



DRAFT Final

SAARC ICS WORKSHOP

INCIDENT COMMAND SYSTEM FOR DISASTER MANAGEMENT

February 25-29, 2008

Venue: ATRIUM Hotel, Soting Range Road, SurajKund-121001, Faridabad, India.

WORKSHOP NOTE

BACKGROUND

The South Asia has been prone to multiple natural hazards. It is one of the most calamity-prone zones in the world. Countries of the region are susceptible to one or more hazards like cyclone and tidal surge, earthquakes, tsunami, tornadoes besides occurrence of seasonal floods. The region has been witness to a great number of natural disasters. In the recent time, the catastrophic Indian Ocean Tsunami of December 2004 and earthquake of October 2005 struck some countries of the region in relatively quick succession. The tsunami hit Sri Lanka, India and the Maldives in South Asia apart from a few other nations namely, Indonesia and Thailand causing immense human sufferings. The devastating earthquake of October 8th, 2005 rocked Pakistan and India killing at least 75,000 people and making three million homeless in the Kashmir region alone.

The response and relief to such mega disasters put forth gargantuan tasks for the Governments. The adept handling of the situation required post incident management by professionally trained teams with adequate delegation of authority of so as to ensure swift and effective relief and response.

Response and relief activities suffer mainly because of lack of preparedness and absence of well-trained manpower. The recurrent disasters in the South Asian region have made the urgent need of having professionally trained teams for handling post-disaster incidents and to render swift evacuation, search & rescue and other relief services to the suffering people.

EXISTING MACHINERY FOR RESPONSE & RELIEF IN SAARC MEMBER COUNTRIES

In most of the SAARC member countries there is a well-defined administrative structure extending up to the village level. This administrative structure mainly for revenue administration is also responsible for coordinating the rescue and relief activities and other functions of disaster management. The existing system provides for clearly designated coordinating authorities at all levels while responding to an emergency/disaster. But it is found that the designated authorities at various levels are not provided with professionally

trained teams to manage the disaster events. The primary functions of the coordinating authorities at all levels remains revenue administration and their role pertaining to disaster management is found somewhat eroded over time on account of increased complexities in the relevant fields of operations. There is a need to strengthen and restore the machinery in order to ensure efficient disaster response and the effective deployment of resources.

A major weakness in managing response has been that the designated coordinating officers at various levels are not backed by a professional team whose different members are trained for performing specialized functions. Emergency response requires the performance of a variety of roles, viz. material/logistics management; management of search and rescue operations; management of personnel; communications, etc. The related issues/questions and managerial tasks ultimately devolve upon the coordinating officer who is required to take decisions on all aspects, like drawing up plans; logistics management; personnel and media; quartering supplies; transport, etc. As a result of the manifold imperatives, the officer may get overwhelmed. The deployment of supporting staff may also not be optimal. For example, when large quantities of relief supplies arrive, the officer designated to handle the related logistics has not been earlier equipped through any professional training in supply management.

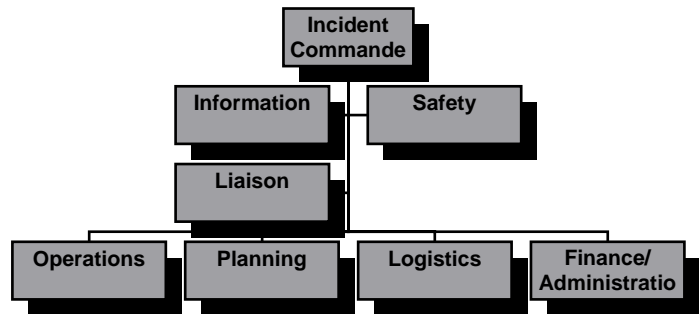
It has invariably been found that the coordinating officer-in-charge is tied down with the nitty-gritty of managing every aspect and this distracts the concerned officer from the overall task of disaster management. This officer has, in addition, to liaise with the higher levels of Government, different voluntary organizations and manage the logistical support received from other agencies. Professional incident management which is a specialized function requires that a well-trained team be in position with the different team members trained in planning, operations, logistics, personnel, administration, communications, etc. A professional incident management system therefore, would undoubtedly greatly enhance the quality of our emergency response.

THE INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) practiced by many of the US Government is an on-scene, all-risk, flexible modular system adaptable to any scale of natural as well as man-made emergency/incidents. The ICS seeks to strengthen the existing disaster response management system by ensuring that the designated controlling/responsible authorities at different levels are backed by trained Incident Command Teams (ICTs), whose members have been trained in the different facets of emergency/disaster response management.

The ICS does not intend to put in place any new hierarchy or supplant the existing systems, but only reinforces it. The members of the ICT will be jointly trained for deployment as a team. When an ICT is deployed for an incident, all concerned agencies of the Government will respond as per the assessment of the Team. This system, therefore enables proper coordination amongst the different agencies of the Government. The five Command functions in the Incident Command System are as follows:

- i) **Incident Command** - Has overall responsibility at the incident. Determines objectives and establishes priorities based on the nature of the incident, available resources and agency policy.
- ii) **Operations** – Develops tactical organization and directs all resources to carry out the Incident Action Plan.
- iii) **Planning** – Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, and maintains status of assigned resources.
- iv) **Logistics** – Provides resources and all other services needed to support the organization.
- v) **Finance/Administration** – Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.



DURATION: 5 Days Workshop

PARTICIPANTS

- Government Representatives 14 (from the SAARC member countries)
- SAARC Representative 1
- ADPC Representative 2
- NIDM Representative/ Local participation from Indian states 10

VENUE: This 5 day will be held from 25th to 29th February 2008 at **ATRIUM Hotel, Soting Range Road, SurajKund-121001, India.**

COUNTRY PRESENTATION

Each country presentation needs to highlight the following:

- Brief hazard and vulnerability profile of their respective country (ONLY 1 SLIDE)
- Existing Institutional Landscape for disaster/crisis management with focus on response & recovery (Max 2 SLIDES).
- Key challenges and constrains in emergency response system and major gaps in national and local administrative level in your country (Max 2 SLIDES).
- Lessons Learned and Progress of for Emergency Response Management (Max 2 SLIDES).
- Need for professionalizing/improvement of disaster/crisis response management. (Max 2 SLIDES)

SAARC ICS WORKSHOP AGENDA

INCIDNET COMMAND SYSTEM FOR DISASTER MANAGEMENT

25-29 February 2007

Workshop Information and Agenda

WORKSHOP OBJECTIVES

United States Forest Services (USFS) and National Institute of Disaster Management (NIDM) are jointly organizing this Workshop to discuss and highlight issues related to professionalizing disaster response management in the SAARC member countries. Objectives of the Workshop include:

1. To assess and identify gaps in existing disaster response systems in SAARC member countries.
2. To discuss fundamental principles, tools and techniques of ICS practiced by US and other countries .
3. To discuss relevance of ICS in the context of existing response systems among SAARC member countries.
4. To discuss various issues pertaining to adaptation of ICS in improving disaster response system in SAARC member countries.
5. To develop a strategic framework to harmonize ICS practice at regional level.

TRAVEL DAY

Sunday 24 February, 2008

Afternoon Arrival and check-in
(Hotel Atrium, Shooting Range Road, Surajkund-121001, India)

1900 Group Dinner (at Atrium Hotel) and Registration

PROGRAM DAY 1

Monday 25 February, 2008

Session One: Opening/ Inauguration

0800 – 0900 Registration

0900 – 1000 Opening Session

- **Welcome Remarks:** TBD
- **Workshop Opening:** TBD
- **Key Note Address:** Key Note Address by Executive Director, NIDM
- **Presentation:** Overview of Incident Command System for Disaster Management – Ms. Deanne Shulman, Senior Emergency Management Expert, US Forest Service

1000 – 1030 **COFFEE BREAK & GROUP PHOTO**

Session Two: Introduction and Overview

- 1030 – 1045 **Workshop Introduction and Overview**
- Meetings and business arrangements –
 - Overview of workshop process and outcomes
 - Review of workshop agenda -

Session Three: Presentation on Country’s Response to a recent Disaster, Chair:

- 1045 – 1115 **Presentation: Country’s Response to a recent Disaster- India –**
- 1115 – 1145 **Presentation: Country’s Response to a recent Disaster- Sri Lanka–**
- 1145 - 1215 **Presentation: Country’s Response to a recent Disaster- Pakistan–**
- 1215 – 1330 **LUNCH**
- 1330 – 1400 **Presentation: Country’s Response to a recent Disaster - Bangladesh–**
- 1400 – 1430 **Presentation: Country’s Response to a recent Disaster - Bhutan–**
- 1430 – 1500 **COFFEE BREAK**
- 1500 – 1700 **Panel Discussion**

PROGRAM DAY 2

Tuesday 26 February 2008

Session Four: Presentation on Country’s Response to a recent Disaster, Chair, Chair:

- 0900 – 0930 **Presentation: Country’s Response to a recent Disaster - Maldives–**
- 0930 – 1000 **Presentation: Country’s Response to a recent Disaster – Nepal -**

- 1000 – 1030 **Presentation: Country’s Response to a recent Disaster – Afghanistan**
- 1030 –1100 ***COFFEE BREAK***
- 1100 – 1230 **Panel Discussion**
- 1230 –1330 ***LUNCH***

Session Five: ICS for Executives

- 1330 – 1430 **Unit 1: Introduction to Incident Command System (ICS) -**
- 1430 – 1500 **Video: ICS for Executives**
- 1500 – 1530 **COFFEE BREAK**
- 1530 – 1630 **Group Activities: Team Name, Mottos/Slogan, Team Building**

PROGRAM DAY 3

Wednesday 27 February 2008

Session Five: --ICS for Executive (continue..)

- 0900 – 0945 **Presentation: Introduction to Maps/ICS Symbology**
- 0945 – 1000 **Introduction to form ICS-201 (Incident Briefing form)**
- 1000 –1030 ***COFFEE BREAK***
- 1030 – 1145 **Table-top Exercise:** (design ICS organization for using scenario) produce Incident Objectives, and operational briefing sketch map
- 1145 – 1230 **Unit 2: Leadership and Management** (i.e. Describe chain of command, responsibilities and formal communication relationships, span of control and modular development)
- 1230 –1330 ***LUNCH***
- 1330 – 1400 **Introduction to form ICS-202 (Incident Objectives) and form ICS-203 (Organization Assignment list)**
- 1400 – 1500 **Unit 3: Delegation of Authority and Management by Objectives**
- 1500 – 1530 **COFFEE BREAK**
- 1500 – 1700 **Table top exercise:** mudslide/flooding scenario, prepare form ICS 201(incident briefing), form ICS-202(objectives), form ICS-

203(Organization assignment list), Operational Briefing sketch map and put your objectives on easel paper

PROGRAM DAY 4

Thursday 28 February 2008

Session Five: --ICS for Executive (continue..)

- 0900 – 1000 **Unit 4: Functional Areas and Positions** (i.e. Describe the functions of organizational positions within the ICS, tools needed to manage an incident, etc)
- 1000 – 1030 **Introduction to form ICS- 204 (Assignment Sheet) & ICS-215 (Operational Planning Worksheet)**
- 1030 –1100 ***COFFEE BREAK***
- 1100 – 1230 **Unit 5 & 6: Briefings & Organizational Flexibility** (i.e. Describe components of field, staff, and section briefings/meetings, Give an operational period briefing)
- 1230 –1330 ***LUNCH***
- 1330 – 1400 **Unit 7: Transfer of Command** (i.e. Describe the process of transfer of command, list the essential elements of information involved in transfer of command)
- 1400 – 1500 **Presentation: Planning Process with Video**
- 1500 – 1530 **COFFEE BREAK**
- 1530 – 1700 **Table top exercise:** Planned event scenario, prepare ICS-201, 202, 203, 204 Operational briefing sketch map and put your objectives on easel paper

PROGRAM DAY 5

Friday 29 February 2008

Session Six: --Strategic Framework for Institutionalization of ICS

- 0900 – 0930 **Presentations:** Case Study on countries adopted and adapted ICS
- 0930- 1000 **Presentation: ADPC's Strategies for Disaster Response Management to the SAARC Member Countries- A.R. Subbiah, Director, ADPC**
- 1000 – 1100 **Group Discussions:** Whether need for adaptation of ICS, critical issues and challenges in such adaptation for SAARC Member countries. Developing a framework/roadmap for adaptation and institutionalization of ICS at regional level

1100 –1130	<i>COFFEE BREAK</i>
1130 – 1230	Group Presentation & Discussions
1230 –1330	<i>LUNCH</i>
1330 – 1500	Closing Session & Wrap Up of outcomes