. Tsunami Ready recognition appreciates and acknowledges the community that has built their capacity and implemented measures in accordance with the agreed indicators of the Tsunami Ready Recognition Programme.



Figure 27. Tsunami ready recognition ceremony of the Cedeño community in Honduras.

### 5.2.7 Renewal procedure

The Tsunami Ready recognition can be renewed every four years. For the renewal process, the Chair of the TRLC should contact the NTRB Chair and submit the updated information regarding the Tsunami Ready indicators. The same process and same application form should be used.



### 5.3 Application Forms

The following templates are to be completed by the community seeking Tsunami Ready recognition and can be found in the Annexes of this Guidelines.

- Community Contact Information: To be completed by the TRLC Chair. It includes the contact details of the community applying for the recognition.
- National Tsunami Ready Board: To be completed by the NTRB Chair. It includes relevant details of the NTRB.
- Fulfilment of the Indicators: To be completed by the TRLC Chair in coordination with the NTRB Chair. It includes supporting evidence demonstrating the fulfilment of the indicators.
- Signatures: Signatures of the applying official and the members of the NTRB. At least one of the members of the NTRB, or their representatives, should do a site visit and verify that the community has met the Tsunami Ready indicators. If all board members are not able to participate in the site visit, all members should be briefed before signing.

## 6 Resources Needed

---

The following list was compiled from experience and lessons learned during the Tsunami Ready pilots. It identifies human and funding resources that may make the implementation of Tsunami Ready in a community quicker and more efficient. Depending on the in-country arrangements, the resources may be desirable at the national and/or local level.