



Procedure for the preparation of the executive report on territorial studies of hazard, vulnerability and disasters risks.

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In Cuba, the Hazard, Vulnerability and Risk studies (HVR) before disasters in the territories, have technical reports and maps as outputs, which collect, from hazard different intensities and magnitudes, the vulnerabilities, the existent risks and recommendations for the reduction of vulnerabilities as well as avoiding the creation of new ones, either at the provincial, municipal and people's council levels.

With the objective that the results can be used in the different levels in which risk management is carried out, the report includes three parts:

1. The results of danger, vulnerability and risk at the provincial level,
2. The results of hazard, vulnerability and risk at the municipality level and the specifications of the people's councils that integrate it.
3. The recommendations for the four stages of the disaster reduction cycle (prevention, preparations, response and recovery).

It is important to keep in mind that the content of the reports will be used to make timely decisions in disaster situations.

The document must:

- Be characterized for its clear, simple and understandable language, without losing scientific rigor. Identify the acronyms used.
- Be drafted in Microsoft Word, using Arial 14 font in Letter size (8½ x 11 ") with margins of 2.5 cm on all four sides and with double line spacing. The identification of the tables is placed above and that of the figures below.

Content of the report by hazard (provincial and municipal)

Cover: it includes title and date of report preparation. **Introduction** (1 page):

Brief description of the importance of the study, scope and its objectives.

Results and Discussion

An assessment on the most important aspects of the results obtained will be made, noting the areas of greatest risk, highlighting the danger and the vulnerabilities that affect it.

Point out the vulnerabilities that require greater attention also called key vulnerabilities, which are those that mostly affect the level of disaster risk in the territory.

Include an analysis of the possible technological and health impacts in the areas of greatest risk.

Explanations should be supported with tables and maps.

Conclusions

The conclusions on the outstanding aspects of the results will be brief, highlighting what is considered more important and as priority.

Recommendations

Based on the results of the studies, recommendations and priorities must be established for each of the four stages that make up the disaster risk reduction cycle (prevention, preparation, response and recovery), aimed at reducing existing vulnerabilities, and not to create new ones, during post-disaster reconstruction or through the implementation of territorial or sectoral development plans.

Annexes.

List of authors and participating institutions.

Most relevant maps that have been included in the report.

Tables and main graphs that are in the report.

Glossary of the terms used in the report

Remarks: Each data must have its source and year.