

**CAPACITY ASSESSMENT MINI-WORKSHOP**  
**November 3, 2021**

**QUICK LOOK GUIDE**

**Agenda**

**Presentation Slides**

**Glossary**

**EJ Strong Participant Manual (Workshop #1)**

Capacity Assessment – reading material (page 19)

**Capacity Assessment Form**

Capacity Assessment Example (Hazard: Conflagration (city-wide fire))





## Capacity Assessment Mini-Workshop

November 3, 2021

1:30 – 3:30 pm

1:30 – 1:40 pm	Welcome Review Webinar Agenda	Keisha Long Dan Kilpatrick	Take care of any additional introductions; go over day's agenda
1:40 - 1:50 pm	How to define capacity	Dan Kilpatrick	Large group – primer on Capacity
1:50 – 2:00 pm	Capacity Assessment Form Tutorial	Judith Taylor	Large group
2:00 – 2:30 pm	Activity 1: Input on vulnerability	Small Groups/Facilitators	Break out into small groups; Lead discussion on factors of capacity; discussion on PLA tools relevant for capacity,
2:30 – 3:00 pm	Complete the Capacity Assessment Form	Pairs	Pair off to complete capacity form
3:00 – 3:10 pm	Activity 1 Report Out	Advisory Team	Reconvene in large group and ask for feedback
3:10 – 3:25 pm	Discussion on workshop progress	Advisory Team	Large group
3:25 – 3:30 pm	Closing Remarks Review Grant timeline	Keisha Long/Karen Sprayberry	Discuss any parking lot topics, homework assignments; review timeline

# Defining Capacity

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Webinar 3, 11.3.2021

# Review

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Hazard: A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

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Vulnerability: The degree to which elements at risk (area, people, physical structures or economic assets) are exposed to hazards that cause loss, injury or damage, particularly due to time and place.

# Assessments completed

- We've assessed the characteristics of a hazard (force, duration, etc.)



- We've assessed the degree of vulnerability for human and non-human elements (low, medium, & high)



# What is capacity?

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- The combination of the strengths, attributes and resources available to an individual, community, society, or organization. Can be used to prepare for and reduce harmful impacts



# Prevention vs. Mitigation

## Prevention



## Mitigation



# Survivability vs. Readiness

## Survivability



## Readiness





# Capacity Assessment- Glossary

1. **Capacity** - The combination of the strengths, attributes and resources available to an individual, community, society, or organization. Can be used to prepare for and reduce harmful impacts.
2. **Community** - Can be taken as a group that may share one or more things in common such as living in the same environment, or place of residence, disaster risk exposure, having been affected by a hazard event. Common problems, concerns, hopes and ways of behavior may also be shared.
3. **Ecosystem** - A dynamic complex of plant, animal, and microorganism communities and their non-living environment interacting as a functional unit.
4. **Elements at risk** - This is the subject (element) being exposed to harm or danger, e.g. people, crops, houses, critical facilities such as hospital, bridges, water reservoir, livelihood, etc.
5. **Hazard** - A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.
6. **Mitigation** - Covers measures that can be taken to minimize the destructive and disruptive effects of hazards and thus reduces its impact.
7. **Prevention** - The activities designed to impede the occurrence of a hazard event and/or prevent such an occurrence from having harmful effects on communities and facilities.
8. **Readiness** - A state of preparedness of a group/community organization functioning with systems and structures that enable individuals to survive and bounce back.
9. **Survivability** - To manage to stay alive or continue to exist, especially in hazard event.
10. **Vulnerability** - The degree to which elements at risk (area, people, physical structures or economic assets) are exposed to hazards that cause loss, injury or damage, particularly due to time and place.

## CAPACITY ASSESSMENT

### 1. Procedure:

- The facilitator will explain that the third step in Disaster Risk Assessment is to identify the capacities needed to prevent or mitigate the hazard and to reduce or eliminate vulnerability. (Refer to Capacity assessment handout)
- The facilitator will ask participants to refer to the suggested PLA tools in the handout and discuss how to utilize those. Participants will be asked to come up with additional ones.
- The facilitator will distribute to the participants the Capacity Assessment Exercise forms and explain the different fields (Attachment 17).
  
- Ask the participants to go back to their respective groups to complete the forms and emphasize that they should focus first on the existing capacities of the community assigned to their groups. Give the groups 30 minutes to finish the group work and then ask each group to report before the plenary.
- To help deepen understanding, provide the participants with case stories that depict capacities of community for survivability. See examples from Booklet 3, PDF pp. 77-78.

**\*\*\*End of Day 2 - Provide synopsis of days 1 and 2 of the workshop, review hw assignment(s), participants to complete an evaluation for workshop 1\*\*\***

## CAPACITY ASSESSMENT FORM

### Prevention

Existing	Required	Gaps

### Mitigation

Existing	Required	Gaps

Note: When carrying out survivability assessment all elements at risk assessed for level of vulnerability during the vulnerability assessment should be considered here.

#### Highly Vulnerable: Survivability before hazard

Element at Risk	Existing	Required	Gaps
Human Element			
Non-Human Element			

#### Medium Vulnerable: Survivability during hazard

Element at Risk	Existing	Required	Gaps
Human Element			
Non-Human Element			

#### Low Vulnerable: Survivability before Hazard

Element at Risk	Existing	Required	Gaps
Human Element			
Non-Human Element			

**Low Vulnerable:** Survivability during Hazard

Element at Risk	Existing	Required	Gaps
Human Element			
Non-Human Element			

**Community Readiness:** Before the Hazard

Existing	Required	Gaps
Institutions, systems (THE CIELO ProTEC) <ul style="list-style-type: none"> <li>■ Transportation</li> <li>■ Health and medical services</li> <li>■ Early warning</li> <li>■ Communication</li> <li>■ Internal response</li> <li>■ Evacuation</li> <li>■ Livelihoods</li> <li>■ Organizational development and governance</li> <li>■ Provisions of food, water and security</li> <li>■ Technology</li> <li>■ Ecosystems management and restoration</li> <li>■ Coordination and incident command system</li> </ul>		

**Community Readiness:** During the Hazard

Existing	Required	Gaps
Institutions, systems (THE CIELO ProTEC) <ul style="list-style-type: none"> <li>■ Transportation</li> <li>■ Health and medical services</li> <li>■ Early warning</li> <li>■ Communication</li> <li>■ Internal response</li> <li>■ Evacuation</li> <li>■ Livelihoods</li> <li>■ Organizational development and governance</li> <li>■ Provisions of food, water and security</li> <li>■ Technology</li> <li>■ Ecosystems management and restoration</li> <li>■ Coordination and incident command system</li> </ul>		

Note: Capacity assessment concludes with gaps from prevention, mitigation, individual survivability and community readiness. This will be the starting point for planning on how to address the gaps.

## CAPACITY ASSESSMENT FORM

**Hazard:** Conflagration (city-wide fire)

**Prevention:**

Existing	Required	Gaps
<ul style="list-style-type: none"> <li>Early warning system</li> </ul>	<ul style="list-style-type: none"> <li>Fire Response plan</li> <li>Trainings, exercises</li> <li>Evacuation routes</li> <li>Shelters, relocation site</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of prevention resources (involvement of lay community members)</li> </ul>

**Mitigation:**

Existing	Required	Gaps
<ul style="list-style-type: none"> <li>Firefighting resources</li> </ul>	<ul style="list-style-type: none"> <li>Firefighters</li> <li>Fire Hall(s)</li> <li>Equipment</li> <li>Hydrants, sprinkler systems</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of mitigation resources (involvement of lay community members)</li> </ul>

Note: When carrying out survivability assessment all elements at risk assessed for level of vulnerability during the vulnerability assessment should be considered here.

**Vulnerability: Survivability**

Risk	Element at	Existing	Required	Gaps
Before the hazard 1. Elderly 2. Children 3. <HS education 4. Linguistically isolated 5. People of color 6. Low income		<ol style="list-style-type: none"> <li>1. Protect household items</li> <li>2. Already present at home</li> <li>3. N/A</li> <li>4. N/A</li> <li>5. N/A</li> <li>6. N/A</li> </ol>	<ol style="list-style-type: none"> <li>1. Easy access to evacuation centers</li> <li>2. Early warning by school or city</li> <li>3. Access to evacuation centers</li> <li>4. Access to evacuation centers</li> <li>5. Access to evacuation centers</li> <li>6. Access to evacuation centers</li> </ol>	1-6: Means of transportation
During the hazard 1. Elderly 2. Children 3. <HS education 4. Linguistically isolated 5. People of color 6. Low income		<ol style="list-style-type: none"> <li>1. Decision making for the family; Assist in carrying loads during evacuation</li> <li>2. Assist in carrying loads during evacuation</li> <li>3. Assist in carrying loads during evacuation</li> <li>4. Assist in carrying loads during evacuation</li> <li>5. Assist in carrying loads during evacuation</li> <li>6. Assist in carrying loads during evacuation</li> </ol>	<ol style="list-style-type: none"> <li>1. Total evacuation</li> <li>2. Total evacuation</li> <li>3. Total evacuation</li> <li>4. Total evacuation, bilingual communication</li> <li>5. Total evacuation</li> <li>6. Total evacuation</li> </ol>	1-6: Means of transportation, Evacuation system, Disaster education & awareness

### Community readiness: before the hazard

Existing	Required	Gaps
Institutions, systems (THE CIELO PROTEC)		
1. Transportation	1. N/A	1. N/A
2. Health and medical services	2. N/A	2. N/A
3. Early warning	3. Warning equipment	3. High tech warning equipment and alarm system
4. Communication	4. N/A	4. N/A
5. Internal response	5. N/A	5. N/A
6. Evacuation	6. N/A	6. N/A
7. Livelihoods	7. Adequate employment for all	7. Low rates of unemployment
8. Organizational development & governance	8. Coordination between community-based orgs & local government	8. Public private partnerships with community-based organizations and county-city government
9. Provisions of food, water, & security	9. N/A	9. N/A
10. Technology	10. Utilities infrastructure	10. Affordable energy and broadband availability
11. Ecosystems management & restoration	11. Monitoring air and water quality	11. Environmental surveillance equipment and expertise
12. Coordination & incident command system	12. N/A	12. N/A

### Community readiness: during the hazard

Existing	Required	Gaps
Institutions, systems (THE CIELO PROTEC)		
1. Transportation	1. All have evacuation transportation	1. Means of transportation
2. Health and medical services	2. Emergency department, burn unit, ambulance	2. Availability of emergency medicine and resources, mutual aid in case of capacity surge
3. Early warning	3. N/A	3. N/A
4. Communication	4. Comms equipment	4. Interoperable communications among first responders and emergency managers
5. Internal response	5. First responder and firefighting	5. Mutual aid with surrounding jurisdictions for fire and law enforcement
6. Evacuation	6. All have evacuation routes	6. Clearly marked evacuation routes
7. Livelihoods	7. N/A	7. N/A
8. Organizational development & governance	8. N/A	8. N/A
9. Provisions of food, water, & security	9. Shelters equipped with resources and staff	9. Accessible shelters
10. Technology	10. N/A	10. N/A
11. Ecosystems management & restoration	11. N/A	11. N/A
12. Coordination & incident command system	12. County and city emergency management presence	12. Local knowledge of emergency managers