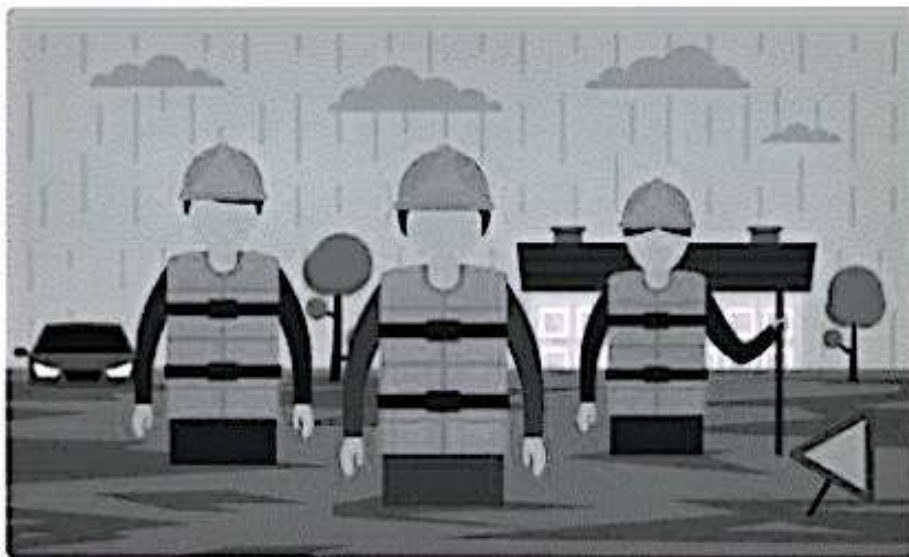




Disaster Risk Reduction and Management (DRR-DRM) Policy

Health Education and Development Society (HEADS)



Abstract

HEADS' DRR-DRM Policy promotes a community-centered, climate-resilient approach to disaster preparedness and response. It integrates inclusive and gender-sensitive strategies across programs, emphasizing capacity building, digital tools, partnerships, and community engagement. With defined DRR roles, monitoring mechanisms, and alignment with national and global frameworks, the policy guides sustainable, equitable development and the protection of vulnerable communities.

This policy has been revised in January 2025 for a period of one years and will be revised in January 2026. However, changes or amendments will be incorporated earlier if required due to any revisions in relevant government policies, global standards, or donor requirements



www.heads-ngo.org

Background:

Health, Education and Development Society (HEADS), is a non-profit, non-political and non-governmental organization registered in Pakistan under the Societies Act 1860. Since its establishment in 2013, HEADS has been actively engaged in the developmental and humanitarian sectors. The organization is led by a dedicated Board of Governors (BoG), consisting of professionals with diverse educational backgrounds and capabilities. HEADS operate under a comprehensive set of policies designed to ensure transparency, accountability and efficiency in its systems and operations. HEADS Currently registered in the Islamic Republic of Afghanistan, and established an office in the capital city, Kabul.

Throughout its history, HEADS has worked closely with communities and various stakeholders, addressing a wide range of issues, including but not limited to Education, Health, Protection, Livelihoods, Community Infrastructure (CPIs), Shelter and Settlement, Community Development, Institutional Capacity Building, Research, Gender Equality, Legal Counselling, Referral Mechanisms, Social Accountability, Right to Information, and Governance.

In addition to these programmatic areas, HEADS place a strong emphasis on cross-cutting themes, including social mobilization, gender mainstreaming, inclusion, and resilience in all its core programs. These themes reflect the organization's commitment to addressing the holistic needs of communities and promoting sustainable development.

Vision: Every Individual regardless of background or circumstances enjoy equal opportunities and rights with dignity.

Mission: Empowering Communities through strategic investment in human capital and institutional capacity development, raising sustainable development at the grassroot level.

Objectives:

- Support and develop replicable models and strategies for sustainable human resource development through skills development initiatives.
- Network and collaborate with the Govt. Departments, NGO's, CBO's, WOs and international agencies/donors for sustainable development.
- Support initiatives for sustainable community-based gender sensitive development with particular focus on; Human and institutional Development, Natural Resource Management, Drinking Water Supply, Environmental Sanitation, Education, Agriculture, Health & Nutrition, Disaster Management and Micro Credit & Enterprise.
- Create economic and recreational opportunities for youth through skill enhancement programs for peace promotion.
- Enable equitable access to quality education and healthcare, raising holistic community development and well-being.
- Promoting Social Inclusion and Empowerment.
- Strengthening Resilience to Climate Change and Environmental Degradation.
- Advocacy for Peace, Human Rights, and Social Justice.
- Building Disaster Resilience and Preparedness



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Introduction

Disasters present major challenges to communities globally, leading to loss of life, infrastructure damage, and disruptions to livelihoods. The Health Education and Development Society (HEADS) acknowledges the critical role of disaster risk management (DRM) and disaster risk reduction (DRR) in protecting communities and fostering sustainable development. This policy defines the principles, objectives, and strategies for integrating effective DRM and DRR initiatives into the organization's operations.

Purpose of the Policy

A well-defined DRR-DRM policy ensures a proactive approach to disaster management and resilience building. HEADS is committed to integrating DRR strategies across all its programs to minimize risks and enhance response capacity. This policy aims to Mainstream DRR within HEADS operations by integrating risk reduction strategies into all programs. Enhance capacity building through structured training on DRR/DRM for staff and community members. Ensure gender-responsive and inclusive DRR strategies that consider the needs of vulnerable groups, including women, children, persons with disabilities, and ethnic minorities. Strengthen coordination and response mechanisms through collaboration with national and international stakeholders.

Key Principles

HEADS' DRR-DRM policy is rooted in core principles that prioritize risk reduction, preparedness, and resilience. These guiding principles shape the organization's approach to ensuring effective disaster management while emphasizing inclusivity and sustainability. The following principles serve as a foundation for all DRR-DRM initiatives.

- **Community-Centered Approach:** Engaging local communities in risk assessment, preparedness, and response efforts.
- **Inclusivity and Equity:** Ensuring that all DRM and DRR initiatives address the needs of vulnerable groups, including women, children, persons with disabilities, and ethnic minorities.
- **Sustainability and Climate Resilience:** Integrating environmental sustainability and climate adaptation into disaster risk reduction strategies.
- **Collaboration and Partnerships:** Strengthening coordination with government agencies, humanitarian organizations, and local stakeholders.
- **Evidence-Based Decision Making:** Utilizing data, research, and best practices to inform DRM and DRR interventions.



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Strengthening DRR-DRM Partnership Strategy

Expanding Collaborations & Stakeholder Engagement

HEADS recognizes that effective DRR-DRM requires strong partnerships across multiple sectors. The organization will establish partnerships with government agencies, private sector, academia, and international DRR networks to enhance disaster preparedness and response. Work closely with humanitarian organizations and UN agencies to align its policies with global DRR frameworks. Engage with local disaster management authorities and community leaders to ensure a localized and participatory approach to disaster risk reduction.

Public-Private Sector Collaboration

To ensure effective partnership execution, HEADS will develop memoranda of understanding (MOUs) with key stakeholders to define roles and responsibilities in DRR initiatives. Arrange annual partnership review meetings to assess progress, identify challenges, and improve collaboration. Facilitate joint capacity-building sessions with government agencies and private sector partners to share knowledge and resources. Incorporate corporate social responsibility (CSR) investments into DRR programming to enhance sustainability. Develop risk-sharing mechanisms, including micro-insurance and resilience financing models, to support disaster-affected communities. Partner with technology firms and research institutions to integrate innovative solutions in DRR efforts.

Strengthening Community Engagement & Participation

HEADS prioritizes a community-driven approach to DRR by involving community-based organizations (CBOs) and grassroots networks in disaster planning and preparedness. Establishing Community Disaster Risk Reduction Committees (CDRRCs) to lead local DRR initiatives. Ensuring active representation of marginalized groups, including persons with disabilities, women, and indigenous communities, in DRR decision-making. Creating local governance structures that formalize the role of community representatives in DRR policy discussions and resource allocation.

Local Capacity Building & Awareness

HEADS highlights to conduct community-based training programs on DRR and emergency response. Implement school-based DRR education programs to raise awareness among youth. Support local risk assessments and mapping exercises to identify vulnerabilities and mitigation strategies.



Integration of Technology in DRR

HEADS is focusing to Leverage Digital Tools & GIS Mapping to enhance risk assessment and response efficiency, HEADS will utilize GIS mapping and remote sensing technologies to track disaster-prone areas. Integrate satellite imagery and real-time monitoring systems for early warning and rapid response. Develop mobile-based applications and digital platforms for community engagement and disaster reporting.

Data-Driven Decision Making & Analytics

Considering the social security responsibility HEADS will establish a centralized DRR data repository to store and analyze disaster-related information. Deploy AI-driven risk modeling tools to predict disaster impact and improve preparedness. Use big data analytics to track trends and enhance disaster risk mitigation strategies. Implement cybersecurity protocols to ensure the safe handling and confidentiality of disaster-related data. Develop data-sharing agreements with partners to ensure interoperability and secure access to critical DRR information.

Key Policy Outlines

A structured DRR-DRM framework enables effective implementation, coordination, and monitoring of disaster risk management initiatives.

- **Dedicated DRR/DRM Unit:** Establishing a team responsible for planning, implementation, and coordination of disaster risk management activities.
- **Capacity-Building & Training Framework:** Implementing structured training programs for staff and community members.
- **Gender & Social Inclusion Strategy:** Mainstreaming gender-sensitive and inclusive approaches in DRR interventions.
- **Early Warning & Preparedness Mechanisms:** Developing and strengthening early warning systems and disaster preparedness plans.
- **Community Resilience Initiatives:** Supporting community-led disaster risk reduction and emergency response efforts.
- **Monitoring, Evaluation, and Learning:** Establishing mechanisms for continuous improvement, assessment, and adaptation of DRM strategies.

Capacity Building & Dedicated DRR/DRM Staff

Capacity building is crucial for ensuring the successful implementation of DRR-DRM strategies. By equipping personnel with the necessary skills and knowledge, HEADS aims to strengthen



disaster preparedness and enhance the effectiveness of risk mitigation measures. For effective DRR/DRM requirements and selection of skilled personnel through structured training, HEADS is committed to build the internal capacity and ensuring the presence of dedicated DRR/DRM staff.

DRR/DRM Staff Roles & Responsibilities

An effective disaster management system requires designated personnel to oversee planning, coordination, and implementation. HEADS has established a dedicated DRR-DRM team with clearly defined roles and responsibilities to ensure seamless execution of disaster preparedness initiatives.

- **DRR/DRM Program Manager:** Oversees policy implementation, coordination, and reporting.
- **Disaster Preparedness Officers:** Lead field assessments, early warning system development, and training sessions.
- **Community Resilience Coordinators:** Work with local communities to implement preparedness plans and risk mitigation measures.

Capacity Building & Training Plan

Continuous training and skill development are essential to maintaining a strong DRR-DRM framework. HEADS has developed a phased training plan to enhance staff competency in disaster risk management. HEADS will implement a structured capacity-building roadmap to ensure staff and communities are well-equipped to manage disaster risks.

- **Phase 1 (0-3 months):** Conduct baseline training on DRR/DRM principles and emergency response.
- **Phase 2 (4-6 months):** Advanced training on risk assessment, climate adaptation, and crisis communication.
- **Phase 3 (7-12 months):** Simulation exercises, community drills, and policy review workshops.
- **Ongoing:** Annual refresher training and collaboration with national and international DRR institutions.

DRR/DRM Experience & Future Commitment

HEADS has a proven track record of implementing DRR-DRM initiatives, which have significantly improved disaster preparedness in vulnerable communities. By leveraging past experience, the organization is committed to expanding and mainstreaming DRR strategies in all future programs.

Previous DRR/DRM Experience

HEADS has successfully executed various community-based DRR projects, emphasizing risk mitigation, emergency response, and climate adaptation. The organization's past initiatives have contributed to enhancing local capacity, reducing vulnerability, and improving overall disaster resilience.



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- **Community-Based Disaster Risk Reduction (CBDRR) Projects:** Implemented in flood-prone areas with a focus on preparedness and risk mitigation.
- **Emergency Response Interventions:** Provided relief and rehabilitation to disaster-affected populations.
- **Climate Adaptation & Resilience Building:** Integrated environmental sustainability measures into disaster risk planning.

Future Focus & Mainstreaming DRR

To ensure continued progress in disaster resilience, HEADS is committed to integrating DRR into all aspects of program development. This includes strengthening public-private partnerships, adopting innovative risk reduction strategies, and advancing early warning systems for disaster preparedness.

- Integrating DRR into all program areas, including health, education, and livelihoods.
- Strengthening public-private partnerships for risk financing and insurance mechanisms.
- Expanding early warning systems with technology-driven solutions.

Gender & Inclusion in DRR

Disasters disproportionately impact vulnerable populations, making gender-sensitive and inclusive approaches essential in DRR strategies. HEADS prioritizes equity and social inclusion to ensure that all segments of society are actively engaged in disaster preparedness and response.

Gender-Responsive DRR Approaches

Women and marginalized groups often face unique challenges during disasters, requiring targeted interventions for their protection and empowerment. HEADS implements gender-sensitive risk assessments, inclusive warning systems, and protection measures to address these specific needs.

- Gender-sensitive risk assessments to ensure women's participation in disaster planning.
- Inclusive early warning systems that consider mobility challenges for persons with disabilities.
- Protection measures for women and children in emergency response efforts.

Social Inclusion & Vulnerable Groups

Inclusion of vulnerable groups, including persons with disabilities and indigenous communities, is vital for effective disaster risk reduction. HEADS ensures that DRR policies and programs provide equitable access to resources, services, and decision-making processes for all affected populations.

- Special assistance for ethnic minorities and indigenous communities in disaster preparedness.
- Child-friendly spaces and protection protocols in emergency shelters.
- Participation of persons with disabilities in DRR policy design and implementation.

Coordination, Monitoring & Compliance



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Effective disaster risk management requires strong coordination among various stakeholders, robust monitoring mechanisms, and adherence to compliance standards. HEADS has established mechanisms for tracking progress, assessing impact, and ensuring alignment with national and international DRR frameworks. This section details coordination strategies and monitoring procedures.

Coordination & Partnerships

Collaborative partnerships enhance the effectiveness of DRR-DRM initiatives by leveraging shared expertise and resources. HEADS works closely with government agencies, NGOs, and community organizations to implement and scale disaster resilience programs.

- Collaboration with government agencies, NGOs, and international organizations for DRR integration.
- Engagement with disaster-prone communities to develop localized response plans.

Monitoring & Evaluation

Continuous assessment is critical to refining DRR strategies and ensuring their effectiveness. HEADS conducts regular progress reviews, community consultations, and impact assessments to strengthen DRR interventions and enhance program delivery.

- Quarterly progress reports on DRR initiatives and policy implementation.
- Annual impact assessments to measure effectiveness and make policy adjustments.
- Community feedback mechanisms for inclusive disaster planning.

Compliance & Policy Review

HEADS aligns its DRR-DRM policy with national disaster management frameworks and global best practices. Regular policy updates and compliance reviews are conducted to adapt to emerging risks, integrate new learning, and improve disaster preparedness measures.

- Alignment with national DRR frameworks and global best practices.
- Regular updates to the DRR-DRM policy to incorporate emerging risks and lessons learned.



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BOD Meeting Minutes

Date: January 06, 2025

Participated by:

Raza Ullah Jan	Executive Director
Uzma Amin	Chairperson Board
Samina Khanam	Board Member
Nawaz Ali Shah	Board Member
Amabareen Banori	Board Member
Muhammad Jidran	Board Member
Abid Ali	Board Member
Tahira Nasreen	Board Member
Sayed Ali Shah	Director Program
Asif Ali	Director Finance
Ramsha Khan	HR Officer

Agenda Items:

- Change in Leadership position
- Formation of the Annual Report, Annual Budget, and Strategic Plan.
- Completion of the NDRMF Capacity Improvement Action Plan.
- Processing for Charity Commission in Balochistan and Khyber Pakhtunkhwa.
- Revision of HEADS policies.
- Renewal of Society Act Registration for 2025.

Proceedings & Outcomes:

The meeting commenced with the recitation of the Holy Quran, followed by a formal welcome note delivered by the Chairperson, Ms. Uzma Amin, and the Executive Director, Mr. Raza Ullah Jan. The discussions focused on the agenda items and organizational improvements.

- The Board decided to shift Mr. Raza Ullah Jan from the position of Chairperson of the Board of Directors (BOD) to Executive Director of HEADS, following the resignation of Ms. Samina Khanam from the role of Executive Director. Ms. Khanam has now joined the Board as a Board Member. Additionally, Dr. Uzma Amin has been appointed as Chairperson of the Board, effective immediately.
- The Board emphasized the importance of preparing Annual Report/ Annual Budget and Strategic Plan to assess the organization's current standing and plan strategically for the upcoming year.
- As HEADS has been conditionally accredited by the National Disaster Risk Management Fund (NDRMF) for six months, the Board reviewed the shared Capacity Improvement Action Plan. It was decided to prioritize its completion within the stipulated timeframe, recognizing this as a crucial opportunity for the organization.

- The Board agreed to initiate the process for Charity Commission registration in Balochistan. Police verification for the Charity Commission in Khyber Pakhtunkhwa will be expedited to obtain the certification promptly.
- A comprehensive review of organizational policies was conducted. The Board proposed and approved necessary amendments to align with current needs and best practices.
- It was noted that the Society Act Registration expired in December 2024. The Board resolved to apply for its renewal for 2025 without delay.

The meeting concluded with a thorough review of the agenda items, ensuring they aligned with the organization's strategic objectives. The Board expressed optimism about the successful execution of the discussed initiatives. The Chairperson concluded the meeting with a vote of thanks.

Signed on this Monday January 06, 2025 by authorized signatory.



Dr. Uzma Amin
Chairperson Board



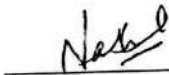
Mr. Raza Ullah Jan
Executive Director



Ms. Samina Khanam
BOG Member



Mr. Muhammad Jidran
BOG Member



Mr. Nawaz Ali Shah
BOG Member



Miss. Ambareen Banori
BOG Member



Mr. Abid Ali
BOG Member



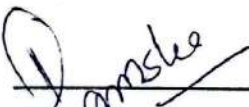
Miss. Tahira Nasreen
BOG Member



Mr. Sayed Ali Shah
Program Director HEADS



Mr. Asif Ali
Director Operations HEADS



Miss. Ramsha Khan
HR Officer



Policy Review & Update Record

A Board meeting was held on January 6, 2025, with the key agenda of reviewing and updating all organizational policies of HEADS. The Board advised the management to undertake a comprehensive policy review to ensure relevance, compliance, and alignment with organizational goals and evolving operational needs.

In line with this directive, all organizational policies were reviewed and amended on January 31, 2025, under the leadership of the Executive Director and with the involvement of the Finance & Audit Committee and relevant departments.

The review process included:

- A thorough evaluation of existing policies.
- Revisions based on internal assessments, audit findings, regulatory requirements, and best practices.
- Incorporation of feedback from staff and stakeholders.
- Updates to enhance clarity, accountability, and operational effectiveness.

Means of Verification:

Revised policy documents, review reports, and documented feedback and approval records.



(H E A D S)

Raza Ullah Jan
Executive Director