

Course Evaluation and Closing Session

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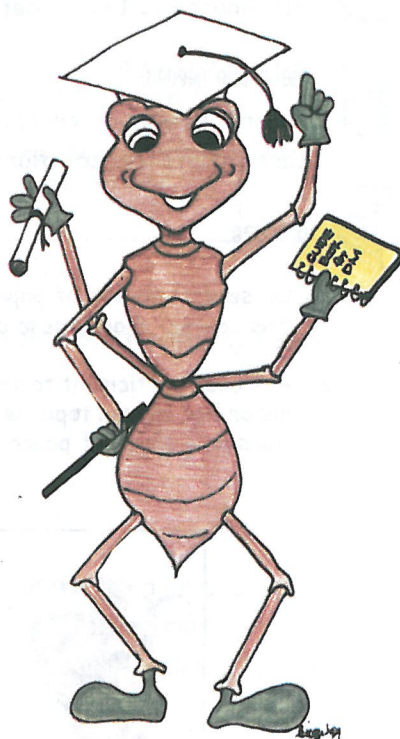
evaluation exercise

final ceremonies

Evaluation exercise:

Evaluation exercises are an integral part of any training. How else can the training team know how effective they were? Also, evaluations can help those in charge of course design to improve it further, especially in matters pertaining to time allotment, resource speaker choice, methodology per session, etc.

Smaller things are also addressed: the venue, the menu, accommodations... sometimes, even the weather.



note to the facilitator: There are many ways to do a training evaluation. These range from the cursory to the rigorous. But, as always, you (the training team) will be the ones to decide which among the different styles is the most appropriate. Just keep in mind your objectives: what do you want to achieve from this evaluation exercise?

Choose which style will best accomplish your goals. The activity presented below is but one option.



time required:

30 minutes to 1 hour, depending on the rigor desired



materials needed:

several sheets of craft paper, colored markers, masking tape or pins, the participants' expectations metacards (done at the start of the training).



process:

1. On several sheets of paper, write down the titles of all the modules included in this course. Place these around the venue (on the board, on walls, etc.)
2. Ask each participant to select one topic from among those posted and to evaluate his or her chosen topic as thoroughly as possible. Tell them to write their evaluations on a sheet of paper.



note to the facilitator:

Make sure that all topics have evaluators. If some topics have not been chosen, assign people to evaluate them. You can pick people from those topics that already have too many evaluators. Also, be sure that at least one member of your training team is noting down their comments.

3. When they have finished writing, have them post their evaluation papers under the appropriate topic title.
4. Go through all their evaluation papers. Note all similar comments, all conflicting comments and comments that are relatively unique. Discuss these with the entire plenary. Do this one topic at a time.
5. When all topics have been discussed, proceed to the other important elements of the training: the facilitators, the resource speakers, the handouts, the venue, food and accommodations, etc. Discuss these with the participants.



note to the facilitator: This could also be a good time to review their original expectations of the training. Go through each expectation and ask the plenary if that particular expectation had come true or if it had not been realized.

6. Ask the plenary about any suggestions that they might have for making future SDMC trainings better.
7. Proceed to the closing ceremonies.

Final Ceremonies

The training can be formally ended either through a structured program or through an informal activity. This would be the time for delivering those closing remarks and "well wishes." This is also where certificates of attendance and "diplomas" are awarded to the participants.

After the program, if there is time available, a solidarity party or "socials" may follow.



last note to the facilitator:

Later, when all papers have been collected and the venue cleaned, when everyone needing to be paid has been paid and all good-byes have been said, when all your bags have been packed and all office materials and equipment accounted for and prepared for transport, then you can at last begin to start thinking about relaxing, but only then.

Oh... and now would be the perfect time to start thinking about your next training activity.

GLOSSARY OF TERMS

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ACCEPTABLE RISK

Degree of human and material loss that is perceived by the community or relevant authorities as tolerable in actions to minimize disaster risk.

ASSESSMENT

Survey of a real or potential disaster to estimate the actual or expected damages and to make recommendations for prevention, preparedness and response

CIVIL DEFENSE

The system of measures, usually run by a governmental agency, to protect the civilian population in wartime, to respond to disasters, and to prevent and mitigate the consequences of major emergencies in peacetime. The term "civil defense" is now used increasingly.

CRAFT PAPER

Manila paper

DISASTER

A serious disruption of the functioning of society causing widespread human, material, or environmental losses which exceed the ability of affected society to cope using only its own resources. Disasters are often classified according to their cause (natural or manmade)

DISASTER EPIDEMIOLOGY

The medical discipline that studies the influence of such factors as the lifestyle, biological constitution and other personal or social determinants on the incidence and distribution of disease as it concerns disasters



DISASTER MANAGEMENT

The body of policy and administrative decisions and operational activities which pertain to the various stages of a disaster at all levels.

DISASTER OPERATIONS CENTER

Officially designated facility for the direction and coordination of all activities through natural processes and/or human activities

DISASTER RESPONSE

A sum of decisions and actions taken during and after disaster, including immediate relief, rehabilitation, and reconstruction.

DISASTER TEAM

Multidisciplinary, multisectoral group of persons qualified to evaluate a disaster and to bring the necessary relief.

ELEMENTS AT RISK

The population, buildings and civil engineering works, economic activities, public services and infrastructure, etc. exposed to hazards

EMERGENCY

A sudden and usually unforeseen event that calls for immediate measures to minimize its adverse consequences

HAZARD

A threatening event, or the probability of occurrence of a potentially damaging phenomenon within a given time period and area

HAZARDOUS MATERIAL

A substance or material which has been determined by an appropriate authority to be capable of posing an unreasonable risk to health, safety and property



INFORMATION REPORT

Report with the same content as that of situation report but issued by an agency in the event that international assistance has not been subject of an official request by the government

METACARDS

Pieces of cut paper (usually cut in rectangles)

MONITORING AND EVALUATION

System that permits the continuous observation, measurement and a valuation of the progress of a process or phenomenon with a view to taking corrective measures

NON-GOVERNMENTAL ORGANIZATION

Non-profit making organization operating at the local, national, or international levels. Distinct from a governmental organization, having no statutory ties with a national government

POPULATION AT RISK

A well defined population whose lives, property, and livelihoods are threatened by given hazards. Used as a denominator

PREDICTION

A statement of the expected time, place and magnitude of a future event (for earthquakes and volcanic events)

PREPAREDNESS

Activities designed to minimize loss of life and damage, to organize the temporary removal of people and property from a threatened location and facilitate timely and effective rescue, relief and rehabilitation. See also PREVENTION

PREVENTION

Encompasses activities designed to provide permanent protection from disasters. It includes engineering and other physical protective measures, and also legislative measures controlling land use and urban planning.

PUBLIC AWARENESS

The process of informing the community as to the nature of the hazard and actions needed to save lives and property prior to and in the event of a disaster

RECONSTRUCTION

Actions taken to re-establish a community after the period of rehabilitation subsequent to a disaster. Actions would include construction of a permanent housing, full restoration of all services, and complete resumption of the pre-disaster state (OFDA).

REHABILITATION

The operations and decisions taken after a disaster with a view to restoring a stricken community to its former living conditions, while encouraging and facilitating the necessary adjustments to the changes caused by the disasters

RELIEF

Assistance and/or intervention during or after disaster to meet the life preservation and basic subsistence needs. It can be of emergency or protracted duration.

RESETTLEMENT

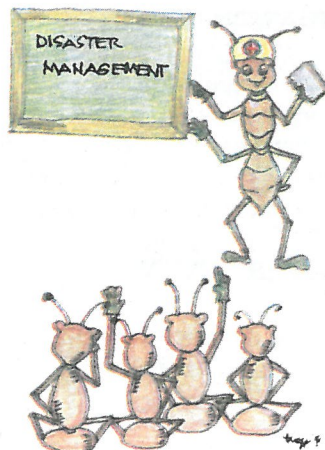
Actions necessary for the permanent settlement of persons dislocated or otherwise affected by a disaster to an area different from their last place of habitation

RISK

Expected losses (of lives, persons injured, property damage, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

SECONDARY HAZARDS

Those hazards that occur as a result of another hazard or disaster, i.e., fires or landslides following earthquakes, epidemics following famine, food shortages following drought or floods



SITUATION REPORT

A brief report that is published and updated periodically during a relief effort and which outlines the details of the emergency, the needs generated, and the responses undertaken by all donors as they become known. Situation reports are issued by UNDRO, UNHCR, ICRC, and LRCS

VULNERABILITY

Degree of loss (from 0% to 100%) resulting from a potentially damaging phenomenon





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The Philippine National Red Cross

has adopted the following vision and mission statement to guide its day-to-day activities and long term objectives, in serving the nation as a whole

OUR VISION

The PNRC shall be the premier humanitarian organization in the Philippines, in responding to the needs of the most vulnerable.

- We shall continue to enhance and maintain our leadership in the areas of blood, disaster preparedness, relief and rehabilitation and community health services.
- We shall build a dynamic organization, continually improving our delivery of services and our capability to generate funds.
- We shall at all times live the Seven Fundamental Principles of the Red Cross and Red Crescent Movement.

As we move towards our Vision, we pledge this commitment to our stakeholders:

To our Donors

- We are committed to utilize your donations in the most efficient and effective manner, and to render the public a regular accounting of such funds

To our Beneficiaries

- We are committed to render service in the best manner possible, to the fullest extend possible, without regard to sex, race, creed, political affiliation, or class

To our Volunteers

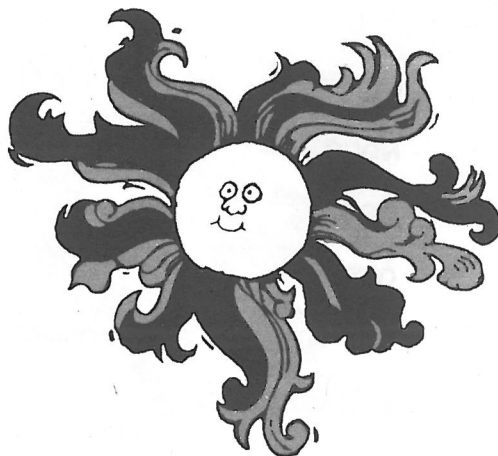
- We shall continue to provide the opportunities to render humanitarian service in an organized and professional manner and as teammates of the professional staff;
- We shall offer training, direction and recognition for the qualified and committed volunteers;
- We shall continue to allow the outstanding volunteers to represent the National Society in local and international conferences/fora

To our Employees

- We shall encourage all employees to grow their full potential in the organization, while acknowledging that they are ultimately responsible for their development;
- We shall encourage all employees to understand our corporate directions and priorities, so that they can align their own decisions with that of our organization;
- We shall instill the values of service orientation, people orientation and donor orientation as these values are the principal ingredients of excellence in all our undertakings.

To the Government

- We shall continue to be close associates in the delivery of services to the vulnerable in our society, and to complement each other in our areas of competence.



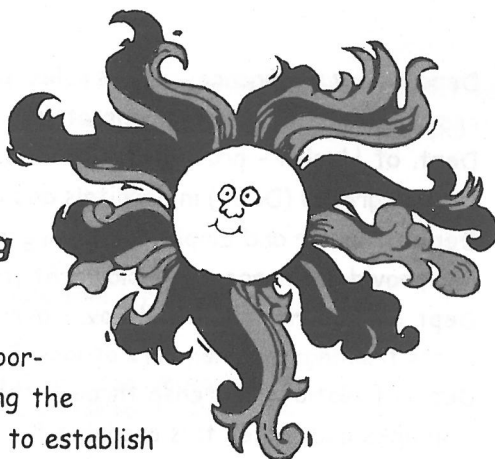
ACRONYMS

AFP	Armed Forces of the Philippines
CDP	Counter Disaster Plan
CHNS	Community Health and Nursing Service
CISD	Critical incident Stress Debriefing
CO	Community Organizing
CVA	Capacity and Vulnerability Assessment
DCC	Disaster Coordinating Council
DENR	Department of Environment and Natural Resources
DM	Disaster Management
DMS	Disaster Management Services
DNA	Damage, Needs Assessment
DOC	Disaster Operation Center
DOH	Department of Health
DRT	Disaster Response Team
DSWD	Department of Social Welfare and Development
GO	Government Organization
ITCZ	Intertropical Convergence Zone

NBP	National Blood Program
NDCC	National Disaster Coordinating Council
NGO	Non-Government Organization
OCD	Office of Civil Defense
OHP	Overhead Projector
PAGASA	Philippine Atmospheric Geophysical and Astronomical Services Administration
PHIVOLCS	Philippine Volcanology and Seismology
PMP	Prevention, Mitigation, Preparedness
PNP	Philippine National Police
PNRC	Philippine National Red Cross
PNRI	Philippine Nuclear Research Institute
PR	Public Relations
RCY	Red Cross Youth
SOP	Standard Operating Procedures
SoS	Social Services
SS	Safety Services
UN	United Nations

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Structure and Functions of National Disaster Coordinating Councils



The formation of the National Disaster Coordinating Council is aimed at strengthening the Philippine disaster control capability, and to establish the national program on community disaster preparedness

The NDCC is mandated to: a) prepare the National Disaster and Calamities Preparedness Plan; b) organize disaster coordinating councils down to the municipal level; c) develop self-reliance among local government units in the management of disaster; and d) advise the President on the status of the national disaster preparedness program, disaster operations and rehabilitation efforts of the government and private sector.

The NDCC acts as the main coordinator of all disaster management efforts. It also serves as the highest policy-making body and allocator of resources in the country to support the efforts the lower DCC level. In the discharge of its functions, the NDCC utilizes the facilities and services of the Office of Civil Defense as its operating arm.

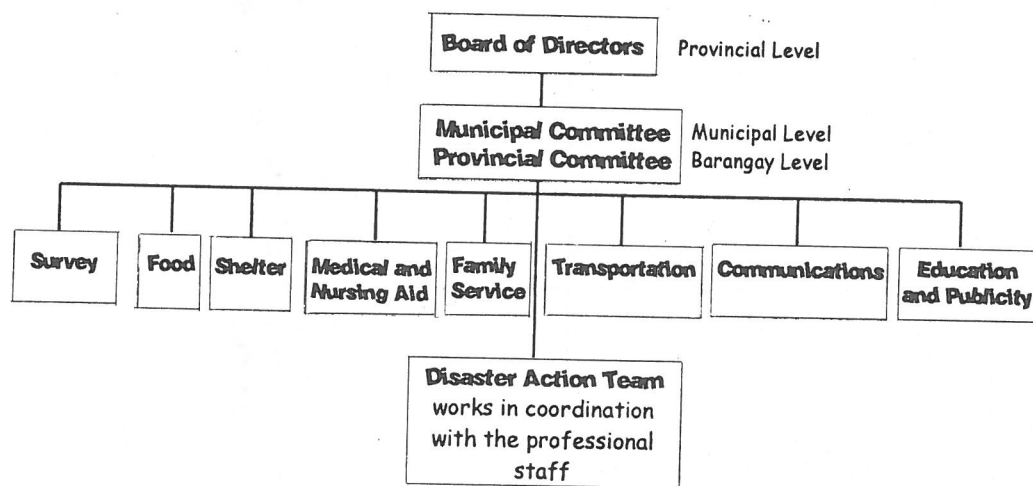
Below are the list of NDCC member agencies with its specific tasks:

1. Dept. of Agriculture - determines the extent of damage on agricultural crops, livestock and fisheries, and to assist disaster victims whose crops and livestock have been destroyed.
2. Dept. of Budget and Management - releases funds required for disaster operations
3. Dept. of Educ., Culture and Sports - assists in the public education campaign on disaster preparedness and to make available school buildings as evacuation centers.
4. Dept. of Environment and Nat. Resources - reforests areas which tend to cause floods, and to provide seedlings.

5. Department of Finance - issues rules with DBM in preparation and use of the 2% reserve funds for disaster operations.
6. Dept. of Health - provides health and medical services, and organizes disaster control groups (DCGs) in hospitals and clinics.
7. Dept. of Labor and Employment - organizes disaster control groups in factories, and provides emergency employment to disaster victims.
8. Dept. of Interior and Local Gov. - oversees the DCCs at various levels, and conducts trainings for members of local DCCs.
9. Dept. of National Defense through the Armed Forces - establishes communication links and makes this available for disaster operations, assists in the reconstruction of damaged roads/bridges, and assists in providing transportation for relief and evacuation.
10. Dept. of Public Works and Highways - restores damaged public infrastructures, provides equipment for rescue operations, and assists in providing transportation for relief and disaster victims.
11. Dept. of Social Welfare and Development - provides trainings for DCCs at all levels, in coordination with OCD and DILG, and organizes relief and rehabilitation services.
12. Dept. of Tourism - organizes DCGs in hotels and restaurants.
13. Dept. of Trade and Industry - maintains normal level of prices of commodities during emergencies and ensure their availability.
14. Dept. of Transportation and Communications - coordinates the organization of emergency transport service and make available transportation and communication facilities, restores damaged transportation and communication facilities, undertakes aerial search and rescue operations through the Air Transportation Office, coordinates harnessing of private aircraft, and repairs damaged airports.
15. Dept. of Science and Technology (DOST)- keeps continued watch over weather conditions and prepare daily forecasts of typhoon and flood warnings through PAG-ASA, and issues advisories on earthquakes and warnings for volcanic eruptions through PHIVOLCS.
16. National Economic and Development Authority - determines and analyzes effects of disasters on socio-economic programs.
17. National Housing Authority - provides emergency housing
18. Philippine Information Agency - provides public information services, and disseminates disaster mitigation measures.

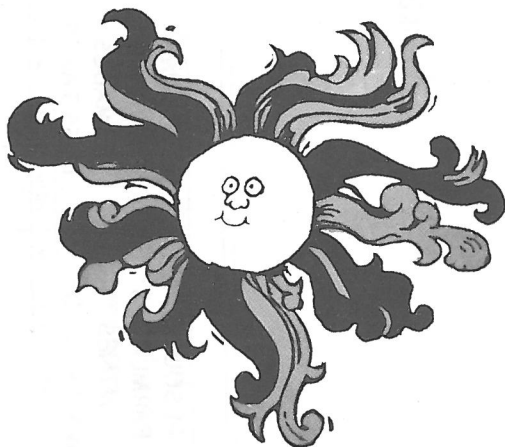
19. Philippine National Red Cross - conducts disaster leadership training courses, assists in the training of DCCs, delivers relief assistance, and makes blood available.

Organizational Structure of DCCs (all levels)



CAPACITY ASSESSMENT (1)

[illegible]



health care

- environmental health and safety and vector control

- Damage/needs assessment
- Ensuring and monitoring the water supply for acceptable levels of quality and quantity
- Ensuring the level of solid and sewage waste disposal is adequate to avoid the risk of disease transmission from pre-disaster levels
- Community/public health information/education
- Shelter management (health care, environmental health and epidemiological surveillance)

- Knowledge of community morbidity and mortality pattern
- Routine health information

epidemiological surveillance

- Monitor daily the health status (in shelters, evacuation areas)
- Report daily in daily format
- Be alert for AGE and ARI and scabies
- Any other diseases which may be endemic to the district such as malaria

Food and nutrition

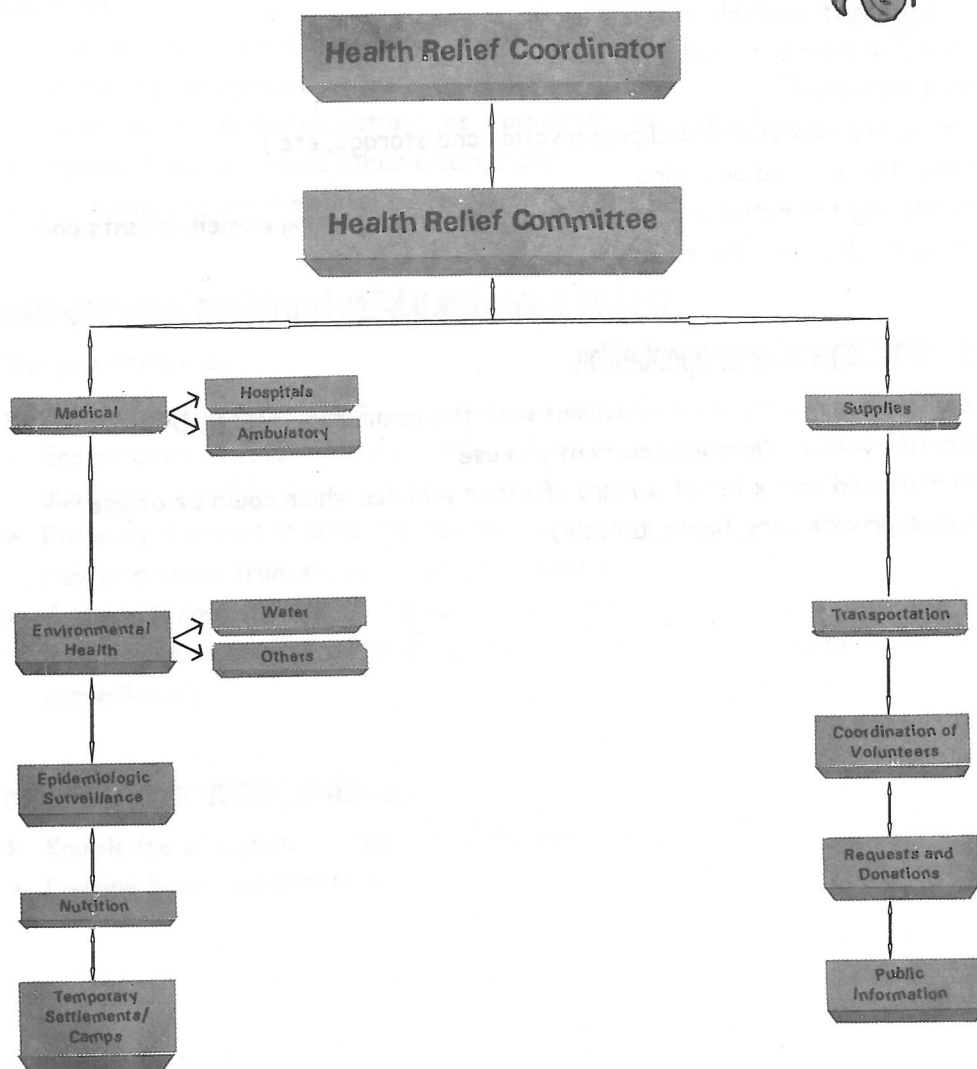
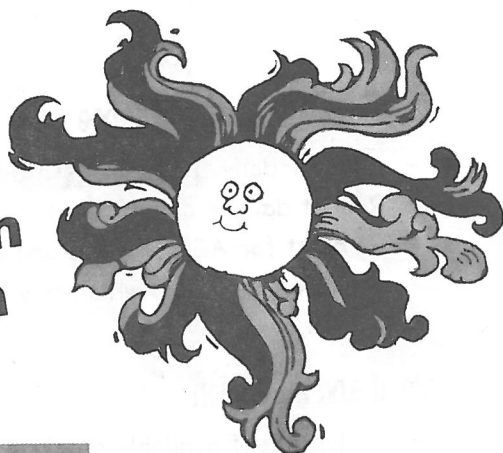
- Evaluation of available stocks
- Equitable distribution of food supplies to those in need
- Food inspection
- Community education (food preservation and storage, etc.)
- Prevention of food poisoning
- Monitoring the nutritional groups (pregnant and lactating women, infants and young children and the elderly)

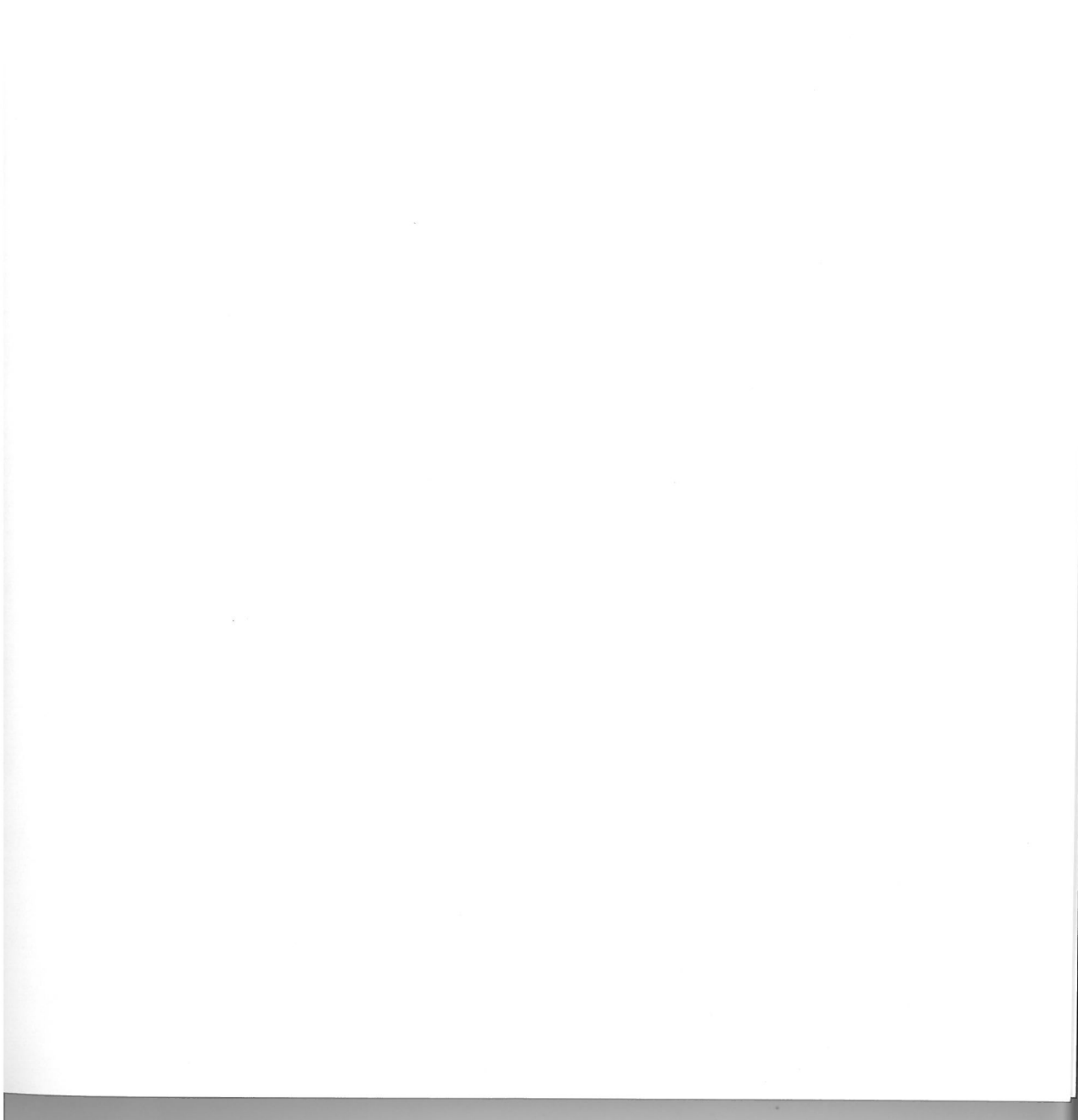
communication and transportation

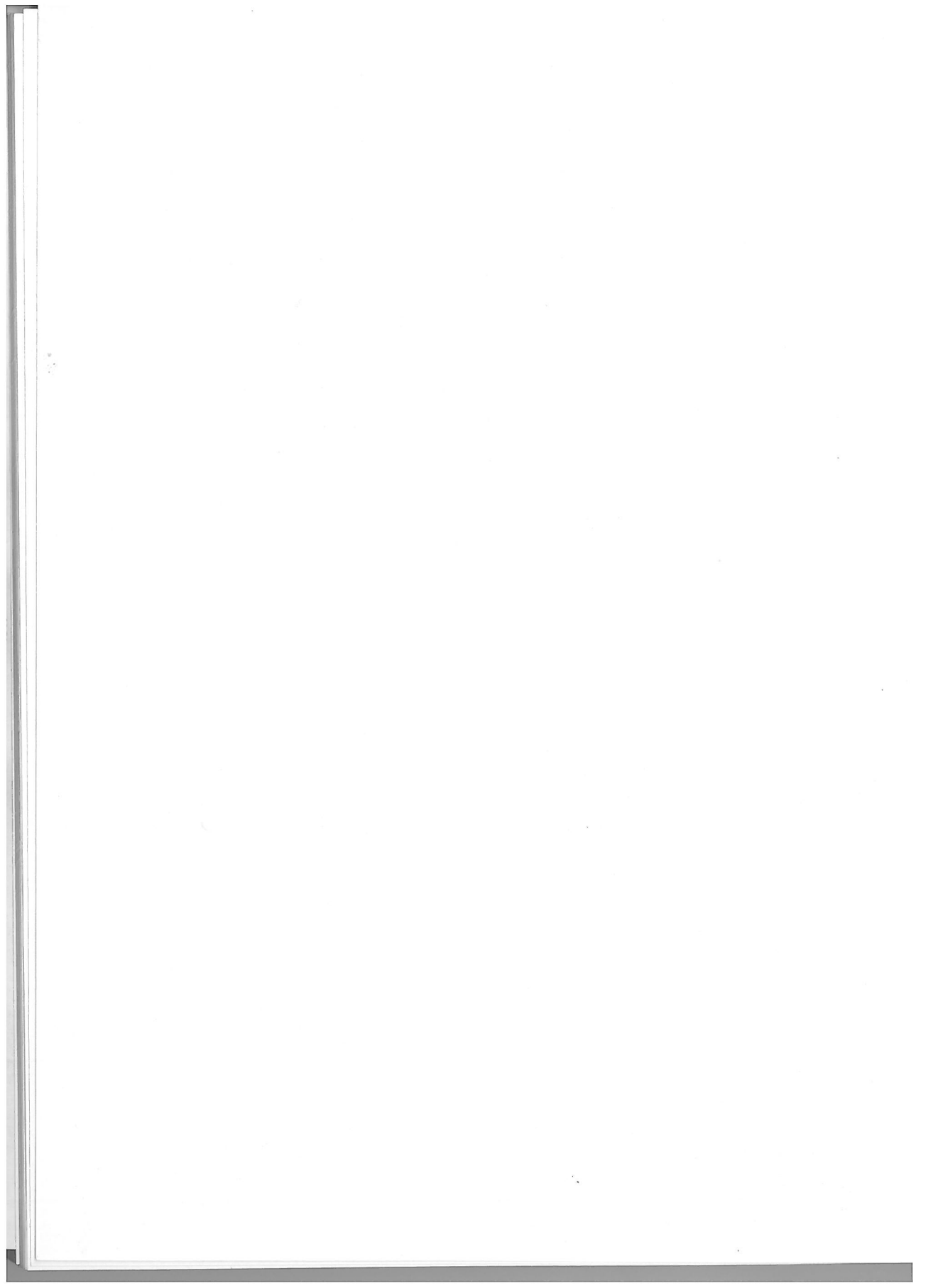
- Identify communication mechanisms with the community, NGOs, DOH
- Identify vehicles/methods currently in use
- Identify and annex list of owners of other vehicles which could be of use (buses, private cars, boats, bicycle)

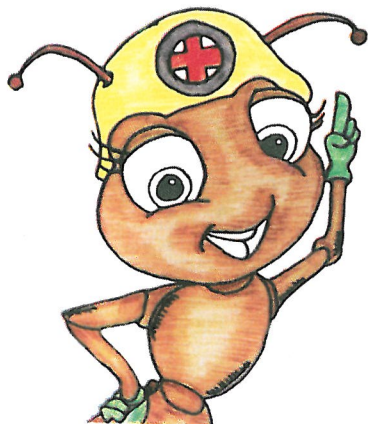
annex 9

Organizational System of Health Activities in Evacuation Centers









ABOUT THE GRAPHICS

THE ANT IN THE GRAPHICS SYMBOLIZES "PREPAREDNESS AND HARDWORK" - TWO FILIPINO VALUES ADVOCATED BY THE PHILIPPINE NATIONAL RED CROSS - DISASTER MANAGEMENT SERVICES IN ADDRESSING DISASTER MANAGEMENT ISSUES AND CONCERNS WITH THE COMMUNITY.

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