**TRAINPOST**

**Standardised Training Package**

**DISASTER RISK MANAGEMENT**

**September 2017**

**International Bureau**

**Universal Postal Union**

**Berne, Switzerland**

**COURSE DESCRIPTION**

**Disaster Risk Management Training Programme**

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| **Programme Title** | **Disaster Risk Management Training Programme** |
| **General Aims** | 1. To raise awareness among the trainees about various types of disasters, their adverse impacts and the need to have a sound Disaster Risk Management (DRM) Plan in each postal administration.  2. To impart necessary knowledge and skills about industry best practices and standardised procedures (i.e. DRM tools and products) to deal with disasters.  3. To enable the trainees to develop their respective country-specific & hazard-specific DRM Plan |
| **Course Duration** | 3 days |
| **Target Population** | Supervisors/Assistant Supervisors of Headquarters (Administrative Offices) and Field Units (Operative Offices), Trainers, Course Developers |
| **Entry Requirements** | Minimum 10 or 12 years of school education and 5 years’ experience of working in Headquarters or operative offices |
| **Number of Trainees** | 20 |
| **Performance Objectives:** | |
| **Module** | **Objectives** |
| **1. Purpose and international DRM Framework** | At the end of this module, the trainees will be able to explain  i. what is a disaster and the various concepts and terminologies used in a DRM Plan  ii. the purpose of having a DRM Plan in each postal administration |
| **2. Basic Principles of DRM** | At the end of this module, the trainees will be able to explain  i. what is a DRM Plan  ii. the primary purpose of DRM programme and its essential features  iii. key elements for development of an effective DRM programme |
| **3. Understanding Risks – Vulnerability and Risk Assessment** | At the end of this module, the trainees will be able to  i. explain vulnerability and risk elements of a threat and how to conduct vulnerability and risk assessment of that threat  ii. carry out vulnerability and risk assessment of threats more likely to happen in their respective administrations to prioritise risks and to take appropriate risk mitigation and preparedness initiatives in the DRM Plan. |
| **4. The Five Phases of DRM** | At the end of this module, the trainees will be able to  i. explain the five phases of DRM strategy and the objectives of each phase  ii. list the activities that are required to be undertaken in each phase to face disasters effectively  iii. explain the critical role that training plays in making employees understand their roles and responsibilities during disaster phases and to face disasters effectively. |
| **5. Post-Disaster Damage and Needs Assessment** | At the end of this module, the trainees will be able to  i. state the objectives of a Post-Disaster Damage and Needs Assessment (PDNA)  ii. explain the core elements of PDNA  iii. assess in a methodical way the damage and economic losses following a disaster in their administrations and project the financial allocation and/or aid required for a comprehensive recovery. |
| **6. Partners and Resources for DRM** | At the end of this module, the trainees will be able to list  i. local partners like police, home guards, health centres/ hospitals, fire brigade, meteorological department etc from whom immediate assistance can be had following a disaster  ii. various national, regional and global organisations that support regularly in disaster management initiatives. |
| **7. Characteristics of major Natural Disasters and Checklists for each Disaster** | At the end of this module, the trainees will be able to  i. describe various common natural disasters, their causes and characters  ii. prepare emergency procedures checklists, for Headquarters and Field units separately, that should be followed in general in all kinds of disasters  iii. prepare similar emergency checklists to be followed in hazard-specific disaster cases like flood, tsunami, earthquake, cyclone etc  iv. customise above checklists for their respective postal administrations keeping specific needs of such administrations in mind. |

**COURSE CONTENT**

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| **Course title: Disaster Risk Management Training Programme** | | | |
| Module No. | Module Name | Duration | Main Training Techniques |
| **1** | **Purpose and International DRM Framework** | 2 hours | Lesson, Discussion, Progress test |
| **2** | **Basic Principles of DRM** | 2 hours | Lesson, Discussion, Exercise, Progress Test |
| **3** | **Understanding Risks- Vulnerability and Risk Assessment** | 2 hours | -do- |
| **4** | **The Five Phases of DRM** | 3 hours 30 minutes | -do- |
| **5** | **Post-Disaster Damage and Needs Assessment** | 2 hours | -do- |
| **6** | **Partners and Resources for DRM** | 1 hour 15 minutes | Lesson, Discussion, Progress test |
| **7** | **Characteristics of major Natural Disasters and Checklists for each Disaster** | 2 hours 45 minutes | Lesson, Discussion, Progress Test, Exercise |
| *The Caribbean Region Hurricane and Flooding Exercise Plan* | 2 hours 30 minutes | Exercise |
|  | **Total training hours**\* | **18 hours** |  |

\*excluding time for registration, inauguration & valediction.

**Disaster Risk Management Training Programme**

**DRAFT TIME TABLE**

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| Day | **Session** | **Module and Subject** |
| 1 | 0830 – 0930 | Registration & Inauguration |
| 1000 - 1200 | Module 1 (Purpose & International DRM Framework) |
| 1215 – 1315  1415 - 1515 | Module 2 (Basic Principles of DRM) |
| 1530 - 1700 | Module 3 (Understanding Risks) |
| 2 | 0900 - 0930 | Module 3 (contd.) |
| 0930 – 1030  1045 – 1145  1200 – 1300  1400 - 1430 | Module 4 (The Five phases of DRM) |
| 1430 – 1530  1545 - 1645 | Module 5 (Post-Disaster Damage and Needs Assessment) |
| 1700 - 1730 | Module 6 (Partners and Resources for DRM) |
| 3 | 0900 - 0945 | Module 6 (contd.) |
| 1000 – 1115  1130 - 1300 | Module 7 (Characters of major Natural Disasters and Checklists for each Disaster) |
| 1400 - 1630 | *The Caribbean Region Hurricane and Flooding Exercise* |
|  | 1645 - 1715 | Feedback and Valediction |

Lunch break: 1300 – 1400 hrs/ 1315 – 1415 hrs

Tea/ Coffee break: 15 minutes in between two sessions