Office of Civil Defense
Capacity Building and Training Service

National Disaster Risk Reduction and Management
and
Civil Defense
Education and Training Programs
Catalogue

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Administrator, OCD
MESSAGE FROM THE ADMINISTRATOR

As the Executive Director of the National Disaster Risk Reduction and Management Council (NDRRMC) and Administrator of the Office of Civil Defense (OCD), it is my honor and privilege to present to you the catalogue for the National Disaster Risk Reduction and Management (DRRM) and Civil Defense: Education and Training Programs.

Part of the mandate of the OCD in the Republic Act 10121 or the Philippine DRRM Act of 2010 is to enhance the capacities of our stakeholders through implementation of training programs, orientations, exercises, and knowledge-building activities. To provide a handy reference on these different capacity building programs being offered by the OCD, this catalogue containing our DRRM and civil defense education and training programs is essential. It aims to promote awareness and interest of all sectors of the society and contribute to building disaster resilient communities.

At this point, I would like to convey my appreciation to the efforts of the Capacity Building and Training Service for this milestone. May this catalogue serve as our guide in assessing the training needs of our clientele and identifying the appropriate capacity building interventions. Let us work to disseminate this catalogue to all relevant stakeholders and generate greater interest for the enhancement of our overall disaster resiliency.

UNDERSECRETARY RICARDO B. JALAD
Administrator, Office of Civil Defense and Executive Director, NDRRMC
ACKNOWLEDGEMENT

This is to acknowledge the efforts of Ms. Alyssa Aimee S. Batle and Mr. Joe-Mar S. Perez for their professional effort in preparing this catalogue and doing the necessary research work for the review of its contents.

Recognition is further given to Director Susana G. Juangco, Director of the OCD CBTS, and Mr. Manuel R. Nivera, Jr., Chief of the Curriculum Development Division, for their overall leadership and guidance to continuously develop the training programs offered by the Service.

Acknowledgement is also extended to all NDRRMC member agencies and partner organizations who worked with the OCD in the past years to develop the NDRRMETP and the CDETP. Of course, it is also important to recognize the overall support of the Japan International Cooperation Agency to the NDRRMC through the Phase 1 of the Disaster Risk Reduction and Management Capacity Enhancement Project.
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The National DRRM Education and Training Program (NDRRMETP) operates on the idea that DRRM efforts can be categorized as "self-help efforts", "mutual-help efforts", or "public-help efforts." "Self-help efforts" are the efforts done by each individual to reduce damage from disasters, such as confirming evacuation routes, preparing emergency bags, and strengthening houses against disasters. "Mutual-help efforts" are the efforts and/or initiatives done by community-based organizations, such as preparing a risk map of the community, conducting evacuation drills in a community, and helping each other at evacuation camps. "Public-help efforts" are the efforts done by the government for risk reduction and management, such as improvement of public infrastructures for mitigating risks, raising public awareness, keeping emergency equipment, providing search and rescue operations, managing evacuation camps, and implementing measures for recovery. When all of these efforts are optimally executed, a society becomes resilient against disasters.

Based on these ideas and on the provisions of RA 10121 or the Philippine DRRM Act of 2010 and National DRRM Plan, the NDRRMETP is designed to heighten the disaster awareness and strengthen the capacities of people involved in DRRM efforts.

Four (4) priority stakeholder groups are identified as the target beneficiaries of the NDRRMETP: (1) Local Government Units; (2) Communities; (3) Public Sector Employees; and (4) the Private Sector Employees.

Presently, the OCD is extending the coverage of the NDRRMETP to the 14 basic sectors specified by the National Anti-Poverty Commission (NAPC).
The courses offered under the NDRRMETP are the following:

A. BASIC COURSES

- **INTRODRRM**: Introductory Course on Disaster Risk Reduction and Management
- **DRRMLDRRMC**: Disaster Risk Reduction and Management Course for Local DRRM Councils
- **DRRMPUBLIC**: Disaster Risk Reduction and Management Course for Public Sector
- **DRRMPRIVATE**: Disaster Risk Reduction and Management Course for Private Sector
- **CBDRRM**: Community-Based Disaster Risk Reduction and Management Training Course

B. ADVANCED COURSES

- **LDRRMP**: Local Disaster Risk Reduction and Management Planning Training Course
- **CP**: Contingency Planning Training Course
- **PSCP**: Public Service Continuity Planning Training Course
- **RC**: Risk Communication Training Course
- **BICS**: Basic Incident Command System Training Course
- **IPICS**: Integrated Planning Course on Incident Command System
- **ICSPC**: Incident Command System Position Course
- **TFI**: Training for Instructors
- **RDANA**: Rapid Damage Assessment and Needs Analysis Training Course
- **PDNA**: Post-Disaster Needs Assessment Training Course
- **CFR**: Community First Responder Training Course
- **EDC**: Exercise Design Course

C. EXECUTIVE COURSES

- **ICSEC**: Incident Command System Executive Training Course
- **AHIMT**: All-Hazards Incident Management Team Training Course
- **EOC**: Emergency Operations Center Training Course
- **EOCEC**: Emergency Operations Center Executive Course
The primary goal of the Civil Defense Education and Training Program (CDETP) is to equip the OCD employees and civil defense practitioners with the appropriate knowledge, skills, and competencies for more effective and efficient delivery of tasks and responsibilities given to them under the RA 10121. This is in view of the realization of the OCD’s goal, being the lead agency in orchestrating all DRRM efforts in the country, to be the Center of Excellence in DRRM by 2020. While there are many other factors that influence the realization of OCD’s goals, such as well-managed physical and financial resources, and strengthened external linkages and support, the core of the work and success of OCD reprises to its people. Thus, there is a need to ensure that the OCD employees are well-capacitated with the knowledge, skills, and attitude necessary for the operationalization of their tasks.

The CDETP provides a holistic guide on the human capital development for OCD employees. It aims to build the capacities of OCD employees by empowering them in the performance of their duties, hence, making them major players in the attainment of the OCD’s mandate and further preparing them in career succession.

The CDETP is composed of three (3) levels of courses: Basic, Advanced, and Executive.
The courses offered under the CDETP are the following:

### A. BASIC COURSE

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<tr>
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<th>Course Description</th>
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<tr>
<td>BDRRM</td>
<td>Basic DRRM Course for OCD Employees</td>
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### B. ADVANCED COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>CBDRRM</td>
<td>Community-Based Disaster Risk Reduction and Management Training Course</td>
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<td>LDRRMP</td>
<td>Local Disaster Risk Reduction and Management Planning Training Course</td>
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<td>CP</td>
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### C. EXECUTIVE COURSES

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<td>ICSEC</td>
<td>Incident Command System Executive Training Course</td>
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<td></td>
<td>Other Outsourced DRRM Courses</td>
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</table>
INTRODUCTORY COURSE ON DISASTER RISK REDUCTION AND MANAGEMENT

Background

The Office of Civil Defense (OCD), pursuant to its mandate stipulated in Republic Act (RA) 10121, works with other stakeholders to achieve the vision of safer, adaptive and resilient Filipino communities towards sustainable development. To achieve such vision, the OCD conducts DRRM training and other capacity building activities for various stakeholders, which form part of the National DRRM Education and Training Program (NDRRMETP).

The NDRRMETP offers various training courses that are designed to increase the DRRM awareness of the whole of society, including the communities, and strengthen their capacities. Specifically, the communities are broken down into 14 basic sectors as derived from the classification of the National Anti-Poverty Commission (NAPC).

It is important for the basic sectors to be knowledgeable of the essential DRRM principles as foundation to achieving community resiliency.

General Objective

The general objective of the training is for any representative of the basic sectors to obtain the knowledge and attitude needed to promote community-level support and participation in DRRM efforts.

Specific Objectives

Upon completion of this course, the participants will be able to:

1. Discuss the overview of the Philippine DRRM System, with emphasis on the salient points of RA 10121;
2. Describe the different hazards surrounding the Philippines, their types, causes, and effects; and,
3. Discuss practical steps on implementing DRRM.
Course Contents

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<thead>
<tr>
<th>MODULES</th>
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<tr>
<td>Philippine DRRM System</td>
<td>This module provides an overview of the Philippine DRRM System and the paradigm shift brought about by RA 10121. It also introduces the four DRRM thematic areas.</td>
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<td>Basic Disaster Concepts</td>
<td>This introduces the key disaster concepts that are fundamentals in the DRRM profession.</td>
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<td>Understanding Hazards</td>
<td>This module highlights the different hazards that exist in the country, the underlying factors that lead to their existence, and their impacts to the communities.</td>
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<td>DRRM Application</td>
<td>This module provides an in-depth discussion of the practical steps to apply DRRM. It also serves as an opportunity to generate personal commitment among the participants on how they are going to implement DRRM in their respective communities.</td>
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Category: Technical Course

Traditional:
8 technical training hours

Blended (online):
11 technical training hours
(8 hours self-paced and 3 hours VTC)

Participants

Must be any representative of any of the follow-
1. Farmers and landless rural workers
2. Artisanal fisherfolk
3. Urban poor
4. Indigenous cultural communities/indigenous peoples
5. Workers in the formal sector and migrant workers
6. Workers in the informal sector
7. Women
8. Youth and students
9. Persons with disabilities
10. Victims of disasters and calamities
11. Senior citizens
12. Nongovernment organizations (NGOs)
13. Children
14. Cooperatives
At the end of the training, the participants will be able to obtain the knowledge required for the members of the Local DRRM Councils in the performance of their fundamental DRRM roles and responsibilities.

Specific Objectives

Upon completion of this course, the participants will be able to:

1. Discuss the overview of the Philippine DRRM System, with emphasis on the salient points of RA 10121;
2. Explain the roles of LGUs in DRRM;
3. Determine the different sources for funding local DRRM; and,
4. Discuss the overview of local DRRM plan or LDRRMP.

The Local Government Code of 1991 mandates all local government units (LGUs) to be the frontliners before, during and after disasters. Further, the enactment of RA 10121 strengthened the DRRM mandate of the LGUs as it requires for the development of their own Local DRRM Plan covering the four (4) thematic areas: disaster prevention and mitigation, disaster preparedness, disaster response, and disaster rehabilitation and recovery. The law further requires for the constitution of the DRRM Councils and the establishment of their own Local DRRM Offices.

Relatedly, stakeholders at the local level serve as first responders during disasters. As such, they should be well equipped in carrying out DRRM activities to ensure the safety of the lives of their constituents. Sections 2-(k) and (l) of RA 10121, in fact, provides for the recognition of the local risk patterns across the country and strengthening of the capacity of LGUs for DRRM through decentralized powers, responsibilities, and resources at the regional and local levels; and for the recognition and strengthening of the capacities of LGUs and communities in mitigating and preparing for, responding to, and recovering from the impact of disasters.

Pursuant to the mandate of RA 10121 to constitute Local DRRM Councils, it is important for all Council Members to become capacitated in order to implement DRRM in their respective areas of responsibility.
**Module Descriptions**

**Philippine DRRM System**
This module provides an overview of the Philippine DRRM System and the paradigm shift brought about by RA 10121. It also introduces the four DRRM thematic areas.

**Roles of LGUs in DRRM**
This module highlights the roles of the LGUs in DRRM as provided for in the Local Government Code of 1991 as well as the basic management functions.

**Funding Sources for DRRM**
This module presents the Local Disaster Risk Reduction and Management Fund (LDRRMF) as the primary funding source for local DRRM as well as other sources of funds to support the implementation of DRRM in the locality.

**Overview of LDRRMP**
The module introduces the LDRRMP as one of the key documents required to be formulated by every LGU to implement DRRM programs, projects and activities.

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**Category:**
**Technical Course**

**Traditional:**
- 8 technical training hours

**Blended (online):**
- N/A

**Participants**

Representatives from the offices under the Local DRRM Councils, primarily the Local Chief Executives and the Local DRRM Offices, at the provincial, city or municipal level
RA 10121 calls for the need to capacitate all stakeholders of society in DRRM and ultimately achieve the NDRRMC’s vision of safe, adaptive and disaster-resilient communities towards sustainable development. Such scope of work in DRRM particularly includes public sector employees, or workers in the civil/ government service.

Specifically, under Section 14 of RA 10121, all public sector employees are mandated to be trained in emergency response and preparedness. Further, under Rule 8 Section 1 of the Implementing Rules and Regulations of RA 10121, there is a need to train public sector individuals, both local and national, in DRRM-related subjects.

Building the DRRM capacities of public sector employees is vital to help mainstream DRRM in all government-related services. Also, during emergencies, public sector employees can help in ensuring the continuity of government services by addressing the risks associated with disasters.

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude that public sector employees must possess in order to help implement DRRM in their respective work areas.

Upon completion of this course, the participants will be able to:

1. Discuss the overview of the Philippine DRRM System, with emphasis on the salient points of RA 10121;
2. Describe the different hazards surrounding the Philippines, their types, causes, and effects;
3. Discuss the need to organize Disaster Control Groups within the workplace in accordance with the principles of Incident Command System;
4. Determine practical measures in order to ensure safety in the government workplace;
5. Explain the overview of Public Service Continuity Planning; and,
6. Practice the conduct of an evacuation drill; and
7. Generate commitment in implementing DRRM in their respective organizations.
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<tr>
<td>Organizing Disaster Control Groups and using Incident Command System</td>
<td>This module highlights the importance of organizing disaster control groups following the standards and principles of Incident Command System, as required by RA 10121.</td>
</tr>
<tr>
<td>Ensuring Safety in the Workplace</td>
<td>This module showcases the roles to be undertaken by public sector employees to build a culture of safety and resiliency in the government service. Topics recommended under this module can include the following: Fire protection, Basic first aid tips, and, Security and bomb inspection</td>
</tr>
<tr>
<td>Public Service Continuity Planning</td>
<td>This module provides an overview of the Public Service Continuity Planning as a methodology to ensure continuity of public services amidst any disruption.</td>
</tr>
<tr>
<td>Evacuation Drill</td>
<td>This module highlights the importance of conducting an emergency evacuation drill regularly in the workplace.</td>
</tr>
<tr>
<td>DRRM Application</td>
<td>This module provides an in-depth discussion of the practical steps to apply DRRM. It also serves as an opportunity to generate personal commitment among the participants on how they are going to implement DRRM in their respective organizations.</td>
</tr>
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## Category: Technical Course

**Traditional:**
24 technical training hours

**Blended (online):**
25 technical training hours  
(16 hours self-paced and 9 hours VTC)

## Participants

Must be an employee of any public sector or government office at the national, regional, or local level.


## Background

RA 10121 calls for the need to capacitate all stakeholders of society in DRRM and ultimately achieve the NDRRMC’s vision of safe, adaptive and disaster-resilient communities towards sustainable development. Such scope of work in DRRM particularly includes private sector individuals.

Specifically, according to Rule 8 Section 1 of the Implementing Rules and Regulations of RA 10121, there is a need to train private sector individuals, both local and national, in DRRM-related subjects, including emergency response. True to this mandate, past disaster experiences actually revealed how the private sector has largely helped the government in terms of providing relief assistance and resource augmentation during disasters and emergency situations. Further, the support of the private sector has been proven reliable even in the thematic areas of prevention and mitigation as well as rehabilitation and recovery.

## General Objective

At the end of the training, the participants will be able to obtain the knowledge and attitude that are essential for the private sector when it comes to promoting and implementing DRRM in their respective organizations.

## Specific Objectives

Upon completion of this course, the participants will be able to:

1. Discuss the overview of the Philippine DRRM System, with emphasis on the salient points of RA 10121;
2. Describe the different hazards surrounding the Philippines, their types, causes, and effects;
3. Discuss the need of organizing Disaster Control Groups within the workplace in accordance with the principles of Incident Command System;
4. Explain the key roles to be played by the private sector in DRRM; and,
5. Generate commitment in implementing DRRM in their respective organizations.
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<tr>
<td><strong>Organizing Disaster Control Groups and using Incident Command System</strong></td>
<td>This module highlights the importance of organizing disaster control groups following the standards and principles of Incident Command System, as required by RA 10121.</td>
</tr>
<tr>
<td><strong>Private Sector Roles in DRRM</strong></td>
<td>This module showcases the key DRRM roles to be undertaken by the private sector.</td>
</tr>
<tr>
<td><strong>DRRM Application</strong></td>
<td>This module provides an in-depth discussion of the practical steps to apply DRRM. It also serves as an opportunity to generate personal commitment among the participants on how they are going to implement DRRM in their respective organizations.</td>
</tr>
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</table>

Category: N/A

This course is intended for the private sector.

**Traditional:**
16 training hours

**Blended (online):**
17 training hours
(12 hours self-paced and 5 hours VTC)

Must be any representative of a private sector group or organization
Background

The Philippines is one of the most hazard-prone countries in the world. Based on past experiences, the locals (family members, neighbours, barangay officials) are the first, and sometimes, the only ones who are able to provide immediate aid and assistance. People often have no one else to turn to because it could take hours, even days, for outside help to arrive. Thus, it is always best to rely on community members and resources to prepare for hazards and respond to disasters. Such an approach is called Community-Based Disaster Risk Reduction and Management (CBDRRM).

CBDRRM is a process in which at-risk communities are actively engaged in the identification, analysis, treatment, monitoring, and evaluation of disaster risks to reduce their vulnerabilities and enhance their capacities. Through CBDRRM, community members are able to collectively reduce and manage disaster risks on their own even without depending on external help. As differentiated from other DRRM approaches, CBDRRM focuses on the operationalization of DRRM at the grassroots level.

Republic Act 10121, particularly in Sections 11 and 12, mandates the creation of the Barangay Disaster Risk Reduction and Management Committees (BDRRMCs) under the Barangay Development Councils (BDCs). Through these provisions, barangays are given the authority to take action and address the disaster risks in their respective jurisdictions using their own resources. Moreover, the law calls for an integrated, coordinated, multi-sectoral, inter-agency, and community-based approach to DRRM.

General Objective

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude required in implementing DRRM approaches that are applicable for communities before, during and after disasters.

Specific Objectives

Upon completion of this course, the participants will be able to:

1. Explain the local disaster situation in connection with the overall Philippine disaster risk profile;
2. Describe the overview of CBDRRM and its legal bases;
3. Discuss the key steps involved in CBDRRM process; and,
4. Explain the community DRRM mechanisms in accordance with the four (4) thematic areas; and
5. Determine the immediate actions to implement DRRM at the community level.
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<tr>
<td>The Philippine Disaster Context</td>
<td>This module provides an overview of the Philippine disaster risk profile in relation with the local community situation. It highlights how DRRM should be made a part of the community life, infused in their culture, integrated in their values and customs. The module also introduces the basic disaster and climate change concepts.</td>
</tr>
<tr>
<td>Understanding CBDRRM</td>
<td>This module provides an overview of the concept of CBDRRM and its legal bases. It highlights how CBDRRM works in terms of building the capacities of communities to be able to help themselves without relying on external help.</td>
</tr>
<tr>
<td>CBDRRM Process</td>
<td>The module determines key steps and approaches in the application of CBDRRM. It underscores the importance of undertaking community-level risk assessment. This process includes assessment of the hazard, vulnerability, exposure and capacity assessment of the area. Using the CBDRRM process, the community will be able to analyze and fill-in the gaps in their capacities in order to effectively implement DRRM in their respective areas.</td>
</tr>
<tr>
<td>DRRM Thematic Areas</td>
<td>This module underscores the essential community-level activities and mechanisms as applied in the four thematic areas of DRRM: Disaster Prevention and Mitigation, Disaster Preparedness, Disaster Response and Disaster Rehabilitation and Recovery. The module serves as a guide for the communities in coming up with their respective local DRRM programs, projects and activities.</td>
</tr>
<tr>
<td>Action Planning</td>
<td>This module provides an opportunity for the participants to set precise goals and targets to cascade CBDRRM in their respective areas.</td>
</tr>
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Category: Technical Course

Traditional: 24 technical training hours
Blended (online): 19 technical training hours (12 hours self-paced and 7 hours VTC)

Participants

Participants can be any of the following:

- Formal (elected) or informal leaders in the community (barangay officials, barangay employees, purok or organizational leaders)
- Representatives of sectoral groups (senior citizens, children and youth, women, persons with disabilities, indigenous people, farmers, fisherfolks, etc.)
- Representatives of the school, church and other sectors / institutions present in the community
- Community members
Background

Through the enactment of RA 10121, the OCD, mandated as the Executive Arm and Secretariat of the NDRRMC, is tasked to orchestrate all DRRM efforts in the country. To achieve such requirements of the law, there is a need for OCD to strengthen the capacities of its workforce in the field of DRRM.

Becoming an OCD employee requires basic understanding of the key DRRM subjects to be able to deliver the right service to the communities. Specifically, OCD employees must have an understanding of the Philippine DRRM System, the natural and human-induced hazards, the importance of DRRM tools, and the functionality of the operations center.

In this regard, the course design for the conduct of Basic DRRM Course for OCD Employees is hereby prepared.

General Objective

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude that serve as the foundation for any OCD employee to become an effective civil defense and DRRM practitioner.

Specific Objectives

Upon completion of this course, the participants will be able to:

1. Discuss the overview of the Philippine DRRM System, with emphasis on the salient points of RA 10121;
2. Describe the different hazards surrounding the Philippines, their types, causes, effects and mitigating measures;
3. Explain the key concepts on disaster and climate change; and,
4. Determine the DRRM tools that are needed to address the risks and impacts brought about by disasters.
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<tr>
<td>Philippine DRRM System</td>
<td>This module provides an overview of the Philippine DRRM System and the paradigm shift brought about by RA 10121. It also introduces the four DRRM thematic areas.</td>
</tr>
<tr>
<td>Basic Disaster Concepts</td>
<td>This introduces the key disaster concepts that are fundamentals in the DRRM profession.</td>
</tr>
<tr>
<td>Understanding Hazards</td>
<td>This module highlights the different hazards that exist in the country, the underlying factors that lead to their existence, and their impacts to the communities.</td>
</tr>
<tr>
<td>DRRM Tools</td>
<td>This module emphasizes the different DRRM tools that one must be aware of in order to address the risk factors and impacts brought about by disasters.</td>
</tr>
<tr>
<td>DRRM Application</td>
<td>This module provides an in-depth discussion of the practical steps to apply DRRM. It also serves as an opportunity to generate personal commitment among the participants on how they are going to implement DRRM in their respective offices.</td>
</tr>
</tbody>
</table>

Category: Technical Course

Traditional:
32 technical training hours

Blended (online):
37 technical training hours
(24 hours self-paced and 13 hours VTC)

Participants

- Must be a regular OCD employee
- Must have completed the Induction Course by the Human Resource Management and Development Division
The Local Government Code of 1991 mandates all local government units (LGUs) to be the frontliners before, during and after disasters. Further, the enactment of Republic Act (RA) 10121 strengthened the capacities of LGUs through the promotion of bottoms-up and participatory approach in disaster risk reduction and management (DRRM).

Serving as the primary implementers of DRRM and first responders, the LGUs should be well equipped with capacities and resources in carrying out DRRM activities to ensure the safety of the lives of their constituents. As such, RA 10121 mandates the LGUs to constitute their Local Disaster Risk Reduction and Management Councils (LDRRMCs) and establish their own Local DRRM Offices. Moreover, the law provides for the development of the Local Disaster Risk Reduction and Management Plan (LDRRMP).

The LDRRMP is the strategic road map to attain resilience from disasters. It should be attuned with the National DRRM Framework (NDRRMF) and the priorities of the National DRRM Plan (NDRRMP). It provides detailed information on LGU’s assessment of hazards, exposure, vulnerabilities, capacities, and the goals, objectives, outcomes, action plans, and mechanisms for monitoring and evaluation of the four (4) thematic DRRM thematic areas: disaster prevention and mitigation, disaster preparedness, disaster response, and disaster rehabilitation and recovery.

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude required for the formulation of LDRRMPs in accordance with approved standards and approaches by the NDRRMC.

Upon completion of this course, the participants will be able to:

1. Discuss the overview of LDRRMP, its concepts, principles and funding sources to support the plan’s implementation; and
2. Describe the essentials in the development of LDRRMP; and,
3. Explain the importance of the Working Group in consolidating the LDRRMP and determining the next steps.
### Course Contents

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<tr>
<td><strong>LDRRMP Concepts, References and Funding Source</strong></td>
<td>This module provides an overview of LDRRMP, its description, concepts and references. It also reviews all pertinent documents that are relevant to the LDRRMP as well as the funding sources to support the plan's implementation.</td>
</tr>
<tr>
<td><strong>Development of the LDRRMP</strong></td>
<td>This module describes the five-stage cycle for the formulation of LDRRMP. It also introduces the LDRRMP template, with key discussions on its significant portions.</td>
</tr>
<tr>
<td><strong>Consolidation and Next Steps</strong></td>
<td>This module provides for the creation of a Working Group responsible for consolidating the LDRRMP. It also allows for the determination of the next steps for the plan's completion.</td>
</tr>
</tbody>
</table>

### Category: Technical Course
- Traditional: 24 technical training hours
- Blended (online): 24 technical training hours (16 hours self-paced and 8 hours VTC)

### Participants
- Representatives from the offices under the LDRRMC at the provincial, city, or municipal level
At the end of the training, the participants will be able to obtain the knowledge, skills and attitude that are essential in formulating a contingency plan (CP) that is responsive to the needs that will arise during a worst-case disaster situation.

Upon completion of this course, the participants will be able to:

1. Explain the overview of CP, its background, development as well as its key principles;
2. Discuss the factors in DRRM and crisis management that affect the formulation of CPs;
3. Explain the processes involved in formulating CPs; and,
4. Explain the importance of subjecting a CP to an exercise to detect gaps and areas for improvement.

As provided for in RA 10121, one of the known DRRM mechanisms that we can use is Contingency Planning. It is used to establish preparedness measures and arrange response priorities ahead of time prior to a certain disaster.
## Course Contents

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<tbody>
<tr>
<td>Introduction to CP</td>
<td>This module provides an overview of CP, its background, legal bases, key features and principles.</td>
</tr>
<tr>
<td>CP Factors</td>
<td>This module presents the different factors involved in DRRM and crisis management that play a role in the development of a CP.</td>
</tr>
<tr>
<td>CP Process</td>
<td>This module presents the overall CP process by enumerating detailed procedures and templates used in formulating and completing the plan.</td>
</tr>
<tr>
<td>Testing the CP</td>
<td>This module highlights the importance of conducting tabletop exercises and other forms of simulation to test the applicability of a CP.</td>
</tr>
</tbody>
</table>

### Participants

**Category:**

**Technical Course**

- **Traditional:**
  32 technical training hours

- **Blended (online):**
  24 technical training hours
  (16 hours self-paced and 8 hours VTC)

- Any representative from the government, non-government organizations and private organizations
- Must have extensive knowledge and experience in the field of DRRM especially on the provisions of RA 10121 and other relevant NDRRMC policies and guidelines
- Must be available to be tapped as facilitator for the formulation of contingency plans
At the end of the training, the participants will be able to obtain the knowledge, skills and attitude required in the development of PSCP that forms part of the overall Public Service Continuity Management for the government.

Upon completion of this course, the participants will be able to:

1. Explain the concept of Public Service Continuity Management;
2. Discuss the requirements for initiating the Public Service Continuity Program;
3. Determine the key considerations in Risk Assessment and Continuity of Operations;
4. Explain the processes for determining and prioritizing Essential Functions;
5. Determine the requirements for developing Continuity Strategies;
6. Explain the essentials in developing the PSCP; and,
7. Determine recommended actions for maintaining the Public Service Continuity Program.

This Training Course on Public Service Continuity Planning aims to provide an introduction to the principles and standards of public service continuity management in order to enable participants to understand how to establish a program for continuity of operations. Specific guidelines, workshop templates, and important documentation tips will be substantially provided to easily facilitate the initial documentation of a Public Service Continuity Plan.

RA 10121 calls for the need to capacitate all stakeholders of society in DRRM and ultimately achieve the NDRRMC’s vision of safe, adaptive and disaster-resilient communities towards sustainable development. Such scope of work in DRRM particularly includes public sector employees, or workers in the civil/ government service.

To ensure continuous and uninterrupted implementation of DRRM related services, it is important for government agencies to have Public Service Continuity Plans (PSCPs). These are plans that allow public sector offices to ensure continuity of critical services amidst any interruption. In the context of DRRM, PSCPs are important as they ensure delivery of life saving and life sustaining services to the communities without being hindered by the emergency situation.
Course Contents

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<th>Number</th>
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<tbody>
<tr>
<td><strong>Introduction to PSCP</strong></td>
<td>This module introduces the concept of PSCP, its background, evolution</td>
</tr>
<tr>
<td><strong>Public Service Continuity Program Initiation</strong></td>
<td>This module emphasizes how a public agency or organization can start</td>
</tr>
<tr>
<td><strong>Risk Assessment for Continuity Operations</strong></td>
<td>This module presents the concept of risk assessment as applied in the</td>
</tr>
<tr>
<td><strong>Determining and Prioritizing Essential Functions</strong></td>
<td>This module introduces the concept of essential functions that are anchored to the mandates and duties of an organization.</td>
</tr>
<tr>
<td><strong>Developing Continuity Strategies</strong></td>
<td>This module presents continuity strategies which are measures to address disruptions in the delivery of public services.</td>
</tr>
<tr>
<td><strong>Developing the Public Service Continuity Plan</strong></td>
<td>This module provides the template for PSCP and the essentials for accomplishing each part of the template.</td>
</tr>
<tr>
<td><strong>Exercising, Testing, and Maintaining the Public Service Continuity Plan</strong></td>
<td>This module emphasizes the need for exercises as a means to test and maintain the PSCP upon its completion.</td>
</tr>
</tbody>
</table>

Category: Technical Course

Traditional:
32 technical training hours

Blended (online):
33 technical training hours
(20 hours self-paced and 13 hours VTC)

Participants

- Must be an employee of any public sector or government office at the national, regional, or local level
- Must be a regular/permanent employee who is familiar with internal office protocols
Background

Natural and human-induced hazards in the Philippines are inevitable. The continuing escalation of disasters in the country is not only due to its geographical location but also due to underlying risk drivers such as global warming, poor urban governance, vulnerable rural livelihoods and declining ecosystems.

With the enactment of the Republic Act 10121 in 2010, disaster risk has been clearly defined and has been continuously advocated by communities in the country. Disaster Risk Reduction and Management (DRRM) interventions and initiatives have been implemented but there is still the challenge in communicating the risks of an impending threat and during disaster operations, to be particular. The executive summary of the National DRRM Plan states that “in most cases, people and communities are vulnerable to disasters because of lack of information about hazards, how to prepare for them and how to reduce the risks of hazards affecting their lives and livelihoods”. The national document emphasizes that the increase in the level of awareness lead to more prepared communities. Moreover, the Sendai Framework for DRR 2015-2030 (UNISDR, 2015) includes “understanding disaster risks” as one of the priorities of action.

Risk communication is a tool for creating that understanding, closing the gap between laypeople and experts, and helping communities make more informed decisions. The exchange of information about disaster risks is both vital and critical. Safety of communities to be affected with hazards mainly relies on the information coming from authorities.

The latter portrays an essential role as the source of information, and in disseminating this information through many ways.

Communities deserve to know the risks they are faced with, and this can be done if information is meritoriously conveyed and transmitted. With correct and timely information, they can prevent the hazard, if possible, and mitigate its impacts, prepare through early actions, respond appropriately, recover and build forward better.

General Objective

The general objective of the training is for the participants to obtain the knowledge, skills and attitude for the effective communication of disaster risks.

Specific Objectives

Upon completion of this course, the participants will be able to:

1. Discuss the theories and principles of risk communication;
2. Describe the disaster risk communication as applied in the four DRRM thematic areas; and
3. Determine the processes involved in formulating the disaster risk communication plan.
**Course Contents**

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<tr>
<td>Introduction to Risk Communication</td>
<td>This module introduces Risk Communication and explains the principles and concepts of communication. It further introduces the concepts of risk as defined using the elements of hazard and outrage.</td>
</tr>
<tr>
<td>Risk Communication in the Four DRRM Thematic Areas</td>
<td>This module discusses the concepts of Risk Communication as applied in the four thematic areas of DRRM: Disaster Prevention and Mitigation, Disaster Preparedness, Disaster Response, and Disaster Rehabilitation and Recovery.</td>
</tr>
</tbody>
</table>
| Risk Communication Planning          | This module presents the essentials in the formulation of Risk Communication. It is divided into three (3) sessions:  
  - Session 1: Situational Analysis, Problem Identification, and Audience Analysis  
  - Session 2: Objective Setting and Message Development  
  - Session 3: Channel Analysis, Monitoring and Evaluation |

**Category:** Technical Course

**Participants**

- Currently working (or will be assigned) as information officer, media relations officer or any similar designation
- Must be knowledgeable of the information products and services of his/her agency/organization

**Traditional:**

24 technical training hours

**Blended (online):**

N/A
BASIC INCIDENT COMMAND SYSTEM

Background

Following the enactment of RA 10121, otherwise known as the Philippine DRRM Act of 2010, the Philippine government took a proactive approach to manage the disaster consequences and reduce disaster risks by institutionalizing various mechanisms. Among these is the Incident Command System (ICS).

ICS is one of the flagship programs of the OCD. By virtue of various NDRRMC issuances, ICS has been institutionalized as an on-scene disaster response tool of the Philippine DRRM System. ICS is a standard, on-scene, and all-hazard incident management concept introduced by the US Forest Service that can be used by all DRRM Councils, emergency management, and response agencies. It is a disaster response tool that coordinates the actions of all response groups.

ICS has been proven effective in managing potential and actual disaster consequences. It has significantly enhanced the mechanisms for resource management, reporting and documentation, promotion of responder safety, and optimum achievement of response objectives as evident in past major disaster response operations, including management of planned high-density population gatherings.

General Objective

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude that are essential for the application of basic concepts and principles of ICS in any disaster situation.

Specific Objectives

Upon completion of this course, the participants will be able to:

1. Explain the concept of ICS, its background, overview, principles and features;
2. Describe the ICS organization;
3. Determine the ICS facilities;
4. Learn how to manage planned events and major incidents;
5. Explain the principle of management by objectives;
6. Determine the essentials in managing resources in ICS;
7. Understand the considerations for incident and event planning; and,
8. Discuss the use of transfer of command, demobilization and close-out
### Course Contents

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<tbody>
<tr>
<td>Introduction to ICS</td>
<td>This module is an introduction to the concept of ICS, highlighting its background and development as well as the key features and principles.</td>
</tr>
<tr>
<td>ICS Organization and Staffing</td>
<td>This module presents the composition of the ICS organization and the roles and responsibilities of the members of the Incident Management Team.</td>
</tr>
<tr>
<td>ICS Facilities</td>
<td>This module emphasizes the basic ICS facilities, their uses and map symbols.</td>
</tr>
<tr>
<td>Managing Planned Events and Incidents</td>
<td>This module underscores the considerations for managing planned events and major incidents using a number of incident management options.</td>
</tr>
<tr>
<td>Incident/ Event Assessment and Management by Objectives</td>
<td>This module highlights the process for assessing the situation and coming up with set of actions using the principle of management by objectives.</td>
</tr>
<tr>
<td>Organizing and Managing Resources</td>
<td>This module is about the different standards and approaches used in ICS when it comes to resource management.</td>
</tr>
<tr>
<td>Incident and Event Planning</td>
<td>This module presents the step-by-step process for planning as the cornerstone of ICS. Further, it introduces the incident action plan as a document that enumerates tactical actions for response.</td>
</tr>
<tr>
<td>Transfer of Command, Demobilization and Closeout</td>
<td>This module provides an overview of the transfer of command, demobilization, and closeout as among the key activities when terminating an ICS operation.</td>
</tr>
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### Participants

**Category:** Technical Course

**Traditional:**
24 technical training hours

**Blended (online):**
30 technical training hours
(20 hours self-paced and 10 hours VTC)

- Any representative from the government, non-government organizations and private organizations
- Must have extensive knowledge and experience in the field of DRRM especially on RA 10121 and other relevant NDRRMC policies and guidelines
- Must be willing to undergo series of ICS ladderized courses
- Must be willing to be deployed for ICS operations during disasters or planned events
IPICS | INTEGRATED PLANNING COURSE ON INCIDENT COMMAND SYSTEM

**Background**

The disaster risk profile of the Philippines necessitates the establishment of an efficient and effective response system that shall help manage the consequences of disasters. Hence, as provided for in the Republic Act (RA) 10121, otherwise known as the Philippine Disaster Risk Reduction and Management (DRRM) Law, the Office of Civil Defense (OCD) has been mandated to establish the Incident Command System (ICS) in the country.

ICS is an on-scene disaster response tool that is used to integrate the complex inter-agency structures of different agencies to work for a common set of objectives during operations. It has been institutionalized as a disaster response mechanism of the in the Philippine DRRM System by virtue of the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 4 s. 2012 issued on 28 March 2012.

Through years of constant training and practice on ICS, the operations of disaster responders have significantly improved in terms of resource management, reporting and documentation, promoting responders’ safety, and efficient utilization of response assets. The success stories in the utilization of ICS have been evident in the past operations for disasters as well as for planned events.

One of the major considerations in the application of ICS is the integrated planning process. This enables the members of the Incident Management Team (IMT) to discuss, brainstorm, plan and decide for the operational activities prior to response. It allows effective collaboration among the different members of the Planning Section.

**General Objective**

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude that are essential for the integration of planning processes and requirements for use in ICS operations.

**Specific Objectives**

Upon completion of this course, the participants will be able to:

1. Describe the Planning Section as part of the ICS organization;
2. Determine all forms, documents, and supplies that are commonly used in the Planning Section;
3. Explain the leadership roles of the Planning Section Chief;
4. Determine the responsibilities of Resource and Demobilization Unit Leaders;
5. Describe the importance of Situation Unit Leader in understanding the disaster situation;
6. Determine the documentation processes used in ICS; and
7. Discuss the roles of the Planning Section in the conduct of transfer of command, demobilization and close-out.
## Course Contents

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<tr>
<td>Overview of Planning Section</td>
<td>This module is an introduction to the Planning Section as part of the ICS organization and as key player for the implementation of ICS.</td>
</tr>
<tr>
<td>Forms, Documents, and Supplies</td>
<td>This module presents all the forms, documents, supplies and other references that are commonly used by the Planning Section and other members of the Incident Management Team (IMT).</td>
</tr>
<tr>
<td>Planning Section Chief</td>
<td>This module highlights the roles and responsibilities of the Planning Section as the overall lead for the planning function in ICS.</td>
</tr>
<tr>
<td>Resource and Demobilization Unit Leaders</td>
<td>This module introduces the duties of the Resource and Demobilization Unit Leaders when it comes to managing, utilizing and tracking incident resources.</td>
</tr>
<tr>
<td>Situation Unit Leader</td>
<td>This module emphasizes the roles of the Situation Unit Leader in gathering pertinent information about the situation and contributes to the planning requirements.</td>
</tr>
<tr>
<td>Documentation</td>
<td>This module highlights the overall documentation process in ICS as performed by the Documentation Unit Leader.</td>
</tr>
<tr>
<td>Transfer of Command, Demobilization and Closeout</td>
<td>This module introduces the roles of the Planning Section in the conduct of transfer of command, demobilization and closeout.</td>
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### Category:

**Technical Course**

**Traditional:**
40 technical training hours

**Blended (online):**
N/A

### Participants

- Any representative from the government, non-government organizations and private organizations
- Must have completed Three-day Basic ICS Course conducted by the OCD
- Must have extensive knowledge and experience in the field of DRRM especially on RA 10121 and other relevant NDRRMC policies and guidelines
- Must be willing to undergo series of ICS ladderized courses
- Must be willing to be deployed for ICS operations during disasters or planned events
INCIDENT COMMAND SYSTEM POSITION COURSE

Background

The disaster risk profile of the Philippines necessitates the establishment of an efficient and effective response system that shall help manage the consequences of disasters. Hence, as provided for in the Republic Act (RA) 10121, the Office of Civil Defense (OCD) has been mandated to establish the Incident Command System (ICS) in the country.

Through years of constant training and practice on ICS, the operations of disaster responders have significantly improved in terms of resource management, reporting and documentation, promoting responders’ safety, and efficient utilization of response assets. The success stories in the utilization of ICS have been evident in the past operations for disasters such as Typhoon Ruby and Mt. Apo Fire Incident as well as for planned events such as the Asia-Pacific Economic Cooperation (APEC) hosting.

In the Integrated Planning Course on ICS, it was learned how the members of the Planning Section work together for effective and efficient ICS planning. It involves collaboration among the Planning Section Chief and the Unit Leaders, namely, Resources Unit, Situation Unit, Documentation Unit and Demobilization Unit. The outputs of the integrated planning process will then be implemented by the rest of the Incident Management Team (IMT) members to achieve the incident objectives.

In order to develop better appreciation and understanding of the different positions in the IMT, there is a need to conduct an ICS training that will highlight the roles and responsibilities of the Incident Commander, the Operations Section, the Logistics Section and Finance and Administration Section.

General Objective

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude that are essential for the application of duties and responsibilities an Incident Commander, together with the functions of the Operations Section, the Logistics Section and Finance and Administration Section.

Specific Objectives

Upon completion of this course, the participants will be able to:

1. Determine the duties, responsibilities and considerations for managing the following positions:
   a. Incident Commander
   b. Operations Section
   c. Logistics Section
   d. Finance and Administration Section

2. Determine the common responsibilities to be undertaken by all Section Chiefs and Unit Leaders.
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<tbody>
<tr>
<td>Incident Commander</td>
<td>This module describes the roles and responsibilities of the Incident Commander as the overall in charge of the IMT.</td>
</tr>
<tr>
<td>Operations Section</td>
<td>This module presents the Operations Section as the Section responsible for the implementation of tactical operations.</td>
</tr>
<tr>
<td>Logistics Section</td>
<td>This module highlights the roles of the Logistics Section in providing logistical support to the IMT.</td>
</tr>
<tr>
<td>Finance and Administration Section</td>
<td>This module presents the importance of Finance and Administration Section in managing financial and administrative concerns.</td>
</tr>
<tr>
<td>Common Responsibilities</td>
<td>This module determines the overall responsibilities that ICS practitioners holding key positions.</td>
</tr>
</tbody>
</table>

Category: Technical Course

Traditional:
40 technical training hours

Blended (online):
N/A

Participants

- Any representative from the government, non-government organizations and private organizations
- Must have completed five-day Integrated Planning Course on ICS conducted by the OCD
- Must have extensive knowledge and experience in the field of DRRM especially on RA 10121 and other relevant NDRRMC policies and guidelines
- Must be willing to undergo series of ICS ladderized courses
- Must be willing to be deployed for ICS opera-
The general objective of the training is for the participants to obtain the knowledge, skills and attitude required for IMT members towards effective group cohesion and well-coordinated disaster response.

Upon completion of this course, the participants will be able to:
1. Describe the overview of an All-Hazards IMT;
2. Determine the processes for IMT transition and management;
3. Determine the roles and responsibilities of the Command Staff and General Staff;
4. Explain the importance of team dynamics and collaboration for effective IMT decision;
5. Describe the planning activities to be undertaken by the IMT in accordance with the Planning Process; and,
6. Practice effective IMT cohesion through series of exercises.

ICS is an on-scene disaster response tool that is used to integrate the complex inter-agency structures of different agencies to work for a common set of objectives during operations. It has been institutionalized as a disaster response mechanism of the in the Philippine DRRM System by virtue of the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 4 s. 2012 issued on 28 March 2012.

The previous ICS courses have thoroughly emphasized the core elements that are essential to constitute a team of effective ICS practitioners, known as the Incident Management Team (IMT). Specifically, during the Basic ICS Course, the founding ICS principles were introduced. During the Integrated Planning Course on ICS, the roles and responsibilities of the Planning Section Chief as well as the importance of the Planning “P” were highlighted. During the ICS Position Courses, the roles and responsibilities of the rest of the IMT members were discussed, particularly the Incident Commander, the Operations Section Chief, the Logistics Section Chief, and Finance/ Administration Section Chief.

To complete the learning and understanding of ICS, there is a need to integrate all of the discussions in the previous ICS courses from the core ICS principles, the Planning Process and the roles and responsibilities of the IMT positions. This will complete the “learning pyramid” for the ICS training as it connects the ICS theories into practical exercises.
Course Contents

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<tbody>
<tr>
<td>Introduction to AHIMT</td>
<td>This module provides an overview of the All-Hazards IMT, its types, membership, and considerations for activation and termination.</td>
</tr>
<tr>
<td>IMT Transition and Management</td>
<td>This module describes the processes involved in the transition of initial response to overall management by an IMT.</td>
</tr>
<tr>
<td>IMT Positions and Responsibilities</td>
<td>This module underscores the values and principles that every IMT member must observe when working and deciding as a team.</td>
</tr>
<tr>
<td>Planning Process</td>
<td>This module provides a step-by-step explanation of the Planning P as well as considerations for organizational continuity.</td>
</tr>
</tbody>
</table>

Category: Leadership/Management Course

Traditional:
40 leadership/management training hours

Blended (online):
N/A

Participants

- Any representative from the government, non-government organizations and private organizations
- Must have completed Five-day ICS Position Course conducted by the OCD
- Must have extensive knowledge and experience in the field of DRRM especially on RA 10121 and other relevant NDRRMC policies and guidelines
- Must be willing to be deployed for ICS operations during disasters or planned events
Background

The OCD, pursuant to its mandate in DRRM as provided for in RA 10121, has been conducting DRRM training and other capacity-building activities for various stakeholders. Using the train-the-trainers approach, the OCD was able to create a pool of DRRM subject matter experts to help strengthen the capacities of government agencies, civil society organizations, private sector groups, and communities. As new approaches and standards in DRRM emerge, the OCD continues to explore innovations to improve its training methodologies.

The conduct of DRRM training and other capacity building activities require the development of competent and capable pool of instructors. The said instructors will eventually be tasked to cascade DRRM training programs from the national down to the local levels. Specifically, an instructor in DRRM must know how to:

- write performance and instructional objectives;
- manage a classroom learning environment;
- prepare lesson plans;
- use various methods of instructional communication; and
- prepare and use visual aids.

General Objective

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude required for a DRRM and civil defense instructor. Such will enable the instructor to handle different types of participants, facilitate group meetings, run and manage meetings and courses effectively.

Specific Objectives

Upon completion of the training, the participants will be able to:

1. Explain the essentials in developing a training course design;
2. Discuss the considerations for preparing session guides;
3. Understand the different teaching-learning materials and their appropriate usage;
4. Discuss the training requirements that must be built in a learning environment;
5. Demonstrate effective facilitation skills;
6. Demonstrate various teaching-learning methodologies; and,
7. Understand techniques for handling difficult participants.
Office of Civil Defense | Training for Instructors

Category: Technical Course

Traditional:
40 leadership/management training hours

Blended (online):
N/A

Participants

- Any representative from the government, non-government organizations and private organizations
- Must be working in the field of training or capacity-building
- Must have extensive knowledge and experience in the field of DRRM especially on the provisions indicated in RA 10121 and other relevant NDRRMC policies and guidelines
- Must be available to be tapped as instructor for various DRRM and Civil Defense courses.
To respond to the rapidly changing landscape of emergency management in the Philippines, the OCD is mandated by the RA 10121 to institutionalize Rapid Damage Assessment and Needs Analysis (RDANA), a tool for disaster response. According to Rule 7, Section 3G of the Implementing Rules and Regulations of RA 10121, OCD is tasked to “formulate standard operating procedures for the deployment of Rapid Damage Assessment and Needs Analysis teams, information sharing among different government agencies, and coordination before and after disasters at all levels.”

Therefore, it is vital for OCD to develop a RDANA teams who will be deployed at the impacted areas and do an immediate assessment of the situation at the ground. In general, RDANA works by providing a quick “snapshot” of the disaster situation. It determines the type and extent of damages brought about by a disaster, including its secondary threats, the critical needs of the affected population, and the local response capacities.

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude required in utilizing the RDANA as a method to prescribe the life-saving interventions for communities affected by disasters.

Upon completion of this course, the participants will be able to:

1. Explain the concept of RDANA, its background, objectives, processes, and linkages to the Philippine DRRM System;
2. Explain the concept of operations as applied in RDANA;
3. Explain the mobilization procedures to be observed in RDANA; and
4. Explain the preparations for an RDANA mission.
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<td>Introduction to RDANA</td>
<td>This module is an introduction to RDANA as one of the DRRM tools under the Philippine DRRM system.</td>
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<td>Concept of Operations</td>
<td>This module presents the procedures to be observed when applying RDANA.</td>
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<tr>
<td>Mobilization</td>
<td>This module underscores the key considerations when deploying RDANA teams.</td>
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<tr>
<td>Methodologies</td>
<td>This module presents the different assessment methodologies that can be utilized to gather relevant data and make the appropriate recommendations for intervention.</td>
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<tr>
<td>Preparations</td>
<td>This module is about the needed preparations for any RDANA team member before being deployed for a mission.</td>
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Category: Technical Course

- **Traditional:**
  - 32 technical training hours

- **Blended (online):**
  - 19 technical hours
  - (12 hours self-paced and 7 hours VTC)

Participants

- Any representative from member agencies of the DRRMC at the national, regional or local level
- Must have extensive knowledge and experience in the field of DRRM especially on the provisions indicated in RA 10121 and other relevant NDRRMC policies and guidelines
- Must be willing to be deployed on disaster-stricken areas to conduct RDANA for long durations
Background ¹

RA 10121 is the overall legal framework that provides holistic and comprehensive approach to disaster resiliency. It was signed into law on May 10, 2010, which led to the government’s paradigm shift from a reactive disaster response and coordination to a proactive stance in DRRM. Specifically, the paradigm shift gave birth to the Disaster Rehabilitation and Recovery as a thematic area. The goal of Disaster Rehabilitation and Recovery is to restore and improve the facilities, livelihoods, living conditions and organizational capacities of the affected communities, and reduce disaster risks in accordance with the “build back better” principle.

To ensure an efficient, effective and well-organized Disaster Rehabilitation and Recovery, the Philippine government begins by conducting an aggregate but detailed assessment of the disaster impacts and identifying the critical needs of the affected sectors. Such strategy is particularly achieved thru the Post-Disaster Needs Assessment (PDNA). PDNA is defined as a multi-sectoral and multidisciplinary structured approach for assessing disaster impacts and prioritizing recovery and reconstruction needs. PDNA is led and undertaken by the government in collaboration with international development partners and even the private sector.

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<td>Introduction to PDNA</td>
<td>This module describes PDNA, its overview, guiding principles, and framework. It also provides an introduction to the PDNA elements such as the sectors, methodologies and participants involved.</td>
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<tr>
<td>Operational Definition of Terms</td>
<td>This module enumerates the different terminologies used in PDNA as well as their operational application.</td>
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<tr>
<td>The PDNA Sectors</td>
<td>This module determines the essential societal sectors that are assessed under the PDNA approach.</td>
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<tr>
<td>Conducting PDNA</td>
<td>This module presents the considerations for activation and organization of PDNA teams and identifies the steps and procedures for the conduct of PDNA.</td>
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<tr>
<td>Damage and Loss Assessment (DaLA)</td>
<td>This module describes the function of DaLA in PDNA and the process for conducting it.</td>
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<tr>
<td>Human Recovery Needs Assessment (HRNA)</td>
<td>This module highlights the concept of HRNA to integrate the social dimensions of post-disaster recovery as applied in the PDNA methodology.</td>
</tr>
<tr>
<td>Linking PDNA with Development</td>
<td>This module is about the implications of conducting PDNA to holistic and long-term rehabilitation and recovery.</td>
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## Category: Technical Course

**Traditional:**

32 technical training hours

**Blended (online):**

25 technical training hours

(16 hours self-paced and 9 hours VTC)

## Participants

- Any representative from member agencies of the DRRMC at the national, regional or local level
- Must have extensive knowledge and experience in the field of DRRM
- Preferably for agencies involved in disaster rehabilitation and recovery
- Must be available to be deployed in disaster-affected areas to conduct PDNA for long durations
Despite the implementation of Republic Act 10121 in 2010, the disaster risk reduction and management (DRRM) system remains to be a big challenge especially during the event of a disaster. Specifically, lessons learned from previous events indicated that though the numbers of responders are increasing, there are still gaps in emergency services. Consequently, this led to higher number of casualties due to late response or unattended victims that require immediate attention, leaving the community, as the victims of the aftermath, more vulnerable than before.

In general, the local community members serve as the first people to arrive and assist at the scene of the incident. With this, it was deemed necessary to address the gap by streamlining emergency management specifically initial response operation to the grassroots. There is a need to equip/train/make the local community members more competent with the knowledge and skills to properly assess and manage emergencies as they are the first on scene in an emergency call and they must act as the bridge between the initial pick-up point of the emergency responders and ambulance team. These responders may typically include community volunteers that are the key person who provides initial care to the emergency or disaster victims before professional responders arrive.

After completing the training, the participant will be able to provide initial and immediate response to emergencies and disasters in their locality.

Upon completion of the training, the participants will be able to:

1. To describe one’s self and his/her roles and responsibility as a Community First Responder;
2. To describe the Philippine Disaster Risk Reduction and Management System (PDRRMS);
3. To provide the effective communication system in the locality during emergencies and disasters;
4. To ensure safety of the responders, environment and patient during response;
5. To conduct initial assessment and first-aid on patients with common and simple emergencies;
6. To demonstrate initial and immediate response to victims of emergency and disaster; and,
7. To demonstrate compassion and confidence when performing initial and immediate response as Community First Responder.
The Community First Responder

This module serves as the leeway and foundation of the succeeding modules. This shows the capacities and strengths of the CFRs through their own initiatives. Likewise, this will elicit and reflect the characteristics and attitude of CFRs should possess.

Resource Management

This module will enable CFRs to explore their knowledge and skills in Resource Management. Resources available at the local levels shall be discussed which can be utilized/applied in times of disaster.

Initial and Immediate

As the CFRs, it is a requirement for them to be equipped with knowledge regarding safety and protection and the various techniques on rescue and appropriate response in times of disaster and emergency situation. This module shall provide the CFRs, as vanguards, a detailed discussion related to initial and immediate response and develop/improve their capacity to be well-prepared in times of any disaster event.

Community Based Information and Reporting System

Aside from being a rescuer or responder in times of emergency, the CFRs are also tasked to report the incident, thus, this final module provides the participants with opportunities to learn more on the practical way of gathering information and report this to the appropriate authority.

Category: Technical Course

Traditional:
56 technical training hours
- Nine (9) days – Inclusive of levelling and enhancement of skills
- Seven (7) days – Total number of training days

Blended (online):
N/A

Participants

- Must be a regular government employee, preferably form the National DRRM Council Member Agencies
- Must have extensive knowledge and experiences in the field of DRRM especially on the provisions stipulated in RA 10121 and other relevant NDRRMC policies and guidelines
- Must be physically fit
- Pregnant women are not allowed to join
- Participants must not be more than 50 years old at the time of the training
- Must accomplish the prescribed Medical Certificate and Accident Waiver Form
Following the enactment of RA 10121, otherwise known as the Philippine DRRM Act of 2010, the Philippine government took a proactive approach to manage the disaster consequences and reduce disaster risks by institutionalizing various mechanisms. Among these is the Incident Command System (ICS).

ICS is one of the flagship programs of the OCD. By virtue of various NDRRMC issuances, ICS has been institutionalized as an on-scene disaster response tool of the Philippine DRRM System. ICS is a standard, on-scene, and all-hazard incident management concept introduced by the US Forest Service that can be used by all DRRM Councils, emergency management, and response agencies. It is a disaster response tool that coordinates the actions of all response groups.

To effectively implement ICS, there is a need to obtain authority from the decision makers of agencies and organizations, known as Responsible Officials (ROs). ROs work by delegating authority to an Incident Commander and setting the priorities and policy guidance for tactical response.

To develop better appreciation and understanding of ICS at the RO’s level, there is a need to conduct an executive course, designed as a crash-course, which shall highlight the core ICS principles, features and functions that are appropriate for the management’s perspectives.

In this regard, the course design for the conduct of ICS Executive Course is hereby prepared.

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude required when it comes to the application of the general concepts and principles of ICS from manager’s point of view.

Upon completion of this course, the participants will be able to:

1. Explain the concept of ICS, its background, overview, principles and features;
2. Describe the ICS organization;
3. Discuss the ICS facilities;
4. Explain the considerations for managing planned events and major incidents; and,
5. Describe the common responsibilities for any ICS practitioner.
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<td>Introduction to ICS</td>
<td>This module is an introduction to the concept of ICS, highlighting its back-</td>
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<td>ground and development as well as the key features and principles.</td>
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<tr>
<td>ICS Organization</td>
<td>This module presents the composition of the ICS organization and the roles</td>
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<td>and responsibilities of the members of the Incident Management Team.</td>
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<tr>
<td>ICS Facilities</td>
<td>This module emphasizes the basic ICS facilities, their uses and map symbols.</td>
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<tr>
<td>Managing Planned Events and</td>
<td>This module underscores the considerations for managing planned events</td>
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<tr>
<td>Incidents</td>
<td>and major incidents using a number of incident management options.</td>
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<tr>
<td>Common Responsibilities</td>
<td>This module is about the communication responsibilities that any ICS practi-</td>
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<td>tioner must be aware of.</td>
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Category: Leadership/Management Course

Traditional:
8 leadership/management training hours

Blended (online):
14 leadership/management hours
(9 hours self-paced and 5 hours VTC)

Participants

- Preferably for persons with executive/senior/managerial level position in an agency/organization/office
- Must have extensive knowledge and experience in the field of DRRM especially on the provisions indicated in RA 10121 and other relevant NDRRMC policies and guidelines
EMERGENCY OPERATIONS CENTER

Background

As provided for in the Republic Act (RA) 10121, the Office of Civil Defense (OCD), as the Executive Arm and Secretariat of the National Disaster Risk Reduction and Management Council (NDRRMC), is mandated to establish standard operating procedures (SOPs) for coordination across all phases of disaster. Under the thematic area of Disaster Response, among the coordinating mechanisms established are the Incident Command System (ICS) and Cluster Approach. The ICS and the Cluster Approach are two distinct yet complementary systems. As evidenced by past major operations for disasters and planned events in the country, both systems effectively complement each other by using the “force-provider” and “force-employer” relationship. ICS, as the “force employer”, is used to manage on-scene response while the Response Clusters, as the “force providers”, act as supporters to the Incident Management Teams (IMTs).

To facilitate the interoperability of these two (2) important entities, the Emergency Operations Center (EOC) has been underscored. The EOC is the facility equipped with personnel and resources that serves as repository of information and main hub for coordination to support the management of an incident or planned event. In this context, the EOC acts as the link between the IMTs and the Response Clusters.

While RA 10121 clearly requires the establishment of operation centers across all the DRRMC levels, it is important to learn how to properly manage and operate an EOC.

General Objective

At the end of the training, the participants will be able to develop the knowledge, attitude and skills required in the effective operationalization and management of an EOC.

Specific Objectives

Upon completion of this course, the participants will be able to:

1. Discuss the concept of the EOC, its legal mandate, and role in the broader spectrum of the Philippine DRRM system;
2. Discuss the approaches for the EOC operations;
3. Describe the considerations for staffing and organizing an EOC;
4. Determine the physical building requirements for establishing an EOC;
5. Explain the communication essentials of an EOC;
6. Discuss the considerations for information management as applied in an EOC;
7. Explain the EOC planning process and its importance; and
8. Describe the approaches in ensuring the readiness of an EOC.
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<td>This module is an introduction to the concept of the EOC, its legal mandate, and role in the broader spectrum of the Philippine DRRM system.</td>
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<tr>
<td>EOC Operations</td>
<td>This module highlights how to operationalize an EOC, including the relationship between EOC staff, including clusters, and IMTs.</td>
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<tr>
<td>EOC Organization and Staffing</td>
<td>This module discusses the considerations for staffing and organizing an EOC in accordance with the principles of ICS, and considerations for EOC staffing and stress management.</td>
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<tr>
<td>EOC Facility Design and Requirements</td>
<td>This module highlights the essentials in establishing the EOC as a facility as well as other building requirements.</td>
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<tr>
<td>EOC Communication Requirements</td>
<td>This module covers the primary requirements for EOC communications and common communication technologies.</td>
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<td>EOC Information Management</td>
<td>This module highlights how to determine EOC information needs, the importance of information management systems, and meeting public information demands.</td>
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<tr>
<td>EOC Planning Process</td>
<td>This module underscores the importance of action planning to achieve EOC priorities.</td>
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<tr>
<td>EOC Readiness</td>
<td>This module highlights key recommendations on ensuring the capability readiness of an EOC as part of the ways ahead.</td>
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Category: Leadership/Management Course

Traditional:
24 leadership/management training hours

Blended (online):
25 leadership/management training hours
(16 hours self-paced and 9 hours VTC)

Participants

- Must have completed the Basic ICS Course
- Currently working (or with experience working) in EOC, or any similar facility
- Must have extensive knowledge and experience in the field of DRRM especially on the provisions of Republic Act 10121 and other relevant NDRRMC policies and guidelines
Background

As provided for in the Republic Act (RA) 10121, the Office of Civil Defense (OCD), as the Executive Arm and Secretariat of the National Disaster Risk Reduction and Management Council (NDRRMC), is mandated to establish standard operating procedures (SOPs) for coordination across all phases of disaster. Under the thematic area of Disaster Response, among the coordinating mechanisms established are the Incident Command System (ICS) and Cluster Approach. The ICS and the Cluster Approach are two distinct yet complementary systems. As evidenced by past major operations for disasters and planned events in the country, both systems effectively complement each other by using the “force-provider” and “force-employer” relationship. ICS, as the “force employer”, is used to manage on-scene response while the Response Clusters, as the “force providers”, act as supporters to the Incident Management Teams (IMTs).

To facilitate the interoperability of these two (2) important entities, the Emergency Operations Center (EOC) has been underscored. The EOC is the facility equipped with personnel and resources that serves as repository of information and main hub for coordination to support the management of an incident or planned event. In this context, the EOC acts as the link between the IMTs and the Response Clusters.

While RA 10121 clearly requires the establishment of operation centers across all the DRRMC levels, it is important to learn how to properly manage and operate an EOC.

General Objective

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude for senior officials to learn about the Emergency Operations Center (EOC) management and interoperability.

Specific Objectives

Upon completion of this course, the participants will be able to:

1. Discuss the concept of the EOC, its legal mandate, and role in the broader spectrum of the Philippine DRRM system;
2. Review the concept of ICS;
3. Review the Response Clusters and their composition;
4. Explain the interoperability of EOC with other response mechanisms; and,
5. Determine the considerations for organizing the EOC staff and managing the facilities.
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<td>This module is an introduction to the concept of the EOC, its legal mandate, and role in the broader spectrum of the Philippine DRRM system.</td>
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<td>Review of ICS</td>
<td>This module is a refresher on the key concepts and principles of ICS.</td>
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<tr>
<td>Review of Response Clusters</td>
<td>This module is a refresher on the Response Clusters, as provided for in the National Disaster Response Plan.</td>
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<tr>
<td>Response Interoperability</td>
<td>This module highlights the interoperability of the EOC, Response clusters, and Incident Management Teams for well-coordinated disaster response.</td>
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<tr>
<td>EOC Organization and Facility</td>
<td>This module presents the considerations for organizing the EOC staff in accordance with the principles of ICS. It also highlights the essentials in establishing the facility for the EOC.</td>
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### Category: Leadership/Management Course

**Traditional:**
8 leadership/management training hours

**Blended (online):**
N/A

### Participants

- Preferably for persons with executive/senior/managerial level position in an agency/organization/office
- Must have extensive knowledge and experience in the field of DRRM especially on the provisions indicated in RA 10121 and other relevant NDRRMC policies and guidelines
The disaster risk profile of the Philippines necessitates the establishment of an efficient and effective disaster management system. Hence, as provided for in the Republic Act (RA) 10121, the concept of Disaster Risk Reduction and Management (DRRM) has been institutionalized, along with its four (4) interoperable and mutually reinforcing thematic areas: Disaster Prevention and Mitigation, Disaster Preparedness, Disaster Response, and Disaster Rehabilitation and Recovery.

Specifically, under the thematic area of Disaster Preparedness, one of its key indicators is the conduct of exercises. An exercise is a focused practice activity that places the participants in a simulated situation requiring them to function as expected in a real event.

The National Disaster Risk Reduction and Management Plan (NDRRMP) indicates that the conduct of exercise should be in place to help ensure that communities are equipped with the necessary skills and capability to cope with the impact of disasters. Likewise, the importance of exercises is emphasized in the National Disaster Preparedness Plan (NDPP).

Recognizing the need to streamline the conduct of exercises in the Philippines, the Office of Civil Defense (OCD) collaborated with the United States Forest Service (USFS) to develop a common approach for designing exercises based on international standards.

Upon completion of this course, the participants will be able to:
1. Describe the overall concept of exercise, its principles, types and associated DRRM subjects;
2. Determine the essentials for preparing exercises;
3. Explain the steps involved in the exercise planning process;
4. Describe the factors to be considered for the exercise conduct; and
5. Determine the important post-exercise activities.
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<td>Introduction to Exercise</td>
<td>This module provides the overview of the exercise, its types and corresponding examples. It also highlights the common DRRM related subjects that are usually incorporated in the design of exercises.</td>
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<tr>
<td>Exercise Preparations</td>
<td>This module highlights the importance of an exercise program as well as the requirement for soliciting support from an organizational management to justify the need for the exercise. It presents the activities to be undertaken to organize the exercise planning effort.</td>
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<tr>
<td>Exercise Planning Process</td>
<td>This module presents the steps to be undertaken from the general exercise design to a more detailed and specific exercise development.</td>
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<tr>
<td>Exercise Conduct</td>
<td>This module presents the essentials for the conduct of an exercise based on the design that was developed by the planning team.</td>
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<tr>
<td>Post-Exercise Activities</td>
<td>This module highlights the importance of debriefings, evaluations, after action reviews and improvement plans as part of the post-exercise requirements.</td>
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**Category:** Technical Course

**Traditional:**
40 technical training hours

**Blended (online):**
19 technical training hours
(12 hours self-paced and 7 hours VTC)

**Participants**

- Any representative from the government, non-government organizations and private organizations
- Must have completed Basic Incident Command System Training Course and Emergency Operations Center Training Course
- Must have extensive knowledge and experience in the field of DRRM especially on RA 10121 and other relevant NDRRMC policies and guidelines
- Must be willing to be mobilized as part of the Exercise Planning and Management Teams during the conduct of DRRM-related exercises