

## APPLICATION

Interested persons may apply directly, but preferably be nominated by their employers, sponsoring agencies, NGOs and private organizations.

Application form is available on the ADPC website; <http://www.adpc.net> and can be submitted before 10 September 2010 by mail, fax or email at [tsu@adpc.net](mailto:tsu@adpc.net).

In consideration for effective delivery of the course, seats are limited to 30. ADPC will inform applicants once the nomination is accepted.

## ADPC AND EARLY WARNING & INCIDENT COMMAND SYSTEM (ICS)

ADPC has over two decades of experience in disaster management, facilitating regional cooperation, and building capacities of disaster management institutions, disaster management practitioners, and communities, and with a decade of expertise and experience in institutionalizing early warning systems for climate hazards at all timescales through climate information applications. In the aftermath of the 2004 Indian Ocean tsunami, ADPC was mandated by governments in the Indian Ocean and Southeast Asia to serve as regional tsunami watch provider and facilitator of the regional multi-hazard early warning system for tsunami and hydro-meteorological hazards.

Since the aftermath of the 2004 Indian Ocean tsunami, ADPC has been mobilizing its technical expertise, resources, research and operational experiences, and extensive institutional ties to respond to the demand to establish a regional multi-hazard early warning system for Indian Ocean and Southeast Asian region. The Ministerial Meeting on Regional Cooperation on Tsunami Early Warning Arrangements in Phuket (2005) recognized the ADPC readiness to serve as a regional center or focal point for a multi-nodal tsunami early warning arrangement in the Indian Ocean and Southeast Asia. ADPC is the facilitator of a system, which now encompasses 25 participating countries, and serves as a regional tsunami watch provider to the member countries. The regional EWS program includes: regional monitoring and evaluation of tsunamigenic seismic activity, tsunami prediction and information communication to participating countries, and regional severe weather forecast research support for a multi-hazard approach; strengthening national capacities in early warning, disaster management planning, risk communication, and emergency response; enhancing local formal and informal community based institution capacities to assess disaster risks, respond to warnings, and undertake local risk reduction; integrate community at risk in designing, planning, managing community based early warning systems; regional exchanges of information, best practices and lessons learned for cross-country learning and to guide replication; research in all

aspects and elements of the end-to-end early warning system to improve system performance and recipient response.

Through the collaboration with the United States Department of Agriculture, Forest Service (USFS), ADPC is involved in providing consultation on adapting ICS in many countries in Asia - Bangladesh, Indonesia, Iran, Maldives, Myanmar, Sri Lanka, based on their existing national government and cultural context, by offering train-the-trainer ICS course curriculum to key national agencies and trainers and study tours to the U.S and other parts of the world.

## ASIAN DISASTER PREPAREDNESS CENTER

Established in 1986, ADPC is a leading regional resource center dedicated to disaster risk reduction. ADPC works with governments, NGOs and communities of the Asia and Pacific regions to strengthen their capacities in disaster preparedness, mitigation and response through training, technical assistance, regional program management, country project demonstration, information sharing and research.

## CONTACT ADDRESS

**Training Services Unit**  
Email: [tsu@adpc.net](mailto:tsu@adpc.net)

**Asian Disaster Preparedness Center**  
979/66-70, 24<sup>th</sup> Floor SM Tower  
Paholyothin Road, Samsen Nai  
Phayathai Bangkok, 10400  
Tel: +66 (02) 2980681-92  
Fax: +66 (02)2980012-13  
URL: [www.adpc.net](http://www.adpc.net)

## Regional Training Course on Incident Command System for Disaster Management

22-28 November 2010  
Phuket, Thailand



## BACKGROUND

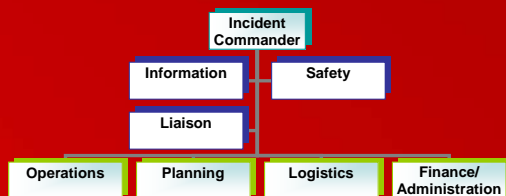
All emergencies and crisis events are by definition and nature chaotic and highly dynamic, creating physical, emotional, and social disorder. During such moments of emergencies, Incident Command system (ICS) has proven to be an effective mechanism to manage incidents of disarray and confusion and to restore order in a chaotic environment.

The ICS is a single standardized emergency management system designed to allow users to adopt an integrated organizational structure equal to the complexity and demands of any size or type of emergency incident. It functions to incorporate and fully utilize all assigned resources and expertise from multiple agencies, and can operate in a multi-jurisdictional environment. The ICS provides accurate information, strict accountability, planning, and cost effective operations and logistical support for any incident.

Developed in California in the mid-1970s, ICS is now used and introduced in many countries in Asia (i.e. Bangladesh, India, Iran, Maldives, Myanmar, Philippines, Sri Lanka, etc)

ICS is a way to organize the functions of a team, so that every aspect of an incident response is addressed. This leadership model enables a team to communicate, cooperate, and get the job done efficiently and effectively.

ICS is flexible and allows for organization expansion or contraction in a modular fashion as incident needs dictate. Thus, as incidents change in complexity or operational focus, the ICS can accommodate accordingly. The ICS is structured to integrate any type of resource including police, military, technical experts, international resources, and NGOs, and can be used to manage sudden onset disasters, long-term relief efforts, or non-emergency events.



## Functional Areas of ICS

ICS establishes the following five major functional areas for managing an incident:

- Command – Provides leadership and establishes incident objectives as well as having overall responsibility for managing the incident;
- Operations – Develops and oversees tactical operational activities needed to accomplish incident objectives;

- Finance/Administration – Oversees all administrative and financial aspects of the incident including cost tracking, procurement, payments, compensation, etc. in support of objectives;
- Planning – Coordinates planning, resource ordering and release, record keeping, mapping, technical expertise, and documentation necessary to accomplish objectives; and
- Logistics – Oversees the development and use of infrastructures (facilities, transportation, supplies, communication, food, etc.) to support responders as they work towards accomplishing incident objectives.

## OBJECTIVES

This course is designed to enable practitioners to operate efficiently during an incident or event within the Incident Command System (ICS). This course focuses on the management of single resources.

The objectives of the ICS course is to provide participants with the in-depth knowledge on Incident Command System, describe the ICS organization appropriate to the complexity of the incident or event and use ICS to manage an incident or event efficiently.

## COURSE APPROACH AND CONTENT

The proposed training will offer course work, hands on training with series of table top simulation exercises, lessons learned, good practices and field visit. The course consists of the following subjects:

- **Module 1.** Introduction to Incident Command System (ICS)
- **Module 2.** Leadership and Management- (describe chain of command, responsibilities and formal communication relationships, span of control and modular development)
- **Module 3.** Delegation of Authority and Management by Objectives
- **Module 4.** Functional Areas and Positions (describe the functions of organizational positions within the ICS, tools needed to manage an incident)
- **Module 5.** Briefings (describe components of field, staff, and section briefings/meetings, give an operational period briefing)
- **Module 6.** Organizational Flexibility (explain how the modular organization expands and contracts, complexity analysis, five types of incidents)
- **Module 7.** Transfer of Command (describe the process of transfer of command, list the essential elements of information involved in transfer of command)

The course will also share standard templates, forms, and check list to efficiently manage any incident.

## TARGET PARTICIPANTS

The course is tailored for senior/ mid level emergency response or disaster managers and development workers, including officials of national and provincial governments, extension officers, defense forces, emergency services, staff of training institutes, institutions of public administration, national and international NGOs, IFRC/ICRC/RC, UN agencies and the private sector. Participants who have considerable measure of responsibilities in the area of disaster mitigation, preparedness, response and disaster management policy will gain the most from the curriculum. Some field level response background is desirable, but not essential.

## COURSE FEE

The course fee is US\$ 1,800 per participant with a registration fee of US\$ 40. This package is inclusive of training course materials, refreshments and lunch during the course.

Course fee should be paid by money by 10 October 2010. Kindly confirm mode of payment. *If any sponsoring agency sends five participants to the course then, the fees for sixth participant will be waived.*

## LANGUAGE REQUIREMENTS

Medium of instruction, teaching and course materials are in English. It is essential that participants are fully conversant in English.

## RESOURCE PERSONS

The course will be jointly offered by the United States Forest Service (USFS) and ADPC. Expert from agencies as well as other selected experts from international organizations, educational and research institutions, national and local government, emergency response practitioners will participate.