REPUBLIKA E SHQIPËRISË

Building Damage and Usability Assessment after earthquake (BDUA)

NATIONAL OPERATING MANUAL

November 2025

REPUBLIC OF ALBANIA
MINISTRY OF DEFENCE

AGJENCIA KOMBËTARE MBROJTJES CIVILE

MINISTRIA E INFRASTRUKTURËS DHE ENERGJISË

NATIONAL OPERATING MANUAL (NOMA)

for the Building Damage and Usability Assessment (BDUA) after earthquake

November 2025

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Disclaimer

The **National Operating Manual** (NOMA) is part of the technical framework to conduct and coordinate Building Damage and Usability Assessment (BDUA) services after an earthquake in Albania.

This document has been jointly prepared by the National Civil Protection Agency and the Construction Institute (CI) with the support of the Swiss Development and Cooperation Agency (SDC) in the framework of the "Building Damage Assessment (BDA) project".

It has been developed in concertation with a consultative group formed by key institutions involved in disaster risk management, under the lead of the BDA Project Implementation Unit with the support of international experts from the Swiss Humanitarian Aid Unit.

REPUBLIC OF ALBANIA
MINISTRY OF DEFENCE

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Foreword

Albania's resilience rests on our ability to act swiftly, coordinate effectively, and protect lives in the face of disaster. Earthquakes pose a systemic and recurring risk across our country, and ensuring the safety, security, and continuity of affected communities is a fundamental pillar of Albania's disaster risk governance. This calls not only for preparedness, but for reliable, standardized procedures that unite institutions at all levels of government.

This **National Operating Manual** (NOMA) for Building Damage and Usability Assessment (BDUA) responds to that need. It offers a clear and unified framework for rapid structural assessments following an earthquake—supporting life-saving decisions, minimizing risk, and guiding recovery from the very first hours**.**

The National Operating Manual is accompanied by models of **Standard Operating Procedures** (SOP) that help each institution organize its respective tasks with regards to the BDUA process. The NOMA, SOPs and the separated for **Technical Manual** for BDUA are integrant part of the technical framework to conduct and coordinate Building Damage and Usability Assessment services after an earthquake in Albania.

This NOMA reflects lessons learned from past emergencies and the collective input of national experts, civil protection authorities, and technical institutions. The NOMA also reflects our broader vision: a modern, responsive, and interoperable civil protection system—one that upholds the safety of citizens through coordinated, trained, and accountable action.

I commend the experts of the Construction Institute, the National Civil Protection Agency, our local government partners, and all contributors who shaped this NOMA for BDUA. I extend special thanks to the Government of Switzerland for its valued technical and financial support to this effort. Your partnership strengthens not only our systems—but our sovereignty and solidarity.

Let this NOMA for BDUA serve not only as a technical guide, but as a reaffirmation of our shared duty to protect, and our investment in a safer Albania.

Mr. Haki Çako
General Director
National Civil Protection Agency

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Acronyms

ASIG	State Authority for Geospatial Information
BDUA	Building Damage and Usability Assessment
CI	Construction Institute
CI/NCPA	Joint reference to Construction Institute and National Civil Protection Agency
CoM	Council of Ministers
COP	Common Operational Picture
CPC	Civil Protection Committee
DCM	Decision of the Council of Ministers
DRR	Disaster Risk Reduction
EOC	Emergency Operations Center
ERCC	European Emergency Response Coordination Centre (ERCC)
EU	European Union
EUCPM	European Union Civil Protection Mechanism
GIS	Geographic Information System
GRADE	Global Rapid post-disaster Damage Estimation
ICCE	Interministerial Committee for Civil Emergencies
IGEO	Institute of GeoSciences
INSPIRE	Infrastructure for Spatial Information in Europe (EU Directive 2007/2/EC)
SOP	(Institutional) Standard Operating Procedure (for BDUA)
ISO	International Organization for Standardization
NCPA	National Civil Protection Agency
NOCCE	National Operational Center for Civil Emergencies
NOMA	National Operating MAnual (for BDUA)
NSDI	National Spatial Data Infrastructure
PDNA	Post-Disaster Needs Assessment
NCEP	National Civil Emergency Plan
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PUT	Polytechnic University of Tirana
RACI	Responsible, Accountable, Consulted, Informed (matrix for roles)
SAR	Search and Rescue

1. INTRODUCTION

1.1. Framework for the BDUA

This National Operating Manual (NOMA) defines Albania's official framework for post-earthquake Building Damage and Usability Assessment (BDUA) operations. It ensures that all BDUA activities across declared and non-declared state of natural disaster are executed in a standardised, timely, and institutionally coordinated manner, enabling rapid decisions on public safety, building usability, and recovery planning.

The NOMA is a product of the BDUA Project, led by the Construction Institute (CI) in partnership with the National Civil Protection Agency (NCPA), and supported by the Swiss Agency for Development and Cooperation (SDC). It builds upon Albania's evolving risk governance framework, by Law No. 45/2019 "On Civil Protection", the National Civil Emergency Plan (DCM No. 807/2023).

The NOMA functions as a comprehensive management tool that define the operational logic, coordination architecture, and institutional mechanisms necessary to prepare, implement, and sustain Albania's BDUA capacity not only during post-earthquake response, but also across preparedness, recovery, and system development phases.

It institutionalises vertical coordination between:

- **The BDUA Central Coordination Cell** (NOCCE-led),
- **Regional Coordination Cells** (CEOCQ-level, Prefecture-led),
- **Municipal BDUA Cells** (activated through CEOCM structures),

and operational pools at the:

- **The Core Pool of BDUA Experts** (CI-led, mobilised nationally),
- **Regional Pools of BDUA Experts** (registered at prefecture level for deployment).

The NOMA consolidates field tools, including:

- **The standardised BDUA Form**,
- **The BDUA Technical Manual** guiding structural classification.
- **The BDUA Training Curriculum**.

These instruments enable the uniform and standardised execution of BDUA by certified assessors and coordinators drawn from central and regional pools. The NOMA clearly delineate activation thresholds, information flow (from field to CI database), and decision-making of the responsible authorities linked with building usability.

BDUA outputs are integrated into Albania's broader disaster risk management cycle:

- **Preparedness:** through training & certification and readiness mapping;
- **Response:** through immediate post-earthquake building usability assessments;
- **Recovery:** by translating field-based structural diagnostics into high-level inputs for PDNA, and strategic housing recovery planning.

While primarily focused on public and private residential buildings, the NOMA also covers selected public infrastructure critical to continuity of services—such as schools, hospitals, local government offices, and emergency coordination centres. High-risk or technically complex infrastructure (e.g., dams, telecom towers, utility facilities) are excluded and fall under specialised sectoral assessment protocols.

By anchoring usability classification as a legally enforceable tool, the NOMA enhances operational accountability, donor alignment, and the interoperability of Albania's civil protection system with international recovery instruments.

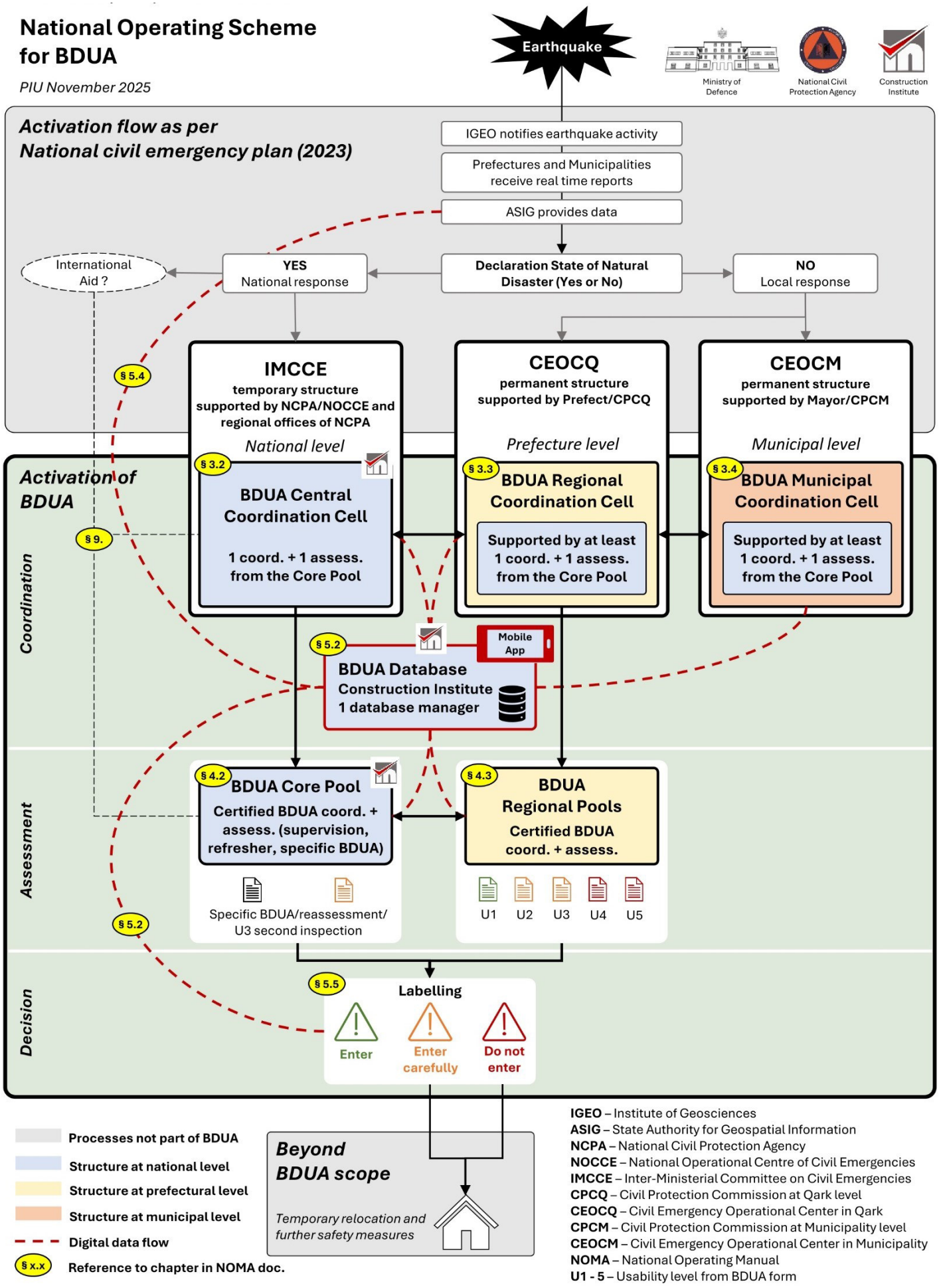
In line with Albania's international commitments, this NOMA reflects the country's participation in the **Union Civil Protection Mechanism (UCPM)**, ratified through Law No. 7/2023. This participation enhances institutional interoperability, facilitates access to EU technical and financial support, and enables alignment with Union-wide standards for disaster response coordination, including structured assessments, metadata sharing, and civil protection deployments.

1.2. Workflow for BDUA

The diagram below illustrates the operational workflow for post-earthquake Building Damage and Usability Assessments (BDUA) in Albania. It maps the activation logic based on seismic alerts from IGEO, distinguishing between national and local response pathways depending on the declaration of the state of natural disaster. The framework aligns with the National Civil Emergency Plan (NCEP 2023) and shows the interaction between key institutional actors at national (ICCE, NCPA – NOCCE, CI), regional (CEOCQ, CPCQ), and municipal (CEOCM, CPCM) levels. It also captures the structure and flow of technical support from the Core Pool of Experts, the mobilisation of local assessor networks, and the linkage to data flows and usability outcomes (U1–U5). The schematic reinforces the coordination logic and supports vertical alignment across Albania's civil protection system.

National Operating Scheme for BDUA

PIU November 2025



IGEO – Institute of Geosciences
ASIG – State Authority for Geospatial Information
NCPA – National Civil Protection Agency
NOCCE – National Operational Centre of Civil Emergencies
IMCCE – Inter-Ministerial Committee on Civil Emergencies
CPCQ – Civil Protection Commission at Qark level
CEOCQ – Civil Emergency Operational Center in Qark
CPCM – Civil Protection Commission at Municipality level
CEOCM – Civil Emergency Operational Center in Municipality
NOMA – National Operating Manual
U1 - 5 – Usability level from BDUA form

2. ACTIVATION CRITERIA AND DECISION TO ACTIVATE

2.1. IGEO Seismic Notification and Impact Screening

Building Damage and Usability Assessment (BDUA) operations are triggered upon the detection of a seismic event meeting predefined thresholds established under Albania's civil protection legislation.

The **Institute of GeoSciences (IGEO),** as the national authority for seismic monitoring, serves as the primary notification source for seismic events. IGEO transmits real-time earthquake parameters—magnitude, depth, epicentre coordinates—to the National Civil Protection Agency (NCPA)/, and its National Operational Center for Civil Emergencies (NOCCE/NCPA), and other designated structures within minutes of occurrence.

Upon notification, IGEO also issues preliminary shake maps and, where applicable, expected aftershock sequences. These geospatial outputs provide initial estimates of ground motion intensity and potential affected areas, which are then used to screen for likely damage concentrations in urban centers, critical infrastructure, or geologically sensitive areas. This impact screening function is performed in coordination with ASIG and the Construction Institute (CI), using GIS overlays and exposure datasets integrated within the national Common Operational Picture (COP)—a shared geospatial platform that visualises seismic impact, exposure, and assessment data to support coordinated decision-making across institutions.).

This seismic notification and screening process forms the first trigger in the BDUA activation logic and must be concluded shortly after of the initial seismic event to inform subsequent threshold validation. The role of the Institute of GeoSciences (IGEO) in seismic monitoring, impact screening, and coordination with civil protection structures is elaborated in Annex 2.A.

2.2. Activation Triggers and Threshold Validation

Activation of BDUA operations follows a structured assessment of objective impact thresholds in line with the NCEP 2023. Five categories of triggers are recognised:

Category	Description
1. Seismic Event Magnitude	• M ≥ 5.0: Triggers alert and standby status at municipal level. • M ≥ 5.5: Triggers partial activation of BDUA municipal cells. • M ≥ 6.0: Triggers full activation across affected prefectures.
2. Aftershock Reassessment	Reassessment may be triggered in previously inspected areas if a significant aftershock occurs, particularly where it may have compromised building integrity.
3. Building Damage Reports	Three or more verified reports of visible building damage received via emergency lines (112, 129) or from on-site responders. Priority damage to public buildings (schools, hospitals, municipal offices).
4. Legal / Emergency Declaration	Declaration of a State of Natural Disaster by the Council of Ministers. Activation of **Phase 3 or higher** under the National Civil Emergency Plan (NCEP 2023).
5. Cascading Hazards	Secondary hazards such as landslides, dam failure, or ground instability may trigger BDUA activation where building usability is threatened, even in the absence of high-magnitude seismic events.

Threshold validation is performed by **Civil Emergency Operational Centers in Municipality (CEOCM)** in coordination with **Civil Emergency Operational Centers in Qark (CEOCQ)**, and under the oversight of NCPA and NOCCE. Validation decisions are based on IGEO data, field data, and geospatial impact overlays, in accordance with national protocols outlined in **DCM No. 158/2021** and **DCM No. 807/2023**.

2.3. Activation Logic

Two operational scenarios define BDUA activation logic:

- **Scenario A: Declared State of Natural Disaster**
  - Triggered by Council of Ministers (Law No. 45/2019, Art. 39).
  - National-level coordination is led by the National Civil Protection Agency (NCPA) through its National Operational Centre for Civil Emergencies (NOCCE).
  - Strategic oversight by the Interministerial Committee for Civil Emergencies (ICCE).
  - Full BDUA deployment coordinated by NOCCE's BDUA Coordination Cell.

- **Scenario B: Non-Declared State of Natural Disaster**
  - Localised emergencies
  - Activation led by Municipal CPC and/or the Prefect's Office depending on the geographic scope and scale of impact.
  - BDUA Regional Coordination Cells coordinate inter-municipal response.
  - NCPA and CI provide technical oversight and limited national support.

In both scenarios, BDUA operations must adhere to the same technical standards, assessment methodology, and reporting protocols. The activation scenario determines the scale of deployment and the configuration of institutional coordination structures.

2.4. Role of ICCE and NOCCE in Activation

The **Interministerial Committee for Civil Emergencies (ICCE)** is convened by the Council of Ministers (CoM) in major emergencies and holds political authority to lead national disaster response, including BDUA activation.

Once activated, the **National Civil Protection Agency (NCPA)** assumes lead responsibility for national coordination and activates the **BDUA Central Coordination Cell** within **NOCCE**. This Cell serves as the technical and logistical hub for:

- Coordinating national & regional BDUA pool deployments,
- Liaising with CI, IGEO, ASIG, and regional structures in accordance with NCEP,
- Validating incoming field data,
- Supporting situational awareness and executive decision-making.

In non-declared emergencies, NOCCE maintains a monitoring role but does not directly activate deployments unless escalation criteria are met.

2.5. Link to National Civil Emergency Plan

BDUA activation is governed by the NCEP (DCM No. 807/2023), which provides a **phased response model** (Phases 1–4) based on disaster severity and geographic spread. BDUA aligns with this model as follows:

A. **Phase 1–2 (Monitoring / Local Response):** Municipal standby or partial BDUA activation.
B. **Phase 3 (Regional Coordination):** Prefect-led inter-municipal BDUA activation.
C. **Phase 4 (National Emergency):** Full activation by NCPA and ICCE via NOCCE.

BDUA operations are explicitly integrated into the NCEP's response and recovery continuum, bridging the operational gap between emergency response and recovery planning (e.g., PDNA, sheltering, repair prioritisation).

3. COORDINATION STRUCTURE AND MECHANISMS

3.1. National Coordination

At the national level, BDUA operations are coordinated by the **National Civil Protection Agency (NCPA)**, operating within Albania's legal framework for civil emergencies (Law No. 45/2019, Articles 23 and 28; DCM No. 747/2019). The NCPA holds lead responsibility for validating BDUA activation triggers, authorizing deployments, coordinating national-level resources, and consolidating technical outputs from regional and local structures.

During full activation, it operates via the **National Operational Center for Civil Emergencies (NOCCE)**, which serves as the central operational node for BDUA coordination.

A dedicated **BDUA Central Coordination Cell** is established within NOCCE during national-scale events. This temporary structure assumes responsibility for:

- Managing national-level BDUA deployments,
- Coordinating with technical institutions (CI, IGEO, ASIG),
- Validating incoming field data and integrating it into the Common Operational Picture (COP),
- Supporting high-level decision-making under ICCE or CPC.

Strategic oversight is provided by the **Interministerial Committee for Civil Emergencies (ICCE)** when activated. The ICCE coordinates sectoral ministries and supports national-level decisions on prioritisation, cross-sector resource allocation, and emergency financing—especially in cases where BDUA outputs influence recovery policy (e.g., housing repair strategies, compensation eligibility).

In scenarios where a formal declaration of a natural disaster is **not** made, national coordination remains under the **NCPA/NOCCE**, which provides standing multi-sectoral oversight. The **NCPA/NOCCE** ensures upstream policy alignment and institutional coordination, including linkages with line ministries.

Each line ministry **is mandated** to appoint civil protection focal points (DCM No. 431/2021) and coordinate sector-specific damage data relevant to BDUA operations, including schools, health facilities, and critical infrastructure.

For delineation of institutional responsibilities, refer to Annex 9 (RACI Matrix).

3.2. BDUA Central Coordination Cell

The **BDUA Central Coordination Cell** is a dedicated national-level operational structure hosted within the **National Operational Civil Emergency Coordination Center (NOCCE)** and activated by the **National Civil Protection Agency (NCPA)**. It is responsible for managing and coordinating the national BDUA mechanism during partial or full activation.

A. Main Functions

The BDUA Central Coordination Cell assumes overarching technical and operational responsibilities, including:

- **Strategic deployment of surge capacity** through the **BDUA Core Pool of Experts**, a CI-managed national roster of certified assessors and technical specialists;
- **Oversight of information flows and validation** from regional and municipal levels, ensuring consistency, completeness, and compliance with national BDUA methodology;
- **Coordination of quality assurance and plausibility checks**, conducted in collaboration with the **Construction Institute (CI)** as the technical authority;
- **Geospatial data management and visualization**, in close coordination with **ASIG**, ensuring data integrity and ISO 19115-compliant metadata;
- **Vertical interoperability and inter-agency coordination**, liaising with:
    - **Regional BDUA Coordination Cells** (CEOCQ-level);
    - **Prefectural Civil Protection Commissions** (CPCQ);
    - **ICCE**, other NOCCE cells, and international partners (e.g., EUCPM, UN).

B. Composition

The BDUA Central Coordination Cell is composed of:

- CI mobilised experts from the **BDUA Core Pool of Experts** (**1 certified coordinator and 1 certified assessor**);
- NCPA staff (liaison officers);
- Other based on needs;
- Data analysts and GIS technicians (linked to ASIG systems);
- Liaison officers for inter-agency coordination (e.g., Red Cross, UN partners);
- Surge administrative/logistical support personnel during escalated operations.

This structure ensures centralised command, interoperability with external partners (EUCPM, International aid, UN, etc.), and real-time decision support. It also facilitates the production of integrated BDUA dashboards and situation reports for high-level authorities.

C. Institutional Anchoring and Platform Interoperability

The **Construction Institute (CI),** as Albania's de facto technical authority for structural damage assessments under the current institutional setup, plays a central role in BDUA coordination. Its operational responsibilities within the BDUA Central Coordination Cell are detailed in Annex 2.

Real-time dashboards, national BDUA reporting templates, and automated data integration protocols with **ASIG and CI platforms** are managed under this Cell's oversight, ensuring interoperability with GIS tools and disaster information systems

For a detailed description of ASIG's technical and institutional role in geospatial data integration and metadata compliance, refer to Annex 2.

D. Resourcing and Sustainability

Budgetary and financial planning for the continued operation of the BDUA Central Coordination Cell—including platform maintenance, surge expert deployments, and coordination with regional structures—is addressed in Section 8.5.

3.3. BDUA Regional Coordination Cell

The **BDUA Regional Coordination Cell** is activated at the **Qark level** under the authority of the **Prefect**, when a seismic event affects multiple municipalities, when local capacities are exceeded, or when national activation has not yet been triggered. The Cell operates from within the **Civil Emergency Operational Center in Qark (CEOCQ)** and supports the **Civil Protection Commission at Qark level (CPCQ)**.

A. Main Functions

The Regional BDUA Coordination Cell assumes delegated operational and technical responsibilities from the Prefect. Its core functions include:

- **Operational coordination of field deployments**, ensuring equitable allocation of assessor teams across affected municipalities;
- **Supervision of municipal BDUA data flows**, including completeness, internal consistency, and classification plausibility;
- **Primary quality control and pre-validation** of BDUA assessment outputs prior to upward submission to the BDUA Central Coordination Cell at NOCCE;
- **Activation and mobilisation of the Regional Pool of BDUA Experts**, in accordance with regional surge requirements and inter-municipal redistribution logic;
- **Liaison with the Construction Institute (CI)** on methodological compliance, including clarification of technical protocols;
- **Geospatial data support and mapping**, in coordination with ASIG systems and municipal GIS focal points;
- **Vertical and horizontal coordination**, including:
  - Upward: with the Central BDUA Coordination Cell (ICCE level);
  - Downward: with Municipal Coordination Cells (CEOCM-level);
  - Laterally: with Prefectural Civil Protection Commissions (CPCQ) and regional line ministry branches.

B. Composition

The Regional BDUA Coordination Cell is composed of:

- A **designated BDUA Coordinator** (appointed by the Prefect);
- Supported by, at least 1 BDUA coordinator and 1 BDUA assessor from the Core Pool, mobilized by the BDUA central coordination cell, or by the CI)
- **GIS and data entry technicians**, trained on ASIG platform integration and ISO 19115-compliant metadata (can also be part of the CEOCQ);
- **Municipal liaison officers** and communication focal points embedded from CEOCM structures;
- **Administrative and logistical staff**, when surge operations require extended deployment.

C. Institutional Anchoring and Interoperability

The Regional BDUA Coordination Cell is activated under the authority of the Prefect in line with DCM No. 923/2020. It operates within CEOCQ and serves as the institutional conduit between the **BDUA Central Coordination Cell** and **municipal-level operations**. All field coordination decisions are implemented in consultation with Municipal Civil Protection Commissions (CPCM) and the CEOCM structures.

When national activation is declared, the Cell transitions under the operational oversight of the Central Coordination Cell and integrates into NOCCE-wide coordination mechanisms, including real-time reporting and escalation under ICCE.

D. Resourcing and Surge Capacity

The Prefect is responsible for maintaining an updated **Regional Pool of BDUA Experts**, composed of certified professionals registered for deployment across municipalities.

The activation and redistribution of these experts is coordinated through the Regional Coordination Cell, which also oversees resource requests to the Core Pool in case of regional overload.

Operational sustainability and support for regional deployments, logistics, and platform access are addressed in Section 8.5.

3.4. BDUA Municipal Coordination Cell

The **BDUA Municipal Coordination Cell** is the operational structure activated at the municipal level to implement and oversee Building Damage and Usability Assessments (BDUA). It is anchored within the **Civil Emergency Operational Center in Municipality (CEOCM)** and operates under the authority of the **Mayor**, who chairs the **Municipal Civil Protection Commission (CPCM)** as per Law No. 45/2019, Article 30.

A. Activation and Mandate

The BDUA Municipal Coordination Cell is activated:

- During localised seismic emergencies where national or regional activation thresholds are not met;
- As the **first operational tier** in broader multi-level activations, under the strategic oversight of the **Prefect** and **BDUA Regional Coordination Cell**;
- In response to requests for reinspection or public safety verification.

The Cell ensures the immediate implementation of BDUA processes within the municipal territory and facilitates the upward flow of verified assessment data.

B. Main Functions

The BDUA Municipal Coordination Cell is responsible for:

- Deploying local assessor teams drawn from the **Regional Pool of BDUA Experts**;
- Recording and georeferencing initial damage notifications submitted by citizens or first responders;
- Coordinating field logistics, including safe zones, routing of teams, and access to affected sites;

- Managing digital data entry and uploading of BDUA forms, when systems access is available;
- Consolidating municipal assessment outputs and transmitting them to the **BDUA Regional Coordination Cell**;
- Addressing reinspection requests and public inquiries regarding usability classifications;
- Overseeing the placement of **usability placards (Green, Yellow, Red)** in line with national tagging protocols, ensuring that only certified assessors determine building status.

All operations must conform to the national BDUA methodology and platform protocols and are subject to quality assurance checks at the regional and central levels.

C. Composition

The BDUA Municipal Coordination Cell is composed of:

- A **designated Municipal BDUA Coordinator** (appointed by the Mayor);
- Supported by, at least 1 BDUA coordinator and 1 BDUA assessor from the Core Pool, mobilized by the BDUA central coordination cell, or by the CI)
- A CEOCM data focal point for digital transmission and coordination with ASIG's geoportal and CI's BDUA data intake platform;
- Logistical support staff for field facilitation and coordination with emergency services;
- Liaison officers for communication with CPCM, community outreach, and grievances management.

During broader activation, the Municipal Coordination Cell also provides field support and logistical hosting for assessment teams deployed from the **BDUA Regional or Core Pools**, ensuring coordination with regional coverage plans.

D. Institutional Interface and Accountability

The **Municipal BDUA Coordinator** serves as the primary liaison with:

- The **BDUA Regional Coordination Cell** (CEOCQ-level);
- The **Construction Institute (CI)** for methodological queries or platform support;
- The **Prefect** and CPCQ for escalation or inter-municipal coordination;
- The **Mayor and CPCM** on prioritisation, access permissions, and public communication.

The BDUA **Coordinator** ensures that assessment data, tagging decisions, and public communication are consistent, documented, and aligned with national standards. The Municipality retains institutional accountability for all BDUA operations conducted within its jurisdiction, under the legal oversight of the Prefect in escalated events.

4. BDUA FIELD CELLS AND TECHNICAL NETWORKS

4.1. BDUA Core Pool, BDUA Regional Pools and their Experts

The Building Damage Usability Assessment is conducted in the field by two different expert pools: **The BDUA Core Pool** and the **12 BDUA Regional Pools** (one per prefecture). Their deployment depends on basic criteria and the level of effort required in a crisis. Each pool comprises expert members who are **certified BDUA assessors and coordinators**:

- Assessors and coordinators part of the **Core Pool**
- Assessors and coordinators part of the **Regional Pools**

The **BDUA assessors** come from the following fields:

- Central institutions (ministries, national agencies, the Construction Institute, etc.)
- Regional institutions, such as prefecture, qarks, regional directorates and agencies
- Municipality and their directorates and agencies
- Private sector

The **BDUA coordinators** come from the following fields:

- Central institutions (ministries, national agencies, the Construction Institute, etc.)
- Regional institutions, such as prefecture, qarks, regional directorates and agencies
- Municipality and their directorates and agencies

Certified BDUA assessors and coordinators working at central institutions which are not part of the Core Pool, can provide the BDUA service in a crisis where it is needed most. They can either support at their institution or in the field as part of the Regional Pool.

4.2. BDUA Core Pool of Experts

The **BDUA Core Pool of Experts** consists of certified civil engineers and trained coordination officers who have completed the national BDUA training and certification program. The Pool is a nationally managed roster of deployable experts, serving as a surge capacity mechanism during partial or full activation of the BDUA system.

A. <u>Main tasks and responsibilities:</u>

- Conduct (assessors) or coordinate (coordinators) BDUA in the field (appointed by the central coordination cell, or the CI)
- Supervise and coach local BDUA assessors/coordinators from the regional pool and ensure quality control
- Provide pre-deployment refreshers to local assessors/coordinators from the regional pool
- Contribute to the sustainability of the BDUA by bringing professional experience in improving technical and coordination aspects of BDUA.
- Participate in continuous training and field exercises at national and regional levels

B. <u>Governance and Composition</u>

The Core Pool is co-managed by:

- The **Construction Institute (CI)** for technical certification, training, and deployment tracking; and
- The **National Civil Protection Agency (NCPA)** for administrative coordination and surge mobilization.

Deployments are authorised and operationally coordinated exclusively through the **BDUA Central Coordination Cell**, embedded within NOCCE. This Cell prioritises, tasks, and oversees all Core Pool deployments based on situational needs and resource gaps reported from regional or municipal levels.

Eligibility criteria include:

- A university degree in civil or structural engineering (for assessors);
- Civil emergencies officers in central authorities (for coordinators);
- Completion of the CI-led BDUA Training and Certification Programme;
- Familiarity with national civil protection and emergency protocols.

C. Deployment Logic

Deployment is based on a **tiered escalation model**:

- Local level: Municipalities activate and deploy certified BDUA Regional Pools assessors via the BDUA Municipal Coordination Cell (CEOCM).
- Regional level: Prefectures coordinate inter-municipal sharing of certified Regional Pool assessors via the BDUA Regional Coordination Cell (CEOCQ).
- National level: The BDUA Central Coordination Cell (NOCCE) dispatches certified experts from the Core Pool to fill capacity gaps for critical infrastructure buildings (specific BDUA) or provide quality assurance support.

Experts from the Core Pool will also be seconded to BDUA Regional Coordination Cell and BDUA Municipal Coordination Cell embedded in municipal operations where technical or methodological oversight is needed.

D. Operational Protocols

- The CI maintains a **real-time digital deployment registry**, accessible to NOCCE, CEOCQ, and CEOCM.
- Deployments are **rotational**, with a standard duration of **no more than 14 consecutive days**, and a recommended **cool-down period of 72 hours** before reassignment to ensure objectivity and reduce assessor fatigue.
- Urgency and technical suitability take precedence in deployment decisions.
- Each deployment is accompanied by:
    - Standard logistical support (transport, accommodation),
    - PPE and field kits,
    - Digital tablets or mobile devices with the CI/ASIG-linked BDUA platform,
    - Clear tasking and reporting lines under a designated BDUA Coordinator (at regional or municipal level).

E. Contracting Mechanisms

For assessors not employed within the public administration, the CI and NCPA will activate **model service contracts**, including terms on tasking, confidentiality, safety, and liability. The approved model contract format is provided in Annex 7.

4.3. BDUA Regional Pools of Experts

Each Prefecture is responsible for maintaining a **BDUA Regional Pool of Experts**, consisting of at least **20 certified assessors and coordinators**, registered and trained in collaboration with the **Construction Institute (CI)** and the **National Civil Protection Agency (NCPA)**. These pools serve as the **first line of operational response** in localised emergencies and in declared state of natural disaster.

A. Main tasks and responsibilities:

- Conduct BDUA in the field under the supervision of an assessor from the Core Pool
- Coordinate BDUA in the field under the supervision of a coordinator from the Core Pool
- Participate in continuous training and field exercises at national level

B. Composition and Accreditation

Regional Pools include:

- **Certified Regional BDUA Assessors**, qualified through the CI-led national training and certification programme;
- **Certified BDUA Coordinators**, drawn from municipal or prefectural civil protection structures and qualified through the CI-led national training and certification programme.

Eligibility criteria include:

- Hold relevant qualifications (civil/structural engineering for assessors; coordination background for coordinators);
- Be recorded in the CI/NCPA joint registry, updated annually;
- Demonstrate basic proficiency in digital tools and field data platforms used during BDUA operations.

C. Operational Protocols

Mobilisation of the Regional Pool is initiated by the **Prefect**, through the **Civil Emergency Operational Centre in Qark (CEOCQ)**, in consultation with affected **Mayors** and **Municipal Civil Protection Commissions (CPCM)**.

The CEOCQ manages:

- Inter-municipal team dispatch and reallocation based on operational priorities;
- Rotation planning, ensuring coverage and minimising assessor fatigue;
- Field coordination with CEOCM structures and the BDUA Regional Coordination Cell;
- Supervision of digital data flow for integration into national BDUA and GIS platforms (CI/ASIG).

D. Deployment Standards and Escalation

- All deployments follow the national BDUA methodology, using standard forms to ensure consistency across municipalities and other levels.
- The CEOCQ ensures that field activities are supervised by the BDUA Regional Coordination Cell and adhere to quality control standards set by CI and NOCCE.

In cases of **surge demand or capacity shortfalls**:

- The CEOCQ will request temporary augmentation from the Core Pool of Experts (Section 3.1).

- Experts mobilised in this manner are subject to rapid induction and provisional validation by CI/NCPA.
- Formal escalation to national support must be initiated through the BDUA Central Coordination Cell (NOCCE, Section 2.2), which authorises additional deployments from the Core Pool based on operational assessment.

4.4. Assessor Training, Refresher Protocols, and Certification

Training and certification are conducted by the **Construction Institute (CI)** and structured as follows:

A. Training Modules

- Building structural typologies and seismic vulnerability elements
- Structural damage diagnostics for rapid usability tagging and decision-making.
- Field procedures, safety protocols (ISO 45001);
- BDUA Form completion (manual/digital);
- Operational aspects (NOMA and SOPs)

B. Field Simulation Exercises / Virtual tour

Practical deployments using actual or mock-damaged buildings are mandatory for certification. Teams must demonstrate:

- On-site decision-making,
- Safe and coordinated team operations.

C. Assessor & Coordinators Certification

- Initial certification is valid for three years;
- Refresher trainings required every 24–36 months;
- Updated training is required upon any major change in methodology or tools.
- Deployment logistics,
- Team supervision,
- Communication with coordination structures (Municipal, Regional, National),
- Use of digital reporting platforms and dashboards.

Budgetary provisions for training, certification, and simulation exercises are addressed under Section 8.5.

For the official training structure and certification protocol, see Annex 3.

4.5. Field Safety Protocols and Access Restrictions

Safety is a non-negotiable priority during all BDUA deployments. All operations must comply with ISO 45001 occupational safety standards, which govern hazard identification, use of personal protective equipment (PPE), assessor briefings, and incident reporting throughout BDUA deployments.

A. Pre-inspection Safety Check

- Visual inspection of structural hazards (e.g., imminent collapse);
- No entry permitted unless cleared by Fire Services or technical engineer.

In the emergency phase, clearance may be conducted by Search and Rescue (SAR) teams. For post-SAR BDUA operations, technical validation is required prior to entry.

B. Personal Protective Equipment (PPE)

Provision of PPE must be ensured prior to deployment by the authority coordinating activation (Municipal Coordination Cell, Regional Coordination Cell, or NOCCE for national deployments).

Mandatory PPE for all assessors includes:

- Helmet, high-visibility vest, gloves, boots, and protective mask;
- First-aid kit;
- Communication device (radio, designated app, or mobile phone).

PPE checks must be completed at the staging area before team dispatch.

C. Standard Field Equipment

In addition to PPE, each assessor must be equipped with a standard field kit prior to deployment. The **Construction Institute (CI)**, in coordination with the **National Civil Protection Agency (NCPA)** and the relevant **Municipal BDUA Coordinator**, is responsible for ensuring the availability of essential equipment. The standard kit includes: a mobile device with the BDUA application, printed BDUA form (hardcopy), official ID badge, laser measure (if applicable), and a laminated quick-reference NOMA guide, and a sufficient supply of standardised usability placards (green/yellow/red). The *Standard Equipment Package for BDUA assessors* is detailed in Annex 8.

D. Access Restrictions

BDUA assessments classify buildings into five usability categories (U1–U5). These translate into:

- **U1:** Usable
- **U2/U3**: Temporarily unusable
- **U4/U5**: Unusable

4.6. BDUA Coordinators and Operational Supervision

BDUA Coordinators are deployed at municipal, regional, and national levels to supervise assessment operations. Their functions include:

- Assigning daily area coverage,
- Monitoring field safety and logistics,
- Liaising with coordination structures and CI,
- Escalating urgent risks (e.g., structural collapse, unassessed danger zones).

Coordinator hierarchy:

1. **Municipal**: BDUA Coordinator is embedded in CEOCM; supervises local teams and liaises with Mayor/CPCM
2. **Regional**: Regional Coordinator is embedded in CEOCQ; supervises inter-municipal teams, reports to Prefect/ CPCQ.
3. **National**: Coordinator embedded in IMCEE /NOCCE (BDUA Central Coordination Cell), reports to NCPA/NOCCE and supports ICCE decision-making.

Coordinators are selected from certified personnel, trained by CI, and maintain daily contact with all deployed teams. They ensure compliance with standardised assessment methodology, documentation protocols, and reporting timelines.

5. ASSESSMENT PROCESS AND INFORMATION FLOW

5.1. Prioritisation of Assessments and use of BDUA form

The field deployment priorities shall first address life safety, continuity of essential services, and sheltering capacity.

Prioritisation shall be based on:

- Damage severity and extent;
- Population vulnerability and exposure;
- Functional and hosting importance of buildings.

Priority order:

Priority	*Description*
Priority 1	**Public buildings** of essential community function (schools, health centres, shelters, religious buildings, hotels) designated or adaptable for temporary accommodation, as identified by the Municipal BDUA Coordinator with the CEOCM;
Priority 2	**Multi-unit residential or collective housing** with high occupancy
Priority 3	**Individual houses** in severely affected zones

Municipal and Regional Coordination Cells shall adjust daily priorities using updated field data, GIS indicators, and community reporting. All re-prioritisations must be validated through the BDUA platform and confirmed by CEOCM coordination teams to ensure traceability and consistency.

A. Standard Use of the BDUA Form

All post-earthquake building usability assessments must be conducted using the **standardised BDUA Form**, developed by the Construction Institute (CI). The form is the sole authorised tool for recording structural damage, usability classification, and geospatial metadata during BDUA operations, and must be used uniformly across national, regional, and municipal levels.

Each completed form captures:

- Unique building identifier and location (address and geocoordinates),
- Building description (including structural typology and seismic vulnerability elements),
- Observed structural and non-structural damage,
- Usability Assessment, result usability level U1 – U5,
- Assessor team ID, inspection date, and photographic evidence,
- Immediate measures already taken or that need to be implemented.

The form is available in both **digital** and **hardcopy** formats. Digital versions via CI's platform support offline entry, GPS tagging, and built-in validation rules. Paper-based forms must be transcribed and uploaded within 12 hours of submission to maintain operational timeliness.

Only certified assessors may complete the BDUA Form. Support staff (e.g., students, Red Cross volunteers) may assist with logistics or geolocation but are not authorised to record or validate assessment findings.

5.2. Data Flow: Field to CI Database

BDUA data flows through a tiered operational architecture, ensuring that field-level information is collected, validated, and transmitted securely to the national coordination level. When network and platform access are ensured, assessors submit digital BDUA forms directly to the central platform, managed by the Construction Institute (CI). When digital connectivity is limited or unavailable, assessments are conducted using paper forms, and municipal and regional coordination structures assume responsibility for intermediate consolidation and validation.

The data flow operates as follows:

Field entry ➔ Municipal coordination ➔ Regional Consolidation ➔ National Integration

Field Entry: Teams complete BDUA forms (preferably digital), supported by GPS-tagged photos.

Municipal Coordination: In paper-based workflows, forms are submitted daily to the Municipal BDUA Coordinator, who checks completeness and prepares consolidated digital entries. In digital workflows, municipal coordinators retain oversight and may review submission dashboards but do not serve as a transmission layer.

Regional Consolidation: For paper forms or quality assurance purposes, the BDUA Regional Coordination Cell may conduct further validation and spatial reconciliation prior to national upload.

National Integration: All validated data is integrated into the centralised BDUA database at CI, hosted on secure cloud servers and linked to the national disaster loss database (DCM No. 345/2022). Each data point must conform to ASIG metadata protocols based on ISO 19115 (Geographic Information – Metadata), as mandated by DCM No. 1077/2015, and follow reporting structures aligned with ISO 22351 (Emergency Message Structure) to ensure interoperability with national systems and EU mechanisms (e.g., INSPIRE Directive).

5.3. Quality Check and Validation

To ensure reliability, all BDUA data is subject to a multi-level **review and coordination process**, with defined roles and responsibilities:

Field-level reviews are conducted by BDUA Coordinators (municipal or regional, depending on activation level), who verify completeness of forms, correct documentation of usability classification (based on assessor determination), and geospatial consistency. They do not reassess structural damage or revise technical determinations made by certified assessors.

Municipal-level checks include aggregation and formatting oversight, conducted by the Municipal BDUA Coordinator.

Regional-level checks include spot verifications, map reconciliation, and coordination of critical case prioritisation, led by the Regional Coordination Cell.

Central-level validation is performed by the Construction Institute (CI) together with the BDUA Central Coordination Cell at NOCCE, involving:

- Automated format and completeness checks,
- Expert-based visual and structural consistency review,
- Randomised audit sampling,
- Reconciliation with cadastral and hazard maps.

The CI's Core Pool of Experts provides secondary technical review, operating under workflows managed by the BDUA Central Coordination Cell, with authority to flag inconsistencies, recommend reinspection, or escalate disputed classifications.

Only the CI has the mandate to **validate structural integrity assessments**, while the BDUA Central Coordination Cell ensures operational oversight, alignment of quality-control workflows, and integration of validated datasets into the central BDUA platform and ASIG-managed GIS systems.

5.4. GIS and Metadata Standards

All BDUA outputs must be **spatially referenced and metadata-compliant** in accordance with national law (Law No. 72/2012) and ISO standards (ISO 19115). The **State Authority for Geospatial Information (ASIG)** supports this process by providing:

- Cadastral and topographic base maps,
- Orthophotos and hazard overlays,
- Standard metadata templates
- Technical support for GIS platform integration.

Each BDUA form will include:

- GPS-tagged coordinates (KRRGJSH & WGS84 datum),
- Building footprint linkage,
- Metadata fields, as per BDUA form

These datasets feed into the **national geospatial infrastructure**, enabling real-time mapping, prioritisation, and coordination of BDUA operations. The **State Authority for Geospatial Information (ASIG)** provides **policy and technical oversight** for spatial data standards, mapping interoperability, and compliance with the **National Spatial Data Infrastructure (NSDI).** ASIG's national geoportal serves as the centralized platform for geospatial datasets, including those derived from BDUA operations. BDUA spatial outputs are published on ASIG's geoportal and overlaid with cadastral, hazard, and zoning data to support recovery planning, operational transparency, and risk-informed decisions.

See Annex 2 for ASIG's mandate and its integration within the BDUA data management system.

5.5. Labelling of Assessed Buildings

Each assessed building must be labelled **at its primary entrance immediately after inspection** by the assigned assessor team, in accordance with ISO 22324 (colour-coded alerts). The placard system is as follows (see Annex 6):

- **Green**: Building is structurally safe and fully usable (U1).
- **Yellow**: Restricted use—some damage, partial risk (U2-U3).
- **Red**: Not usable—major damage or imminent risk (U4–U5).

Placards are:

- Issued in waterproof, tamper-resistant format;
- Include a unique code matching the digital record;
- Printed in Albanian, with colour-coded alerts and pictograms to ensure universal understanding

Tagging is legally binding and must be documented in the centralized database, including geotagged photo evidence.

5.6. Dashboarding, Situation Reports, and Escalation

BDUA data supports real-time **operational dashboards** and periodic **situation reports (SitReps)** generated at municipal, regional, and national levels.

- **Municipal Dashboards**: Provide daily updates on building assessments, red-tagged zones, and pending inspections.
- **Regional SitReps**: Consolidate data from municipalities, identify high-risk areas, and prioritise inter-municipal support.
- **National Dashboard (NOCCE/CI)**: Displays aggregate statistics, geospatial heatmaps, and metadata compliance across regions.

BDUA dashboard layers are interoperable with ASIG's National Geoportal and may be overlaid with cadastral, zoning, and hazard datasets to inform recovery planning and spatial prioritization.

Escalation protocols require immediate reporting of:

- Structural collapses or building clusters with large structural system failure,
- Unsafe buildings in proximity to critical infrastructure,
- Access barriers or community resistance to assessment.

Such critical findings must be reported directly by the BDUA Coordinator to the **Civil Emergency Operational Center in Qark (CEOCQ)** and subsequently relayed to **NOCCE** and the **NCPA**.

All escalations must be accompanied by appropriate documentation (photos, GIS tags, classification summary) and follow the escalation and coordination principles outlined in ISO 22320:2018 (Emergency Management – Incident Response), which defines command structure, role clarity, and information flow during emergencies. These procedures are aligned with the vertical coordination structure specified in DCM No. 807/2023 and DCM No. 923/2020.

All reports must be version-controlled, time-stamped, and compatible with ISO 22351 – Emergency Management – Message Structure for Information Exchange, ensuring structured data transmission across systems. Dashboards and situation reports (SitReps) that contain geospatial elements must comply with metadata and data-sharing protocols established under Albania's National Spatial Data Infrastructure (NSDI) framework, with ASIG providing validation and hosting support where applicable.

Dashboarding functions as an operational tool during active response phases and is distinct from the validated reporting products described in *Section 5.1* below, which are subject to formal release protocols and institutional endorsement.

6. POST-ASSESSMENT ACTIONS AND DECISION SUPPORT

6.1. Reporting Products and Update Frequency

The BDUA database produces a suite of standardised reporting outputs to inform emergency decision-making, support inter-institutional coordination, and enable timely communication with affected populations and stakeholders. These reporting products are generated at the **municipal**, **regional**, and **national** levels, based on validated field data submitted through the coordination structure described in Section 4.

Core Reporting Products:

- **Daily Field Summary Reports** (Municipal level): Compiled by BDUA Coordinators and submitted to the **Civil Emergency Operational Center in Municipality** (CEOCM); includes counts of buildings assessed, usability classifications, and safety observations.
- **Regional Consolidated Reports** (Prefect level): Aggregated by the BDUA Regional Coordination Cell, integrating municipal summaries with spatial analysis and cross-municipal comparisons.
- **National Dashboard and Situation Reports** (NOCCE/CI): Generated by the BDUA Central Coordination Cell and CI; includes high-level statistics, red-zone mapping, trends, and system-wide metadata compliance.

Update Frequency:

- **Municipal Reports**: Submitted daily by 18:00 during the active response phase.
- **Regional Reports**: Compiled every 48 hours or upon request from NOCCE.
- **National SitReps**: Issued every 72 hours during active operations and weekly thereafter until deactivation of the BDUA system.

All reports must adhere to standardised BDUA forms, be version-controlled, and remain archived in the centralised CI platform. The Construction Institute ensures alignment of reporting formats with ISO 22351 standards to support structured information exchange, especially in the context of donor coordination or international support. Formal BDUA reports are distinct from the operational dashboards referenced in Section 5.6, which support real-time coordination and escalation. For the full list and format of reporting products, see Annex 4.

6.2. Relocation Decisions and Risk-Based Access Control

Usability classifications resulting from BDUA assessments serve as a formal basis for **relocation including shelter decisions**, **access restrictions**, and **public safety measures**.

In particular:

- **Red-tagged buildings (Not Usable)**: Occupants must vacate immediately. Access is prohibited until a structural intervention is conducted or a re-inspection downgrades the risk. Municipal police and fire services are responsible for enforcement.
- **Yellow-tagged buildings (Restricted Use)**: Access may be permitted after urgent safety measures (U2) are implemented, and only under municipal control for limited purposes (e.g., retrieving belongings).
- **Green-tagged buildings (Usable)**: May be re-occupied without restriction. However, further inspections may be warranted if aftershocks or secondary hazards arise.

Relocation decisions are coordinated by the **Municipal Civil Protection Commission (CPCM)** in consultation with the **Municipal BDUA Coordinator** and Directorate of Social Services.

Priority is given to:

- Households in red-tagged structures,
- Vulnerable populations (elderly, persons with disabilities),
- Critical infrastructure buildings (schools, health facilities).

Municipalities may establish temporary sheltering sites (part of Local Risk Assessment report and Emergency Plans) based on aggregated BDUA findings and site accessibility assessments.

The decisions described in this section are derived strictly from BDUA technical outputs assessment and recommendations and guide civil protection and municipal authorities on immediate risk-based actions. Coordination with emergency services for shelter, health, or enforcement support is addressed separately under Section 6.4.

Residents or property owners may submit grievances regarding usability classifications through the Municipal BDUA Coordinator, the Mayor, or the Municipal Civil Protection Commission (CPCM). If deemed valid, these requests shall initiate the formal reinspection mechanism detailed in Section 7.3.

6.3. Use of Data for Recovery Planning

Validated BDUA data constitutes a critical input for **post-earthquake recovery planning**, including:

- **Post-Disaster Needs Assessment (PDNA)**: BDUA results provide building-level structural classifications that inform sectoral damage analysis in the housing sector, distinguish between repair and reconstruction needs, and quantify displaced populations.
- **GRADE methodology (GFDRR)**: When authorised by the NCPA, model-based tools such as the Global RApid Damage Estimation (GRADE) methodology may be used to complement BDUA findings— particularly in the early planning phase or in inaccessible zones. GRADE provides rapid, probabilistic estimates of building damage using remote sensing, exposure models, and ground data calibration. While not a substitute for field assessments, GRADE is aligned with the PDNA methodology and can support preliminary loss estimation and early recovery financing. Its outputs must be harmonised with BDUA tagging classifications to ensure consistency with national housing loss data standards.

To ensure consistency between operational and recovery datasets:

- The Construction Institute harmonises BDUA outputs with **housing sector loss data** collected under DCM No. 345/2022.
- All building typologies and damage patterns must be mapped to PDNA-compatible categories to facilitate integration into financing and programming frameworks.

The synergy between BDUA and PDNA ensures a seamless transition from emergency assessment to structured recovery, enhancing the quality of reconstruction planning and the targeting of financial support mechanisms.

Financial provisions for integrating BDUA outputs into PDNA and recovery financing systems are outlined in Section 8.5.

6.4. Integration with other Emergency Services

BDUA operations must remain functionally integrated with other emergency response services to enable safe, efficient, and informed disaster management.

This section outlines **interoperability measures** between the BDUA system and other emergency services—such as fire and rescue, health, law enforcement, and temporary shelter units—whose operations intersect with usability determinations but are governed by distinct response mandates. Risk-based decisions derived directly from BDUA outputs, such as placard issuance or restricted access, are detailed separately in Section 6.2.

Key coordination linkages include:

- **Search and Rescue (SAR) Units**: SAR operations take precedence over BDUA assessments. Assessment teams may only enter an area after SAR clearance is confirmed by the local event response coordinator or designated rescue authority.
- **Fire Services and Police**: Provide security for BDUA cells, enforce restricted access in red-tagged buildings, and support the removal of at-risk occupants.
- **Health and Social Services**: Coordinate with municipal CPCs to support displaced populations identified through BDUA, ensure continuity of care for affected individuals, and assist in relocation and sheltering decisions.
- **Public Utilities and Engineering Services**: Respond to findings of critical infrastructure damage or cascading risk (e.g., building leaning due to slope failure). BDUA data may be used to prioritise utility disconnections, technical inspections, or structural interventions.

Daily briefings between the **BDUA Coordinator**, **Civil Emergency Operational Center in Municipality (CEOCM)**, and other service agencies are mandatory during the active deployment phase. These briefings ensure that findings from field assessments inform broader emergency operations, while avoiding duplication or conflict in field actions.

7. COMMUNICATION AND PUBLIC INTERFACE

7.1. Public Placards and Local Risk Communication

Clear and standardised risk communication is essential to ensure that BDUA results are understood by affected populations and that public safety measures are followed. Central to this communication strategy is the use of **official building placards**, affixed visibly at the main entrance of each assessed structure.

Placards indicate the **usability classification** determined by BDUA assessors:

- **Green – Usable**: The structure is safe for continued occupancy.
- **Yellow – Restricted Use**: The structure may be used under limited conditions or with restrictions.
- **Red – Unusable**: The structure is unsafe; immediate evacuation and access restriction are required.

Placards are designed using high-visibility formats and multilingual symbols. They must be:

- Weather-resistant and tamper-proof;
- Affixed securely and legibly at the building's primary access point;
- Accompanied, when possible, by explanatory leaflets or municipal notices clarifying the meaning and consequences of each classification.

Local police, fire services, and municipal staff support enforcement of placard restrictions, especially for yellow and red tags.

7.2. Community Risk Awareness and Stakeholder Briefing

Effective engagement with local communities and stakeholders is essential to promote public awareness, ensure access to buildings for usability assessment, and foster informed compliance with post-assessment recommendations. In alignment with the *Sendai Framework Priority 1 – Understanding Disaster Risk*, these activities support risk-informed decision-making and help counter misinformation.

During BDUA activation, the Civil Emergency Operational Center in the Municipality (CEOCM) and the Municipal BDUA Coordinator must implement a **risk communication and public awareness strategy,** in line with NCPA directives, that includes:

- **Pre-assessment public announcements**, explaining the purpose of inspections, anticipated timelines, and applicable safety protocols;
- **Community briefing sessions**, either in person or through municipal communication channels (e.g., television, radio, social media), to inform residents about the **usability classification system (tagging)** and how to interpret it;
- **Deployment of municipal outreach teams or Red Cross volunteers** to support direct household-level communication, particularly in vulnerable or linguistically diverse communities;
- **Structured briefings for key stakeholder groups**, including housing associations, local engineers, school and hospital administrators, and civil society actors engaged in recovery or public service delivery.

These risk awareness efforts are intended to:

- **Reduce fear, stigma, or misinformation** related to building usability classifications and colour tags;
- **Encourage voluntary reporting** of damage by residents and property owners;
- **Facilitate orderly submission of re-inspection requests or usability appeals**, including for those unable to attend initial assessments.

Where feasible, **visual communication tools** (e.g., infographics, printed bulletins, posters) should be placed in high-traffic community areas, translated into minority languages as needed, and adapted for different user groups, including persons with disabilities. This supports **inclusive access to risk information**, consistent with Sendai's emphasis on equity in risk communication.

7.3. Coordination with Municipal Info Channels

Municipalities are required to maintain accessible and regularly updated information flows related to BDUA during all phases of activation.

These responsibilities are coordinated jointly by the Municipal Civil Protection Commission (CPCM) and the Municipal BDUA Coordinator, in cooperation with the National Civil Protection Agency (NCPA), and include:

- **Use of official municipal websites and social media platforms** to post daily updates on areas assessed, placard statistics, and key public safety messages;
- **Establishment of a designated information point or municipal hotline**, accessible to affected residents to inquire about assessment results or submit requests for follow-up;
- **Publication of summary dashboards and public bulletins**, developed in coordination with the Construction Institute, to visualise the geographic distribution of red/yellow/green buildings;
- **Collaboration with local radio and television broadcasters** to ensure dissemination of validated information in rural or low-connectivity areas.

A. <u>Verification of Public Information</u>

All public information must be verified prior to release by:

- The Municipal BDUA Coordinator – as first-level validator for local assessment outputs;
- In coordination with the Prefect's Office and the BDUA Regional Coordination Cell (CEOCQ) – ensuring vertical consistency when multiple municipalities are affected;
- For technical content (e.g., placard statistics or usability classifications), verification must additionally involve the Construction Institute (CI) to ensure alignment with validated assessment results and national BDUA reporting standards.

Where necessary, municipalities may request assistance from the Albanian Red Cross or university partners (e.g., students from technical faculties) to support visualisation, translation, or public briefings.

Templates for placards, community notices, and social media briefs are provided in Annex 6.

8. OVERSIGHT, LEGALISATION, AND SYSTEM SUSTAINABILITY

8.1. Legal Standing of BDUA Outputs

The Building Damage and Usability Assessment (BDUA) system establishes a standardised process for classifying earthquake-damaged buildings based on their structural damage and overall usability. The usability classifications issued by certified technical personnel under this NOMA are intended to serve as authoritative determinations for public safety enforcement, emergency relocation, and eligibility for state-supported recovery measures.

The introduction of BDUA is institutionally grounded in the following legal and policy instruments:

- **Law No. 45/2019, "On Civil Protection"** – mandates municipalities to conduct post-disaster building assessments (Article 30) and empowers the National Civil Protection Agency (NCPA) and subordinate structures to impose safety-related restrictions based on technical determinations;
- **DCM No. 807, dated 13.12.2023,** *"On the Approval of the National Civil Emergency Plan"* – situates post-earthquake building assessments as a core component of emergency response and outlines institutional responsibilities under phased activation scenarios;
- **DCM No. 158, dated 17.03.2021, "**On the Approval of Criteria and Procedures for Declaring a State of Natural Disaster" – defines procedural thresholds, required documentation, and institutional roles in declaring a state of natural disaster under Article 40 of Law No. 45/2019. BDUA data may be used to substantiate activation thresholds and provide the technical evidence required for formal escalation;
- **DCM No. 345, dated 23.06.2022,** *"On the Procedures, Criteria, and Responsibilities for the Collection, Reporting, and Administration of Data on Damages and Losses Caused by Disasters"* – provides for the integration of damage assessment results into the national disaster loss database managed by the NCPA;
- **DCM No. 747, dated 18.12.2019,** *"On the Organisation and Functioning of the National Civil Protection Agency and the Definition of the Rules for Coordination with Responsible Institutions"* – defines the institutional responsibilities of the NCPA, including its operational interface with the Construction Institute (CI) for post-disaster technical assessments;
- **DCM No. 923, dated 18.11.2020,** *"On the Composition, Functioning, and Procedures of the Civil Protection Committee at National and Local Levels"* – assigns coordination and validation authority to the Civil Protection Committee (CPC), including over technical outputs used for national decision-making;
- **Normative Act No. 9, dated 16.12.2019,** *"On Managing the Consequences of Natural Disaster"* – establishes that technical verification and classification of damaged buildings is a legal prerequisite for public intervention, including repair, reconstruction, and financial compensation. The BDUA NOMA provides the operational methodology through which this legal condition is fulfilled.
- **Law no. 7/2023, dated 02.02.2023 "**For the ratification of the agreement between the Republic of Albania, one party, and the European Union, the other party, for the participation of Albania in the Civil Protection Mechanism of the Union"

In line with international good practice, the BDUA NOMA also integrates key global and regional standards to ensure technical consistency and interoperability:

- **ISO 22320:2018** – *Security and resilience – Emergency management – Guidelines for incident response*; provides structural guidance for operational coordination, information flow, and emergency decision-making;
- **ISO 22324:2022** – *Guidelines for colour-coded alerts*; standardises the placard system for public communication of building safety;
- **ISO 22326:2018** – *Monitoring of facilities with identified hazards*; informs assessment prioritisation and supports activation logic;
- **ISO 19115** and **ISO 22351**; define geospatial metadata and structured information exchange protocols used in BDUA GIS layers and national platforms;

Municipal authorities must enforce access restrictions for red-tagged structures and ensure that any contested BDUA result is reviewed through a formal grievance and reinspection mechanism, as outlined in Section 7.3.

In emergency scenarios where a State of Natural Disaster is declared (Law No. 45/2019, Art. 39), BDUA outputs also serve as technical prerequisites for:

- Temporary relocation and shelter allocation;
- Eligibility for housing reconstruction or repair programs;
- Access to public compensation mechanisms, where applicable.

8.2. Institutionalisation of BDUA

To ensure long-term functionality, the BDUA system is institutionalised across three operational tiers. These tiers aligned with Albania's multi-level civil protection architecture as defined in Law No. 45/2019, DCM No. 747/2019, and DCM No. 923/2020.

A. Central Level

The **Construction Institute (CI)** and **National Civil Protection Agency (NCPA)** share national-level ownership of BDUA operations:

- **CI** assumes technical stewardship over the methodology, assessor certification, BDUA training modules, digital platforms, and post-event quality control.
- **NCPA** is responsible for coordination with national civil protection systems, international interoperability (e.g., EUCPM, UNDRR), activation of the **BDUA Central Coordination Cell** (Section 2.2), and oversight of reporting into national disaster loss databases.

The **Core Pool of BDUA Experts** – managed by CI with administrative support from NCPA – is the core national surge resource. Mobilisation protocols are outlined in Section 4.1.

B. Regional Level

Each **Prefecture** is responsible for activating and maintaining a BDUA Regional Coordination Cell embedded in the CEOCQ structure (Section 3.3).

These cells must ensure:

- Availability of a Regional Pool of BDUA Experts, including at least 15–30 certified assessors and coordinators;
- Deployment planning, team rotation management, and aggregation of municipal outputs;
- Coordination with CI and ASIG for data validation, geospatial integration, and platform compatibility;

- Vertical liaison with the Central Coordination Cell and horizontal coordination among municipalities.

Regional pools may be supplemented by Core Pool experts during surge conditions.

C. Local Level

Each Civil Emergency Operational Center in Municipality (CEOCM) must institutionalise BDUA functions through a BDUA Municipal Coordination Cell (Section 3.4). The Municipality is responsible for:

- Designating a Municipal BDUA Coordinator from the Regional Pool;
- Annual review of readiness and availability of local assessor teams;
- Maintenance of digital submission capacity, local tagging protocols, and public grievance mechanisms;
- Providing logistical hosting for incoming Regional or Core Pool teams during activation.

Institutional roles across these tiers are fully detailed in Sections 2 and 3. Resource allocations and sustainability measures are addressed in Section 8.5.

8.3. Quality Assurance and Dispute Resolution

This section provides the standard grievance and reinspection procedures for contested BDUA assessments, including redress for classifications that affect access rights, relocation, or eligibility for recovery assistance, as outlined in Section 6.2.

To maintain integrity and public trust in BDUA operations, a formal quality assurance and grievance resolution framework is established.

A. Quality Assurance Measures:

- Digital platforms managed by CI enforce validation logic (e.g., completeness checks, geolocation accuracy).
- Randomised audits and spot checks are conducted by CI personnel post-event.
- Assessment logs must be time-stamped, version-controlled, and auditable.
- All changes to records require justification, re-verification, and dual authorisation.

B. Dispute Resolution Mechanism:

Property owners, municipalities, or other stakeholders may contest a BDUA result by submitting a formal grievance:

- Submission: Through municipal offices or an authorised online portal;
- Acknowledgment: Within 5 working days;
- Review: Conducted by a Municipal BDUA Grievance Committee, composed of certified assessors not involved in the original inspection;
- Decision: Rendered within 15 working days;
- Outcome: If reassessment is approved, the second classification replaces the original and is marked as “verified” in the CI database. Reassessment should be performed by a team headed by a Core Pool expert

Records of all grievances and outcomes must be transmitted weekly to the BDUA Regional Coordination Cell (CEOCQ) and the NCPA for tracking and institutional learning.

8.4. Long-Term Integration into Albania's DRM System

To support sustainability, the BDUA system is embedded within Albania's broader Disaster Risk Management (DRM) framework and national development strategies.

Key measures include:

- **Regular NOMA Review:** The NOMA must be reviewed at least once every three years—or following each major activation—by a BDUA NOMA Review Committee convened by NCPA. This Committee shall include representatives from the CI, ASIG, Prefectures, and relevant line ministries.
- **Training and Capacity Maintenance:** Annual refresher courses and simulation exercises carried out by CI are mandatory for both assessors and coordinators, supported by academic institutions and civil protection volunteers.
- **Budgetary Integration:** Resource allocations for BDUA (e.g. equipment, tablets) must be reflected primarily in the emergency fund of the Municipalities.
- **International Linkages:** The BDUA system is designed to be interoperable with EU Civil Protection Mechanism (EUCPM) deployments and donor-supported assessments. Adherence to internationally recognised standards—such as ISO 22351 for structured data exchange and ISO 19115 for geospatial metadata—ensures technical compatibility with global methodologies, including PDNA, GRADE, and post-disaster housing assessments. This alignment enhances Albania's ability to engage in cross-border response, access international financing, and contribute to global disaster reporting frameworks.

By institutionalising BDUA within Albania's risk governance architecture, national and local authorities ensure that post-earthquake decision-making is informed by standardised, timely, and actionable building assessments. This integration strengthens public safety outcomes and reinforces resilience-informed recovery planning.

B. BDUA NOMA Update Cycle – Institutional Responsibilities

Update Element	*Responsible*	*Frequency*	*Purpose*
Full NOMA Review and Revision	NCPA and Construction Institute (CI)	Every 3 years	Incorporates legal changes, operational feedback, and technical updates.
Post-Activation Review	CI with field coordinator input	Within 60 days after deployment	Facilitates targeted revisions after major operational activations.
Assessor Feedback Loop	CI, via online forms or workshops	Annually	Collects field-based insights to inform continuous NOMA improvement.
Legal Compliance Check	NCPA Legal Unit	Annually	Ensures alignment with evolving civil protection and administrative law.
Digital Tools Compatibility Review	CI IT Unit & ASIG	Annually	Verifies alignment with GIS standards, metadata integrity, and digital tools.
Steering Committee	NCPA Steering Committee or DRR	As needed	Ensures institutional oversight of proposed NOMA updates.

Review and Endorsement	Platform (if constituted)		
Approval of Updates	Council of Ministers, upon proposal by NCPA with CI endorsement	As needed	Ensures formal legal adoption of revisions through appropriate government procedures.

8.5. Financial and Resource Planning

The financial sustainability of Building Damage and Usability Assessment (BDUA) operations shall be ensured through multi-level planning and dedicated funding mechanisms in accordance with Law No. 45/2019, the National Civil Emergency Plan (DCM No. 807/2023), DCM. 414/2021 (as amended) "On approval of procedures and criteria for allocation and use of the conditional state budget fund for civil protection, and Normative Act No. 9/2019 on Managing the Consequences of Natural Disasters.

A. Preparedness Phase

In line with Article 22 and Article 41 of Law No. 45/2019, preparedness activities shall be integrated into the annual civil protection budgets of both national and local governments. These include:

- Training and refresher training and certification of BDUA assessors and coordinators;
- Maintenance of the national digital BDUA platform and registry;
- Public awareness campaigns and simulation exercises;
- Development and distribution of official inspection tools and reporting templates.

B. Response Phase

Upon activation of BDUA operations, rapid resource mobilisation shall cover:

- Field deployment logistics (transport, Personal Protective Equipment (PPE), accommodation, communication tools);
- Emergency contracting of certified private assessors, if required;
- Coordination and support to municipal and regional EOCs;
- Real-time data collection, transmission, and platform support.

Such expenditures may be financed through the Emergency Reserve Fund or the Reconstruction Fund, as stipulated in Normative Act No. 9/2019, or through the conditional civil protection fund, in line with DCM No. 414/2021.

C. Recovery Phase

BDUA data shall directly support post-disaster needs assessments (PDNA), structural risk profiling, and prioritisation of recovery actions. Funding requirements may include:

- Data integration into national recovery frameworks and systems (e.g., PDNA, Disaster Recovery Framework (DRF);
- Interpretation of structural findings for policy and planning;
- Institutional learning and capacity reinforcement based on BDUA outcomes.

Post-activation review and NOMA improvement activities may also be financed through conditional funds under Article 3.3 of DCM No. 414/2021.

D. Municipal and Regional Funding Responsibilities

In accordance with Law No. 45/2019, municipalities are required to allocate a minimum of 4% of their annual budgets to civil protection activities, including BDUA preparedness and operational readiness. They may additionally apply for conditional civil protection funds under DCM No. 414/2021, subject to approval by the Municipal Council and legality checks by the Prefect. Prefectures shall coordinate the consolidation of regional financial plans to support inter-municipal response capabilities.

E. Donor Coordination and External Support

The NCPA, through NOCCE, may request financial or technical support from external partners, including the EU Civil Protection Mechanism, UNDP, and bilateral donors. All externally supported interventions must adhere to national NOMA for BDUA, technical standards, and data protocols, and be transparently integrated into national coordination frameworks.

An annual BDUA financing plan shall be prepared by the NCPA, in consultation with the Construction Institute and the Ministry of Finance, to ensure sustainable system functionality, alignment with the National Civil Emergency Plan, and readiness for surge deployment scenarios.

9. INTERNATIONAL CIVIL PROTECTION COOPERATION

International civil protection cooperation in the context of post-earthquake assessment is coordinated by the National Civil Protection Agency (NCPA), in accordance with the National Civil Emergency Plan, approved by DCM 807/2023, and the legal framework established by Law No. 7/2023 on Albania's participation in the Union Civil Protection Mechanism (UCPM).

The NCPA, through the **National Operational Civil Emergency Coordination Entity (NOCCE)**, serves as the designated national interface for the activation, coordination, and integration of international technical support, assessment teams, and surge capacities.

This includes:

- Activation of support through the UCPM and communication with the **European Emergency Response Coordination Centre (ERCC)**;
- Liaison with international institutions participating in **Post-Disaster Needs Assessment (PDNA)** or similar multilateral mechanisms;
- Facilitation of incoming teams through Host Nation Support arrangements and coordination with the Ministry for Europe and Foreign Affairs;
- Ensuring compatibility of international damage and usability assessment tools with national BDUA procedures, placarding system, and reporting logic.

International cooperation may be activated when national surge capacity is exceeded, or when requested by the Council of Ministers based on the recommendation of the NCPA. The engagement of international actors must align with this NOMA and be coordinated through the NOCCE in accordance with the established Albanian bilateral agreements on civil protection and related fields.

10. ANNEXES

Annex 1: Glossary of key definitions and institutions

A. Key definitions

Term	*Definition*
Activation	The formal decision to deploy BDUA cells and initiate assessments based on verified triggers and authorization by designated authorities.
Building Damage and Usability Assessment (BDUA)	A standardised, post-disaster process conducted by qualified technical teams to evaluate the structural integrity and usability of buildings affected by an event such as an earthquake.
Common Operational Picture (COP)	A shared geospatial and information platform that consolidates real-time data on seismic impact, exposure, and BDUA to support coordinated decision-making across national, regional, and municipal levels.
NOMA	**National Operating MAnual**: General framework on roles and responsibilities of key institutions to perform tasks related to as specific scope: here the BDUA.
Phase Activation	A staged escalation mechanism defined in the National Civil Emergency Plan, determining the level of emergency response measures required.
SOP	**Standard Operating Procedure**. Internal instructions for an institution to perform tasks related to as specific scope: here the BDUA.
Triggering Mechanism	A set of predefined conditions or thresholds (e.g., earthquake magnitude, structural damage reports, or emergency declarations) that initiate the activation of BDUA operations.
Usability Classification	The outcome of a BDUA assessment, categorizing a building's condition based on visible damage and structural risk.

B. Key Institutions involved in BDUA

Term/Entity	*Definition/Role*
ASIG	**State Authority for Geospatial Information** – Albania's national agency responsible for coordinating the National Spatial Data Infrastructure (NSDI), ensuring geospatial data standardization, and managing the National Geoportal in accordance with Law No. 72/2012.
BDUA Assessor	Are civil engineers who are trained and certified to understand post-earthquake building damages and how to fill out the BDUA form. They are members of the BDUA Core or Regional Pools.
BDUA Coordinator	Are civil emergencies officers in local or central authorities who are trained and certified to coordinate post-earthquake BDUA campaigns at all levels. They are members of the BDUA Core or Regional Pools.
BDUA Central Coordination Cell (NOCCE)	Temporary national-level coordination structure embedded within NOCCE, activated by NCPA during partial or full BDUA activation. Composed by at least 1 coordinator and 1 assessor from the Core Pool appointed by NCPA and CI. Responsible for surge deployments, data validation oversight, inter-agency coordination (CI, ASIG, IGEO), and integration of outputs into the Common Operational Picture (COP).
BDUA Regional Coordination Cell (CEOCQ)	Operational and technical coordination cell within the CEOCQ, activated under Prefect authority when multiple municipalities are affected, or local capacities are exceeded. Composed by 1 BDUA coordinator appointed by

	the Prefect, supported by at least 1 coordinator and 1 assessor from the Core Pool. Oversees assessor deployments, regional quality control, and liaison with CI and the BDUA Central Coordination Cell.
BDUA Municipal Coordination Cell (CEOCM)	Local coordination structure within the CEOCM. Composed by 1 BDUA coordinator appointed by the Mayor, supported by at least 1 coordinator and 1 assessor from the Core Pool, responsible for deploying assessor teams, managing data intake and tagging, handling reinspection requests, and reporting to the Regional Coordination Cell.
Core Pool of BDUA Experts (CI-led)	National roster of certified assessors and coordinators trained and managed by CI and NCPA. Mobilised for high-priority validations, surge support, and deployment in major emergencies.
Regional Pools of BDUA Experts	12 prefecture-maintained pools of certified assessors and coordinators, trained by CI. Serve as first-line responders in sub-national emergencies and are deployed across municipalities under CEOCQ coordination.
Construction Institute (CI)	Technical authority for BDUA, responsible for technical validation of assessment methodology, assessor training, and data quality assurance.
CoM	**Council of Ministers.** Holds legal authority to declare a State of Natural Disaster and convene the ICCE, as per Law No. 45/2019, Article 39.
CPC	**Civil Protection Committee.** A permanent, inter-institutional coordination body tasked with ensuring strategic oversight, multi-sectoral alignment, and coordination across all phases of disaster risk management.
ICCE	**Interministerial Committee for Civil Emergencies.** Activated upon state of natural disaster declaration; highest-level strategic coordination body.
Mayor	Local executive authority responsible for leading local BDUA activation and response; chairs the Municipal Civil Protection Commission.
Municipal BDUA Coordinator (CEOCM)	Designated officer within CEOCM responsible for managing local BDUA field cells deployment, initial data validation, and reporting to the Regional Coordination Cell.
NCPA	**National Civil Protection Agency**. Leads operational coordination for BDUA nationally. Accountable for activating and managing BDUA operations, in compliance with Law No. 45/2019.
NOCCE	**National Operational Centre for Civil Emergencies.** Operates under NCPA for national-level emergency coordination. Hosts the BDUA Central Coordination Cell during full activation.
Prefect	Regional authority for inter-municipal coordination of emergency operations, including BDUA, particularly when a State of Natural Disaster is not declared.
CEOCM	**Civil Emergency Operational Center in Municipality.** Operates under the Mayor; coordinates local-level BDUA operations and compiles damage reports. Hosts the BDUA Municipal Coodination Cell. Designates and supports the Municipal BDUA Coordinator during BDUA activation.
CEOCQ	**Civil Emergency Operational Center in Qark.** Operates under the Prefect; coordinates regional emergency response and BDUA operations. Hosts the BDUA Regional Coordination Cell during BDUA activation.

Annex 2: Institutional SOPs of key institutions for BDUA

SOP model of the Construction Institute for BDUA

The **Construction Institute (CI)** is the national authority for post-earthquake building safety in Albania. In the context of Building Damage and Usability Assessment (BDUA), CI plays a central operational and technical role under the direction of the National Civil Protection Agency (NCPA). CI is responsible for managing the BDUA methodology, BDUA database, training and certifying assessors, overseeing technical validation, and maintaining the national inspection.

A. Technical Role and Legal Mandate

The Construction Institute (CI) was formally established by Ministerial Order No. 99, dated 01.03.2004, as a specialised institution for construction quality and technical research. Its role in emergency response is defined under the following legal instruments:

- Law No. 45/2019 "On Civil Protection" (Art. 23, 28, 40)
- DCM No. 807/2023 "On the Approval of the National Civil Emergency Plan"
- National DRR Strategy 2023–2030

B. CI is entrusted to:

- Develop and manage Albania's official post-earthquake damage assessment methodology.
- Lead training, certification, and technical oversight of all national BDUA assessors and coordinators.
- Maintain the digital inspection system and ensure data validity across municipal and regional assessments
- Review appeal cases.

C. Methodology Management and Assessor Certification

Legal Basis:

- Law 45/2019, Art. 23 and 40
- DCM 807/2023, Annex 4 (civil protection functions)

CI's Role:

- Design, adapt, and update the BDUA methodology.
- Maintain the National Registry of Certified Assessors and Coordinators.
- Deliver and accredit training sessions through collaboration with the NCPA and the National Civil Protection Training Centre.
- Validate assessor performance during deployments.

D. BDUA Digital Platform and Technical Validation

Legal Basis:

- Law 45/2019, Art. 28

CI's Role:

- Host and operate the BDUA database for field tagging and damage data submission.
- Oversee data verification and final tagging approvals according to national protocols.
- Facilitate rapid escalation of complex cases (e.g. public infrastructure, high-risk zones)
- Support development of tagging appeals mechanism.

E. Coordination with Key Stakeholders

Legal Basis:

- DCM 807/2023, Chapter V (multi-agency coordination)

CI's Role:

- Work with NCPA to align deployment priorities, reporting flows, and emergency procedures;
- Cooperate with ASIG to ensure geospatial accuracy, metadata standards, and national GIS compatibility;
- Provide technical support to Municipalities and Prefectures for assessments;
- Coordinate with external technical partners during large-scale events for harmonisation with EU/UN methodologies.

F. Capacity Development and Outreach

Legal Basis:

- National DRR Strategy 2023–2030, Pillar 4
- Internal mandate of CI under Ministerial Order 99/2004

CI's Role:

- Develop training materials, SOPs, and operational guidance for BDUA field cells;
- Provide advisory support for simulation exercises and surge deployments;
- Contribute to public awareness campaigns on building safety and usability tagging.

G. Summary Table: CI's foreseen Role in BDUA

Function	*CI's Contribution*	*Primary Responsibility*
Management	Develop and adapt national BDUA methodology	CI
Assessor Certification	Maintain national registry and oversee training with NCPA	CI / NCPA
Data Platform Oversight	Host tagging and inspection system; manage user access and support	CI
Validation and Appeals	Review and approve damage classifications; manage tagging disputes	CI
Coordination and Liaison	Facilitate technical interface with ASIG, NCPA, municipalities	CI / NCPA
Capacity Development	Train assessors; support knowledge products and outreach	CI

SOP model of the National Civil Protection Agency for BDUA

The National Civil Protection Agency (NCPA) serves as Albania's central coordinating authority for emergency risk management and civil protection. Within the BDUA framework, the NCPA does not serve as a direct implementing entity but plays a pivotal strategic and coordination role. It ensures institutional coherence, operational activation, oversight of national coordination platforms, and liaison with international mechanisms. Through the National Operational Center for Civil Emergencies (NOCCE), the NCPA supervises BDUA system activation, vertical coordination, and the operational integration of key actors across national and regional levels.

A. Legal Mandate and Framework

The NCPA's authority stems from Law No. 45/2019 "On Civil Protection," which mandates its central role in risk reduction, coordination of emergency response, and multi-level operational activation. While BDUA is not explicitly defined as a legal responsibility, NCPA's leadership in national emergency coordination, strategic oversight, and inter-institutional activation provides the basis for its function within the NOMA. Key provisions reinforcing this role include:

- Law No. 45/2019, Articles 6, 23, and 24 – Defining NCPA's coordination responsibilities.
- DCM No. 807/2023 – Establishing the National Civil Emergency Plan (PNEC) and its operational tiers, including NOCCE, CEOCQ, and CEOCM.
- DCM No. 923/2020 – Formalizing the chain of operational command through CEOCs.
- National DRR Strategy 2023–2030 – Positioning NCPA as the system-wide integrator for DRM and resilience mechanisms.

B. Activation and Strategic Oversight

Legal Basis:

- Law No. 45/2019, Articles 6 and 23
- DCM No. 807/2023

NCPA's Role:

- Validates emergency activation and issues national BDUA activation orders via NOCCE.
- Ensures that BDUA operations are integrated into the broader emergency response structure under the National Civil Emergency Plan.
- Supports situational coordination and real-time monitoring of BDUA progress through the CEOCQ and CEOCM architecture.
- Coordinates engagement with Prefectures to ensure readiness of regional emergency mechanisms and deployment logistics.

C. Inter-Institutional Coordination and Integration

Legal Basis:

- Law No. 45/2019, Article 23
- DCM No. 807/2023; DCM No. 923/2020

NCPA's Role:

- Oversees the NOCCE as the central coordination platform for vertical and horizontal integration across institutions (CI, ASIG, Prefectures, CPCs).
- Ensures that all institutional actors operate within the defined NOMA and national civil protection architecture.
- Integrates BDUA functions within national op. plans and crisis management protocols.
- Liaises with CI to validate coord. protocols, op. updates, and inter-agency briefings.

D. Capacity Development and Institutional Strengthening

Legal Basis:

- Law No. 45/2019, Article 23
- National DRR Strategy 2023–2030

NCPA's Role:

- Oversees the Civil Protection Training Centre and supports curriculum integration of BDUA roles and responsibilities.
- Supports national exercises and drills including BDUA simulation components.
- Maintains institutional partnerships with training entities and technical bodies to reinforce BDUA readiness.

E. International Liaison and External Support

Legal Basis:

- Law No. 45/2019, Article 6
- DCM No. 807/2023

NCPA's Role:

- Coordinates with the EU Civil Protection Mechanism and international partners (e.g. UNDP, GFDRR) for financial or technical support to BDUA.
- Validates external actor participation in line with NOMA technical standards, ensuring operational alignment with national systems.
- Facilitates information exchange and compliance with international DRR standards.

F. Oversight of NOMA Maintenance and National Endorsement

Legal Basis:

- Law No. 45/2019, Articles 6 and 23
- DCM No. 807/2023

NCPA's Role:

- Chairs the Steering Committee for high-level NOMA reviews and endorsements.
- Approves annual updates in consultation with CI, provided that the NOMA is not yet adopted via Council of Ministers.
- Ensures legal alignment and institutional integration of any proposed amendments to the NOMA framework.

G. Summary Table: NCPA's Adjusted Role in BDUA

Function	*NCPA's Contribution*	*Primary Responsibility*
Activation Oversight	Validates triggers, authorises activation, supervises CEOCs and NOCCE deployment	NCPA
Inter-Institutional Coordination	Integrates CI, ASIG, Prefectures, and CPCs within national response effort	NCPA
Capacity Development	Oversees national training systems and supports BDUA preparedness exercises	CI (with NCPA)
External Liaison	Coordinates international technical/financial partners and ensures alignment with NOMA protocols	NCPA
NOMA Oversight and Endorsement	Supervises annual NOMA update cycle and approves revisions through Steering Committee mechanisms	NCPA (with CI)

SOP model of Prefectures (Qarks) for BDUA

Prefectures are the regional representation of the Council of Ministers and hold statutory responsibilities for the coordination of civil protection activities at the Qark level, pursuant to Law No. 45/2019 "On Civil Protection" (Articles 25 and 26) and DCM No. 923/2020 "On the Composition, Functioning, and Procedures of Civil Protection Committees." Acting as the delegated authority of the central government, the Prefect is responsible for ensuring the implementation of national civil protection policies within the territory of the Qark and for coordinating inter-municipal operations during emergencies.

In the context of the BDUA system, the Prefect's Office plays a pivotal role in translating national technical and coordination guidance into regional operational action. The Prefect is accountable for activating and leading the BDUA Regional Coordination Cell (embedded in the Civil Emergency Operational Centre in Qark – CEOCQ) when a seismic event affects multiple municipalities or exceeds local response capacities.

A. Functions and Responsibilities under the BDUA

The Prefecture's mandate covers the following key functions:

Activation and Coordination:

- Initiates the activation of the Regional BDUA Coordination Cell upon verification of impact thresholds or when instructed by the National Civil Protection Agency (NCPA).
- Coordinates inter-municipal BDUA operations, ensuring resource allocation, team distribution, and information flow among affected municipalities.
- Maintains continuous communication with the BDUA Central Coordination Cell (NOCCE) for upward reporting and with Municipal BDUA Cells for downward implementation.

Maintenance of the Regional BDUA Pool:

- Establishes and maintains a roster of certified BDUA assessors and coordinators in cooperation with the Construction Institute (CI) and NCPA.
- Ensures that each regional pool maintains a minimum operational threshold (typically 20 experts) and that members participate in regular training and certification refreshers.

Operational Oversight and Quality Control:

- Supervises municipal BDUA data flows and performs regional-level plausibility checks prior to submission to the central database.
- Facilitates the pre-validation of BDUA outputs for inter-municipal consistency and ensures compliance with national methodology.
- Requests surge support from the Core Pool of Experts when regional capacity is exceeded.

Geospatial and Information Management:

- Supports integration of assessment results into ASIG's geospatial platforms by coordinating data transfer from municipalities and verifying metadata completeness.
- Ensures ISO 19115 and 22351 compliances at the regional consolidation stage.

Institutional Liaison and Reporting:

- Serves as the principal liaison between local self-government units and the NCPA for all BDUA-related reporting, validation, and escalation.
- Submits consolidated Situation Reports (SitReps) every 48 hours during active operations or as requested by the NCPA/NOCCE.

- Ensures that Civil Protection Commissions at Qark level (CPCQ) review and endorse regional BDUA findings that have inter-municipal implications.

B. Composition and Operational Structure

The BDUA Regional Coordination Cell is chaired by a BDUA Coordinator appointed by the Prefect and composed of:

- At least one certified BDUA coordinator and one assessor from the Core Pool (seconded by CI and NCPA).
- GIS and data technicians trained on ASIG platform integration.
- Municipal liaison officers from affected CEOCM structures.
- Administrative and logistics staff for field support and communications.

The Prefect ensures that the CEOCQ remains operationally ready with updated contact lists, communication protocols, and logistical facilities to host inter-municipal coordination meetings.

C. Accountability and Inter-Governmental Interface

Prefectures operate as the intermediary level of government accountability between the central and local tiers. During BDUA activation:

- Upward accountability is to the NCPA and the ICCE for accurate and timely transmission of regional impact and assessment data.
- Downward accountability is to municipalities within the Qark to ensure that technical support and oversight are provided without infringing on local self-governance.
- Lateral coordination occurs with regional branches of line ministries (e.g., education, health, infrastructure) to ensure coherence between building assessment outputs and sectoral damage information.

D. Legal and Administrative References

- Law No. 45/2019 "On Civil Protection" – Articles 25–26
- DCM No. 923/2020 – Composition and functioning of civil protection committees.
- DCM No. 807/2023 – National Civil Emergency Plan (Phases 3–4 activation criteria).
- Law No. 102/2014 on Prefectures of Qarks

E. Summary Table: Prefecture's Foreseen Role in BDUA

Function	*Role and Responsibility*	*Coordination Interface*
Activation	Leads regional BDUA activation through CEOCQ	NCPA / NOCCE / Municipalities
Coordination	Oversees inter-municipal deployments and logistics	CEOCQ / CPCQ / CEOCM
Quality Control	Conducts regional validation and consistency checks	CI / ASIG / Municipal Cells
Reporting	Consolidates SitReps and forwards to NOCCE	NCPA / ICCE
Pool Management	Maintains regional roster of assessors and coordinators	CI / NCPA

SOP model of Municipalities for BDUA

Municipalities are the fundamental units of local self-government under Law No. 139/2015 and hold direct responsibilities for civil protection preparedness, response, and recovery under Law No. 45/2019 (Article 30). The Mayor serves as the head of the Municipal Civil Protection Commission (CPCM) and directs all emergency operations within the municipality.

In the context of BDUA, municipalities represent the first operational tier of activation, assessment, and community engagement. They are responsible for initiating local assessments in the immediate aftermath of a seismic event, coordinating assessor teams, managing data collection, and ensuring communication with affected residents. Their role bridges the interface between national technical authorities and community-level implementation.

A. Functions and Responsibilities under the BDUA

Local Activation and Coordination:

- Activate the BDUA Municipal Coordination Cell (anchored in CEOCM) upon occurrence of an earthquake meeting local thresholds or after notification by the Prefect or NCPA.
- Mobilise the local segment of the Regional Pool of BDUA Experts and assign assessment zones based on prioritisation guidance from the Prefect.
- Coordinate field logistics (safe zones, routing, and team dispatch) and ensure access facilitation for assessment teams.

Data Management and Reporting:

- Oversee completion and submission of BDUA forms (digital or paper) by certified assessors; verify completeness and consistency prior to upload to CI's platform.
- Maintain a local archive of BDUA records, tagging photos, and geo-references for internal monitoring.
- Prepare daily Field Summary Reports and submit to the Regional Coordination Cell (CEOCQ) and Prefect by 18:00 each operational day.

Public Communication and Community Engagement:

- Implement risk communication as per Section 7 of the NOMA: announce inspection campaigns, disseminate placard information, and coordinate with local media.
- Establish a public information desk or hotline for citizen inquiries and re-inspection requests.
- Collaborate with community groups, the Albanian Red Cross, and volunteers to ensure inclusive information dissemination to vulnerable populations.

Implementation of Safety and Access Decisions:

- Enforce BDUA usability classifications through placement of Green, Yellow, and Red placards and monitor compliance with access restrictions.
- Coordinate with municipal police and fire services to secure unsafe zones and support evacuation of inhabitants from red-tagged buildings.
- Facilitate temporary shelter and social support for displaced persons in collaboration with the Municipal Directorate of Social Services.

Coordination with Higher Levels:

- Maintain continuous liaison with the Regional BDUA Coordination Cell (CEOCQ) for technical guidance and resource requests.
- Ensure timely submission of validated data and participate in regional briefings and simulation exercises organised by the Prefecture or NCPA.
- Support incoming Core Pool teams with logistical hosting, local orientation, and administrative assistance.

Quality Assurance and Grievance Mechanisms:

- Establish a Municipal BDUA Grievance Committee composed of certified assessors not involved in initial inspections to review appeals and recommend re-inspections.
- Ensure that re-inspection outcomes are transmitted to CI for database updating and to the Prefect for regional tracking.
- Document all quality control and citizen feedback for lessons-learned reviews.

B. Composition and Operational Readiness

The BDUA Municipal Coordination Cell is chaired by a **Municipal BDUA Coordinator appointed by the Mayor** and comprises:

- A certified BDUA coordinator and assessor from the Regional Pool (or Core Pool experts);
- A CEOCM data focal point for ASIG/CI platform submission;
- Municipal staff for field logistics, public information, and documentation;
- Liaison officers for coordination with emergency services and community actors.

The Municipality must maintain a ready status of its CEOCM and annual BDUA readiness review covering equipment, training, and budget allocations (as per Article 41 of Law No. 45/2019).

C. Accountability and Governance

Municipalities are legally accountable for the accuracy of assessments conducted within their territory and for ensuring that BDUA outputs are implemented as binding public safety measures. Their performance is subject to oversight by the Prefect (legality control under Law No. 139/2015, Article 64) and technical supervision by the NCPA and CI. They also bear financial responsibility for preparedness and operational readiness, allocating funds under the 4% civil protection budget obligation.

D. Legal and Administrative References

- Law No. 45/2019 "On Civil Protection" – Article 30
- Law No. 139/2015 "On Local Self-Government" – Articles 4, 54–65
- DCM No. 923/2020 – Composition and functioning of Civil Protection Committees;
- DCM No. 807/2023 – National Civil Emergency Plan (Phases 1–2).
- DCM No. 414/2021 – Procedures for conditional civil protection funds.

E. Summary Table: Municipality's Foreseen Role in BDUA

Function	*Role and Responsibility*	*Coordination Interface*
Activation	Leads local BDUA activation through CEOCM	Prefecture / CEOCQ / NCPA
Assessment	Coordinates assessor teams and manages data entry	CI / ASIG / Regional Cell
Communication	Conducts public information and grievance management	CPCM / Red Cross / Media
Enforcement	Implements usability tagging and access restrictions	Police / Fire / Social Services
Reporting	Prepares daily summaries and escalations	CEOCQ / Prefecture / NCPA

SOP model for the State Authority for Geospatial Information

The **State Authority for Geospatial Information (ASIG)** serves as Albania's national authority on geospatial data infrastructure. Under the BDUA framework, ASIG provides advisory and technical support, ensuring spatial accuracy, data standardisation, and system interoperability for geospatial products used in the BDUA. While ASIG does not lead operations, it plays a critical role alongside the Construction Institute (CI) and the National Civil Protection Agency (NCPA).

A. Legal Mandate and Framework

ASIG's mandate is defined by Law No. 72/2012 which designates ASIG as the coordinating body for the National Spatial Data Infrastructure (NSDI). Its responsibilities in the BDUA process are further reinforced by:

- *Law No. 45/2019 "On Civil Protection"*
- *DCM No. 345/2022 (on disaster loss data systems)*
- *DCM No. 807/2023 (National Civil Emergency Plan)*
- *National DRR Strategy 2023–2030*

B. Geospatial Data Provision and Integration

Legal Basis:

- Law No. 72/2012, Articles 7, 14
- DCM No. 345/2022

ASIG's Role:

- Provide vector-based cadastral layers, orthophotos, infrastructure data, and base maps to CI and NCPA for georeferenced building tagging.
- Ensure compatibility with Albania's National Geodetic Reference Framework.
- Support real-time mapping of BDUA data and usability classifications on the Nat. Geoportal.
- Enable seamless GIS integration of field-collected data into national systems.

Note: ASIG supplies cadastral info (parcel boundaries, IDs, street names, etc.) required for spatial referencing of assessed buildings. Personal ownership data is excluded in compliance with **Law 72/2012, Article 25**, unless formally authorised for specific recovery-related processes.

C. Technical Assistance to CI and NCPA

Legal Basis:

- Law No. 45/2019
- DRR Strategy 2023–2030

ASIG's Role:

- Deliver remote sensing products (e.g., satellite imagery, drone captures) for pre-screening affected zones.
- Provide advisory input to CI on metadata creation, ensuring compliance with ISO 19115 and INSPIRE requirements.
- Support capacity development by training CI and NCPA personnel in geospatial tools, interoperability standards, and national protocols.

D. Coordination and Compliance Oversight

Legal Basis:

- Law No. 72/2012, Articles 12–13, 18
- DCM No. 807/2023

ASIG's Role:

- Validate the geospatial integrity of BDUA datasets by cross-checking with National Spatial Data Infrastructure (NSDI) reference layers.
- Ensure compliance with interoperability protocols and metadata standards.
- Facilitate horizontal coord. among geospatial actors at central and local institutions.

E. Public Communication Support

Legal Basis:

- Law No. 72/2012, Articles 23–25

ASIG's Role:

- Publish non-sensitive BDUA map outputs (e.g., tagged buildings, accessible zones) on the National Geoportal.
- Develop and maintain interactive maps for public information and early warning dissemination.
- Archive all BDUA geospatial layers in the national metadata catalogue for traceability and long-term institutional memory.

F. Cooperation with the Copernicus Emergency Management Service (EMS)

ASIG's Role:

- Ensure compatibility of Albania's reference datasets (e.g., base maps, coordinate systems) with INSPIRE-compliant formats used by Copernicus.
- Support NCPA in interpreting and verifying Rapid Mapping Products received from Copernicus.
- Facilitate the integration of Copernicus maps into the National Spatial Data Infrastructure (IKDHGJ).
- Participate in joint training with NCPA, DG ECHO, and JRC to improve preparedness.

G. Summary Table: ASIG's Adjusted Role in BDUA

Function	*ASIG's Contribution*	*Primary Responsibility*
Geospatial Data	Provides cadastral, orthophotos, infrastructure data, and base maps to CI and NCPA for georeferenced tagging.	ASIG
GIS Integration	Ensures national system alignment, metadata compliance, and Geoportal visualisation of BDUA data.	ASIG
Technical Assistance	Supplies remote sensing products, metadata templates, and delivers GIS training aligned with ISO and INSPIRE.	ASIG
Compliance Oversight	Validates spatial accuracy, ensures metadata consistency, and cross-checks against NSDI reference layers.	ASIG
Public Communication	Publishes non-sensitive outputs (e.g. red/yellow/green tagged buildings) via Geoportal, supports interactive public maps.	ASIG / NCPA / CI
Copernicus Support	Aligns reference datasets for Copernicus EMS, supports interpretation of Rapid Mapping products, integrates outputs into NSDI.	ASIG (with NCPA)

SOP model of the Institute of GeoSciences for BDUA

The **Institute of GeoSciences (IGEO)** operates under the Polytechnic University of Tirana and is legally mandated to monitor and forecast geological and hydrometeorological hazards. As per **Law No. 45/2019**, **DCM No. 807/2023**, and **IGEO's Statute** (approved by UPT Senate Decision No. 11, dated 18.10.2016), IGEO acts as Albania's national seismic and geohazard authority. Its core functions relevant to BDUA include seismic event detection, intensity mapping, and hazard communication.

A. Seismic Data Provision and Trigger Validation

Legal Basis:

- Law No. 45/2019, Article 5 (technical institutions in disaster management)
- DCM No. 807/2023, Chapter IV (technical information flow during emergencies)

IGEO's Role:

- Operates the National Seismic Monitoring Network to record seismic activity in real time.
- Issues verified parameters (magnitude, epicenter, depth) to the NCPA, municipalities, and Prefectures immediately after a seismic event.
- Generates shakemaps and intensity projections used by CI and NCPA to determine BDUA activation zones.
- Supports trigger validation for BDUA activation thresholds as outlined in NOMA Section 2.2.

B. Risk Forecasting and Field Deployment Support

IGEO's Role:

- Monitors aftershock sequences and issues risk advisories to the BDUA Coordination structure, ensuring field teams operate safely.
- Provides seismic microzonation studies and localised risk layers for CI's prioritisation of assessor deployments.
- Issues alerts on secondary hazards (e.g., landslide risks) that may affect tagging and re-inspection operations.

C. Contribution to Disaster Loss Analysis

Legal Basis:

- **DCM No. 345/2022** (disaster loss database structure and sectoral data flow)

IGEO's Role:

- Integrates seismic hazard metrics into the national disaster loss database, maintained by the NCPA.
- Provides technical input to validate and cross-reference reported building damages with recorded seismic intensity zones.

D. Collaboration and Interoperability with CI and ASIG

IGEO's Role:

- Works in tandem with the Construction Institute (CI) to harmonise seismic datasets with BDUA inspection outcomes.
- Ensures seismic data are compatible with the ASIG-managed GIS platforms for spatial overlays and visualisation.
- Participates in technical annexes of the National Civil Emergency Plan and supports real-time data transfer protocols (aligned with ISO 22320 and ISO 22351).

E. Summary Table: IGEO's Foreseen Role in BDUA

Function	*IGEO's Contribution*	*Primary Responsibility*
Seismic Monitoring	Operates the National Seismological Network; reports real-time seismic parameters	IGEO
Trigger Validation Support	Confirms magnitude, intensity (MMI), and validates BDUA activation thresholds	NCPA (with IGEO input)
Hazard Zoning and Prioritisation	Produces ShakeMaps and risk overlays to support CI/NCPA in field prioritisation	CI / NCPA (with IGEO support)
Aftershock Risk Advisory	Issues aftershock monitoring and field safety alerts to guide deployment timing	IGEO
Integration with Damage Data	Supports correlation of reported damages with seismic intensity zones for validation	CI / NCPA (with IGEO input)
Data Exchange and Interoperability	Provides seismic data to ASIG and CI for GIS and data harmonisation	IGEO

Annex 3: BDUA Assessor Training Curriculum for BDUA assessors and coordinators

Implementing Institutions: **Ministry of Infrastructure and Energy / Construction Institute**

This annex outlines the structure and schedule of the BDUA training program for the BDUA assessors and coordinators in Albania.

DAY 1 – BDUA Theory

- BDA Framework and organisational aspects (NOMA)
- Technical Aspects I (BDUA Form Sections 0–2)
- Technical Aspects II (BDUA Form Section 3)
- Technical Aspects III (BDUA Form Sections 4–11)

DAY 2 – BDUA Group Work

- Example (Review of a filled BDUA Form from 2019 in paper format)
- Exercises (Filling in one BDUA Form for masonry buildings and reinforced concrete)
- Restitution I (Evaluation and discussion of the application)

DAY 3 – BDUA Discussion / evaluation

- Individual Discussion and Certification (one-on-one discussion per expert)
- Closing Activities (questions, feedback, certification)

Annex 4: Table of BDUA Reporting Products

Report Type	*Prepared By*	*Frequency*	*Key Contents*	*Recipients*
Daily Operational Dashboard	Construction Institute (CI)	Real-time / Daily	Interactive map of assessments, usability tags, progress metrics	NCPA, NOCCE, Prefectures, Municipal EOCs
Municipal Summary Report	BDUA Coordinator (Municipal)	Daily	No. of buildings assessed, tag distribution, field observations	Municipal EOC, Prefect
Regional Consolidated Report	Prefecture	Daily / As needed	Aggregated assessment data across municipalities, priorities	NCPA, Regional CPC, NOCCE
National Situation Report (SitRep)	NCPA / NOCCE	Daily or as required	Integrated BDUA + civil protection indicators, strategic overview	Council of Ministers, ICCE, international partners (as required)
Final BDUA Assessment Report	CI & NCPA	Post-deployment	Cumulative statistics, spatial trends, lessons learned, methodology notes	NCPA, Prefectures, CI, line ministries, donor partners
Public Summary Brief	NCPA / Municipal EOC	Periodically	Aggregated, non-sensitive data for public communication	Media, public audiences, civil society (subject to approval)

Annex 5: Public Awareness and Communication Strategy for BDUA

This annex outlines the Public Awareness and Communication Strategy supporting Albania's Building Damage and Usability Assessment (BDUA) framework. It is aligned with **ISO 22320:2018** (*Emergency management – Guidelines for incident response*), **ISO 22324** (*Emergency management – Guidelines for colour-coded alerts*), and national legal requirements under **Law No. 45/2019** concerning public information during emergencies. The strategy enhances transparency, builds trust, and ensures that communities understand and comply with BDUA operations before, during, and after a disaster.

A. Objectives

- Educate the Public: Simplify technical concepts such as BDUA tags and safety protocols.
- Build Trust: Promote transparency in assessments and decision-making.
- Encourage Compliance: Motivate adherence to safety instructions, especially regarding red-tagged buildings.
- Provide Real-Time Updates: Ensure continuous, accurate communication during all operational phases.
- Support All Phases of Emergency Management:
  - *Pre-Disaster*: Community education and awareness-building.
  - *During Disaster*: Safety guidance and BDUA updates.
  - *Post-Disaster*: Re-inspection processes and recovery communications.

B. Target Audiences

- Primary: Affected residents, building occupants, homeowners, local businesses.
- Secondary: Local media, civil society, donors, policymakers, and international partners.

C. Pre-Event Strategies

Community Education Campaigns

- Organise public workshops and town halls to explain BDUA and placarding (Red/Yellow/Green).
- Use schools to conduct student-led preparedness initiatives.
- Disseminate multilingual brochures and explainer videos.

Digital Engagement

- Develop a public-facing version of the Common Operational Picture (COP) dashboard.
- Promote educational apps or gamified tools (e.g., "Safety Scout").

Strategic Partnerships

- Train local leaders (teachers, clergy) as BDUA ambassadors.
- Collaborate with broadcasters to air public service announcements (PSAs) pre-disaster.

D. During-Event Communication

Real-Time Information Sharing

- Activate the GIS Public COP Dashboard with live data on tags, shelters, and access zones.
- Use SMS alerts and app push notifications for urgent guidance.

Clear and Unified Messaging

- Standardise tag definitions (e.g., Red = Unsafe – Do Not Enter).
- Avoid technical jargon to ensure broad understanding.

Two-Way Communication Channels

- Operate 24/7 hotlines and chatbots to answer public questions.
- Monitor and respond to misinformation on social media.

E. Post-Event Strategies

Recovery Updates

- Publish weekly updates on re-inspections and safety clearances.
- Share progress metrics via SMS or the public COP dashboard.

Feedback and Adjustment

- Conduct community surveys on the effectiveness of BDUA messaging.
- Host local debriefings and integrate citizen feedback into future plans.

Community Recognition

- Thank compliant communities through recognition campaigns.

F. Tools and Communication Channels

Tool/Channel	*Purpose*	*Example*
COP Dashboard	Live display of damage, tags, and shelters	ArcGIS Hub, Tableau Public
SMS Alert Systems	Push safety alerts to all residents	Twilio, AWS SNS
Social Media	Share updates and combat misinformation	Facebook, Instagram, Twitter/X, WhatsApp
Community Radio	Reach low-connectivity rural populations	Local FM stations, mobile vans
Printed Flyers	Visual explanations of tag colors and emergency contacts	Distributed through schools, clinics

G. Reaching Vulnerable Populations

- Elderly or Disabled: Home visits through volunteer outreach networks.
- Non-Native Speakers: Translated materials in Greek, Romani, English, etc.
- Offline Users: Printed materials available at libraries, municipal offices, and markets.

H. Crisis Communication Team

- Spokesperson: Trained engineer or municipal official.
- Social Media Officers: Monitor and manage real-time messaging.
- Rumor Control Unit: Verify public claims and issue corrections.

All personnel will participate in annual crisis communication simulations.

I. Example Communication Timeline

Phase	Action
Pre-Event	Launch campaigns, distribute flyers, and activate media partnerships.
During Emergency	Activate dashboard, push alerts, and operate hotline.
1 Week Post-Event	Begin town halls and publish recovery bulletins.
1 Month Post-Event	Issue transparency reports and update educational materials.

J. Metrics for Success

- **Public Awareness**: ≥80% of residents correctly identify tag meanings.
- **Public Trust**: ≥75% agree they trust BDUA results.
- **Compliance**: ≥90% compliance with red-tag evacuation orders.

K. Challenges and Solutions

Challenge	Solution
Misinformation	Deploy pre-emptive FAQs and establish real-time rumor response unit.
Language Barriers	Partner with NGOs for translation and multilingual materials.
Digital Divide	Blend digital and traditional (e.g., radio, flyers) communication modes.

L. Key Takeaways

- Use consistent language across platforms (e.g., Red Tag = Unsafe).
- Communicate with empathy, acknowledging public fear and uncertainty.
- Be transparent: report both progress and limitations clearly.

Sample Public Communication Materials for BDUA

These samples are designed for operational use by local governments, civil protection staff, and communications personnel responsible for informing the public about Building Damage and Usability Assessments (BDUA). Materials are aligned with **ISO 22324** (*Colour-coded alerts*), promote consistent terminology, and may be adapted based on language needs, location, and severity of the event.

A. Public Service Announcement (PSA) Script

Sequence	Content
Title:	"Stay Safe After the Quake: Understanding Building Damage Tags"
Length:	30 seconds (TV/Radio)
Visual/Scene:	• A calm civil engineer in PPE stands outside a damaged building. • Red, Yellow, and Green placards are displayed in sequence.
Script:	**Narrator:** "After an earthquake, your safety is our top priority. Certified engineers are assessing buildings to determine their condition." **Engineer:** "If your building has a Red Tag, it's unsafe. Do not enter. A Yellow Tag means restricted access—please wait for clearance. A Green Tag means it's safe, but stay alert."

	Narrator: "Visit [CityName]EmergencyMap.gov or call 112 for more information. Stay informed. Stay safe."
Closing visual/audio:	• Logos of NCPA, Municipality, and CI • BDUA Tag Legend (Red, Yellow, Green) • Website URL and Emergency Hotline

B. Flyer Template (Front and Back)

Elements	Content
Front Side	**Header**: *"Is Your Building Safe After an Earthquake?"* **Subheader**: *"Understand the BDUA Tagging System."*
Visuals:	• **Red Tag** – "Dangerous – Do Not Enter" • **Yellow Tag** – "Restricted Access – Await Re-inspection" • **Green Tag** – "Safe – Proceed with Caution"
Other Elements:	• QR code linking to public COP dashboard • Emergency number (e.g., 112) • Simple iconography for visibility
Back Side	**"What Should You Do?"** • **Red**: Leave immediately. Find alternative shelter. • **Yellow**: Only enter with permission or escort. • **Green**: You may re-enter, but remain alert for aftershocks.
Emergency Contacts:	• Municipal Hotline: 112 • SMS Alerts: Text "SAFE" to 12345 • Online Map: [CityName]EmergencyMap.gov
Map Snippet:	Highlighting nearest shelters or emergency centers.

C. COP Dashboard (Public View – Functional Mockup)

Sections	Content
Map Layer:	• Color-coded building tags (Red, Yellow, Green) • Shelter locations (Blue icon) • Risk overlays (e.g., landslides, aftershocks)
Sidebar Widgets:	• Live assessment statistics (e.g., 1,200 assessments completed; 320 Red Tags) • Alerts (e.g., "Downtown Zone: 40 red-tagged buildings clustered") • Evacuation Zones and Entry Restrictions
User Tools:	• Search by address or tag ID • Language switch (Albanian/Greek/English) • Feedback form for citisens to request inspections or corrections
Access Link:	• [CityName]EmergencyMap.gov • Optimised for mobile devices and low-bandwidth regions

D. Social Media Messaging Examples

Platform	Message Template
Facebook Post	✅ Your building is safe (Green Tag)? Great! Stay alert for updates. 📍 Map: [link]
Twitter/X	🚨 Red Tag = Unsafe. Do not enter. For real-time updates, visit [URL] or call 112.
Instagram	Infographic: "Know Your Tag" with swipe carousel (Red-Yellow-Green meaning)
WhatsApp Group	📢 Municipal Update: 87 red-tagged buildings today. SMS "SAFE" to 12345 for alerts.

E. Suggested Tools and Platforms

Purpose	Tool	Notes
PSA Production	Canva, Adobe Premiere	Use local actors/engineers for authenticity
Flyer Design	Canva, InDesign	Use large fonts, icons, QR codes
COP Dashboard Deployment	ArcGIS Online, Tableau	Can be embedded in municipal/national websites
Mass SMS Notification	Twilio, AWS SNS	Integrate with NCPA alert protocols
Social Media Distribution	Facebook, Instagram, WhatsApp	Pre-schedule posts; use verified accounts

Annex 6: Standardised Placard Templates for Public Display

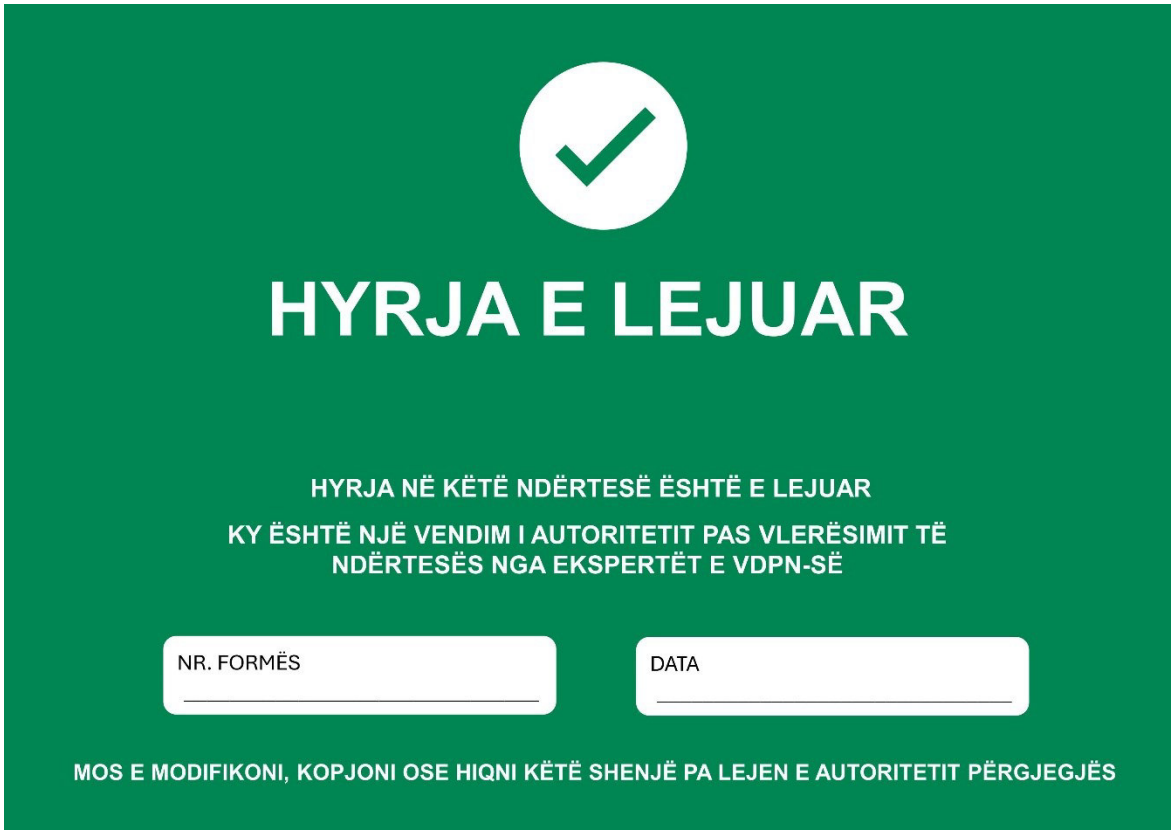
This section provides standardised placard templates for the visual tagging of assessed buildings following a seismic event. These templates must be used by authorised personnel during BDUA operations to ensure public clarity, legal enforceability.

The purpose is to inform occupants and the public of building usability status through clear, consistent, and multilingual placards affixed at primary access points.

Each placard should be printed on A4 waterproof, tamper-resistant material, using bold color headers and affixed visibly at the primary entrance of the assessed building.

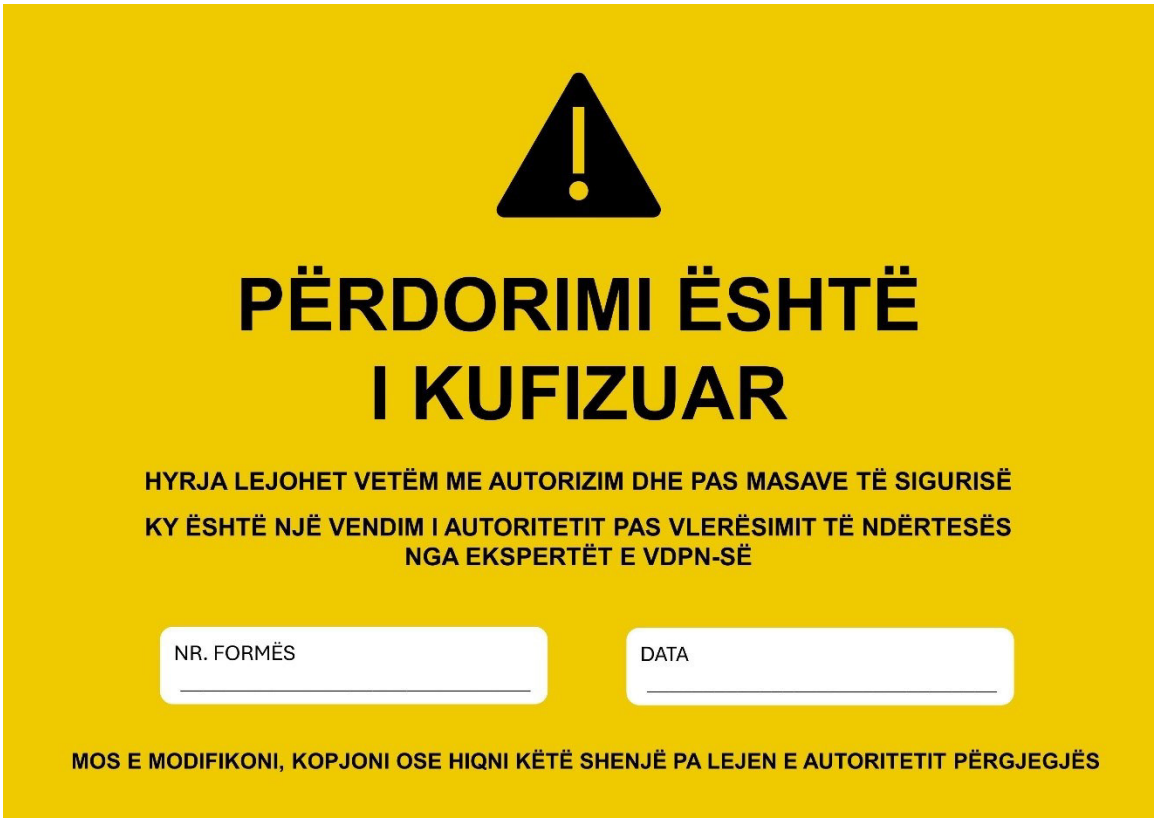
Templates may be adapted for municipal printing needs or mass pre-distribution under the authority of the Construction Institute.

GREEN PLACARD – Usable Building / Ndërtesë e Përdorshme



Color Header	Green / Jeshile
Usability Code	U1 – U2
Message (AL)	**HYRJA E LEJUAR**
Message (EN)	ACCES PERMITTED
Date of Assessment	[DD/MM/YYYY]
BDUA Form ID	[Unique Code]

YELLOW PLACARD – Restricted Use / Përdorim i Kufizuar



Color Header	Yellow / E Verdhe
Usability Code	U3
Message (AL)	**PËRDORIMI ËSHTË I KUFIZUAR**
Message (EN)	RESTRICTED USE
Date of Assessment	[DD/MM/YYYY]
BDUA Form ID	[Unique Code]

RED PLACARD – Unsafe / E Pasigurt

Color Header	**Red / E Kuqe**
Usability Code	U4 – U5
Message (AL)	**NDALOHET HYRJA** **(KY NUK ËSHTË URDHËR PËR PRISHJE)**
Message (EN)	**DO NOT ENTER** (THIS IS NOT A DEMOLITION ORDER)
Date of Assessment	[DD/MM/YYYY]
BDUA Form ID	[Unique Code / QR]

General information and footer for all placards.

Issuer (AL)	**KY ËSHTË NJË VENDIM I AUTORITETIT PAS VLERËSIMIT TË NDËRTESËS NGA EKSPERTËT E VDPN-SË**
Issuer (EN)	THIS IS A DECISION BY THE AUTHORITY AFTER THE BUILDING WAS EVALUATED BY BDUA EXPERTS.
Footer (AL)	**MOS E MODIFIKONI, KOPJONI OSE HIQNI KËTË SHENJË PA LEJEN E AUTORITETIT PËRGJEGJËS**
Footer (EN)	DO NOT MODIFY, COPY OR REMOVE THIS SIGN WITHOUT PERMISSION FROM THE RESPONSIBLE AUTHORITY

Annex 7: Template Contract for BDUA Expert Engagement

(External Assessors and Coordinators – non permanent staff of NCPA or CI)

SERVICE CONTRACT
FOR TEMPORARY ENGAGEMENT IN POST-EARTHQUAKE BUILDING DAMAGE AND USABILITY ASSESSMENT (BDUA)

Between:

[Name of Contracting Authority],
represented by [Name, Title], hereinafter referred to as the **"Contracting Authority"**,

and

[Full Name of Expert],
with ID number [ID], registered address [address], professional license number [if applicable], hereinafter referred to as the **"Expert"**.

1. Legal Basis

This contract is entered into in accordance with:

- Law No. 45/2019 "On Civil Protection", Articles 13, 5 (ç), and 61
- Law No. 7961, dated 12.07.1995 "Labour Code of the Republic of Albania",
- Normative Act No. 9, dated 16.12.2019, On managing the consequences of natural disasters" Article, 34(5)

2. Scope of Engagement

The Expert is engaged to support the implementation of the **Building Damage and Usability Assessment (BDUA)** process as a:

- BDUA Field Assessor
- BDUA Municipal/Regional Coordinator
- [Other – specify]

The assignment will be carried out in the territory of **[Municipality/Region]** under the supervision of the designated **Municipal BDUA Coordinator** or the **Construction Institute**, as applicable.

3. Duration

The contract is valid from **[Start Date]** to **[End Date]** or until the completion of the assigned tasks, whichever occurs first. Early termination may occur under the conditions outlined in Article 8.

4. Deliverables

The Expert shall:

- Conduct building assessments in accordance with the national BDUA NOMA;
- Submit completed forms using the designated mobile assessment platform;
- Attend briefings, debriefings, and coordination meetings as required;
- Place and record usability placards on inspected structures.

5. Compensation

- Daily/Hourly Rate: **[Specify]**
- Maximum Contract Value: **[Specify]**
- Payment Terms: **[e.g., upon submission of deliverables / at contract conclusion]**
- Expense Reimbursement (if applicable): **[Specify or "Not applicable"]**

All payments shall be subject to applicable taxation and documentation.

6. Confidentiality and Data Ownership

The Expert shall treat all information obtained during the assignment as confidential.
All data and assessment results are the property of the Contracting Authority and may not be reused or disclosed without prior written consent.

7. Safety and Conduct

The Expert shall comply with all safety protocols, including the use of personal protective equipment (PPE) as required under the NOMA.
The Contracting Authority shall not be liable for incidents resulting from gross negligence or misconduct by the Expert.

8. Termination

This contract may be terminated:

- By either party with 24 hours' notice in writing;
- Immediately, in case of serious breach of duty, misconduct, or endangerment of safety;
- Automatically upon the completion of all assigned tasks.

9. **Indemnity and Limitation of Liability**

The Contracting Authority shall indemnify and hold the Expert harmless from any civil or administrative liability arising from professional assessments, judgments, or recommendations made in good faith and in accordance with the BDUA NOMA and applicable technical protocols.
This indemnity applies only where the Expert acts within the scope of assigned duties and does not extend to acts of gross negligence, wilful misconduct, or actions outside the agreed scope of work.

10. Dispute Resolution

Disputes arising under this contract shall be resolved in accordance with Albanian legislation and may be subject to mediation before court proceedings.

11. **Signatures**

Signed in two original copies, one for each party.

Date: _____

_____	_____
Contracting Authority	**The Expert**

Annex 8: Standard Equipment Package for BDUA Assessors

This annex outlines the minimum equipment and materials required by assessors conducting post-earthquake Building Damage and Usability Assessments (BDUA). It also clarifies institutional responsibilities for the provision and coordination of field equipment during BDUA operations at the municipal, regional, and national levels.

This standard equipment package ensures that all assessors are equipped to safely and effectively perform their duties in accordance with Section 3.4 of this NOMA. Equipment provision must align with national safety standards, operational needs, and the interoperability requirements of the BDUA coordination system.

A. Equipment List

The below equipment list is necessary to perform BDUA in the field. Municipality and Prefectures are responsible to provide the equipment to the members of the regional pools, through dedicated budget or emergency funds.

NCPA and CI are responsible to provide the equipment to the members of the core pool, through dedicated budget or emergency funds.

Item	Specification	Notes
Personal Protective Equipment (PPE)	Helmet, high-visibility vest, gloves, boots, protective mask, first-aid kit	Required before deployment (see Section 3.4)
Communication Device	Mobile phone or radio with access to BDUA communication channels	Must be compatible with NOMA-designated systems
Mobile Data Collection Device	Tablet or smartphone with the BDUA app installed and GIS access enabled	Supports geotagging, IGEO sync, and metadata standards
Laser Measuring Device	Handheld laser distance meter (optional based on terrain or structure type)	Non-mandatory; provided when required
Quick-Reference NOMA Guide	Laminated A5-format summary of tagging rules, safety steps, and data flow	Provided to all deployed assessors
Official ID Badge	Issued credential identifying the assessor and BDUA role	Must be worn visibly during field operations
Map and Local Zone Overview	Hardcopy or offline digital maps of the assigned zone (if IGEO is disrupted)	Provided during initial briefing or staging
Safety Flashlight / Headlamp	Portable light source for low-visibility inspections	Based on shift timing and building conditions
BDUA Form hardcopy/ BDUA Manual		
Usability Placards (Green / Yellow / Red)	Waterproof, tamper-resistant, ISO 22324-compliant, pre-coded with unique ID	Used for immediate labelling after inspection (see Section 5.5); verify packet count before deployment

B. Provisioning Responsibilities

- **Construction Institute (CI)**: Lead institution for preparing and packaging standard kits, in coordination with ASIG for geospatial devices.
- **NCPA and NOCCE**: Responsible for national stockpiling and surge support in multi-municipal operations.
- **Municipal BDUA Coordinators**: Responsible for logistics at the local level, including pre-deployment verification and replenishment.
- **ASIG**: Ensures compatibility of mobile devices and data platforms with national spatial data infrastructure (NSDI).

C. Pre-Deployment Verification

All equipment must be checked at the staging area prior to deployment. **Municipal BDUA Coordinators** shall maintain a field log confirming:

- Equipment handover,
- Functionality check,
- Placard packet count,
- NOMA guide distribution,
- Communication test.

Annex 9: RACI Matrix for BDUA Operational Roles

This RACI matrix defines the distribution of responsibilities among key stakeholders involved in the Building Damage and Usability Assessment (BDUA) operations in Albania. Each activity is categorised by who is Responsible (R), Accountable (A), Consulted (C), and Informed (I).

	Phase / Activity	NCPA	CoM	Prefect	Municipality	CI	IGEO	ASIG	BDUA Central C.C	BDUA Regional C.C	BDIA Municipal C.C
A	**Preparedness & Prevention**										
1	Maintain BDUA operational readiness	A	I	R	R	R	C	C	R	R	R
2	Maintain trained assessor pools	C	I	R	R	A	C	C	C	R	R
3	Maintain updated digital platform	C	I	C	C	A	C	R	C	C	C
4	Maintain coordination structures	A	I	R	R	C	C	C	R	R	R
B	**Immediate Response**										
5	Activation of BDUA	A	C	C	C	C	C	C	C	C	C
6	Operational coordination of BDUA	A	I	R	R	C	C	C	R	R	R
7	Deployment of BDUA cells	A	I	R	R	C	C	C	R	R	R
7	Field team management & safety	C	I	R	R	C	C	C	C	R	R
9	Data collection & first validation	A	I	R	R	R	C	C	C	R	R
10	Data consolidation (regional)	A	I	R	I	C	C	C	R	R	C
11	Data consolidation (national)	A	I	C	I	R	C	C	R	C	I
12	Dissemination to ICCE / CoM	A	I	I	I	C	C	C	R	C	I
13	Liaison with SAR, Police, Emergency Ser.	C	I	A	R	C	C	C	C	R	R
C	**Recovery & Reconstruction**										
14	Provide validated data for PDNA	A	I	R	R	R	C	C	R	R	R
15	Archive & maintain BDUA data	A	I	C	C	R	C	R	R	C	C
16	Post-event review & update NOMA	A	I	R	R	R	C	C	R	R	C

- ***R – Responsible:*** *The entity(ies) assigned to carry out the activity. Responsible actors are tasked with completing the assigned work or task.*
- ***A – Accountable:*** *The entity ultimately answerable for the correct and thorough completion of the activity. There must be exactly one Accountable actor for each activity to ensure clarity of ownership.*
- ***C – Consulted:*** *The entity(ies) whose opinions are sought prior to and during the execution of the activity. Consultation implies two-way communication and engagement.*
- ***I – Informed:*** *The entity(ies) that must be kept up to date regarding progress, decisions, or outputs related to the activity. Information sharing is one-way communication.*

A. Clarification of Roles

While Responsible entities execute the work, the Accountable entity holds authority to validate or approve the outcomes and is ultimately answerable for the activity. This separation of roles is particularly important in Albania's multi-level emergency management system, where coordination functions are distinct from legal mandates of authority.

In this matrix, coordination structures (BDUA Coordination Cell, Regional Coordination Cell s, Municipal Coordinators) are generally Responsible for operational delivery, while legal authorities (NCPA, Prefect, Mayor/ Municipality) hold Accountability for their respective levels of decision-making, in accordance with Law No. 45/2019 and DCM No. 807/2023.

B. Example

In deploying BDUA cells:

- The Construction Institute (CI) is Responsible for training and certifying assessors;
- The BDUA Central Coordination Cell is Responsible for national-level operational coordination;
- The NCPA remains Accountable for validating the national deployment plan and ensuring that BDUA operations comply with national protocols and legal mandates.

Operational Context – Applies to Both Scenarios

This RACI matrix defines institutional roles that apply in both activation scenarios:

Scenario 1: *State of Natural Disaster declared* — operations are centrally coordinated under the Interministerial Committee for Civil Emergencies (ICCE), with NCPA leading operational execution through NOCCE and the BDUA Coordination Cell.

Scenario 2: *State of Natural Disaster not declared* — coordination is led regionally and locally, under the Prefect and Mayors, through the BDUA Regional Coordination Cells and Municipal BDUA Coordinator, in compliance with national protocols and NCPA oversight.

Scenario 1 workflows are ICCE-driven and centrally coordinated under NOCCE, whereas **Scenario 2** workflows are Prefect-led, with Regional Coordination Cells activated to manage inter-municipal deployment and reporting. While the same core roles apply, the chain of command and operational scale differ between the two scenarios.

While core roles and accountabilities remain unchanged, the operational scope, scale of deployment, and institutional coordination arrangements vary depending on the scenario, as detailed in Sections 2, 3, and 5 of this NOMA.

C. Clarification — Activation of BDUA

Regarding activation of BDUA, the **Accountable entity is the NCPA** (Art. 23, Law No. 45/2019) for operational activation.

The **Council of Ministers (CoM)** retains **legal authority to declare a State of Natural Disaster** (Art. 39), which constitutes a *precondition* for scaling BDUA to full national operations.

In this RACI matrix, to ensure clarity: For **Activation of BDUA**, the **NCPA is marked as "Accountable" (A)** for operational activation. The **CoM is "Consulted" (C)** for legal declaration, consistent with the delineation of legal vs. operational authority.

Annex 10: Legal, Sub-Legal and Standards References

A. National Legal Framework

Reference	Title
Law No. 45/2019	On Civil Protection
Law No. 7/2023	On the Ratification of the Agreement between the Republic of Albania and the European Union for Participation in the Union Civil Protection Mechanism
Law No. 72/2012	On the Organisation and Functioning of the National Infrastructure for Geospatial Information (ASIG)
Law No. 7961, dated 12.07.1995	Labour Code of the Republic of Albania (as amended)

B. Sub-Legal Acts

Reference	Title
DCM No. 807, dated 28.12.2023	On the Approval of the National Civil Emergency Plan 2023–2030
DCM No. 923, dated 11.11.2020	On the Structure, Organisation, and Functioning of the National Civil Protection Agency
DCM No. 345, dated 04.05.2022	On Reporting of Disaster Losses and Damages
DCM No. 747, dated 18.12.2019	On the National Platform for Disaster Risk Reduction
DCM No. 158, dated 12.03.2021	On the Use of the Civil Emergency Reserve Fund
Ministerial Order No. 881, dated 29.12.2020	On Technical Assessment Methodologies for Post-Earthquake Situations

C. International Agreements and Frameworks

Reference	Title
PDNA Framework (EU–UN–WB)	Post-Disaster Needs Assessment Methodology
GRADE	Global Rapid Post-Disaster Damage Estimation Method
UCPM	Union Civil Protection Mechanism (Albania acceded via Law No. 7/2023)

D. Technical Standards (ISO and Others)

Standard	Title	AL Standard Status
ISO 22320:2018	Emergency management – Incident response	Not yet AL Standard
ISO 22324:2022	Emergency management – Guidelines for color-coded alerts	Not yet AL Standard
ISO 22326:2018	Monitoring facilities with identified hazards	Not yet AL Standard
ISO 22351:2015	Message structure for information exchange	Not yet AL Standard
ISO 19115	Geographic information – Metadata	Approved as AL Standard
ISO 45001:2018	Occupational health and safety management systems	Approved as AL Standard