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U.S. INDIAN OCEAN TSUNAMI WARNING SYSTEM (IOTWS)
PROGRAM

**PROCEEDING OF BASIC AND
INTERMEDIATE COURSE ON
"INCIDENT COMMAND SYSTEM FOR
DISASTER MANAGEMENT"
(APRIL 2006)**

April 2006 Version 1.0

Prepared for the United States Agency for International Development
by the IRG-Tetra Tech Joint Venture



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USGS
science for a changing world



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Basic and Intermediate Course on “Incident Command System for Disaster Management”

Proceedings

24-28 April 2006

Earl's Regency Hotel, Kandy, Sri Lanka



Facilitating Institution

Disaster Management Center
Ministry of Disaster Management and Human Rights

Implemented by

United States Department of Agriculture, Forest Service (USFS)
through the U.S. Indian Ocean Tsunami Warning System (IOTWS) Program

With Support from

The United States Agency for International Development (USAID)



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Background

The program to consider introducing Incident Command System (ICS) for Disaster Management in Sri Lanka was launched in September 2005 under the US IOTWS program. The implementing agency is the United States Department of Agriculture, Forest Service (USFS). The program is supported by The United States Agency for International Development (USAID). The Disaster Management Centre (DMC), Ministry of Disaster Management and Human Rights, Sri Lanka is the facilitating institution implementing the program within Sri Lanka.

The Basic/Intermediate course is the first activity planned to give in-depth knowledge about ICS to participants. This course is the first in a series of 8 formal classes covering all aspects of ICS. The curriculum allows participants to experience the process of attempting to integrate ICS into the disaster management practices of Sri Lanka. Thirty nine trainees were trained over a five day period. Participants list is attached in annex 2.

Course Objective

The objective of the Basic/Intermediate Incident Command System (ICS) course is to provide an opportunity for participants to gain an in-depth understanding of ICS. This comprehensive understand allows participants to future explore potential adaptability for use in Sri Lanka. The train the trainer format gives those who complete the course (and additional courses) the knowledge and skills necessary to become ICS trainers in the future.

Inaugural Session

The session started with the Traditional Oil Lamp light ceremony. The participants were welcomed by Mr. P. Dias Amarasinghe, Secretary, Ministry of Disaster Management and Human Right. Mr. Amarasinghe highlighted the ongoing initiatives of the Ministry of Disaster Management and Human Right and the Disaster Management Center (DMC). He mentioned that DMC had developed the Road Map for Disaster Risk Management and the national policy for disaster management are in the draft format. Mr. Amarasinghe continued by saying DMC had started the collaborative ICS program to help disaster management in Sri Lanka. Mr. Amarasinghe thanked participants for attending the training course and for being trainers for the future. He thanked USAID and US Forest Service for providing support to implement the program. The audience was then addressed by Ms. Trudie Mahoney,



Mr. P.Dias Amarasinghe, Secretary of the Ministry of Disaster Management and Human Rights proving the welcome speech

US Dept. of Agriculture, Forest Service. Ms. Trudie welcomed participants attending the training course and introduced the cadres/trainers for the course. Lastly Ms. Jane Ingebretson, ICS Expert, US Forest Service discussed the course objectives, agenda, scenarios, definitions, process for questions and capturing adaptations concerns during the session.

Summary of the Training Course

The five day training program was divided in to six modules with lots of scenarios and discussions. The six modules were (1) Module A: introduction of ICS, principles and features, (2) Module B: organization and staffing, (3) Module C: incident facilities, (4) Module D: incident resources and resources management, (5) Module E: managing incidents and events and (6) Module F: incident planning. There were multiple scenarios for each module to understand and adopt ICS system. Each class day began with an opening quiz session to reinforce learning. Questions answered correctly yielded a small prize for the trainee. The 39 participants were divided into 6 small groups. Each group had a diverse combination of agencies and technical skills within the group. This allowed for lively dialogue during scenarios development, discussions and adaptation of ICS.

There were two lectures and two exercises in day one. Module A: Incident Command System Overview was presented by Jane Ingebretson. This information focused on introduction of ICS, its principles and features, organizational function and functional responsibility, unity, chain of command and integrated communication technology for ICS. Module B: organization and staffing of ICS was presented by Rich Caballero. Mr. Rich discussed major ICS positions and their activities and roles and responsibilities under each position. This included ICS reporting and working relationships with technical specialist, multi agency relationships and information flow within the organization.



Participant presenting the Incident Action Plan

The scenario for Module A focused on the team building, sharing of information and decision making processes for ICS. The six groups came up with their team opinions and presented this to the audience. Module B scenario was to identify the ICS organizational structure for a mud slide scenario. The participants identified the Incident Command organizational structure for that specific incident.

On the second day of the training program there was a wrap- up of the previous days lectures followed by Module C and Module D. Ms Patty Locke provided lecture

on Module C which covered incident facilities, incident command post, staging areas, base camps, helibases and helispot activities. In the presentation each of the principal facilities used in conjunction with ICS was explained. The purpose and use of map symbols associated with incident facilities was presented. Module D was presented by Mr. Ron Knowles. His presentation covered incident resources, typing of resources, and advantages of resources.

In Module C, scenario trainees prepared location maps for emergency operations using the map designations of ICS. In Module D1 scenario, participants prepared an ICS-211 (incident check in list) using information given for the exercise. The teams prepared T-cards for tracking resources during mobilization. Each team displayed the cards in a system that shows location, function, and status of the resources.

Day three started with discussions on the second day's scenario. Teams had an opportunity to identify areas that needed correction (from the previous days work) and continued working on Module D. This involved the establishment of resource needs, resource ordering, check-in process and demobilization of resources.

In the Module D2 scenario participants prepared an incident action plan for the next operational period of the scenario incident using the ICS-215 form (Operational Planning Work Sheet).

In response to questions raised by participants some time was spent discussing the similarities and differences between the governmental structures of Sri Lanka and the United States. Both countries administrative structures were drawn on flip charts and the organizational structures were compared. A discussion about how ICS fits within these structures led to a clearer understanding of lines of authority. A schematic diagram for Sri Lankan government structure is shown in Annex I.



Participants work in small groups to prepare an operational emergency response plan

Rich Caballero provided lecture on Module E. Mr Rich covered organizing and managing incidents. This included: pre-planning for special events, unplanned major and/or complex incidents, challenges, issues and initial organizational activities for unplanned or complex incident. The presentation showed the challenges of organizing the Incident Management Team using ICS principles to meet the management objectives. This included various incident management options for dealing with extraordinary major or complex incidents. In the scenario, application of the various Incident Command System principles to organize the management of major or complex incidents was practiced.

Day four started with questions and comments from the previous day. A new exercise was given that focused on multi-agency coordination, complex span of control and uses of branches, divisions, groups and specialized facilities. In this exercise teams considered using unified command for major disasters in Sri Lanka where disasters impacted multiple administrative units, had large populations affected, or required numerous technical specialists. The first exercise was to develop a response to a bird flu epidemic. Teams had to consider activities in nearby countries, identify potential outbreak areas, build public awareness, make necessary preparedness plans and respond to manage the incident to ensure public safety. The second exercise was flooding of a major river which affected two provinces. The groups developed a management schematic for this complex incident using a single ICS organization. As the exercise went on the teams had to make decisions about dividing one incident into two incidents, utilizing an expanded planning capacity, and utilizing a second operations or logistics section.

Mr. S.M. Premasiri, Irrigation Department of Sri Lanka provided a presentation on the current scheme of organization should a flood occur. He presented the standing orders to safeguard the city of Colombo from floods in Kelani Ganga

Jane Ingebretson presented Module F; incident or event planning using ICS. The presentation elaborated on the importance of the pre-planning required for development of the incident action plan.

Following a scenario, groups developed an overall Incident Action Plan identifying appropriate strategies and tactics to meet incident objectives. They learned about the operational planning worksheet (ICS 215 form) and other forms which may be used in preparing the Incident Action Plan. Teams considered criteria for determining when the Incident Action Plan should be prepared in writing.

On the fifth day participants prepared the module F scenario and presented a briefing to others. Each group had 20 minutes to perform an operational briefing.

Ms. Trudie Mahoney presented the planned ICS activities in Sri Lanka and conducted groups exercise on curriculum adaptations, ICS adaptability and training and certifications adaptations.

Curriculum Adaptation

The participants were again divided into working groups. Three questions about curriculum understandability were posed. 1. What parts of this module were easy to understand? 2. What parts of this module were not easy to understand? 3. What changes could be made to make the curriculum more understandable? The summary of the group discussions are as follows:

Most understandable parts in the Modules

Module A: Span of control of ICS (section 8)

Module B: Incident Command and Command Staffs responsibilities.

Module C: All parts well prepared and easily understandable

Module D: The principles of resources management were very concise/ straight forward. Describing the resources was easy to understand

Module E: Planning considerations, initial step in organizing incidents (e.g. action plan), Organizing characteristics of ICS and incident operations (i.e. divisions, groups, branches)

Not Easily Understandable part in the Modules

Module A: Common terminology, position title and resources

Module B: How to apply and differentiate the responsibilities of general staffs

Module C: Collocating facilities needs more explanation. Specific difference between base and camps and collocation of them could be explained in more detail

Module D: Resources status keeping system not explained clearly

Module E: More explanation required on consideration of unplanned incidents, difference between Incident Command and Area Command, Unified Command system.

Need to change to make the curriculum more understandable

- To incorporate interactive videos, cartoon or flash clips to understand the application of ICS on actual situations
- Scenarios for exercise need to be developed based on actual real life incidents
- Case Studies, real life cases, actual geographical maps and disaster locations can make more interactive and allow for visualization of the situations
- Show an example of what has been done so that people can reduce the time taken to learn and understand the functional module of ICS from book
- More local examples to go along with the content
- Tie up with success and unsuccessful lessons learned incidents as examples describe step by step. (e.g. successful incident management - forest fire and unsuccessful incident- Katrina)
- Provide some examples of actual completed IC forms (IC 203, 215, etc) during any real incidents and model answers thus trainees can correct their errors and measure competency
- Change terminology to suit Sri Lankan content (e.g. *Staging area* are known in Sri Lanka as *on call area*)
- Match scenarios and resources deployment with incidents
- Simplify forms and reduce the amount of written works, forms filling
- Cadres need to give sometime critical feedback to group works for further corrections
- Add one more presentation about the NIMS in USA to understand strategies and objectives of NIMS.

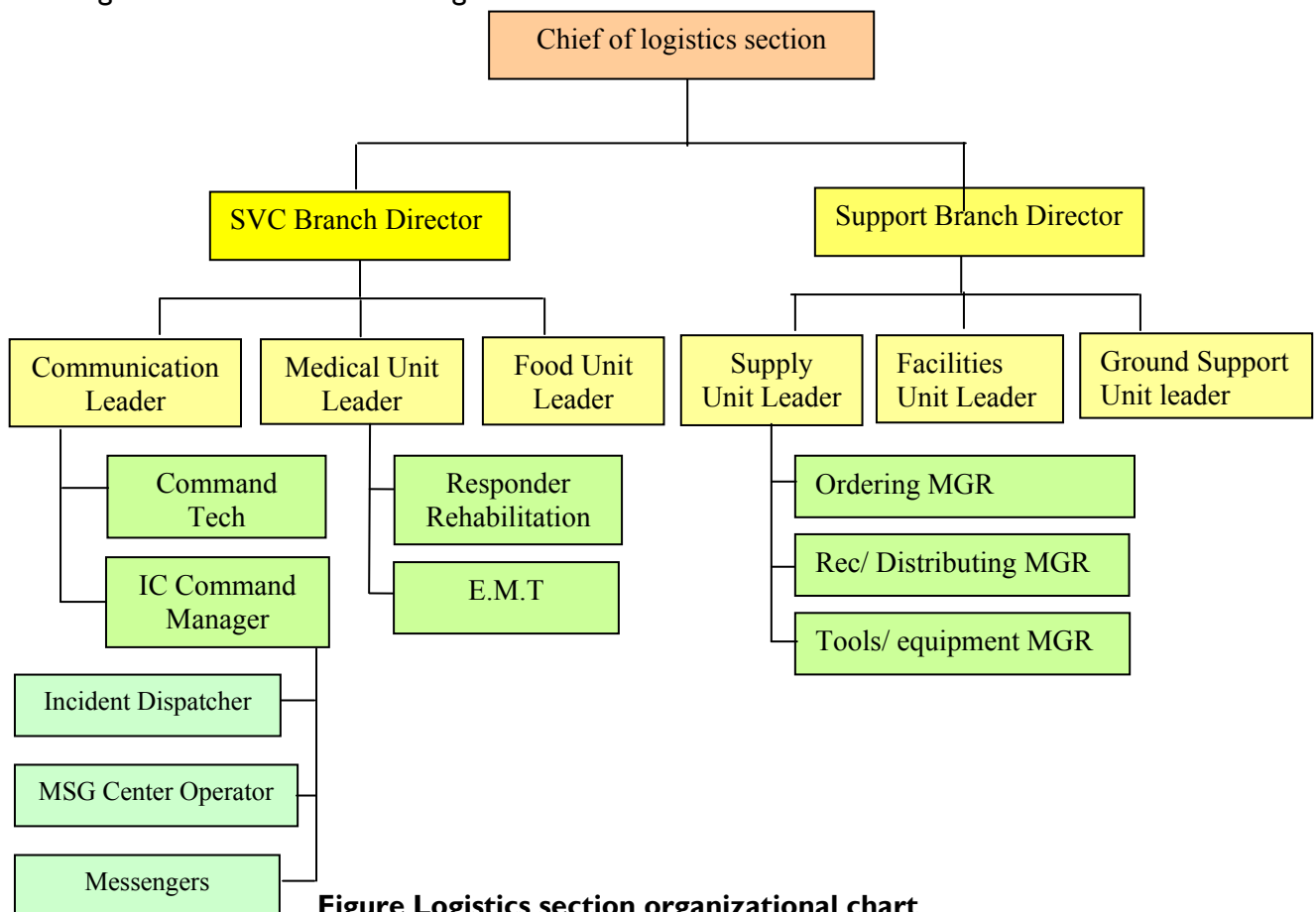
Incident Command System Adaptation

To understand whether all the functional areas of ICS were applicable in Sri Lanka the groups were asked to answer 3 questions: 1. What functional areas are appropriate for Sri Lanka? 2. What functional areas are not appropriate for Sri Lanka? 3. What adaptation can be made to better meet the needs of Sri Lanka?

Logistics Section

All the functional area under the logistics section are applicable to Sri Lanka but there needs to be some adaptations based on country context. Service Branch Director, Support Branch Director could be amalgamated. Sub units in functional areas could be reduced, but need a dedicated study before implement.

The logistics section need to divide into six main areas: communication, medical, food, supply, facilities and ground support. Figure shows the recommended organizational chart for the logistics section.



Planning Section

Planning section needs to designed based on the ground reality of Sri Lanka. Group proposed to divide planning section into four units: resources, situation, demobilization and documentation. The situation unit needs to combine with political activities at the grass root level, NGOs/ CBOs, Gramma Niladharis,

Samurdhi Official and Religious Leaders. Figure below shows the units under planning section.

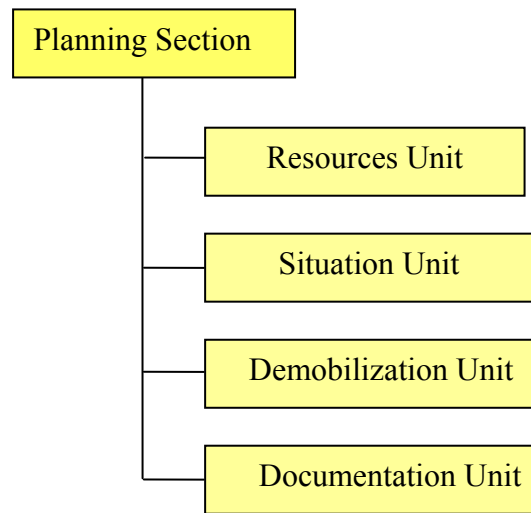


Figure: Units under Planning Section

Three planners could be engaged under planning from three different organizations. Group suggested DMC/DMU can be IC, Relief and rehabilitation can be NDMC and Divisional and District Secretary of GA will work on administration. If there is single divisional incident secretary of the division can manage the incident, but if multiple divisions involved need to handle by the additional district secretary. Political factors need to be considered at every level as there are some striving forces working in the country and those factors can not be eliminate (neither giving them total control). Thus need to involve them in the consultation process for better planning and management.

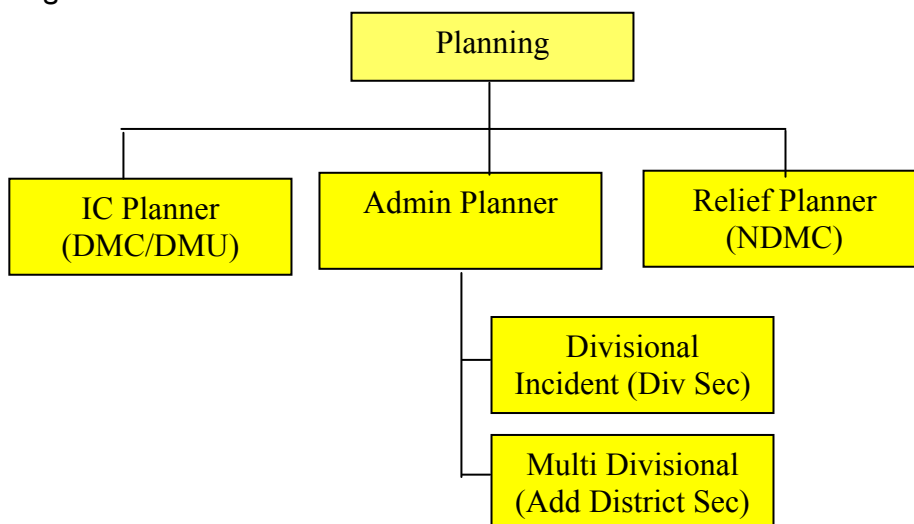


Figure personnel in the planning section

Operations Section

All parts of functional area under operations section are applicable to Sri Lanka. There needs to be some revision in the staging area components. A manager needs to be appointed in the staging area and he/she must be from Sri Lankan Forces. Staging area needs to be more disciplined than others and lots of materials need to be handled efficiently. The staging area needs to divide in three sub manager areas (i.e. personnel, equipment and medical/welfare). Figure shows the organizational chart for operation area.

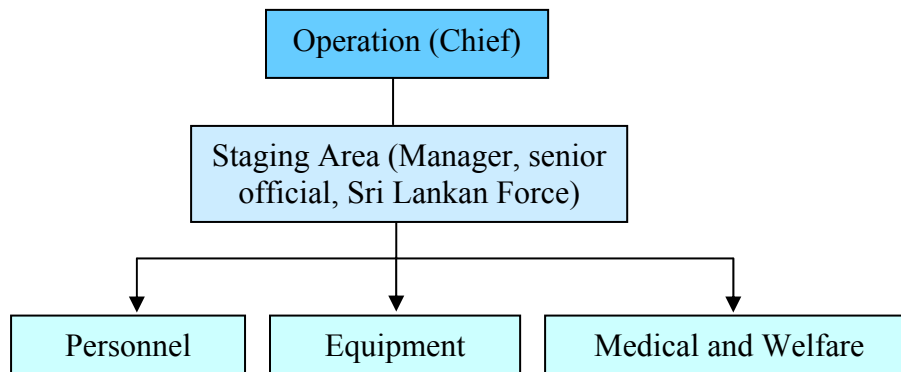


Figure: Operational organization chart

To better meet the needs of ICS in Sri Lanka basic awareness for public and their representative (e.g. civil society) are required. There is a need to develop a mechanism to provide well trained (ICS), pre-selected and specialized people at different levels with identifying types (e.g. I, II, III). DMC should play important role as the focal point to maintain a database for trained ICS persons to use them efficiently in any incident.

IC and Command Staffs Section

In the context of Sri Lanka only the government agents (e.g. DS) can lead the kind of situations presented as they are the responsible official. But government representative can't handle all situations every time efficiently. Incident Commander should be one who has proper training and management capacity. But the government has an administrative structure and it's not possible to change that structure. Thus Incident commander can work directly under the district secretary or the responsible official of the government's current structure. In the context of safety measures, it's not a major concern in the Sri Lankan context. Thus safety factors need to be considering in ICS.

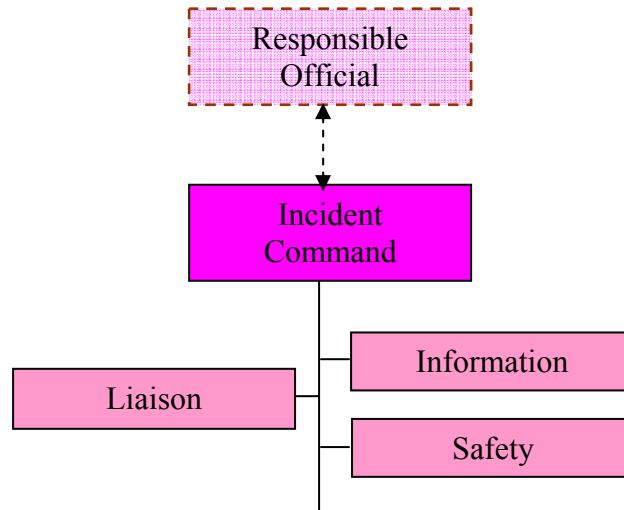


Figure IC and Command Staffs

Finance/ Administration Section

All functional areas are applicable and are being practiced through the current administrative systems in Sri Lanka. However using the ICS model as a guide it can be further improved for more efficient and effective.

There needs to be some adaptation in the procurement procedures part of the ICS as Sri Lanka has very limited resources, capabilities and capacities.

The elections process is a very unique and well recognized system in Sri Lanka. This can be a good model to study and adopt ICS. Also there needs to be process for making necessary legal and administration changes as required for ICS.

Training and Certification Adaptation

Training and Certification adaptation for Sri Lankan context were also discussed by the groups. Three questions were asked: 1. what would be the best method of training others in ICS. 2. What organizations would be involved in the training process? What would be the best way to keep track of those trained persons? Summary of the issues/ concerns for the training and certification adaptation are summarized below:

Best training method of ICS in Sri Lankan Context

- Government needs to give a declaration to adopt ICS in all levels for disaster response management after that it will be easy to implement the process.
- All training regarding ICS needs to approved by DMC/ competent authority and with necessary adaptation and changing common terminology
- Initially ten (10) core groups can be trained under SLIDA and it needs expand hundred (100) in years

- In each district level voluntary group (i.e. combination of doctor, engineer, teachers, etc) needs be formed for ICS and two pilot projects will be taken under district level to implement the program
- On the job training, practical demonstrations, study tours and on ground role play can be a good way to train ICS professionals. Other than these formal training, workshop and awareness building program are necessary
- Ten district level ICS team can be formed for district level management. Have ICS team in other districts, provincials and at local government level
- Need to identify trainers who have teaching ability and involve them in teaching of ICS
- A sufficient proportion of trainers must be from organizations that deal with disaster management and have hands on experience (e.g. DMC) to make the training more application oriented. All trainers must be deployed to the incident at least as observers (involved only in teaching of ICS)
- ICS curriculum needs to be incorporate in the school/ university level
- The training modules need to be translated into local language (e.g. Tamil, Sinhalese)

Organizational involvement the training process

- DMC should be the focal point for overall selection and coordination of trainees (at national, districts, provincials, local government and divisional levels). Other than these DMC will organize, monitor and evaluate the training with the resource organizations
- Initially SLIDA can take a role in the national level training and then other institutes like Management Development Training Unit (MDTU), Sri Lanka Institute of Local Governance (SLILG), Sri Lankan Foundation Institute (SLFI), universities need to be involved in conducting training of ICS in divisional, districts and provincial levels
- Awareness needs to develop about the concept of ICS and District Secretary and other high official also need to be involved closely to understanding the process of ICS and avoiding any kind of confusion
- Training could be divided into modules and components to be carried out by different organizations (university, SLIDA, NIBM, Armed Services, Police, irrigation, CEB, MASL, Telecommunication, NGOs, CBOs, local authorities, etc) per their expertise
- In intermediate level training program Armed Forces and Police need to be involved as resource persons and in the community level training INGOs and NGOs can be involved.

Tracking of trained ICS persons

- DMC will maintain database to track the trained professionals, their performance and will monitor the ICS team in all levels (e.g. districts, provinces). DMC will copy the information to DMCC and divisional secretaries to use resources in emergencies. The elements of the information template for the trained ICS persons could be: name, DS division, office and resident address, contact numbers, e-mail, name of the training received (type and level), position in ICS, exposure to incidents.

- ICS trained persons should maintain individual log books of trainings and experiences with certifications by DMC/ competent authority. They need to sufficiently reward for their successful performance in any incident.

Course Performance

For the successful completion of the course it's very essential to identify some performance indicators to measure the course performance. Two evaluation questionnaires were provided to the trainees to assess the overall performance of the course, what went well, what didn't and how to improve? The evaluation questionnaires are attached in annex 4.

The total program was a five days course and a half day with adaptation discussion. Thus the course was designed to make more interactive and participatory. The total times were distributed in three parts: lectures, scenarios development and discussions sessions. Figure show the allocated time for the five days course. 59% of the total time was spent for scenarios development and discussions which was notably appreciated by the participants.

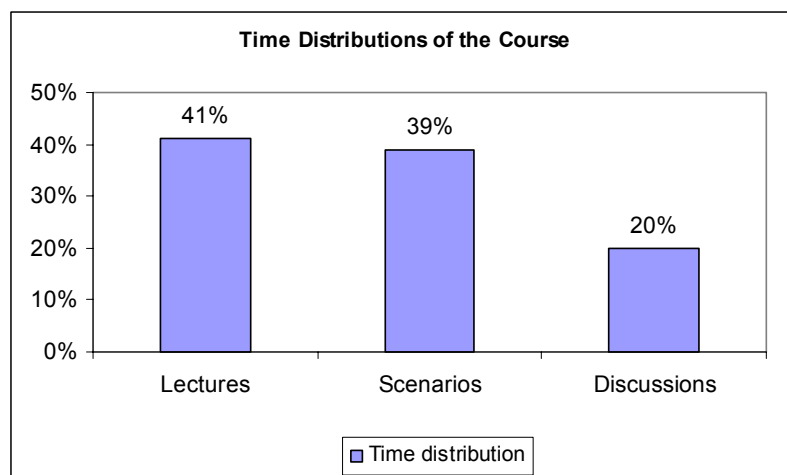


Figure: Time distributions of the basic and intermediate course

The first evaluation questions regarding overall performance, course content and administrative facilities. The total responded were 29 participants. Based on their response it was found that the overall performance of the course was very successful. Depending on the questionnaires the range of the success (excellent/very good) of the overall program was 83%-100%. Summary of the overall performance is described in table.

Table: Evaluation Summary	
Excellent	44%
Very good	46%
Good	10%
Poor	0%

The second evaluation questions regarding scenarios to understand the ICS, usefulness of the field operation guide book and whether ICS could help to improve

Sri Lankan Emergency Management capacities. Total responded were twenty two (22) and hundred percent (100%) of the responders agreed that ICS can play significant role to change the Sri Lanka's emergency management as it is a very systematic and organized. Same percent agreed that all the scenarios helps them to understand ICS process clearly but scenario for the module F helps them best because that included overall approach and understanding of the response mechanism for ICS. Some comments by the participants are highlighted in the box.

"ICS is very organized and systematic process which can be adapted to Sri Lanka very easily. But this needs to match with the Sri Lankan situation."

"ICS is a system that has evolved over the decades. It has addressed almost all aspects of the emergency management. These concepts and tools can be adapted to the Sri Lankan context."

"In Sri Lanka during and after disaster situations there were some kind of mechanism was prevailing and it was tackled but not in a very organized way. Having ICS definitely it will help to improve the management capacities for disaster management in Sri Lanka."

"ICS is a very systematic way and by this we can able to handle any events. But need training at all level"

"ICS can improve the emergency management capacities of Sri Lanka so that for an incident there will be a team, given specific responsibilities to specific people who has been briefed well and given clear instructions as ICS works in USA."

"ICS gives a structured approach to emergency/ incident management and provides a good framework for Sri Lanka to build on with modifications to suit local situation and available resources."

"We don't have specific and standard emergency management system specially in the case of natural disasters. This system could improve our management capabilities at operational level."

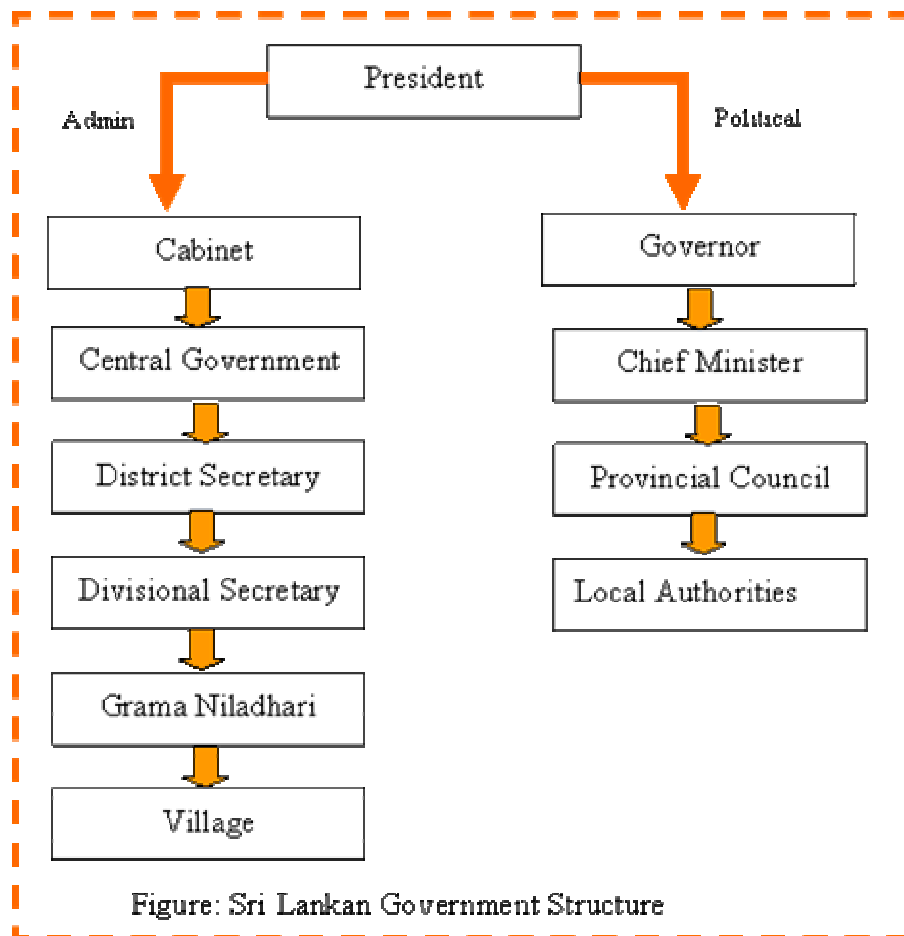
"Although we have an informal setup and management capabilities at present, in some emergency situation this would fails. Therefore ICS would be very helpful to us in developing a formal setup for Sri Lanka to manage future emergency situation, efficiently and effectively."

-Participants

Closing Session

The five days training course was closed by the remark from Major General Gamini Hettiarachchi, Director General, Disaster Management Centre, Ministry of Disaster Management and Human Rights. Major General Hettiarachchi thanked all trainees, trainers and the organizers for successfully completing the five days basic and intermediate course. He mentioned that as a trainees we got a tremendous amount of knowledge about ICS, everybody enjoyed the course, the environment was very relaxing and dedications were overwhelming. He concluded by thanking USAID for its generous contribution, providing supports for implementing the ICS program in Sri Lanka. Certificates were given to all trainees for successful completion of the course.

Annex-I: Sri Lankan Government Structure



Annex-2: Participant List

Ressource person, Facilitator

Resource Persons from the US Dept. of Agriculture, Forest Services

Trudie Mahoney
Patty Locke
Rich Caballero
Jane Ingebretson
Ron Knowels

Facilitator from ADPC/PI

S.H.M. Fakhruddin

Trained Participants

Institution	Participation
Disaster Management Centre	Major General Gamini Hettiaratchchi, DG/DMC Prof. Samantha Hettiaratchchi, Consultant / DMC Wing Com. S.M.B.D. Wijayasooriya Asst. Director-Emergency Operations, Tel. 2441574 Mr. Ernest Perera, Deputy Coordinating Officer-Ampara 063-2224873, 0777-802756 Wing Com. M.G.M. Chandralal, Coordinating Officer-Hambantota 047-4922074, 0714-282224 Cdr. S.R.M.N.G.E. Ratnayake, Coordinating Officer-Gampaha 033-4674515, 0773-653725 Lt. Col. J. Hettiarachchi, Coordinating Officer-Galle 091-4924916, 0777-800182
Ministry of Disaster Management	Mr.C.S.H. Vithanarachchi Assistant Secretary, Ministry of Disaster Management and Human Rights, 383, Bauddhaloka Mawatha Colombo 7, Tel. 2681985, 0714 918744
Reconstruction and Development Agency (RADA)	Mr. Denver de Zylva Director-Risk Management & Sustainability Reconstruction and Development Agency (RADA) 6 th Floor, 21, Janadhipathi Mawatha, Colombo 1, Tel. 2426161, 0777 315355, denver@tafren.gov.lk
Representatives from the Ministry of Disaster Relief Services	Mr. U.G.S.G Wijeratne Development Assistant, National Disaster Management Centre 189, Galle Road, Colombo 3, 2395497, 0714 314095, sarathndmc@yahoo.com

Institution	Participation
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Health Services	<p>Dr. H.D.B. Herath Medical Officer, Ministry of Healthcare and Nutrition 385, Suwasiripaya, Rev. Baddegama Wimalawansa Thero, Colombo 10, 2698507-ext 234, 2834599, 0777-846226 hdbh@slt.net.lk</p>
Representation from SLIDA	<p>Ms. Neranjala Jayasundera Consultant-Head Centre for Development Management Sri Lanka Institute of Development Administration 28/10, Malalasekera Mawatha Colombo 7, Tel. 2506054 Res. 033-2228883 neranjala@slida.lk</p> <p>Mr. S. Medagama Senior Consultant-Head Centre for Disaster Learning Sri Lanka Institute of Development Administrators Tel. 2506048 2653150, smedagama@hotmail.com</p> <p>Mr. W.M.M.G.D. Wijekoon Consultant/Development Management Sri Lanka Institute of Development Administrators 2506054 Res. 2772251, 0776-183050 wijekoon@slida.lk</p>
Representation from SLILG	<p>Mr. R.M.A.K. Ratnayake Consultant (Physical Planning) Sri Lanka Institute of Local Governance SLILG 17, Malalasekera Mawatha, Colombo 7, Telephone 2581982 0776-2385411, 0773-046929, ajithrathnayake7@yahoo.com</p>
Coast Conservation	<p>Eng. Bandula Wickramarachchi Senior Engineer/ research and design-Coast Conservation Department, 2388366, 0777-792966 033 2332024, bwickramarachchi@fisheries.gov.lk</p>
Irrigation Department	<p>Mr. G. Saravanabavan Irrigation Engineer/Dam Safety Branch Irrigation Department , 239, Baudhaloka Mawatha Colombo 7, Tel 2580677 Res. 2554097, Mobile 0714-656450</p> <p>Mr. S.M. Premasiri Additional Deputy Director/Data Processing Hydrology Division, Irrigation Department Tel. 2591125, 0776713236</p>
Geological Survey and Mines Bureau	<p>Dr. A.N.G. Attanayake Geologist, Geological Survey and Mines Bureau Senanayake Bldg. Galle Road, Dehiwala Tel. 2729227, nishanatt@hotmail.com</p>

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Water Supply NWSDB	Mr. J.M.M. Indraratne Manager/Operations, Greater Colombo Production Amabatale Water Treatment Plant, Udumulla, Mulleriyawa Tel. 2418531 Re. 033-2228883 0777-756403 Agmpd_w6@sltnet.lk
National Building Research Organization (NBRO) (landslides)	Mr. R.M.S. Bandara Head/Landslide Studies and Services Division National Building Research Organization NBRO 99/1, Jawatta Road, Colombo 5 Tel. 2588946 fax. 2502611, Mobile 0777-945064 mbro@sltnet.lk
Universities	Dr. Saman Samarawickrama Senior Lecturer, University of Moratuwa, Moratuwa Tel. 2650567 Ext 128 Dr. J.J. Wijetunga Senior Lecturer (coastal and Ocean Engineering)/Dept. of Civil Engineering, University of Peradeniya Tel. 081-2393574, Res. 081-2384503, Mobile 0777-876108 janaka@sluids.pdn.ac.lk
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From SLIDA Disaster Mgt. Resource persons	Dr. Buddhi Weerasinghe 470/11, Eriyawatiya Road, Kelaniya, Mobile – 0776-363848 2939195, Buddhi4@hotmail.com Dr. Jayantha Wattevidana, Senior Lecturer, Open University 2853777, 2837136, 0777-848596, wvper@ou.ac.lk
Department of Census and Statistics	Mr. G.V.D. Priyantha Systems Analyst, Department of Census and Statistics Maitland Crescent, Colombo 7, Tel. 2698792, 2675297, Mobile 0714-474850, dilanpriyantha@yahoo.com

Institution	Participation
Telecommunications Regulatory Commission of Sri Lanka	<p>Mr J A S Gunanandana, Assistant Director / Interoperability Telecommunications Regulatory Commission 276, Elvitigala Mawatha, Colombo 8, 011 2689347, Res: 011 2955677 , 0777418800, 0714807499, shantha@trc.gov.lk</p> <p>Mrs S A R Kamalanayana Assistant Director, Telecommunications Regulatory Commission of Sri Lanka, 276, Elvitigala Mawatha, Colombo 8. 011 2683843, 011 2689345, 033 2233144, 071 4207122 nayana@trc.gov.lk</p>
NGO-Practical Action	<p>Mr. Ramitha Wijethunga Project manager/Disaster Risk Management Practical Action, 5, Lionel Edirisinghe Mawatha, Colombo 5, Tel. 2829412--ext 68, ramitha.wijethunga@practicalaction.org.lk</p>
NGO-Sri Lanka Red Cross	<p>Mr. S.M.Kamil Disaster Management Coordinator Sri Lanka Red Cross, 106, Dharmapala Mawatha Colombo 7, Tel 2691095, 5633068, 0773-710352, Fax 2691459</p>
Social Services	<p>Mr. L.H. Tillakaratne Assistant Director Ministry of Social Services and Social Welfare 5th Floor, Sethsiripaya, Battaramulla, Tel. 2877375</p>
USAID IOTWS Program	<p>Indira Fernando Program Coordinator in Sri Lanka</p>

Annex-3: Agenda

TIME	AGENDA ITEM	PRESENTER
Monday April 24		
0830	Seminar Inauguration with the Lighting of the Traditional Oil Lamp	
0900	Welcome and Introductions – Discussion of Sri Lankan disaster response management	Trudie Mahoney
0945	Course Objectives, Agenda, Scenarios, Definitions Process for questions and capturing adaptation concerns	Jane Ingebretson
1030	Tea Break	
1100	Module A - Introduction to ICS / Principles and Features	Jane Ingebretson
1200	Module A Exercise	Jane Ingebretson
1230	Lunch	
1330	Present Module A Exercise	Participants
1400	Module B – Organization and Staffing	Rich Caballero
1500	Tea Break	
1530	Module B, continued	Rich Caballero
1630	Module B Scenario	Rich Caballero
1700	End of Monday's Session	
Tuesday April 25		
0830	Opening Comments / Questions	Rich Caballero
0845	Present Module B Scenario	Participants
0915	Module C – Incident Facilities	Patty Locke
1015	Tea Break	
1045	Module C Scenario	Patty Locke
1115	Present Module C Scenario	Participants
1200	Module D – Section 1: Incident Resources	Ron Knowles
1230	Lunch	
1330	Module D, continued	Ron Knowles
1430	Module D Scenario (D1)	Ron Knowles
1500	Tea Break	
1530	Present D1 Scenario	Participants
1615	Module D – Section 2: Resource Management	Ron Knowles
1700	End of Tuesday's Session	
Wednesday April 26		
0830	Opening Comments / Questions	Ron Knowles
0900	Module D, Section 2, continued	Ron Knowles
1000	Tea Break	
1030	Module D Scenario (D2)	Ron Knowles

TIME	AGENDA ITEM	PRESENTER
1130	Present D2 Scenario	Participants
1200	Module E – Organizing/Managing Incidents and Events	Patty Locke
1230	Lunch	
1330	Module E, continued	Patty Locke / Rich Caballero
1500	Tea Break	
1530	Module E, continued	Rich Caballero
1700	End of Wednesday's Session	
Thursday April 27		
0830	Opening Comments / Questions	Jane Ingebretson
0900	Module E Scenario (E1 and E2)	Rich Caballero /Patty Locke
1030	Tea Break	
1100	Present Module E Scenarios	Participants
1200	Module F – Incident/Event Planning	Jane Ingebretson
1230	Lunch	
1330	Module F, continued	Jane Ingebretson
1430	Module F Scenario – IAP development and Ops briefing	Jane Ingebretson
1500	Tea Break	
1530	Module F Scenario, continued	
1700	End of Thursday's Session	
Friday April 28		
0830	Continue working on Module F Scenario	
1000	Tea Break	
1030	Continue working on Module F Scenario	
1130	Present Module F Scenario	Participants
1230	Lunch	
1330	Present Module F Scenario	Participants
1430	Evaluation – What went well; what didn't; how to improve?	Jane / All
1500	Tea Break	
1530	Evaluation, continued	Jane / All
1600	Certificate Presentation / photos	All
1700	End of Friday's Session	

Annex-4: Evaluation Questions

(4: excellent; 3: very good; 2: good; 1: poor)

Course Evaluation Elements	4	3	2	1
1. How close has the training course met the objectives fully? Comments:	[]	[]	[]	[]
2. How prepared was/were the trainer/ presenter/facilitator(s)? Comments:	[]	[]	[]	[]
3. How helpful was/were the presenter/trainer/facilitator(s)? Comments:	[]	[]	[]	[]
4. How useful was the content of the course? Comments:	[]	[]	[]	[]
5. How well-planned was the content of the course? Comments:	[]	[]	[]	[]
6. How effective was the training course conducted? Comments:	[]	[]	[]	[]
7. How useful were the exercises/ scenarios? Comments:	[]	[]	[]	[]
8. How significant has the training course improved your knowledge and skills? Comments:	[]	[]	[]	[]
9. How relevant or applicable are the knowledge and skills you acquired from the training course to your work/any aspects of your work? Comments:	[]	[]	[]	[]
10. Was the duration of the training course just right? Comments:				
11. Was the place of the training course just right? Had the participants enough time to digest information and material? Comments:	[]	[]	[]	[]
12. How adequate were the physical facilities of the training course?	[[[[

Course Evaluation Elements	4	3	2	1
Comments:]]]]
13. How well-coordinated were the general administration and management of the training course?	[]	[]	[]	[]
Comments:				
14. How would you recommend this training course to others?				
Comments:	[]	[]	[]	[]
	[]	[]	[]	[]
	[]	[]	[]	[]

Additional Remarks

Name of Participant (Optional): _____

Second Evaluation Questions

1. Which exercises/ scenarios best helped you to understand ICS?

Why?

2. How useful is the sample field operation guide for ICS? Have you used this during the course?

3. If you could change one thing about the course what would it be?

Why?

4. Can ICS help improve Sri Lanka's Emergency Management capabilities?

Why?

Name of Participant (Optional): _____

Annex-5: Planed ICS Collaborative Activity Plan

The ICS program in Sri Lanka has been designed for a one and half year ending on October, 2007. The activities are divided into four phases.

Phase 1 – Consultation activities, Foundation and System Adaptation, **completed in 20 January 2006**

Phase 2 - Formal ToT course curriculum in ICS (8 courses) and study tours

Phase 3 – Implementation of ICS

Phase 4 – Regional sharing of “best management practices”.

Phase 2 - Formal ToT course curriculum in ICS (8 courses) and study tours

Activities:

- Conduct an 8-course ICS curriculum covering all aspects of the Incident Command System
- Adapt all course materials to Sri Lankan context
- Provide finalized training materials for all courses to focal training institution
- Conduct study tours to the U.S. on disaster management
- Monitor first offerings of ICS course by Sri Lankan trainers

Planed Time Frame:

- Basic Intermediate ICS Course 24 – 29 April, 2006, Completed
- Planning Section Unit Leader Courses- November, 2006 (6 days)
- Planning Section Chief - Nov – Dec, 2006 (4 days)
- Finance/Admin Section Chief- Nov – Dec, 2006 (2 days)
- Logistics Section Chief- Nov – Dec, 2006 (3 days)
- Operations Section Chief- Nov – Dec, 2006 (3 days)
- Incident Commander- Nov – Dec, 2006 (3 days)
- Advanced ICS-Jan – Feb, 2007 (5 days in USA)
- Study Tour- August 19 – September 02, 2006 and June – September, 2007 (10 participants each)
- Monitor Initial Key ICS Courses - January – September, 2007.

Phase 3 – Implementation of ICS

Activities:

Two consultations of ICS resource advisors to assist with establishing ICS in Sri Lankan and facilitate disaster simulation exercise.

Planned Time Frame: February – September, 2007

Phase 4 – Regional sharing of “best management practices”

Activities:

Regional workshop to share best management practices of ICS and lessons learned from disaster management case studies.

Planned Time Frame: August - September, 2007