



How to Become Tsunami Ready

3.6.1 Recognition Process Workflow. Recognition Certificate and Ceremony

Laura Kong

International Tsunami Information Centre

Ardito M Kodijat

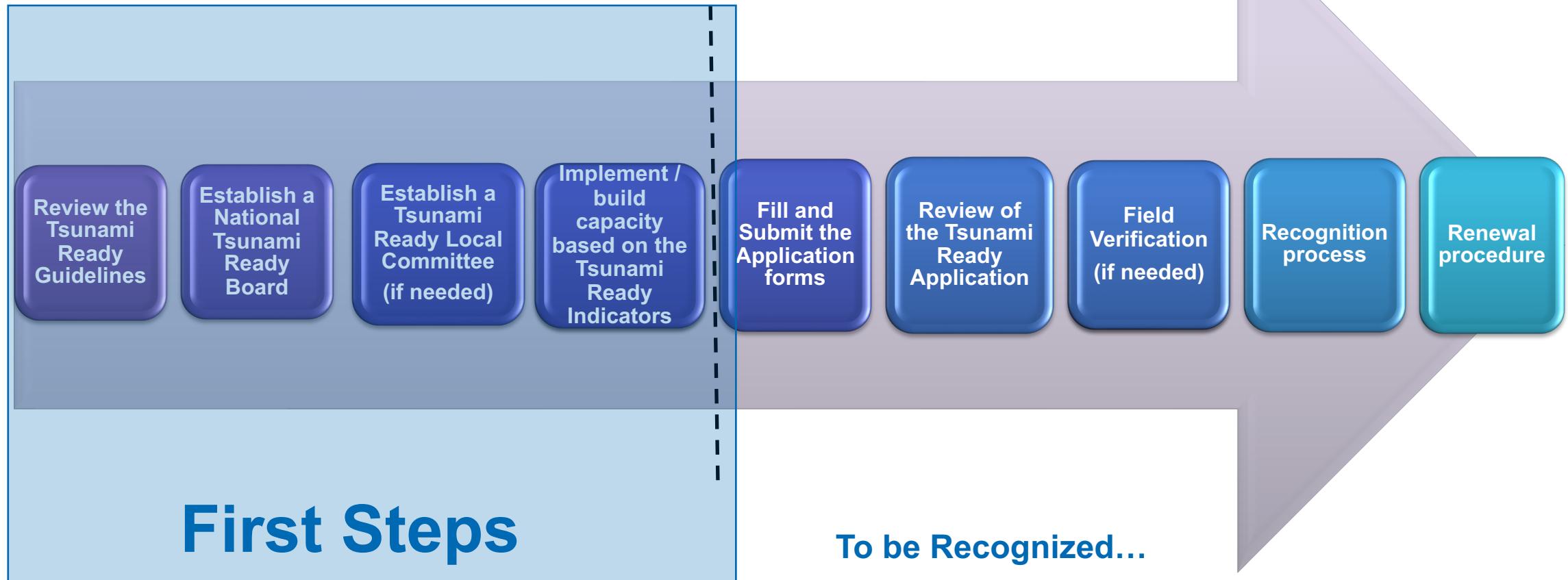
formerly, Indian Ocean Tsunami Information Centre UNESCO-IOC

South China Sea Region Tsunami Ready Related Training Course

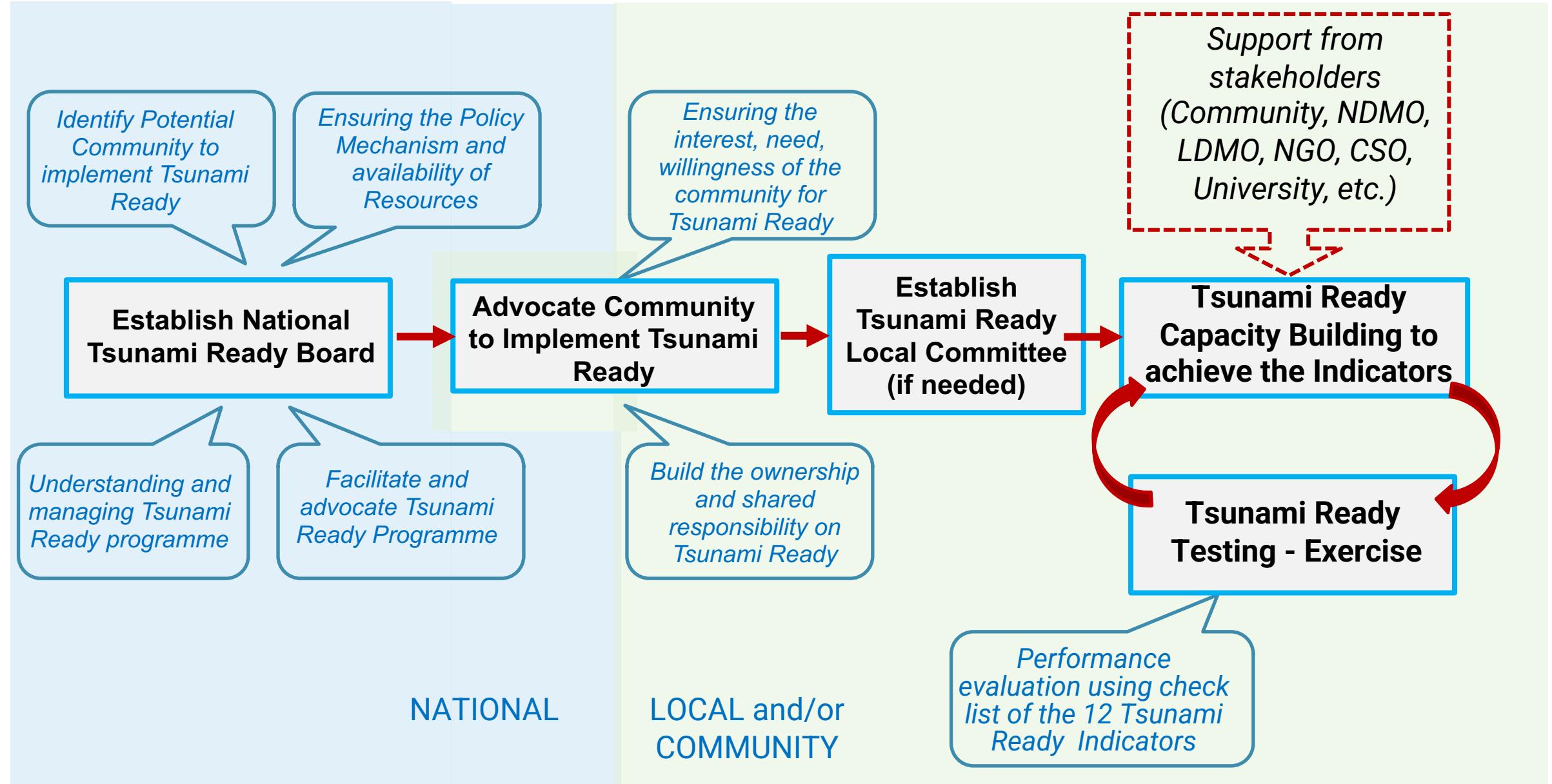
Online 0600-0930 UTC 22-23 December 2025

Steps in the Tsunami Ready process

- Seven main steps



National and community level steps



The National Tsunami Ready Board (NTRB)

The National Tsunami Ready Board is comprised of, but not limited to, and depending on each country's settings:

- National and Local Disaster Management Office (NDMO and LDMO)
- National Tsunami Warning Centre (NTWC)
- Ministries, national agencies, institutions and other relevant organizations,
- NGOs for Community Based Disaster Risk Reduction (DRR) or Disaster Risk Management (DRM)
- Tsunami National Contact (TNC)
- Community Representatives (Non-decision Member)



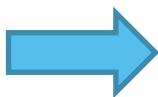
Function, role, and responsibility:

- General oversight of the national Tsunami Ready program
- Advocate, supervise, and support activities to implement Tsunami Ready programme
- Manage resources for the Tsunami Ready programme
- Maintain consistency of the Tsunami Ready guidelines
- Coordinate and liaise and link Tsunami Ready activities with technical institutions and organizations
- Directs and oversees service improvements to the Tsunami Ready programme
- Oversees national Tsunami Ready database

The Tsunami Ready Local Committee (TRLC)

The Tsunami Ready Local Committee may include not be limited to, and depending on each community's setting:

- Local Disaster Management Office (LDMO)
- Relevant local authorities
- Community organizations
- Community representative(s)
- NGOs and CSOs working in community-based DRR
- Schools, universities
- Private sector, e.g. hotel and business organizations

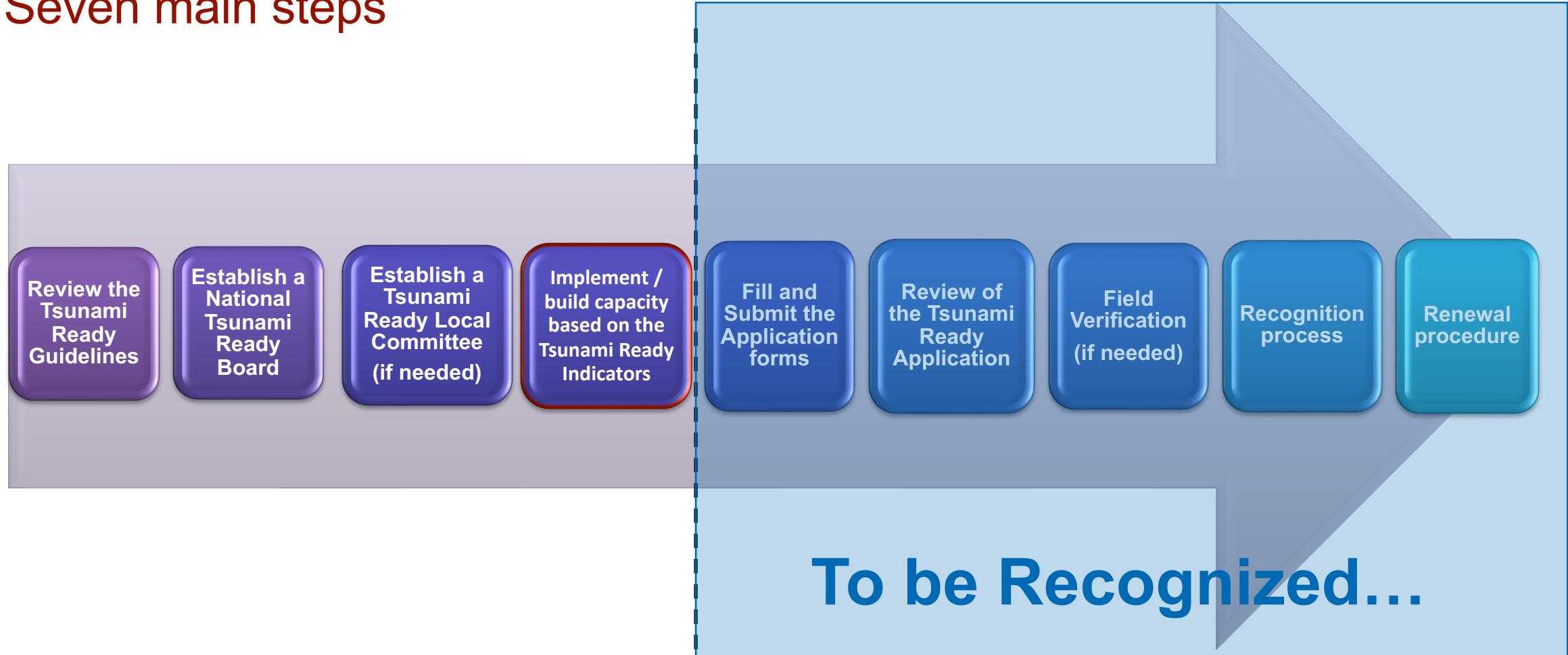


Functions, roles, and responsibilities include:

- Organize regular meetings to plan activities and review progress
- Prepare a list of all entities that can support the Tsunami Ready program
- Appoint representatives to oversee the implementation of the Tsunami Ready indicators
- Develop a fully costed and resourced workplan
- Monitor implementation and review status of Tsunami Ready indicators
- Complete and submit Tsunami Ready recognition forms to the NTRB

Steps in the Tsunami Ready process

- Seven main steps



To be Recognized

When the community has achieved all 12 indicators and is ready to apply for recognition:

1. The TRLC completes the application form and submits to the NTRB
2. NTRB reviews application form. Sets date for site verification visit and review meeting
3. The application form is used as a check list for the visit
4. If NTRB approves application it informs UNESCO-IOC via the ICG Technical Secretary for the region (CC the TIC)

Form 3: Signature of Applying Official			
Office Name			
Application Submitted by (name of applicant)		Title	
Signature			
Print name of the authority receiving application / Chair of the Tsunami Ready Board		Date Received	
Site Verification Team Signatures (to be signed by the members of the Tsunami Ready verification team)			
Print Name			
Office		Title	
Signature			
Print Name			
Office		Title	
Signature			
Print Name			
Office		Title	
Signature			
Print Name			
Office		Title	
Signature			
Signature in Renewal Year			
Office			
Application Submitted by (name of applicant)		Title	
Signature			

International Recognition by UNESCO-IOC

1. The community has met requirements
2. UNESCO IOC sends signed Tsunami Ready Recognition and Appreciation certificates to the NTRB Chair
3. The Tsunami Ready Recognition certificate is signed by the UNESCO IOC Executive Secretary, the ICG Chair for the region and the NTRB chair
4. A Tsunami Ready recognition ceremony may be held to celebrate the accomplishment and recognize local stakeholders



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 Program.

Certificates (Toolkit 2025)

The Tsunami Ready recognition is valid for
four years



Intergovernmental Coordination Group
for the Indian Ocean Tsunami Warning and Mitigation System
(ICG/IOOTWMS)



Certificate of Recognition

Name of Community

District, Province, Country

For successfully implementing the UNESCO IOC Tsunami Ready Recognition Programme

30 September 2024

Vidar Helgesen
Executive Secretary of IOC
Assistant Director-General of UNESCO

Prof. Dwikorita Karnawati
Chair
Indonesian National Tsunami Ready Board

Prof. Dwikorita Karnawati
Chair
UNESCO-IOC Intergovernmental Coordination
Group for Indian Ocean Tsunami Warning and
Mitigation System



Intergovernmental Coordination Group for Indian Ocean Tsunami Warning and Mitigation System
(ICG/IOOTWMS)



Certificate of Appreciation

Name of Person

Position of the Person

For the support in implementing the UNESCO IOC Tsunami Ready Recognition Programme
in Galala and Hative Kecil, Ambon, Moluccas - Indonesia

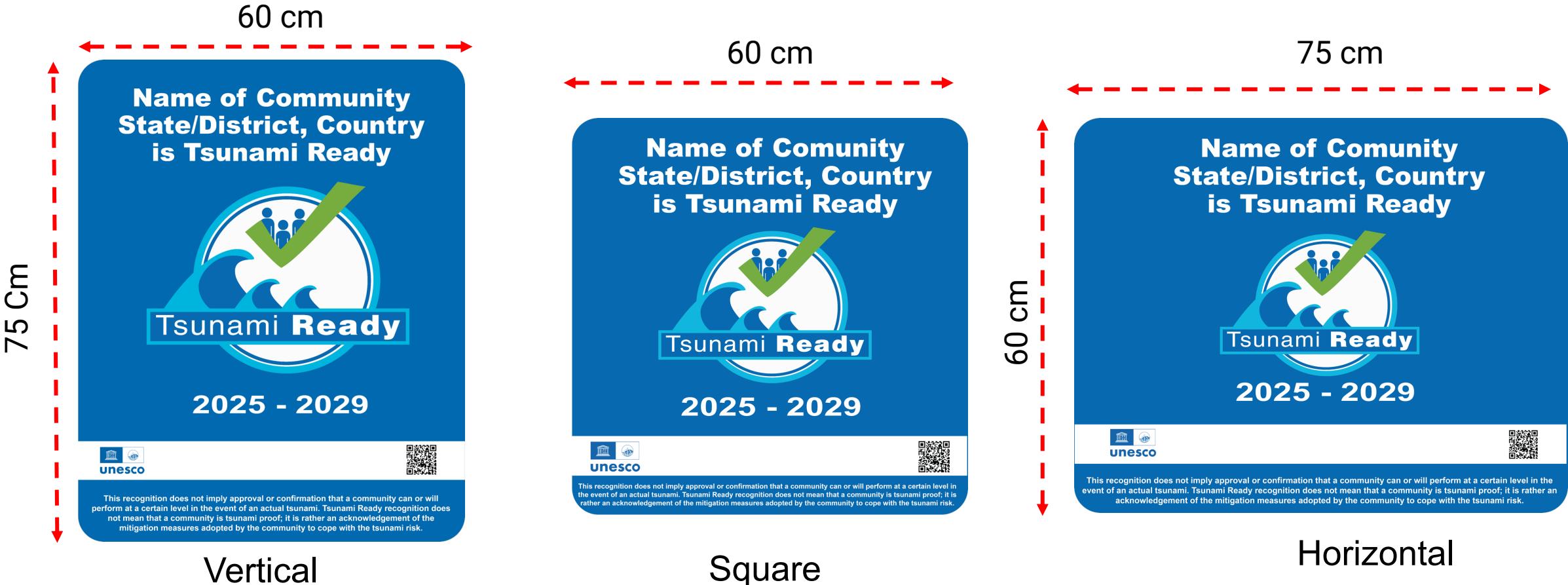
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Group for Indian Ocean Tsunami Warning and
Mitigation System

Signages (Toolkit 2025)



Renewal procedure

Tsunami Ready recognition can be renewed every 4 years

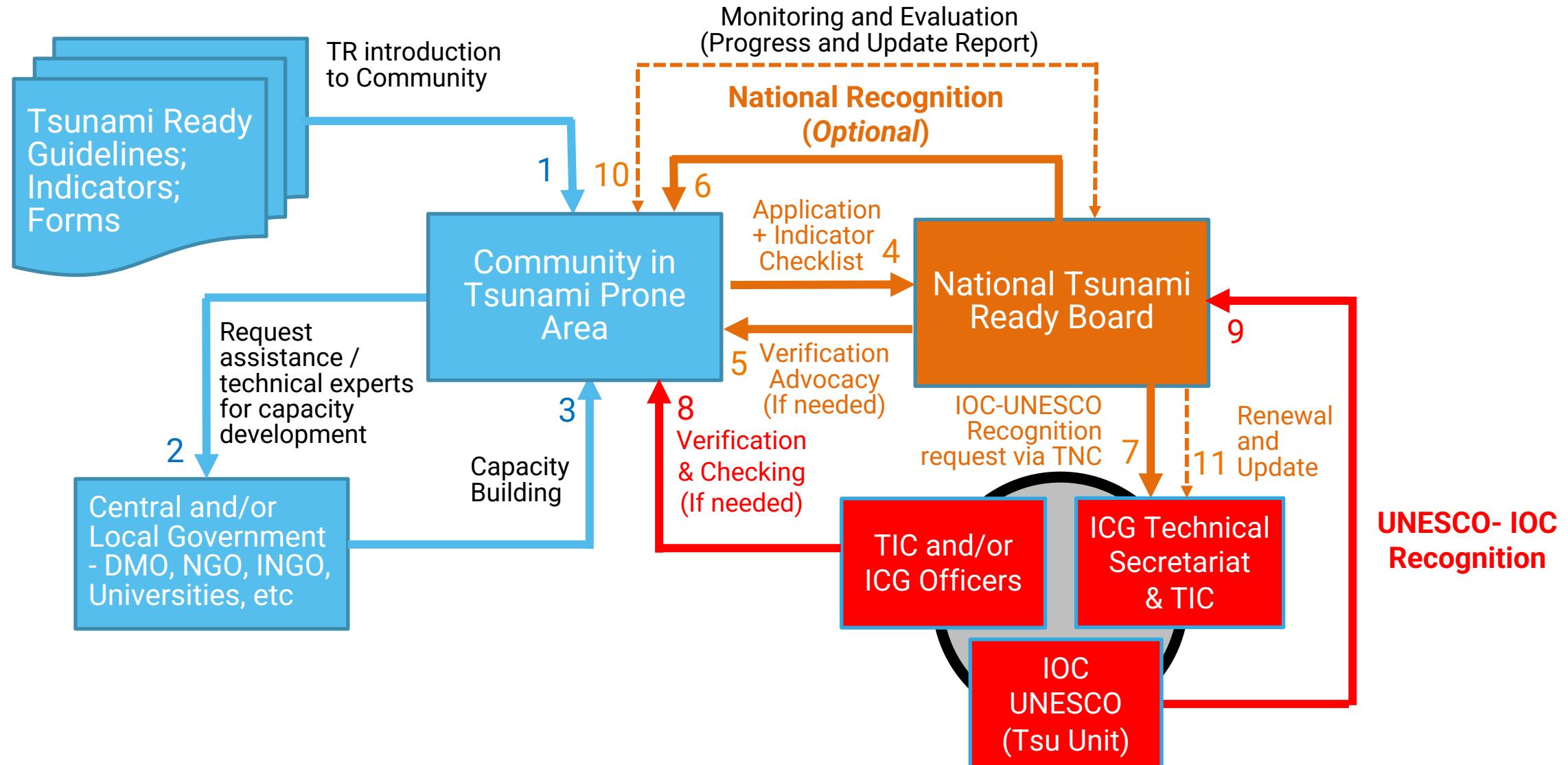
Over the 4-year period, maintenance, advancement and improvements should be recorded and reported in National Reports to the regional ICG and the community should participate in the biennial regional WAVE exercises

The Chair of the TRLC contacts the NTRB Chair and submits updated information on the Tsunami Ready indicators

The same process and application form should be used

Form 2: Tsunami Ready Recognition Programme Fulfilment of the Indicators Initial Recognition of Renewal		
<input type="checkbox"/> New Recognition	<input checked="" type="checkbox"/> Renewal Recognition	
I. ASSESSMENT Indicators (ASSESS)		
ASSESS-1	Tsunami hazard zones are mapped and designated.	<input type="checkbox"/> Verified
<input type="checkbox"/> Inundation modelling for maps	<input type="checkbox"/> Baseline tsunami zone for maps	
ASSESS-2	The number of people at risk in the tsunami hazard zone is estimated	<input type="checkbox"/> Verified
<input type="checkbox"/> Approx. Number of persons with disabilities	<input type="checkbox"/> Approx. Number of elderlies	
<input type="checkbox"/> Approx. Number of young	<input type="checkbox"/> Approx. Number of workers	
<input type="checkbox"/> Approx. Number of tourists	<input type="checkbox"/> Other (specify):	
<input type="checkbox"/> Approx. Number of daytime population (summer)	<input type="checkbox"/> Approx. Number of nighttime population (summer)	
<input type="checkbox"/> Approx. Number of daytime population (winter)	<input type="checkbox"/> Approx. Number of wintertime population (winter)	
Verification Team/Renewal Notes <i>(Please do not write in shaded areas)</i>		
ASSESS-3	Available economic, infrastructural, political, and social resources are identified	<input type="checkbox"/> Verified
<input type="checkbox"/> Volunteer organizations	<input type="checkbox"/> Local or national budget	
<input type="checkbox"/> Buildings and public spaces	<input type="checkbox"/> Local plans	
<input type="checkbox"/> Local networks		
<input type="checkbox"/> Other (specify):		

Summary of the recognition process





How to Become Tsunami Ready

3.6.2 Tsunami Ready Recognition Programme Application

Laura Kong

International Tsunami Information Centre

Ardito M Kodijat

formerly, Indian Ocean Tsunami Information Centre UNESCO-IOC

Tsunami Ready Application Form

The Application should use TR Form and include supporting documentation.

Checklist for TR application is available in MG74

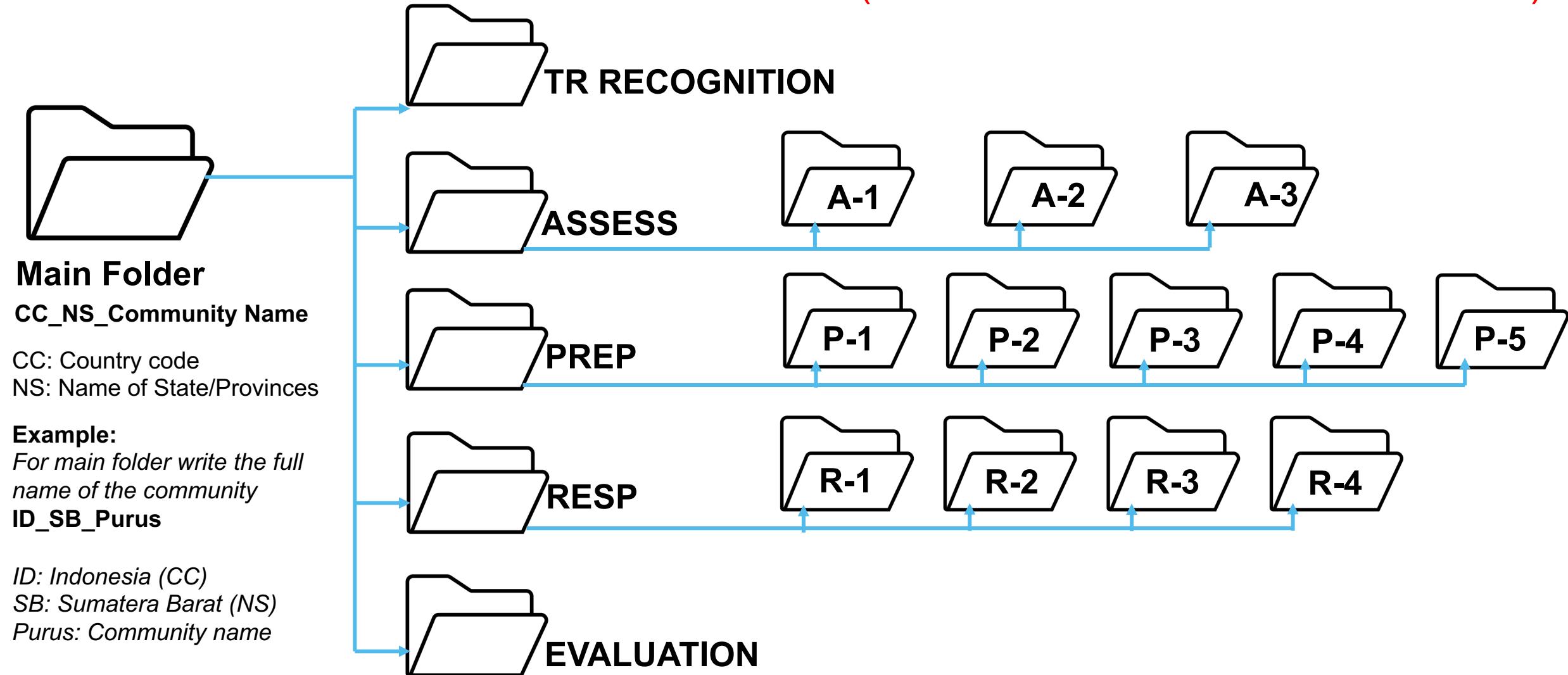
Files can be in pdf, image (jpg-png) and Videos

File should follow file-naming guide



Overall Structure of the Folder Name

(Automated Submission - Toolkit 2025)



Overall Structure of the Folder Name

CC: Country code

<https://www.unece.org/cefact/locode/service/location>

NS: Name of State / Province

Use the country agreement of the state/province abbreviation, if none, use the first letter(s) of the state/province's name, and can be a 2-3 letter abbreviation.

CN: Community Name

Use the country agreement of the community's abbreviation, if none, use the first letter(s) of the community's name, and can be a 2-3 letter abbreviation

File Name

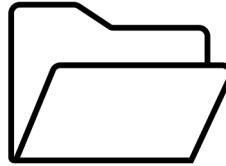
Based on the indicator file names

Example: *File name: evacuation map*

ID: Indonesia, SB: Sumatra Barat, Purus: name of village

Complete file name: ID_SB_Purus_Evacmap

Folder Content and File Name



TR RECOGNITION

File content	File name	File type	Example
Application forms	CC_NS_CN_applic	PDF	ID_SB_Purus_applic
Recognition and Appreciation Certificate	CC_NS_CN_cert_rec CC_NS_CN_cert_app_X	PDF	ID_SB_Purus_cert_rec ID_SB_Purus_cert_app_1
Tsunami Ready Sign	CC_NS_CN_TRSign	JPG/PNG/PDF	ID_SB_Purus_TRsign
Media News	CC_NS_CN_news_X	PDF	ID_SB_Purus_news1

Should there are several files of the same name please put number (X)

CC: ID (Indonesia)

NS: SB (Sumatra Barat)

CN: Purus (Purus village)



EVALUATION

File content	File name	File type	Example
Field Verification Visit *	CC_NS_CN_vervisit	PDF	ID_SB_Purus_vervisit
Evaluation report *	CC_NS_CN_evalrep_X	PDF	ID_SB_Purus_evalrep_1
Annual report *	CC_NS_CN_annrep_year	PDF	ID_SB_Purus_annrep_2024

* If available of once it is made available

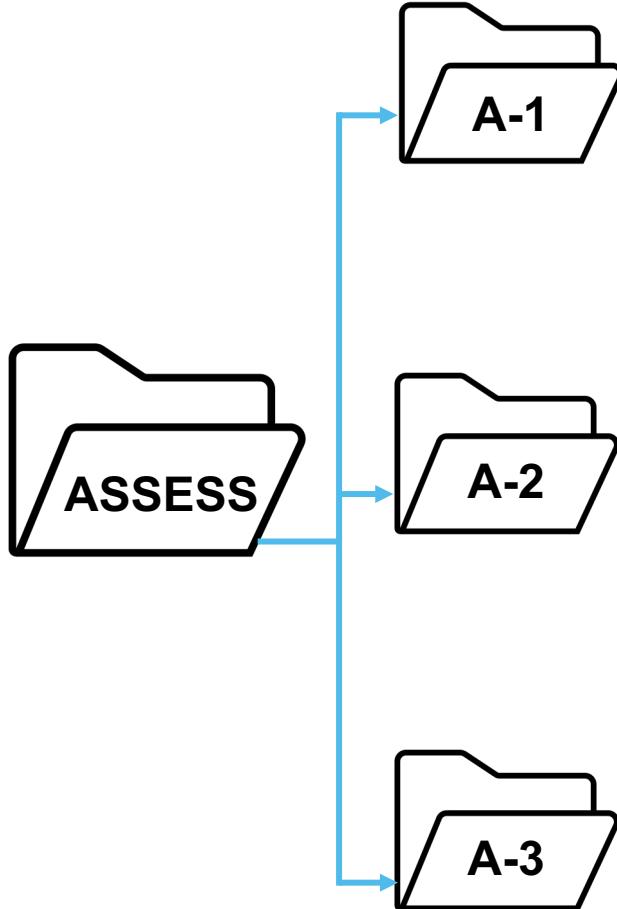
Should there are several files of the same name please put number (#)

CC: ID (Indonesia)

NS: SB (Sumatra Barat)

CN: Purus (Purus village)

Folder Content and File Name



File content	File name	File type	Example
Hazard Map	CC_NS_CN_hazard_map	JPG/PNG/PDF	ID_SB_Purus_hazard_map

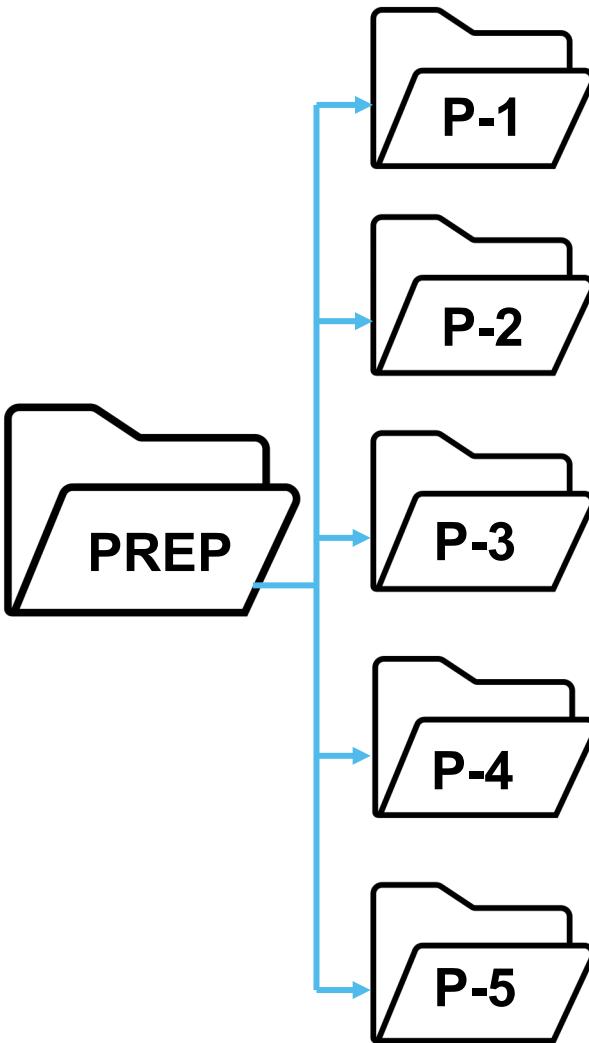
File content	File name	File type	Example
People at Risk	CC_NS_CN_peopleatrisk_X	PDF	ID_SB_Purus_peopleatrisk_1

Should there are several files of the same name please put number (#)

File content	File name	File type	Example
Community Resources	CC_NS_CN_resource_X	PDF	ID_SB_Purus_resource_1

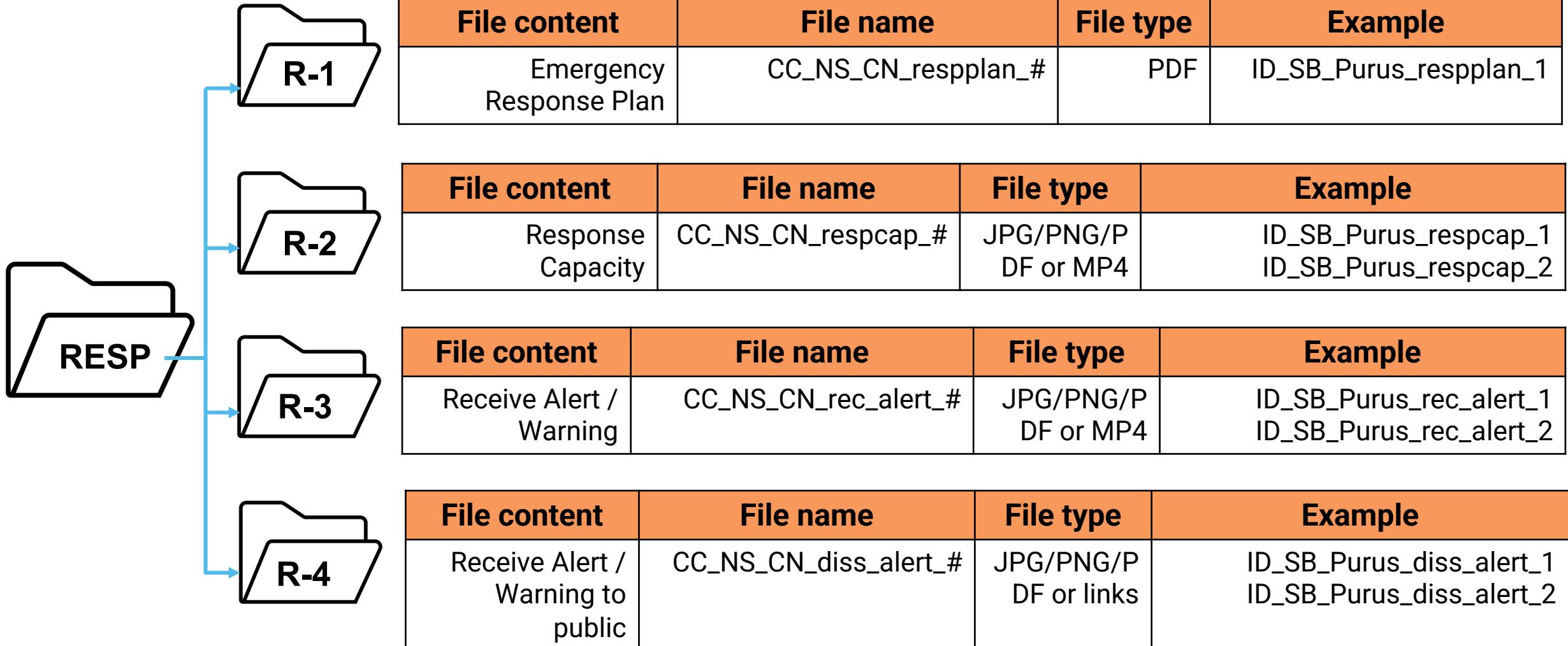
Should there are several files of the same name please put number (#)

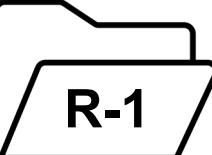
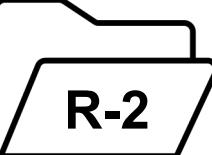
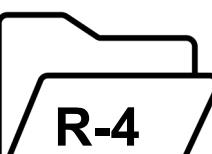
Folder Content and File Name



File content	File name	File type	Example
Evacuation Map	CC_NS_CN_evacmap	JPG/PNG/PDF	ID_SB_Purus_evacmap
File content	File name	File type	Example
Tsunami Information	CC_NS_CN_tsuinfo_#	JPG/PNG/PDF	ID_SB_Purus_tsuinfo_1
File content	File name	File type	Example
Outreach and Education Resource	CC_NS_CN_OEres_#	JPG/PNG/PDF or links	ID_SB_Purus_OEres_1 ID_SB_Purus_OEres_2
File content	File name	File type	Example
Outreach and Education activity	CC_NS_CN_OEact	JPG/PNG/PDF /MP4 or links	ID_SB_Purus_OEact_1 ID_SB_Purus_OEact_2
File content	File name	File type	Example
Tsunami Exercise	CC_NS_CN_exercise	JPG/PNG/MP4 or links	ID_SB_Purus_exercise_1

Folder Content and File Name



	File content	File name	File type	Example
 R-1	Emergency Response Plan	CC_NS_CN_respplan_#	PDF	ID_SB_Purus_respplan_1
 R-2	Response Capacity	CC_NS_CN_respcap_#	JPG/PNG/PDF or MP4	ID_SB_Purus_respcap_1 ID_SB_Purus_respcap_2
 R-3	Receive Alert / Warning	CC_NS_CN_rec_alert_#	JPG/PNG/PDF or MP4	ID_SB_Purus_rec_alert_1 ID_SB_Purus_rec_alert_2
 R-4	Receive Alert / Warning to public	CC_NS_CN_diss_alert_#	JPG/PNG/PDF or links	ID_SB_Purus_diss_alert_1 ID_SB_Purus_diss_alert_2

Folder Content

1. Photos:

Limit photos of evidence of each indicator to max. 5 photos.

- Make sure the photos are of high quality but not too big size.
- Avoid similar photos of the same object or evidence.

2. Videos:

If the video file is less than 50 MB, the video can be included in the submission, for a bigger file size, upload the video to YouTube, Vimeo, or other social media and provide the link to the video.

Application Form

(Toolkit 2025)

Form 1.

Contact Information

Part A:

Community Contact Information

Form 2.

Verification

Part A. Community Contact Information			
Country	Community (Locality/City/Town)	Total population	Total population to be evacuated
Primary Point of Contact		Secondary Point of Contact	
Full Name		Full Name	
Office / Institution		Office / Institution	
Title		Title	
Mailing Address		Mailing Address	
City		City	
State, ZIP		State, ZIP	
Phone		Phone	
Email		Email	
<ol style="list-style-type: none">1. Please add any important information additional to contact details.2. Please provide information on Tsunami Ready Local Committee (TRLC) and other contributors: (TRLC date of establishment, names of members and their institutions, Other key stakeholders and donors, etc.).			

Application Form

(Toolkit 2025)

Form 1.

Contact Information

Part B:

National Tsunami Ready Board

Part C:

ICG and TIC Information

What level are you implementing Tsunami Ready? Local National
If National, then skip to Part C.



Part B. National Tsunami Ready Board (NTRB)		
Country	Total population of country	NTRB Date of establishment
NTRB Chair Contact information		
Full Name		
Office / Institution		
Title		
Mailing Address		
City		
State, ZIP		
Phone		
Email		
NTRB members * (please indicate name, institution, and title)		
1.		
2.		
3.		
4.		
5.		
* Add as many entries as needed		

Part C. Intergovernmental Coordination Group (ICG)	
UNESCO-IOC ICG Technical Secretariat	
Name of ICG	
Name of ICG Technical Secretary	
UNESCO-IOC ICG Tsunami Information Centre (TIC)	
Name of TIC	
Name of Head of TIC	

Application Form

(Toolkit 2025)

Form 2. Verification

Part A: Fulfilment of Indicators

I. Assessment Indicators

Community (Locality/City/Town)	
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Part A. Fulfilment of Indicators		
<input type="checkbox"/> New Recognition	<input type="checkbox"/> Renewal Recognition	
I. ASSESSMENT Indicators (ASSESS)		
ASSESS-1	Tsunami hazard zones are mapped and designated.	<input type="checkbox"/> Verified
<input type="checkbox"/> Inundation modelling for maps	<input type="checkbox"/> Baseline tsunami zone for maps	
Verification Notes:		
ASSESS-2	The number of people at risk in the tsunami hazard zone is estimated	<input type="checkbox"/> Verified
<input type="checkbox"/> Approx. Number of persons with disabilities	<input type="checkbox"/> Approx. Number of elderlies	
<input type="checkbox"/> Approx. Number of young	<input type="checkbox"/> Approx. Number of workers	
<input type="checkbox"/> Approx. Number of tourists	<input type="checkbox"/> Other (specify):	
<input type="checkbox"/> Approx. Number of daytime population (summer)	<input type="checkbox"/> Approx. Number of nighttime population (summer)	
<input type="checkbox"/> Approx. Number of daytime population (winter)	<input type="checkbox"/> Approx. Number of wintertime population (winter)	
Verification Notes:		
ASSESS-3	Available economic, infrastructural, political, and social resources are identified	<input type="checkbox"/> Verified
<input type="checkbox"/> Volunteer organizations	<input type="checkbox"/> Local or national budget	
<input type="checkbox"/> Buildings and public spaces	<input type="checkbox"/> Local plans	
<input type="checkbox"/> Local networks		
<input type="checkbox"/> Other (specify):		
Verification Notes:		

Application Form

(Toolkit 2025)

Form 2. Verification

Part A: Fulfilment of Indicators

II. Preparedness Indicators

II. Preparation Indicators (PREP)			
PREP-1	Easily understood tsunami evacuation maps are approved.		
	<input type="checkbox"/> Print	<input type="checkbox"/> Digital media	<input type="checkbox"/> Other (specify):
Verification Notes:			
PREP-2	Tsunami information including signage is publicly displayed.		
	<input type="checkbox"/> Tsunami hazard zone signs	<input type="checkbox"/> Entering/leaving tsunami hazard zone signs	<input type="checkbox"/> Evacuation routes signs
<input type="checkbox"/> Assembly areas signs		<input type="checkbox"/> Tsunami response education signs	
Verification Notes:			
PREP-3	Outreach and public awareness and education resources are available and distributed.		
	Distribution should use <u>three or more</u> wide-reaching diverse media		
<input type="checkbox"/> Brochures/flyers distributed at public venues		<input type="checkbox"/> Websites/social media	
<input type="checkbox"/> Local faith-based, cultural, or civic organization bulletins/mailings		<input type="checkbox"/> Billboard, roadside, high-signs	
<input type="checkbox"/> Local radio and television		<input type="checkbox"/> Public utility/service industry notices	
<input type="checkbox"/> Bulk email		<input type="checkbox"/> Historical markers and signs	
<input type="checkbox"/> Newspaper inserts		<input type="checkbox"/> Informational or safety videos	
<input type="checkbox"/> Public service announcements (voice or video)		<input type="checkbox"/> Other (specify):	
Verification Notes:			
PREP-4	Outreach or educational activities are held at least three times a year		
	<input type="checkbox"/> Leverage of national, state, or regional campaigns including use of social media		
<input type="checkbox"/> Multi-hazard events or presentations			
<input type="checkbox"/> Booth at community events and/or fairs			
<input type="checkbox"/> Community tsunami safety workshops, town hall, or public/private meetings, if based, cultural or civic organizations			
Verification Notes:			
PREP-5	A community tsunami exercise is conducted at least every two years.		
	<input type="checkbox"/> Tabletop exercise (Table simulation)	<input type="checkbox"/> Functional exercise (Medium scale exercise)	<input type="checkbox"/> Full-scale exercise (All actors involved)
Verification Notes:			

Application Form

(Toolkit 2025)

Form 2. Verification

Part A: Fulfilment of Indicators

III. Response Indicators

III. Response Indicators (RESP)		
RESP-1	A community tsunami emergency response plan is approved.	<input type="checkbox"/> Verified
<input type="checkbox"/> Identify tsunami as a hazard and provides risk assessment <input type="checkbox"/> Present tsunami-hazard profile, including source locations, extend of inundation, run-up, previous or future tsunamis <input type="checkbox"/> Describe community vulnerability <input type="checkbox"/> Details 24-hour warning point procedures <input type="checkbox"/> Specify emergency operations centre (EOC) activation criteria <input type="checkbox"/> Specify tsunami criteria and procedures for the activation of the public warning system <input type="checkbox"/> Provide contact information for all jurisdictional agencies and response partners <input type="checkbox"/> Include evacuation plans for tsunamis, roles of community entities/agencies, maps and protocols <input type="checkbox"/> Include procedures for updating information and determine when evacuated zones are safe <input type="checkbox"/> Include procedures for providing security for the evacuated zone(s) <input type="checkbox"/> Include procedures for reporting tsunami impacts in the community <input type="checkbox"/> Include schools and critical infrastructure in the tsunami response plan <input type="checkbox"/> Describe training to ensure coordinated and quick response at all levels <p>Verification Notes:</p>		
RESP-2	The capacity to manage emergency response operations during a tsunami is in place.	<input type="checkbox"/> Verified
<input type="checkbox"/> Has 24-hour operations or plan to activate an EOC for tsunami incidents <input type="checkbox"/> Has warning reception and warning dissemination capability <input type="checkbox"/> Has ability and authority to activate the public warning system in its area of responsibility <input type="checkbox"/> Maintains the ability to communicate within and across jurisdictions <input type="checkbox"/> Maintains established communication links with NTWC and/or Emergency or Disaster Management Office to support the warning decision making process <input type="checkbox"/> Has capacity to manage evacuations and respond to the consequences of a tsunami <p>Verification Notes:</p>		

RESP-3	Redundant and reliable means to timely receive 24-hour official tsunami alerts are in place (at least three methods).	<input type="checkbox"/> Verified
<input type="checkbox"/> Public Alert Radio Systems <input type="checkbox"/> National/Territorial warning call out tree system <input type="checkbox"/> Instant messaging programmes available via Internet <input type="checkbox"/> Amateur radio transceiver <input type="checkbox"/> Third-party alert provider <input type="checkbox"/> Local radio: Emergency Alert System <p>Verification Notes:</p>		
RESP-4	Redundant and reliable means to timely disseminate 24-hour official tsunami alerts to the public are in place (at least three methods).	<input type="checkbox"/> Verified
<input type="checkbox"/> Emergency alert system message initiation and broadcast <input type="checkbox"/> Public/Private television audio/video overrides (broadcast 'breaking news') <input type="checkbox"/> Local flood warning system <input type="checkbox"/> Audible alerts (outdoor or indoor warning sirens, siren/megaphone mounted on emergency vehicles, school or church Bells or mosque loudspeakers, village 'bells', etc.) <input type="checkbox"/> Visual alerts, such as roadway signs (electronic billboards), flags or banners (colour -coded or with specific symbology) <input type="checkbox"/> Local alert broadcast system <input type="checkbox"/> Local pager/texting system <input type="checkbox"/> Other (specify): <p>Verification Notes:</p>		

Application Form

(Toolkit 2025)



Form 2.

Verification

Part B: Applying Community Official

Part C: National or Regional Tsunami Ready Board Approval

Tsunami Ready Recognition Programme Application Form
Form 2. Verification

Part B. Applying Community Official			
Application Submitted by (Name of Official)		Title	
Name of Institution			
Signature		Date	

Part C. National or Regional Tsunami Ready Board Approval			
Chair of the Tsunami Ready Board		Title	
Signature		Date	

Verification Notes:



Thank you

Dr. Laura Kong
International Tsunami Information Centre (ITIC)
laura.kong@noaa.gov



South China Sea Region Tsunami Ready Related Training Course
Online 0600-0930 UTC 22-23 December 2025