

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

F. No.6/1/1/2012-13/TS-II/UTCS/ 3756-3922

Dated 05-03-12

**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. The three-day training course on "**Basic Managerial Competence in Disaster Management**". The Course shall commence on **11.04.2012 to 13.04.2012 (Wednesday to Friday)**.

**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 may be sent by **02.04.2012**.
4. **Nominations received after 02.04.2012 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 observe punctuality and regularity.
2. Participants are expected to keep their mobile phones **on silent mode** during the training sessions.
3. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
4. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
5. Participants may contact the undersigned for any information/clarification on training course.

6. Filled up Bio-data forms of nominated officials may be forwarded by department.
7. Bio-data form is available in the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.
8. Contact/correspondence may be made on Phone Nos. 22303844, 0-9811144755, Fax No. 22308556 and through Email address [adtrg2utcs.delhi@nic.in](mailto:adtrg2utcs.delhi@nic.in)

*R. Bhatia*  
**(RAJESH BHATIA)**  
 Assistant Director - II (Trg.)  
 Tel. No. 22303844

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**Copy for information to:**

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations.
2. Estate Officer (Trg.) for uploading on the WEBSITE of the Department.

*R. Bhatia*  
 02/03/2012  
**(RAJESH BHATIA)**  
 Assistant Director - II (Trg.)

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

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Three days (11 <sup>th</sup> to 13 <sup>th</sup> April, 2012)
Number of Sessions		Twelve (12)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Session	Duration	Topics
11 <sup>th</sup> April, 2012 (Wednesday)		
Session – I 10.00 am- 11.15am	75 Min.	Basic Concepts of Disaster Management, DM Cycle & HRVC Analysis
Tea		
Session – II 11.30 am- 12.45 pm	75 Min.	An overview of manmade Disasters including Chemical, Biological, Radiological & Nuclear Emergencies
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	An Overview of Delhi vulnerability to various natural & manmade hazards
Tea		
Session – IV 03.15 pm- 04.30 pm	75 Min.	Institutional arrangements for coordination at City & State level in Delhi + tabletop exercise on SDMP / DDMP
12 <sup>th</sup> April, 2012 (Thursday)		
Session – V 10.00 am- 11.15am	75 Min.	Issues & Challenges of Response & Relief Management
Tea		
Session – VI 11.30 am- 12.45 pm	75 Min.	Post Disaster Scenario – Rapid damage assessment, Damage & loss assessment, Rehabilitation & recovery
Lunch		
Session – VII 01.45 pm- 03.00 pm	75 Min.	Cross cutting issues in DM – Gender, Children, Environment, Climate Change etc.
Tea		
Session – VIII 03.15 pm- 04.30 pm	75 Min.	Management of a major earthquake – A case study on Bhuj Earthquake
13 <sup>th</sup> April, 2012 (Friday)		
Session – IX 10.00 am- 11.15am	75 Min.	An overview of IRS
Tea		
Session – X 11.30 am- 12.45 pm	75 Min.	An overview of IRS Contd..
Lunch		
Session – XI 01.45 pm- 03.00 pm	75 Min.	Simulation exercise on a major earthquake situation in Delhi
Tea		
Session – XII 03.15 pm- 04.30 pm	75 Min.	After action review of simulation exercise