

35th Regional Training Course on Disaster Management

Organized by

Asian Disaster Preparedness Center

14th May– 1st June 2007

Bangkok, Thailand

Purpose

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:

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|------------------------|----------------------------------|
| * Interactive lectures | * Group work |
| * Classroom exercises | * Exercise/Simulation activities |
| * Work sheets | * Presentation |
| * Discussions | * Video shows |
| * Research | * Instructional games |

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

Certificates will only be awarded to participants 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. information management
3. warning dissemination
4. resource management
5. 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

This module will conclude with a simulation exercise.

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-34 course.

Course fee

The course fee is US \$ 2,500 per participant, which includes the cost of course materials (books, CD, handouts), break refreshments and study visit. Participants can access ADPC library with over 6000 entries including 500 videos on disaster management. The course fee does not include board and lodging which are the responsibilities of the participants; although these can be arranged by ADPC. Travel is to be arranged and paid directly by participants.

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 course fee should be paid by bank transfer or international demand draft (DD) at least one month prior to course commencement. The course fee must be received by ADPC by 6th of October 2006. Otherwise, the participation will be cancelled. Please add US \$ 40 for admission fee when you transfer the course fees. A Personal cheque is not acceptable. A Personal cheque is not acceptable. Please provide details of how you intend to make payment with your application.

Board and lodging expenses

Food is reasonably priced in Thailand at about US\$ 5-10 per meal. The room rate is approximately US\$ 45-50 per night for single room and US\$ 25-30 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.

Registration

Interested persons can register as individuals although preference will be given to those sponsored by their employer organization. Applicants sponsored by an organization should provide a letter of endorsement/sponsorship from their organization. Registration should be made by using an **ADPC Application Form**, which can be submitted by mail, fax or email; the relevant contact information is provided later in this brochure.

On-line application can also be made through the ADPC website at: <http://www.adpc.net/training/form.html>. Pre-course information will be provided once your registration for the course is confirmed.

Cancellation

If you are unable to attend, a substitute applicant is welcome to attend in your place. Cancellation of attendance should be notified at least 3 weeks prior to course commencement; in which case, a full refund less 15% of course fee for banking charges and administrative costs will be made. No refunds are available for cancellation within 3 weeks prior to course commencement.

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. DMC Alumni 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. It has now been recognized as an Inter-governmental Organization with effect from 28 February 2005 with a mandate to expand disaster management and mitigation activities globally.

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