



# 37<sup>th</sup> Regional Training Course on Disaster Management (DMC-37)

Organized by  
Asian Disaster Preparedness Center  
17<sup>th</sup> March– 4<sup>th</sup> April 2008  
Bangkok, Thailand

## PURPOSE

The purpose of the course is to provide comprehensive disaster management process knowledge and skills to enhance the capabilities of oversight, facilitation and coordination for 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 strategies 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 course, the 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 risk assessment
- utilize 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, managerial skills, knowledge and will equip the 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
- Classroom exercises
- Discussions
- Group work
- Exercise/Simulation activities

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: Defining the Problem

This introductory module is designed to inform participants of the:

- ✓ Global Disaster Risk Situation
- ✓ Basic Concepts and Terminologies in Disaster Management
- ✓ Disaster and Development
- ✓ Introduction to Disaster Risk Management Process
- ✓ Hazard, Vulnerability, Capacity and Risk Assessment

This module concludes with simulation exercise on Risk Assessment.

### Module 2: Preparedness Planning

- ✓ Overview of Preparedness Planning and Concepts
- ✓ Preparedness for Emergency Health and Mental Health
- ✓ Role of Media during Emergencies
- ✓ Preparedness Considerations in Water and Sanitation, Relief Delivery and Logistics

- ✓ Planning for Damage Assessment and Needs Analysis
- ✓ Evacuation Planning Considerations
- ✓ Disaster Recovery and Reconstruction: Concepts, Practice and Guidelines for Preparedness
- ✓ Damage and Loss Estimation in Recovery Planning
- ✓ Establishing End to End Early Warning Systems
- ✓ Mainstreaming Disaster Management in Development Planning
- ✓ Linking Prevention and Mitigation to preparedness

This module includes exercises on DANA and Preparedness Planning.

### Module 3: Emergency Response

- ✓ Emergency Response Management: Principles and Concepts
- ✓ Response Case Studies
- ✓ Emergency Coordination Center: Information Recording and Documentation
- ✓ Information Management
- ✓ Emergency Coordination Center: Roles and Responsibilities, Layout and Equipment

This module concludes with a simulation exercise on setting on a Coordination Center.

### Module 4: Making Disaster Management Work

- ✓ Management strategies, Decision Making and Change Management
- ✓ People Management: Working in Multi-Agency Teams
- ✓ Program Monitoring and Evaluation
- ✓ Staff Welfare and Security
- ✓ Climate Change
- ✓ Adopting a Strategic Approach to Disaster Management

This module includes discussion and exercise on development of strategic approaches and concludes with simulation exercise on Recovery Planning.

**Note: The curriculum shown is for guidance only. ADPC's ongoing course improvement process may lead to some changes in topics and structure.**



### 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 utilized by ADPC and resource persons prior to and during the course to ensure that course materials and activities are included to participants' needs wherever possible.



#### PARTICIPANTS

The course is designed for disaster managers and development workers with DM facilitation and coordination from the Asian and Pacific regions, including officials of national, Provincial governments, defense forces, police and emergency services, staff of training institutes, institutions of public administration, national and international NGOs, IFRC/RCS, UN agencies and the private sector.

Participants who have a considerable measure of responsibilities in the area of disaster mitigation, preparedness, response, recovery, and disaster management policy will gain benefits from the course. 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, provided the applicant meets the requirements. A limited number of participants from other regions will also be accepted, on a case by case.

Senior managers will have a unique opportunity to refresh their knowledge and explore topics with those who may be learning this subject for the first time.

#### 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 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 transportation cost for study visit.

ADPC offers an alternative full package of US\$ 4,000 for participants who would like to pre-pay all course expenses. This package includes a single accommodation and meals cost during the training period, as well as the tuition fee. An additional amount of US\$ 40 is payable as Admission 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

If you are selected to attend the course, the payment should be transferred to ADPC account through bank or international demand draft (DD) not later than **29<sup>th</sup> of February 2008**. Otherwise, your participation will be cancelled. Please note that personal checks are not acceptable.

#### BOARD AND LODGING EXPENSES

Food is reasonably priced in Thailand at about US\$ 5-10 per meal. The room rate is approximately US\$ 50-60 per night for single room and US\$ 30-40 per person for shared accommodation.

Participants are required to stay at the hotel where the training is held. As far as possible ADPC will arrange accommodations for all Participants as per their preference of single or double room mentioned in their application form, but cannot guarantee a share accommodation if there is no partner to share the room.

Unless the full package is selected, participants are responsible for funding their accommodation and meals. All participants are responsible for arranging their own travel expenses, including transportation from and to airport and also health/ accident insurance.

#### REGISTRATION

Interested persons can apply as individuals although preference will be given to those sponsored by the organizations.

Those participants who come as individuals and are not sponsored by their organizations, details of these requirements will be sent to person in this category as part of the course nomination procedure.

Those applicants who are sponsored by their organizations, a letter of endorsement/sponsorship from their organizations is required to be submitted.

[An application Form](http://www.adpc.net/v2007/TRG/DOWNLOAD/trgapplform.doc) is available on ADPC website <http://www.adpc.net/v2007/TRG/DOWNLOAD/trgapplform.doc>, and can be submitted by **20<sup>th</sup> February 2008** through email, fax or mail by post. (See contact details below).

Pre-course information will be provided once you have received the acceptance for the course.

#### CANCELLATION

If you are unable to attend, a substitute applicant from your organization is welcome. Cancellation of attendance should be notified 3 weeks prior to course commencement; in which case, 85% of course fee will be reimbursed. No reimbursements will be made for cancellations within 3 weeks prior to course commencement.

#### DMC ALUMNI LEAGUE

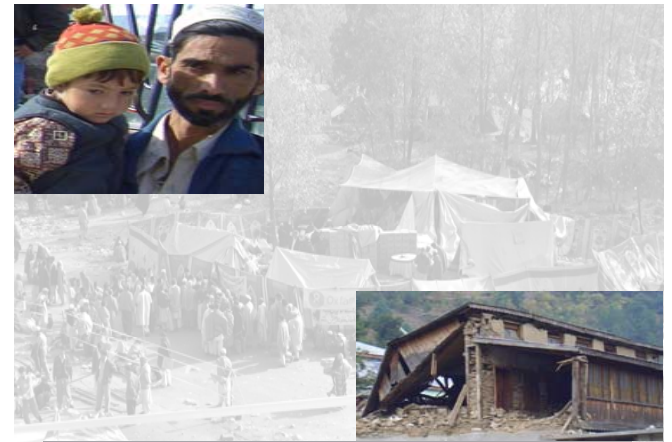
The DMC was first delivered in 1986, and is ADPC's flagship course. It has been attended by a large range of people from national governments, UN agencies, NGOs, IFRC/RCS, and other organizations. There are nearly **1,300 DMC Alumni** to date from **68 countries** who occupy leadership positions across numerous sectors all over the world, especially in 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.

ADPC library has over 7,000 entries, including 500 videos on disaster management. Participants can feel free to access these resources.



#### CONTACT ADDRESS

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