

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**  
**Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32**

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F. No.6/1/2/10-UTCS(TS-II/

Dated -09-2010

**CIRCULAR**

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials / officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for managerial competence. DoPT had sponsored a three-day training course on "**Basic Managerial Competence in Disaster Management**". Earlier the course was scheduled from 02-08-2010 to 04-08-2010. The Course has been rescheduled from **27-10-2010 to 29-10-2010**.

**IMPORTANCE OF THE COURSE**

Disaster is a wide term that includes not only floods, tsunamis, earthquakes, landslides, hurricanes, cyclones, etc., but also mishaps and accidents and other happenings involving human life. Delhi falls in seismic zone IV and is vulnerable not only to earthquakes but also other major and minor disasters. The Course intends to focus on all crucial aspects of disaster management including awareness about Government's effort, institutional support, status of readiness and need for individual and community involvement.

**TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to benefit all lower/middle level functionaries in the Government, its local/autonomous bodies, public sector undertakings and, directly/indirectly associated with handling, coordinating, assisting and managing in risk control and mitigation. The Course may also be useful to the resident welfare associations, NGOs etc. Training Module/Learning Units are enclosed.

**OBJECTIVES OF THE COURSE**

At the end of the Course the participants will be able to:

1. Explain types of disaster with special reference to vulnerability in each case
2. Explain disaster management cycle.
3. List activities needed for disaster preparedness and mitigation
4. Explain role of community and partnership with Non-Government agencies.
5. List scientific technologies of early warning of disasters.
6. Survival skills.

**CONTENTS OF THE COURSE**

1. Disaster – Definition, Types and Causes
2. Climate change and Disasters
3. Disasters – Examples and Consequences
4. Disaster Management and Institutional Support
5. Disaster Management – Main issues, Impact and Response
6. Disaster Management – Relief & Rehabilitation,
7. Disaster Management –Reconstruction and Development
8. Disaster Management – Risk Reduction and Mitigation
9. Disaster Management - Precautions
10. Disaster Management - Preparedness

**METHODOLOGY OF THE COURSE**

The Course would be conducted by experts who are experienced in the area of Disaster Management. While lecture method would be generally followed, case studies, group discussions and documentaries may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.



**NOMINATIONS FOR THE COURSE**

1. The Course envisages class strength of 40 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent by 20-10-2010.
4. **Nominations received after 20-10-2010 may not be entertained.**
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

**OTHER INSTRUCTIONS**

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones **on silent mode** during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information/clarification on training course.
8. Contact/correspondence may be made on Phone Nos. 22303843 & Mobile No, 9810852945 Fax No. 22308556 and through email address [utcs@nic.in](mailto:utcs@nic.in) / [adtrg2utcs.delhi@nic.in](mailto:adtrg2utcs.delhi@nic.in)

(CATHERINE MATHAI)  
Assistant Director - II (Trg.)  
Tel. No. 22303843

F. No.6/1/2/10-UTCS(TS-II)/24712 - 24879

Dated 22-09-2010

**Copy for information to:**

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PA to Spl. Secretary-cum-Spl. Director (Trg.), UTCS, Shahdara, Delhi.
4. Estate Officer (Trg.) for uploading on the WEBSITE of the Department.

(CATHERINE MATHAI)  
Assistant Director - II (Trg.)

Estate Officer  
Directorate of Training UTCS  
Vishwas Nagar Delhi - 32

Stamp: Director of Training, Government of NCT of Delhi, Shahdara, Delhi



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**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN  
DISASTER MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence	
Duration of the Course		Three days (27 <sup>th</sup> October to 29 <sup>th</sup> October, 2010)	
Number of Sessions		Twelve (12)	
Training Branch		II	
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director	
<b>Session</b>	<b>Duration</b>	<b>Topics</b>	<b>Proposed Speaker</b>
<b>Session – I</b> 10.00 am- 11.15am	75 Min.	Disaster – Definition, Types and Causes	
Tea			
<b>Session – II</b> 11.30 am- 12.45 pm	75 Min.	Climate change and Disasters	
Lunch			
<b>Session – III</b> 01.45 pm- 03.00 pm	75 Min.	Disasters – Examples and Consequences	
Tea			
<b>Session – IV</b> 03.15 pm- 04.30 pm	75 Min.	Disaster Management and Institutional Support	
<b>Session – V</b> 10.00 am- 11.15am	75 Min.	Disaster Management – Main issues, Impact and Response	
Tea			
<b>Session – VI</b> 11.30 am- 12.45 pm	75 Min.	Disaster Management – Relief & Rehabilitation	
Lunch			
<b>Session – VII</b> 01.45 pm- 03.00 pm	75 Min.	Disaster Management – Reconstruction and Development	
Tea			
<b>Session – VIII</b> 03.15 pm- 04.30 pm	75 Min.	Disaster Management – Risk Reduction and Mitigation	
<b>Session – IX</b> 10.00 am- 11.15am	75 Min.	Disaster Management – Precautions	
Tea			
<b>Session – X</b> 11.30 am- 12.45 pm	75 Min.	Disaster Management - Preparedness	
Lunch			
<b>Session – XI</b> 01.45 pm- 03.00 pm	75 Min.	Case studies and Group Discussion	
Tea			
<b>Session – XII</b> 03.15 pm- 04.30 pm	75 Min.	Film/documentary	



**COMPETENCE IN DISASTER MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence		
Duration of the Course		Three days (27 <sup>th</sup> October to 29 <sup>th</sup> October, 2010)		
Number of Sessions		Twelve (12)		
Training Branch		II		
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director		
Enabling Objectives	Contents & Sequence	Method of Training	Training Material and aid	Performance Aid
<b>Session – I</b>	<b>Disaster – Definition, Types and Causes</b>			
<b>Overview</b>	<b>Definition and features of disaster</b> - Unpredictability - Unfamiliarity - Uncertainty - Urgency ○ <b>Types of disasters</b> ○ <b>Major natural disasters</b> - Earthquake - Drought - Cyclone - Flood - Volcanic Eruptions ○ <b>Minor natural disaster</b> - Cold waves - Heat waves - Storms ○ <b>Major man-made disasters</b> - Epidemics - Fires - Bio Chemical Pollution - Industrial Pollution - Nuclear and Radioactivity - Wars ○ <b>Minor man-made disasters</b> - Accidents - Riots - Food poisoning	<b>Lecture</b>		
<b>Session - II</b>	<b>Climate change and Disasters</b>	<b>Lecture</b>		
	- Climate change and Disasters			
<b>Session - III</b>	<b>Disasters – Examples and Consequences</b>	<b>Lecture</b>		
	○ <b>Examples in the World</b> - Africa - Latin America - Male ○ <b>Examples in the Country</b> - Rajasthan - Gujrat ○ <b>Consequences</b> - On human life & property - On demography - Psycho-social effects - Economic resources			
<b>Session – IV</b>	<b>Disaster Management and Institutional Support</b>	<b>Lecture</b>		
	○ <b>At International Level</b> - UNDP – DMS Project - USAID – DMSP (Disaster Management Support			



	Programme) ○ <b>At National Level</b> - National Cyclone Mitigation Programme - National Earthquake Mitigation Programme ○ <b>At State Level</b> - Gujarat Disaster Management Authority - Orissa Disaster Management Authority ○ <b>At District Level</b> - ○ <b>At Village/City Level</b> - Maharashtra – Pani Panchayat			
Session – V (Part –I)	<b>Disaster Management – Main issues</b>	<b>Lecture</b>		
	- Impact of disaster - Response to disaster - Incident Command System - Action for relief and rehabilitation - Action for reconstruction - Action for prevention - Action for mitigation - Action for preparedness			
Session – V (Part –II)	<b>Disaster Management – Impact and Response Impact phase</b>	<b>Lecture</b>		
	- Loss - Destruction - Climate change concept - Climate change – Impact on Agriculture (Food Security) - Climate change – Floods / Droughts / Cyclones - Climate change – Water shortage - Climate change – Biodiversity - Climate change – Impact on India - Consternation - Shock and Trauma ○ <b>Response phase</b> ○ <b>Victims of disaster</b> - Removal - Retrieval - Transportation - Medical aid - Shelter - Food ○ <b>Place of disaster</b> - Response to damage - Response to debris - Response to accessibility			
Session - VI	<b>Disaster Management – Relief &amp; Rehabilitation</b>	<b>Lecture</b>		
	○ <b>Relief and Rehabilitation</b> - Relief for Primary survivors Secondary survivors			



	- Rehabilitation with Hospitals Schools Office building <b>Community centers</b>			
<b>Session - VII</b>	<b>Disaster Management – Reconstruction and Development</b>	<b>Lecture</b>		
	○ <b>Reconstruction:</b> - Maharashtra 'Lature Earthquake' Reconstruction - Gujarat Earthquake Reconstruction Programme ○ <b>Development:</b> - Planning Commission paper on Disaster & Development			
<b>Session - VIII</b>	<b>Disaster Management – Risk Reduction and Mitigation</b>	<b>Lecture</b>		
	○ Structural Mitigation ○ <b>Non-Structural Mitigation</b>			
<b>Session - IX</b>	<b>Disaster Management – Precautions</b>	<b>Lecture</b>		
	○ Educational Material ○ Awareness Programme / Mock drills			
<b>Session - X</b>	<b>Disaster Management – Preparedness</b>	<b>Lecture</b>		
	○ Vulnerability Assessment ○ Planning ○ Warning System ○ Public Education Awareness ○ Database ○ Information System			
<b>Session - XI</b>	<b>Case studies and Group Discussion</b>	<b>Lecture</b>		
	○ Latin Earthquake (1993) ○ Orissa Super Cyclone (1999) ○ Gujarat Earthquake (2001)			
<b>Session - XII</b>	<b>Film / documentary</b>	<b>Lecture</b>		
	○ Orissa Super Cyclone (Mahesh Bhatt) ○ Orissa Super Cyclone (NCDM) ○ Gujarat Earthquake (NCDM) ○ Film – Climate change inconvenient truth (Al-gore)			