



UNESCO-IOC EU DG-ECHO CoastWAVE 2.0 National to Local Level Standard Operating Procedures (SOP) Workshop

Organized by UNESCO-IOC and hosted by Municipality of Cascais Civil Protection Agency

Date : 27-30 October 2025

Location : [Portugal Santa Maria House Museum](#), Praceta Farol, 2750-642 Cascais, Portugal

Workshop page : <https://oceanexpert.org/event/4824>

Background

Within the framework of the UNESCO-IOC CoastWAVE 2.0 Project “Scaling-Up and Strengthening the Resilience of Coastal Communities in the North-Eastern Atlantic and Mediterranean Regions to the Impact of Tsunamis and Other Sea Level-Related Coastal Hazards”, the Standard Operating Procedures (SOP) Workshop will take place from 27 to 30 October 2025 in Cascais, Portugal. Hosted by the Municipality of Cascais Civil Protection Agency and organized by UNESCO-IOC, this workshop is a key activity under Component 2- Scaling-Up and Expanding Tsunami Ready in NEAM Countries- of the project.

The primary aim is to enhance tsunami preparedness and response at both national and local levels by supporting the development, review, harmonization, and integration of Standard Operating Procedures (SOPs) across the early warning and response chain. This is particularly vital for near-source tsunami events, where immediate and coordinated actions are essential to save lives.

Key Objectives of the Workshop

The workshop will support participating countries in:

- Reviewing existing SOPs and regulatory frameworks and identifying gaps and challenges in tsunami SOP planning at national and local levels.
- Identifying core components and necessary content of Tsunami Response Plans (TRPs).
- Introducing and guiding the use of UNESCO Manuals and Guides (MG) 76 and 82, which provide global SOP standards and best practices.
- Guiding partners through a step-by-step SOP Preparation Workflow tailored to community and institutional needs.



- Promoting integration and alignment of SOPs across organizations and administrative levels.
- Sharing experiences, lessons learned, and examples from across the participating countries.

Target Audience

The workshop will convene participants from the **seven project countries** involved in the CoastWAVE 2.0.

Expected Outcomes

The workshop is expected to produce the following outcomes:

- Strengthened understanding of end-to-end tsunami early warning systems and the role of SOPs
- Refined and harmonized SOPs aligned with international standards and local realities
- Improved coordination among NTWCs, DMOs, and other stakeholders
- Greater institutional readiness to respond effectively to tsunami threats

Manuals of the Workshop

1. MG 58- How to plan, conduct and evaluate UNESCO/IOC tsunami wave exercises
<https://unesdoc.unesco.org/ark:/48223/pf0000218967>
2. MG 76- Plans and procedures for tsunami warning and emergency management
<https://unesdoc.unesco.org/ark:/48223/pf0000256552>
3. MG 82- Preparing for community tsunami evacuations: from inundation to evacuation maps, response plans and exercises <https://unesdoc.unesco.org/ark:/48223/pf0000373019>

This SOP Workshop will help advancing tsunami risk reduction through practical tools, knowledge exchange, and cross-sector collaboration under the CoastWAVE 2.0 framework. It supports UNESCO-IOC's mission to build safer coastal communities.

Coffee breaks and lunches of the workshop are offered by the Civil Protection Agency of Cascais.



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Moderator of the workshop: Derya Itir Vennin

DAY 1: 27 October 2025, 10:00-18:00 (WEST)

Item	Time	Topic	Lead
1	10:00-10:15	Welcoming remarks and workshop overview	Rui Angelo Denis Chang Seng
2	10:15-10:30	Logistics and warm-up	Anzhela Danilova
3	10:30-11:00	Effective End to End Tsunami Warning System (TWS) <ul style="list-style-type: none"> Overview of End-to-end TWS (MG 76, 2.1, 2.2, MG 82, 1.2) Generic Roles and Responsibilities of Tsunami Service Providers (TSP) (MG 76, 3.2) and NTWC (MG 76, 3.3) 	Bernardo Aliaga Rossel
4	11:00-11:30	Coffee Break	
5	11:30-12:30	Tsunami Service Providers (TSP) Operations (Sea level monitoring, tsunami confirmation and forecast) and TSP SOPs in NEAM <ul style="list-style-type: none"> Decision matrices and alert levels, as well as near vs distant source tsunami management 	Alessandro Amato
6	12:30-14:00	Lunch break	
7	14:00-14:30	Lessons learnt on SOPs from past tsunamis: TSP of Türkiye	Didem Musavver Cambaz
8	14:30-15:00	SOP Efforts for non-seismic and complex sources at TSP SOPs	Denis Chang Seng
9	15:00-15:30	Coffee Break	
10	15:30-16:00	Effective End to End Tsunami Warning System (TWS) (cont.) <ul style="list-style-type: none"> NTWC SOP Development (MG 76, 3.5.-3.6) 	Derya Itir Vennin



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11	16:00-18:00	<p>Country National Warning Chain (NWC) SOPs Presentations (Egypt, Italy, France, Portugal, Morocco, Türkiye, Spain) - (15min each for presentations)</p> <ul style="list-style-type: none"> <i>National Warning Chain with symbols representing the current state of SOP development</i> <i>Review of current SOPs and related regulations</i> <p>Group reflection</p> <ul style="list-style-type: none"> <i>Feedback on the National Warning Chains</i> <i>Decision matrices and alert levels, as well as near vs distant source tsunami management</i> <i>Q & A</i> 	<p>Amr Hamouda</p> <p>Alessandro Amato</p> <p>Pascal Roudil</p> <p>Fernando Carrilho/Rachid Omira</p> <p>Nacer Jabour</p> <p>Ezgi Mahmure Erkan</p> <p>Ignacio Aguirre Ayerbe</p>
Close Day 1			
DAY 2: 28 October 2025, 9:00- 17:30 (WEST)			
Item	Time	Topic	Lead
12	9:00-9:30	<p>Sharing Experiences, Lessons Learned and References for SOPs</p> <ul style="list-style-type: none"> <i>SOP Development/experience in the Indian Region</i> 	Harald Spahn
13	9:30-10:00	<p>Sharing Experiences, Lessons Learned and References for SOPs</p> <ul style="list-style-type: none"> <i>SOP Development/experience in the Caribbean Region</i> 	Bernardo Aliaga Rossel
14	10:30-11:00	Coffee Break	
15	11:00-11:30	<p>National to Local Tsunami Warning Chain and SOPs</p> <ul style="list-style-type: none"> <i>The roles and responsibilities of EMA (MG 76, 4.2)</i> 	Derya Itir Vennin
16	11:30-12:00	<p>National to Local Tsunami Warning Chain and SOPs</p> <ul style="list-style-type: none"> <i>TER and SOP Development for EMA (MG 76 4.3, 4.4, 4.5, MG 82 Module 3-3.3)</i> 	Derya Itir Vennin



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17	12:00-12:30	<p>Existing local SOPs-community levels (Cadiz, Cascais, El Ras Bar, Quarteira, Larache, Tuzla, Kartal, Palmi, Nice and Marseille) (15min each for presentations)</p> <ul style="list-style-type: none"> • <i>Coordination with provincial/national disaster management agencies</i> • <i>Coordination Structure within Municipality (chart or a flow diagram)</i> • <i>Communication channels</i> • <i>Evacuation procedures</i> • <i>Response Operations</i> • <i>Recovery and rehabilitation</i> 	<p>Ignacio Aguirre Ayerbe</p> <p>Suzan El-Gharabawy</p> <p>Rui Angelo</p> <p>Nacer Jabour</p>
18	12:30-14:00	Lunch Break	
19	14:00-15:00	<p>Existing local SOPs-community levels (El Ras Bar Cascais, Quarteira, Cadiz, Larache, Tuzla, Kartal, Palmi, Nice and Marseille) (15min each for presentations)</p> <ul style="list-style-type: none"> • <i>Coordination with provincial/national disaster management agencies</i> • <i>Coordination Structure within Municipality (chart or a flow diagram)</i> • <i>Communication channels</i> • <i>Evacuation procedures</i> • <i>Response Operations</i> • <i>Recovery and rehabilitation</i> • <i>Drills and community awareness</i> 	<p>Mahmure Ezgi Erkan</p> <p>Alessandro Amato</p> <p>Matthieu Péroche</p>
20	15:00-15:30	Coffee Break	
21	15:30-16:00	Group reflection: <i>Evacuation guidelines (including vertical evacuation, routes, and vulnerability)</i>	All
22	16:00-18:00	Understanding local needs: Challenges at the local level in tsunami response and communication, mapping local response structures: Group work on gap analysis between national to local SOPs	All
Close Day 2			



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DAY 3: 29 October 2025, 9:00- 16:30 (WEST)			
Item	Time	Topic	Lead
23	9:00-10:00	<p>Interactive Activity 1 - Warning Chain Flow Charts and Timeline SOPs for National Tsunami Warning Center (NTWC) and National/ Local Emergency Management Agency (N/LEMA)</p> <p>1a- Flowchart driven SOPs for NTWC, NEMA and LEMA</p> <ol style="list-style-type: none"> 1. NTWC : event detection, assessment, warning dissemination-coordination-cancellation/update-post event review 2. NEMA : detection and early warning, alert and activation, evacuation, impact and assessment, relief recovery 3. LEMA : detection and notification, warning dissemination, evacuation and field operations, response, and relief and recovery 	<p>Derya Itir Vennin</p> <p>Anzhela Danilova</p>
24	10:00-10:30	Interactive Activity 1b - Timeline Driven, Criteria table SOP	<p>Derya Itir Vennin</p> <p>Anzhela Danilova</p>
25	10:30-11:00	Coffee Break	
26	11:00-11:30	Feedback on the Activity 1a and 1b	All
27	11:30-12:00	Warning Dissemination and Public Alerts – Responsibilities to decision-makers, media, and the public	Denis Chang Seng
28	12:00-12:30	Interactive Activity 2 - Media Templates	Derya Itir Vennin
29	12:30-14:00	Lunch Break	
30	14:00-14:30	Caribe/WAVE Exercises - Overview	Bernardo Aliaga Rossel
31	14:30-15:00	Regional Exercise: NEAMWave - Overview	Denis Chang Seng
32	15:00-15:30	Coffee Break	
33	15:30-16:00	How to conduct an effective local level NEAMWave exercise	Derya Itir Vennin



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34	16:00-16:30	Challenges on conducting effective tsunami drills - Group work (education, tourism, public, sea users and port activities)	All
Close Day 3			

DAY 4: 30 October 2025, 9:00- 17:00 (WEST)			
Item	Time	Topic	Lead
35	9:00-12:30	Group work/hands on Activity 3-Integration of SOPs from NTWC to Community	IOC/TSR Rachid Omira
36	12:30-14:00	Lunch Break	
37	14:00-15:00	Press Conference Simulation	IOC/TSR Rachid Omira
38	15:00-15:30	Coffee Break	
39	15:00-16:00	Group reporting	All groups
40	16:00-16:40	Hotwash and discussion – <i>Decision-making and alert Levels, evacuation planning, closure and recovery, risk communication and trust Sectoral SOPs (Ports/Sea Users)</i> The way forward	IOC/TSR
41	16:45-17:00	Closing of the workshop	Denis Chang Seng Rui Angelo
19:00-22:00			
GROUP DINNER offered by Cascais Civil Protection Agency			