

**DISTANCE LEARNING COURSES**  
**DISASTER MANAGEMENT**

- DM01 Preparing Against Possible Events
- DM02 Responding on Occurrence of Events
- DM03 Managing Aftermath of Events
- DM04 Calling for Outside Aid
- DM05 Providing Emergency Training and Services
- DM06 Monitoring Disaster Management Programs

**Per Course**

**Registration Fee Rs. 2000/-  
Including Course Material**

**Examination Fee Rs. 1000/-**

**Personal Session Fee Rs. 1000/-**

*Conforming to German Regulations  
Katastrophenschutz (Disaster Preparedness)  
Zivilschutz (Civil Protection)*

**EFTD**

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**Pakistan Foundation for Advancement of Engineering & Technology**

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## WHO CAN APPLY ?

These Courses are designed for persons employed by an organization involved in humanitarian work in local governments, in NGOs, in donor agencies, in relief organizations and training on disaster management.

## HOW DOES DISTANCE LEARNING WORK ?

Persons who wish to undertake these Courses can register themselves by filling out the attached form and sending it either by surface mail or by email. The form can also be downloaded from the website.

The fee can be paid by cross cheque sent by surface mail or through credit card online. On registration and receipt of fee, the participants will be sent the Course Material on CD by surface mail or a hard copy as requested. The Course Material will also be possibly downloaded from the website.

The participants will then do their course work and send their assignments for checking and advice through surface mail or through email. They will receive this material back through same channels.

This communication will continue progressively until, the participants will be advised that they can sit in the examination. There is a separate fee for examination, that will be sent in similar manner. Examination will be conducted and certificates will be issued .

Those participants who may wish to seek personal sessions will send their desires to do so and such arrangements will be made in groups against a fee for each session.

## CERTIFICATES & ULTIMATELY THE DIPLOMA ?

Upon successful completion of the examination, the participants will be will sent a Certificate of Proficiency for each Course. The Diploma in Disaster Management will be issued on successful completion of all the Courses in this series.

## CONDUCTORS

- ***Dr. Engr. Javed Yunas Uppal***  
ISO System Thinking & Taozen Specialist
- ***Capt. (R) Muhammad Shoaib Hashmi***  
Strategic Planning Specialist
- ***Anum Arshad***  
Disaster Management Trainer
- ***Asim Javed Uppal***  
Courses Coordinator

# Pakistan Foundation for Advancement of Engineering & Technology

## COURSE REGISTRATION FORM

COURSE		DATE & LOCATION

### REGISTRATION INFORMATION :

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Job Title \_\_\_\_\_

Agency/Employer \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone No ( ) \_\_\_\_\_ Fax No ( ) \_\_\_\_\_

Professional ?  Yes  no

### BUSINESS IDENTIFICATION :

Federal Government  State or Local Government  Donor  NGO  Other

### POSITION CATEGORY :

ADR Mediator  Attorney  EEO Dir/Mgr/Supv  HR Dir/Mgr/Supv  Other Mgr/Supv  HR Staff

EEO Inv/Counselor/Staff  Union Rep  President/Owner  Other

### COMMUNICATION METHOD :

By Surface Mail  By E-Mail  CD  Hard Copy

### PAYMENT METHOD :

Charge to :  Master Card  Visa  Discover  American Express  Cheque/Draft

Account No: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ E-mail Address \_\_\_\_\_

Check (payable to PFAET) attached



## PFAET PREVIOUS RECORD SHORT COURSES CONDUCTED

<i>Power Electronics and Circuit Analysis on Spice</i>	June-July, 1993 Prof. M.H. Rashid Indiana University Purdue University USA.	<i>Environmental Protection</i>	March 1994 Mr. Athar A. Khan Specialist Environmental Protection Agency California
<i>Finite Element Technique</i>	Sep. 1993-Jan. 1994 Prof. Kamal W. Khan University of California Berkeley, USA.	<i>Structure (Dynamics &amp; Earthquake Engineering)</i>	March 11-23, 1995 Dr. Engr. Sohail Qureshi Nihon University Japan
<i>Computerised Manufacturing</i>	July 1994 Mr. David Wadsworth United National Industrial Development Organisation	<i>Repair &amp; Rehabilitation of Concrete &amp; Masonry Structures</i>	Jan. 7-Feb. 5, 1996 Dr. Engr. Javed Yunas Uppal, Dr. Musarrat Ullah Khan Afridi,
<i>Environment Management Systems</i>	May 2005 Engr. Farhan Arooj KAST South Korea	<i>ISO-9000 Quality Systems</i>	Oct 6 - 11, 1997 Dr. Engr. Javed Yunas Uppal
<i>Micro Finance for Community Development</i>	Aug 2006 Prof. Dr. Jamshed Washington DC, USA.	<i>Effective Communication</i>	July 2006 Amna Tahir La Moirae
<i>Disaster Management</i>	Nov 18, 2006 Capt. Shoaib Hashmi	<i>Earthquake Relief and Rehabilitation</i>	April 2006 Dr. Javed Yunas Uppal

## SEMINARS HELD

Mud Architecture, March 1991 : Prof. Rule of Germany, Minimum Energy Air Conditioning System, June 1991

Starting a New Enterprise, September, 1991, Building Finishes, November, 1991 : Prof. Boslem of UK

Construction Chemicals, November, 1991 : Mr. Li Guo Pan of China,

International Technological Exhibition & Seminar, November, 1992

## ORGANISATIONS WHICH SENT DELEGATES

Cement Research and Development Institute	National Fertiliser Corporation
National Building Research Institute, Karachi	Pakistan Engineering Co.
Pakistan Council of Appropriate Technology, Karachi	Associated Consulting Engineers
Lahore Development Authority	Heavy Mechanical Complex Textile
Multan Development Authority	National Power Institute
Pakistan Public Works Department, Islamabad	Naval Engineering College Karachi
Pakistan Atomic Energy Commission	Military Engineering College Resalpur
Naval Headquarters, Islamabad.	DESCON Engineering
Headquarters, Engineering NLC	Pak-German Technical Training College
Water and Power Development Authority	PCSIR Laboratories
National Engineering Services Pakistan Ltd.	University of Engineering and Technology Lahore.

## PFAET

The Pakistan Foundation for the Advancement of Engineering and Technology is an NGO; a non-profit organisation dedicated to the dissemination of science and art of engineering and to the diffusion and advancement of technology. The Foundation is supported by self generation, grants, donations, endowments, and the contribution of volunteers.

## COURSES CONTENT

### DM01 - Preparing Against Possible Events

#### Course Content:

This course has three units divided in three chapters each.



**Unit One** deals with the principles of preparation, planning process, the advantages and the limitations.

**Chapter 1** : introduces preparation for possible events, in the emergency situation.

**Chapter 2** : describes partners in the scenario.

**Chapter 3** : tells how to initiate and maintain the preparation.

**Unit Two** describes the basics of preparatory planning the required means : visualizing an event, needs projection, resource assessment, and identification.

**Chapter 4** : describes how to make a preparatory plan and how to identify what is needed.

**Chapter 5** : describes methods for evaluating required resources - both physical and human.

**Chapter 6** : describes how to identify gaps that exist in the present management system.

**Unit Three** gives a case study of a preparatory planning

**Chapter 7** : describes how the partners work together.

**Chapter 8** : identifies responsibilities of a working group and the team leader.

**Chapter 9** : describes the role of the core team, including preparation and review.

### DM02 - Responding on Occurrence of Events

#### Course Content :

This course has two units with four chapters each.



**Unit One** provides a basis of response concept. It describes approaches to practices currently in use. It gives the steps of assessing the situation, setting objectives, and organising activities.

**Chapter 1** : introduces the reader to response concepts and definitions and explains emergency situations.

**Chapter 2** : describes how to begin an emergency response with assessment of the emergency situation, analysis of needs and resources, and keeping flexibility for dealing with uncertainty.

**Chapter 3 :** explains how to choose objectives of emergency response and ways to execute them in realistic terms

**Chapter 4 :** designing and describing the activities to achieve the objectives. How to break down a complex plan into simpler units.

**Unit Two** tells ways to operate the action plan in more detail in a way that promotes co-ordination and communication. It describes the steps of identifying realistic inputs to the response operation, co-ordinating the planning process detailed timelines, and flow charts to support and communicate.

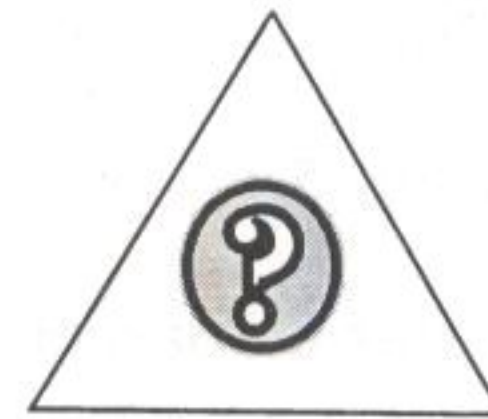
**Chapter 5 :** assessing and gathering information on the emergency response inputs, particularly those resources available to the displaced population.

**Chapter 6 :** gives useful hints for co-ordination in the emergency response operation.

**Chapter 7 :** gives how to operate a coherent teamwork that facilitate both time to time analysis and spread of the information to other partners. It introduces the framework, and tools for emergencies

**Chapter 8 :** the use of monitoring and evaluation in the short and longer-term improvement.

## DM03 - Managing an Emergency Operation



### Course Content :

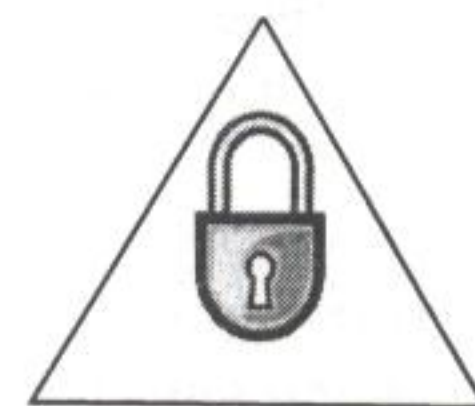
The course has three units with three chapters each.

**Unit One** gives the specific management context of refugee emergencies, the problems that arise directly from the situation, the needs of the refugees or displaced? information required by the manager issues related to mass displacement emergencies, strategies, and analytical techniques. It describes management of the resources and capacities needed for the physical response to the emergency.

**Unit Two** it describes emergency field experience . It discuss, ways of thinking and analysing problems presented by emergencies, and show some of the benefits of 'systems thinking' in emergencies.

**Unit Three** describes the interpersonal skills required to handle an emergency coordination, effort, managing conflicts, and the leadership. It describes people/oriented management skills.

## DM04 - Calling for Outside Aid



### Course Content :

This course has six chapters.

### Chapter 1 : What are External Relations:

The need to maintain formal and informal networks and to mobilize external help.

How trust is to be built

Maintaining formal and informal networks

Sharing information

**Chapter 2 : Building Positive Relationships :**

Negotiation skills--problem solving and conflict resolution  
Facilitation skills--understanding group processes

**Chapter 3 : Working with Governments, and Donor Agencies :**

External relation in emergencies  
The importance of co-ordination.

**Chapter 4 : Media Work :**

Media relations and basic rules  
Media skills-presenting yourself

**Chapter 5 : Funding Relations :**

Funding  
Providing information for funding

**Chapter 6 : Building strategies for Outside Relations :**

Guidelines for practical relationship-building, for:  
Inter-agency relationships  
Relationships with the media  
Funding and donor relations

**DM05 - Providing Emergency Services**

**Course Content :**

This course has two units with eight chapters-each.

**Unit One** describes the need for better emergency training, support and advice.

**Chapter 1 :** Learning to Deal with Emergency describes training options for building organisational capacity.

**Chapter 2 :** Emergency Training, gives how to provide emergency training, support and advice.

**Chapter 3 :** Training Needs gives the importance, the methods and the process for assessing training needs

**Chapter 4 :** Communication is an introduction to basic and effective communication skills.

**Unit Two** describes the elements for three of the training options and a discussion of why and how to conduct evaluations.

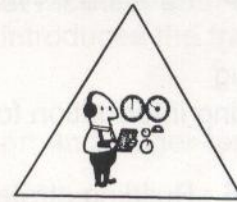
**Chapter 5 :** Coaching describes successful coaching as well as ways that improve coaching knowledge, abilities and skills.

**Chapter 6 :** Effective Presentations gives the elements, and techniques for making effective formal presentations.

**Chapter 7 :** Holding Workshops describe planning and managing training workshops.

**Chapter 8 :** Evaluation gives the levels of evaluation for emergency training.

## DM06 - Monitoring Disaster Management Programs



### Course Content :

This course has two units.

**Unit One** describes the basic monitoring methods of the disaster response. It describes the current key control points in the 'disaster management system'.

**Chapter 1 :** gives the existing international practices of efficient control. It identifies barriers to achieving the control and some overcoming methods.

**Chapter 2 :** gives a list of partners in the disaster response system and highlights some of their roles in controlling processes.

**Chapter 3 :** gives some of the "standard" control arrangements within the system.

**Unit Two** describes how to control and coordinate the response in a better and more efficient way. It gives practical analysis existing control arrangements.

**Chapter 4 :** gives a systematic analysis of a control system.

**Chapter 5 :** gives a human approach to improving control along with better listening and facilitation skills.

**Chapter 6 :** gives guidance for running better meetings that will have better results.

**Chapter 7 :** gives more useful ideas of control of operations.