



Disaster Management Fundamentals / Awareness Training

Duration: 1 Day (8 Hours including breaks)

Target Audience: General employees, community workers, or any individuals looking to understand disaster preparedness and response.

Training Schedule (8 Hours)

Time	Session Title	Description
09:00 – 09:30	Welcome & Icebreaker	Introduction to the agenda, trainer, and participants. Quick disaster trivia.
09:30 – 10:30	Session 1: Introduction to Disaster Management	<ul style="list-style-type: none">- What is a disaster?- Types (natural & man-made)- Phases of disaster management (mitigation, preparedness, response, recovery).
10:30 – 11:15	Session 2: Common Disasters & Their Impact	<ul style="list-style-type: none">- Earthquakes, floods, fires, cyclones, pandemics, chemical spills- Case studies of past events
11:15 – 11:30	 Tea / Coffee Break	
11:30 – 12:30	Session 3: Risk Assessment & Preparedness Planning	<ul style="list-style-type: none">- Understanding vulnerability & capacity- Creating a disaster risk profile- Community & workplace preparedness plans
12:30 – 01:15	Session 4: Emergency Kits & Evacuation Planning	<ul style="list-style-type: none">- Contents of a disaster emergency kit- How to prepare and execute an evacuation plan
01:15 – 02:00	 Lunch Break	
02:00 – 03:00	Session 5: Roles & Responsibilities in Disaster Response	<ul style="list-style-type: none">- Role of government, NGOs, community, and individuals- Incident Command System (ICS) basics
03:00 – 04:00	Session 6: Practical Activity – Tabletop Drill	<ul style="list-style-type: none">- Simulated disaster scenario (e.g., fire or flood)- Team-based response planning and discussion
04:00 – 04:45	Session 7: Communication in Emergencies	<ul style="list-style-type: none">- Alert systems, internal communication, media handling- Importance of accurate information

Time	Session Title	Description
04:45 – 05:00	Wrap-Up & Feedback	<ul style="list-style-type: none">- Recap key learnings- Q&A- Distribute feedback forms or digital survey