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Training Report

# ASEAN Rapid Damage Assessment and Needs Analysis (DANA) Training

October 13 - 17, 2008 in Manila, Philippines



**COMPILED FOR**  
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The ASEAN-US Technical Assistance and Training Facility

**SUBMITTED BY**  
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Chief of Party  
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The devastation caused by natural disasters in the ASEAN region in recent years, including Cyclone Nargis in Burma, and the Aceh tsunami, has highlighted the critical need for the ASEAN countries to be better able to rapidly and accurately assess the damage caused by a disaster as well as identify the needs for immediate assistance in relief and reconstruction.

Responding to that need, on October 13-17, 2008, the ASEAN-US Technical Assistance and Training Facility (TATF) and the Pacific Disaster Center facilitated a training course with funding from the USAID Office of Foreign Disaster Assistance (OFDA), the Office of the UN High Commissioner for Refugees (UNHCR), and the Pacific Disaster Center.

The week-long “Rapid Damage Assessment and Needs Analysis” training focused on policy guidelines governing mobilization of damage assessment teams and disaster response coordination; essential elements of, and techniques for performing damage assessment and needs analyses; as well as developing training materials to form the basis for further national and regional development of damage assessment and needs analysis capability among the ASEAN Member States.

Over 50 representatives from ASEAN Member States Disaster Response Agencies as well as representatives from the UN Office for the Coordination of Humanitarian Affairs (UNOCHA), the ASEAN Secretariat, the ASEAN Coordinating Centre for Humanitarian Assistance (AHA Center), and OFDA participated in this training in Manila, Philippines.

One of the main themes that continued to arise throughout the training was the importance of coordination, both internally amongst team members and between the various International Organizations and relief providers. Through speaker presentations and interactive group exercises, it was agreed that ASEAN will need to establish a set of procedures –built on international standards--for information management and reporting amongst teams and to better facilitate interface with UN and other international organizations.

Several participants also underlined the need for ASEAN to outline where the ASEAN Emergency Rapid Assessment Teams (ERAT) and the AHA Center fit into what one speaker termed the ‘fog of relief’.

The training material produced during this training is now being reviewed by the Pacific Disaster Center, who will revise both the training materials and draft manual based on comments and recommendations from participants. The ASEAN Secretariat, the ASEAN Committee on Disaster Management, and AHA Center also committed themselves to continue to develop the capacity of the ASEAN ERAT teams including deployment procedures and competencies for an ERAT roster of experts.

# Agenda

ASEAN-US Technical Assistance & Training Facility

## ASEAN Rapid Damage Assessment & Needs Analysis Training (DANA)

October 13-17, 2008 in Manila, Philippines.

<b>Day One: Monday, October 13, 2008</b>	<b>Start Time</b>
Welcome and Introductions Ms. Adelina Kamal, ASEAN Secretariat Ms. Lisa Hillmann, ASEAN-US Technical Assistance and Training Facility Mr. Stanley Goosby, Pacific Disaster Center	9:00 am
Opening Remarks Gen. Glenn J. Rabonza, Administrator, Office of Civil Defense and Executive Officer, National Disaster Coordinating Committee, Philippines Gen. Ernesto Carolina, Undersecretary, Department of National Defense, Philippines	
Introduction to Training Dr. George Buck & Dr. Erin Hughey	
<b>Morning Break</b>	
ASEAN AHA Center Mr. Tabrani, Executive Director, AHA Center	10:30 am
Module 1: Introduction to Damage & Needs Assessments: Your Role Dr. George Buck & Dr. Erin Hughey	11:15 am
<b>Lunch</b>	
Module 2: Governance & Guidelines for ASEAN Damage & Needs Assessments Dr. Erin Hughey & Dr. George Buck	1:30 pm
Case Study One: Singapore Major Ow Yong Tuck Wah	2:15 pm
<b>Afternoon Break</b>	
Group Activity (Application of Knowledge) Dr. George Buck & Dr. Erin Hughey	3:30 pm

<b>Training Day Two: Tuesday, October 14, 2008</b>	<b>Start Time</b>
Module 3: Key Elements of Damage & Needs Assessment Dr. George Buck	9:00 am
Module 4: Impact of Assessments on Response Dr. Erin Hughey	9:45 am
<b>Morning Break</b>	
Module 5: Damage & Needs Assessments: Organization, Planning & Implementation Dr. Erin Hughey	11:00 am
<b>Lunch</b>	
Module 6: Damage Assessment Protocol Dr. George Buck	1:30 pm
Module 7: Initial or Rapid Assessment Dr. Erin Hughey	2:15 pm
<b>Afternoon Break</b>	
Module 8: Working with the Media Dr. Erin Hughey	3:30 pm
Group Activity (Application of Knowledge) Dr. George Buck & Dr. Erin Hughey	
<b>Dinner Hosted by Office of Civil Defense, Philippines</b>	

<b>Training Day Three: Wednesday, October 15, 2008</b>	<b>Start Time</b>
Module 9: Comprehensive Damage & Needs Assessments Dr. George Buck & Dr. Erin Hughey	9:00 am
<b>Morning Break</b>	
ASEAN ERAT Team: Experience of Cyclone Nargis Ms. Adelina Kamal, ASEAN Secretariat	10:15 am
<b>Lunch</b>	
Module 11: Methods and Tools for Improving Damage and Needs Assessments Ms. Sharon Mielbrecht & Mr. Stanley Goosby	1:00 pm
<b>Afternoon Break</b>	
Case Study Two: Philippines Governor Joey Sarte Salceda, Albray Province	2:30 pm

Group Activity (Application of Knowledge) Dr. George Buck & Dr. Erin Hughey	3:30 pm
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<b>Training Day Four: Thursday, October 16, 2008</b>	<b>Start Time</b>
UNOCHA and Coordination of International Humanitarian Assistance Dr. Rajan Gengaje, Regional Disaster Response Adviser, Regional Office for Asia and the Pacific	9:00 am
<b>Morning Break</b>	
OFDA's System for Rapid Response Ms. Laura Chapman, USAID/OFDA	11:15 am
<b>Lunch</b>	
Group Activity: Application of Tools & Technology (GIS) Ms. Sharon Mielbrecht & Mr. Stanley Goosby	1:30 pm
<b>Afternoon Break</b>	
Group Activity: Scenario Based Exercise Dr. George Buck & Dr. Erin Hughey	3:00 pm
Scenario Debriefing & Discussion Dr. George Buck & Dr. Erin Hughey	

<b>Training Day Five: Friday, October 17, 2008</b>	<b>Start Time</b>
Module 12: What to Expect When Responding as an ERAT Member Dr. George Buck	9:00 am
Table-Top Exercise	9:30 am
<b>Morning Break</b> (Morning Break will be 'on the run')	
Table-Top Exercise continued	
<b>Lunch</b>	
Exercise Evaluation, Debriefing & Discussion	1:00 pm
Closing Remarks & Presentation of Certificates Gen. Glenn J. Rabonza, Administrator, Office of Civil Defense and Executive Officer, National Disaster Coordinating Committee, Philippines Mr. Stanley Goosby, Pacific Disaster Center Ms. Adelina Kamal, ASEAN Secretariat Mr. Tabrani, AHA Center	2:30 pm

# Evaluation

ASEAN-US Technical Assistance & Training Facility

## ASEAN Rapid Damage Assessment & Needs Analysis (DANA) Training

October 13 - 17, 2008 in Manila, Philippines

### Personal data

Years of experience in disaster management	Various: From no experience to 34 years
Country of Representation	10 ASEAN Member States
Male/Female	38 Respondents (24 Males + 13 Females + 1 unknown)

### Presentations

On a scale of 1 to 6, please rate how informative each session was for you. A rating of 6 indicates that you found the session highly informative; a rating of 1 that you did not find it informative.

Presentation	Not				Highly	
	1	2	3	4	5	6
<b>DAY 1</b>						
ASEAN AHA Center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4,63	<input type="radio"/>	<input type="radio"/>
Module 1: Introduction to Damage & Needs Assessments: Your Role	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4,89	<input type="radio"/>	<input type="radio"/>
Module 2: Governance & Guidelines for ASEAN Damage & Needs Assessments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4,94	<input type="radio"/>	<input type="radio"/>
Case Study One: Singapore	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4,92	<input type="radio"/>	<input type="radio"/>
Group Activity (Application of Knowledge)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5,17	<input type="radio"/>
<b>DAY 2</b>						
Module 3: Key Elements of Damage & Needs Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4,83	<input type="radio"/>	<input type="radio"/>
Module 4: Impact of Assessments on Response	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4,75	<input type="radio"/>	<input type="radio"/>
Module 5: Damage & Needs Assessments: Organization, Planning & Implementation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4,78	<input type="radio"/>	<input type="radio"/>
Module 6: Damage Assessment Protocol	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4,83	<input type="radio"/>	<input type="radio"/>
Module 7: Initial or Rapid Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4,94	<input type="radio"/>	<input type="radio"/>
Module 8: Working with the Media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4,94	<input type="radio"/>	<input type="radio"/>

Group Activity (Application of Knowledge)	○	○	○	○	5,14	○
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### DAY 3

Module 9: Comprehensive Damage & Needs Assessments	○	○	○	4,88	○	○
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Module 10: Records & Reporting Mechanisms	○	○	○	4,91	○	○
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Module 11: Methods and Tools for Improving Damage and Needs Assessments	○	○	○	4,94	○	○
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Case Study Two: Philippines	○	○	○	○	5,24	○
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Group Activity (Application of Knowledge)	○	○	○	○	5,21	○
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### DAY 4

OCHA	○	○	○	4,91	○	○
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OFDA	○	○	○	4,94	○	○
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Module 12: What to Expect When Responding as an ERAT Member	○	○	○	4,92	○	○
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Group Activity: Application of Tools & Technology	○	○	○	○	5,03	○
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Group Activity: Scenario Based Exercise	○	○	○	4,97	○	○
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Scenario Debriefing & Discussion	○	○	○	○	5,00	○
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### DAY 5

Table-Top Exercise	○	○	○	○	5,39	○
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Exercise Debriefing & Discussion	○	○	○	○	5,44	○
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## Subject Matter

Would you like to see more, the same, or less time devoted to the following topics:

	<b>Topic</b>	<b>More</b>	<b>Same</b>	<b>Less</b>
1	ASEAN AHA Center	20	16	2
2	Module 1: Introduction to Damage & Needs Assessments: Your Role	17	18	3
3	Module 2: Governance & Guidelines for ASEAN Damage & Needs Assessments	18	16	4
4	Case Study One: Singapore	14	20	4
6	Module 3: Key Elements of Damage & Needs Assessment	22	13	3
7	Module 4: Impact of Assessments on Response	23	11	3
8	Module 5: Damage & Needs Assessments: Organization, Planning & Implementation	22	12	3
9	Module 6: Damage Assessment Protocol	21	15	2
10	Module 7: Initial or Rapid Assessment	22	13	1
11	Module 8: Working with the Media	18	15	4
12	Module 9: Comprehensive Damage & Needs Assessments	26	9	2
13	Module 10: Records & Reporting Mechanisms	22	11	2
14	Module 11: Methods and Tools for Improving Damage and Needs Assessments	25	9	2
15	Case Study Two: Philippines	12	20	5
16	OCHA	13	20	4
17	OFDA	11	21	4
18	Module 12: What to Expect When Responding as an ERAT Member	22	13	2
19	Group Activity: Application of Tools & Technology	23	12	3
20	Group Activity: Scenario Based Exercise	20	17	1
21	Table-Top Exercise	23	14	1

## General

1. What part of this course did you like the most?

- o Key element of DANA
- o Almost everything
- o Sharing experiences among participants
- o Enthusiastic event during training
- o Table-top Exercise ( 6 comments)
- o Comprehensive Damage & Needs Assessment ( 3 comments)
- o Module 2 ( 2 comments)
- o I'd like this course to model 2 for governance and guidelines for ASEAN Dana
- o All modules are important and inter-related each other as management tools to enhance performances
- o Group exercises/activity ( 5 comments)
- o Damage & Needs Assessments: Organization, Planning & Implementation
- o Interaction between participant in sharing info and experience
- o Group activity: application of tools & technology because this was my first time experienced using the
- o GPS
- o Establishing parameters in the conduct of DANA
- o Effective coordination of ASEAN countries in terms of humanitarian approaches
- o Application of technology; group exercises/table-top exercise; case studies
- o Simulations & Table-top Exercise
- o The group activities as we all consolidate different ideas
- o The opportunity to exercise what have been lectured
- o All.
- o Case scenarios/activities
- o Application of knowledge for the group activity
- o Interaction with participants who might be deployed to incident together including culture
- o night hosted by NDCC
- o The group discussions and scenario exercises, and also the "culture night"
- o Module & Working with the Media
- o Initial or Rapid Assessment

- o Case study, group activities, cultural show
2. What part of this course did you like the least?
- o GIS/GPR - too technical and less important in relation to DANA principles
  - o OFDA system of rapid response
  - o I'd like the least this course to model 8 for working with the media
  - o Too much presentation
  - o What to expect when responding as an ERAT Member
  - o None. Everything was interesting
  - o Interacting with the Media
  - o All parts of the course are very relevant
  - o OCHA. Too much time and no time management
  - o Media activity, caused in our locality we have no problem in handling the media
  - o Module 11
  - o All more good information
  - o GPS hands on **( 2 comments)**
  - o AHA Center **(2 comments)**
  - o The Working with Media
  - o Interaction with fellow participants that might not be deployed together
  - o Too many lectures ... maybe more on discussions, sharing sessions & scenario exercises would be nice
3. What other topics would you like to see included?
- o More on how to intergration among NGO's and Government Sectors
  - o More sharing sessions
  - o Should include othern useful nations in term of Damage Assessment & Needs Analysis
  - o Table-top Exercise
  - o Immediate recovery of the vital infrastructure and facilities
  - o I'd like the case study Singapore and case study Philippines
  - o For time being that all right, appropriate one

- o Logistics
- o More case studies and experiences from other countries
- o How to preparing plan to get help from internation/nation organization/agency
- o More case study, maybe from other country for example Europe country-lesson learn is the good learning process
- o Other region case study - not only ASEAN
- o More sharing of the varied experiences (disaster) from partner countries/participants
- o Analysis of projected needs using established standard on humanitarian assistance
- o More case studies on DANA
- o Actual use of Evaluation Tool
- o Scenario based & yet field not table top
- o Standard qualifacation for an ASEAN-ERAT
- o More of ICS and actual visit of impacted area during the course of the training
- o Safer access and Safety and Security
- o Assessment reports from disaster responded to
- o Case studies from all participating countries
- o Tools used to conduct DANA applicable to each country and how to institutionalize DANA in all government agencies (**2 comments**)
- o Case studies of other disaster stricken countries
- o Reference generation techniques in tapping UN funding agencies
- o The application of each modules particularly the tools and technology
- o More time for the exercise especially the media interview
- o Institution visit e.g. NDCC Operations Centre, AHA Centre
- o ERAT delopment life-cycle and ERAT/AHA Centre equipping
- o More sharing sesions by other countries or rescuers who had been to simlar overseas humanitarian missions
- o Such AARs would be beneficial for further implementations
- o GIS Application
- o Understanding disaster
- o Visit functioning office for damage and needs assessment which available

4. Did this course use a good mix of lecture and interactive discussion?

- Yes ( **21 comments** )
- Excellent
- This lecture 70% and interactive discussion 30%
- Yes, it was excellent conduct
- Yes, absolutely
- Less discussion
- Very good
- Yes, of course
- No
- Agree
- Good
- Yes, it's very useful

Yes. However, there should be a better control on the timing to include the Q&A & lectures, so that the schedules and programme timing can be adhered

Yes, of course. I like this way of training

5. What sorts of follow-up activities for this course would you find useful?

- Timeline and priority in DANA activity
- The group discussions/activity ( **2 comments** )
- Implementing directly to the field (eg. Applying GPS Knowledge)
- Provide supportive documents to the modul such as books or other useful information sharing
- Methods and Tools for improving Damage & Needs Assessments
- The prompt and precise assessment of emergency of disaster
- Mobilization of human resources of tools and logistical of emergency of a disaster is decided
- I should to make standard operating procedures for standby arrangement, and coordinator of joint disaster relief and emergency respons operations.
- More ERAT Training
- Refresher course
- Composition of ERAT Team Members
- Finalization of stand-by arrangements

- o More, more training / Exercise ( 2 comments)

- o This training should continue in ACDM agenda

In the exercise of desk-top, is good if can provide more room for its function, and should not in the same room

- o Practical through working groups is very effective of the training

Is it possible to add some topics in-depth to all participants to becoming ERAT member in the future (or becoming NDCC) in each ASEAN Countries

- o Working with the media

- o Very good presentation but a little bit to long, speak too fast, unclear some point.

Please give more example and more explanation, during presentation, when you reach the importance point, it should be stop and give time to participants to discussion (brain storming) it to the best to get the idea

- o In-dept assessment

- o Training on application of DANA on various disaster named

- o More capabilities building projects in terms of DANA; methods, strategies, etc

- o More case studies to include lessons learned

Show strong partnership of the humanitarian response organizations - UN &

- o ASEAN & Non-UN networks

- o More benchmarking

- o Specialized training for the various sectors / specialized involved in DANA

- o Case studies should highlight lessons learned rather than show cases the organization

Table-top exercise should also be linked to the press statements so that consistency of the info can be checked

- o Formulation of standard form for local ERAT

- o More experience on Press Releases

More intensive training to include use of different tools/methodologies/forms, protocols of host countries

- o Timely training

- o Good pacing, good time management

- o Exercises to interface with local/national disaster

- o Bear in mind that AHA and ERAT teams are support only to host gov't responders

Do we encourage individual ERAT teams to give press releases, go directly to the media for

- o appeal for foreign assistance. Are we not overstepping on the role of the local/host government

- o GPS if we have one gadget in our office and referral engagement in real situation

Thanks for giving us this opportunity to share our thoughts and ideas.

- o Moreover my sincerest gratitude for sharing over here in the Philippines to share, in part of your global knowledge and skills on rapid needs assessment.

- o Communication equipment

Perhaps additional topics on safer access and more activities, scenario. Hands on.

- o Actual assessment (outside).  
Sharing of lessons from disaster responded to and more time provided especially exercises.

- o Thank you very much for the opportunity to join this training.

- o Follow-up training on assessment procedures.

We appreciate the management for providing this kind of training. We look forward that more

- o trainings of this kind will be undertaken soon. Good luck and more power !!

- o Update on the SOPs, if ever modified.

- o The assessment of damage and analysis

- o More training maybe next venue is in abroad. I suggest to include also field trip to see actual condition.

- o The application of tools and technologies

- o I look forward to invite me again to this kind of seminar-workshop

- o To gather members from 1st & 2nd ERAT to get their feedback on their needs and draft SASOP

- o To finalize arrangement for ERAT members

- o To get this course participants to join in the next exercise on deployment (eg ARDEX 09)

To consolidate all the group discussions, validate the points and send to the participants / set-up

- o webpage for all to access

- o A basic intro to the GPS was done. For further courses. Maybe more time could be devoted to teach on the operational usage, like setting waypoints and find/track your way using the coordinates on the GPS

- o No disaster and country mode of coordinating relief efforts are the same. Maybe for future courses, a short session could be devoted to each country, for them to give a brief outline on the methodology of their government in coordinating the various actors during a disaster, or their past efforts and lessons learnt in handling disaster to with a knowledge on the different approaches. Maybe AHA or OCHA can synergise and propose a common methodology.

- o Table-to Exercise

- o Follow-up training on assessment procedures. **( 2 comments)**