

# 32<sup>nd</sup> Regional Training Course on Disaster Management

Organized by  
**Asian Disaster Preparedness Center**

7<sup>th</sup> –25<sup>th</sup> November 2005  
Bangkok, Thailand

## *Purpose of the course*

The purpose of the course is to provide comprehensive disaster management knowledge and skills to enhance the capabilities of executive managers who have key disaster management responsibilities. It is designed to enable professionals working in disaster management, development and donor agencies to effectively integrate disaster management into their development programs and policies. Participants will be encouraged to develop key skills and adopt proactive attitudes through participation in interactive lectures and reflection on a range of key issues raised during discussions and practical activities.

## *Objective*

By completing the DMC participants will learn how to:

- \* develop effective strategies and systems for disaster prevention, mitigation, response and recovery
- \* apply risk management processes in order to identify, assess and deal with disaster risks
- \* utilise an emergency coordination center to manage disaster events
- \* assess key implementation issues and requirements in disaster management

## *Course delivery strategy*

The course will promote the sharing of relevant technical and managerial skills and knowledge and will equip participants with appropriate decision making, strategic and analytical processes. It will encourage participants to think creatively and will utilize contemporary adult learning methodologies, including:

- |                        |                             |
|------------------------|-----------------------------|
| * Interactive lectures | * Group work                |
| * Classroom exercises  | * Field exercise activities |
| * Work sheets          | * Mapping                   |
| * Discussions          | * Presentation              |
| * Case studies         | * Video shows               |
| * Research             | * Instructional games       |

Participants are asked to participate fully in all of the above course activities.

Certificates will only be awarded to learners who complete all course requirements.

## Course curriculum

### **Module 1:** Disaster Risk Context

This introductory module is designed to inform participants of the:

1. global disaster risk situation
2. terms and concepts used in disaster management
3. evolution of disaster risk management
4. disaster management models and approaches
5. key cross cutting themes such as Development, Gender, Environment, Globalization, Food Security, Stakeholder Participation, Complex Emergencies and Global Insecurities, and their linkages to disasters
6. disaster risk management process

### **Module 2:** Disaster Risk Management Process

This module will introduce methodologies for undertaking disaster risk management and provide tools for understanding and assessing:

1. hazards
2. vulnerability factors
3. coping capacities
4. outputs from risk assessment

### **Module 3:** Prevention / Mitigation

This module will discuss the need for prevention/mitigation of disaster risks and will cover:

1. framework for prevention and mitigation
2. structural mitigation
3. community based disaster management
4. institutional and legal mechanisms
5. advocacy
6. role of public awareness
7. preparation of prevention and mitigation strategies

### **Module 4:** Preparedness Planning

Key elements, issues and challenges in preparedness are discussed in this module. A series of methodologies will be presented for dealing with:

1. preparedness planning
2. key preparedness considerations:
  - \* coordination and the emergency coordination center
  - \* early warning systems
  - \* damage assessment and needs analysis
  - \* emergency health
  - \* evacuation and camp management
  - \* nutrition, water and sanitation
  - \* working with the media

### **Module 5: Emergency Response**

This module will discuss a range of skills necessary to successfully manage the response to an emergency, and will show how comprehensive preparedness planning must underpin that response. It will deal with key emergency response and crisis management implementation considerations such as:

1. damage assessment and needs analysis
2. working with the media
3. information management
4. warning dissemination
5. resource management
6. the emergency coordination center

This module will conclude with a simulation exercise.

### **Module 6: Recovery and Reconstruction**

The module will highlight the challenges and issues which may be encountered in post-event management/recovery, and will offer a number of strategies which can be used to resolve them successfully. It will cover the following:

1. principles and concepts of recovery
2. community involvement
3. concluding recovery interventions

### **Module 7: Implementation Considerations**

This concluding module will discuss the key considerations for the implementation of disaster management strategies into day-to-day arrangements.

It will cover:

1. change management
2. accountability in disaster risk management
3. monitoring and evaluation
4. development of personal action plans

## **Post course guidelines**

Using course materials, advice from resource persons and thorough research in the ADPC library, participants will build a "toolkit" of personal/organizational guidelines during the course. The "toolkit" will help participants to find solutions to practical problems and to answer questions that may arise when they return to their organizations and address their responsibilities in disaster management.

## **Matching participants' needs**

Participants will be asked to send details of their disaster management responsibilities to ADPC as part of the course nomination process. This information will be utilised by presenters and resource persons prior to and during the course to ensure that course materials and activities are tailored to participants' needs wherever possible.

## ***Participants***

The course is tailored for senior level disaster managers and development workers from the Asian and Pacific regions, including officials of national and provincial governments, defense forces, police and emergency services, staff of training institutes, institutions of public administration, national and international NGOs, IFRC/ICRC, UN agencies and the private sector. Participants who have a considerable measure of responsibility in the area of disaster mitigation, preparedness, response, recovery and disaster management policy will gain the most from the curriculum. As course participants come from a diverse range of countries and organizations, and the class size is limited to thirty persons, ADPC accepts nominations from Asia and the Pacific on a "first come, first served" basis, provided the applicant meets the requirements. A limited number of participants from other regions will also be accepted, on a case by case and "first come first served" basis.

## ***Language***

All teaching and course materials are in English. It is essential that participants are fully conversant in English.

## ***Resource persons***

International experienced practitioners and experts from different organizations will complement ADPC's in house expertise to conduct and facilitate the DMC-32 course.

## ***Course fee***

The course fee is US \$ 2,500.00 per participant, which includes the cost of course materials (books, CD, handouts), break refreshments and study visit. Learners have easy access to internet and email for the duration of the course, and computers and printers are provided to participants for easier compliance with course requirements. Note that the fee covers tuition and materials only. Board and lodging, although arranged by ADPC, is to be paid by participants. Travel is to be arranged and paid directly by participants.

## ***Early bird discount***

Participants confirming their attendance at the DMC-32 before August 31, 2005 will receive a special early bird discount of 10% on the course fee.

## ***Group discount***

ADPC has established an arrangement which recognizes the special needs of sponsoring organizations who wish to send large groups to the course. This operates when one

single organization decides to send a group of five persons to the course, in which case the course fee will be waived for a sixth participant from that organization.

### ***Payment***

The fee should be paid in advance by bank transfer to ADPC account or deposited at the time of course registration in cash or cheque payable to the Asian Disaster Preparedness Center. Kindly confirm your mode of payment in the application form. A deposit of 15 percent is required from individual participants without a sponsoring organization who are planning to make payment at the time of registration. Registration will be in the first morning of the course. The deposit should be paid at least three weeks before the training to cover the cancellation fee in case of withdrawal from the course.

### ***Board and lodging expenses***

Food is reasonably priced in Thailand at about US\$ 3-5 per meal. All participants will be accommodated at the AIT Conference Center. The room rate is US\$25-30 per night for single room and US\$15-18 per person for shared accommodation. Participants who prefer to stay in single rooms should inform ADPC in advance so that reservations can be made accordingly.

### ***Application***

Interested persons can apply directly but preference is given to those nominated by their employer organizations/departments. Application should be made on the ADPC Application Form, which should be sent by fax to the number given at the end of this brochure. For a hard copy of the application form please write to us. If you prefer, applications can be submitted electronically. The form for on-line applications can be found on the ADPC web site at <http://www.adpc.net/training/form.html>. For applicants being sponsored by an organization, a letter of support from the organization is required. Further pre-course information will be provided once your nomination is accepted.

### ***Registration in graduate and certificate course***

ADPC has an agreement with Swinburne University of Technology in Australia, through the International Disaster Management Center (IDMC), which enables students who successfully complete the DMC to receive advanced standing in the Graduate Certificate in Disaster Management through IDMC's Recognition of Prior Learning arrangements. The Graduate Certificate is a postgraduate course and can be undertaken through distance learning. Further details will be provided during the course.

### ***DMC alumni league***

The DMC was first delivered in 1986, and is ADPC's flagship course. It has been attended by a large range of persons from national governments, UN agencies, NGOs,

IFRC/ICRC, Red Cross and Red Crescent societies, and other organizations, and DMC Alumni now occupy leadership positions across numerous sectors in at least 50 countries of the Asia-Pacific Region. Many of them play pioneering and institution-building roles, and have contributed significantly to the enhancement of disaster management capabilities in the region. They retain their links with ADPC and many are actively involved in partnerships facilitated by ADPC at the regional and national levels. Successful completion of the DMC will qualify you to join in this distinguished and rich heritage, which is continually enriched by new participants. We look forward to welcoming you to this league!

### *Asian Disaster Preparedness Center*

Established in 1986, ADPC is the lead regional resource center dedicated to disaster reduction in Asia and the Pacific. ADPC works with governments, NGOs and communities of the Asia and Pacific region to strengthen their capacities in disaster preparedness, mitigation and response through professional training, technical assistance, regional program management and information and research.

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