

# REPORT

## TOT - DRR PROGRAMME FOR PROJECT CO-ORDINATORS AND VOLUNTEERS

“NAVJEEVAN”

Jointly Organized by

Kerala State Disaster Management Authority (KSDMA) & CARITAS INDIA

Report Submitted by

Foundation for Development Action (FDA)

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ToT DRR, Batch I

# Navajeevan ToT – Disaster Risk Reduction

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*Planning meeting @ KSDMA*

# **Navajeevan**

## **CARITAS INDIA – KSDMA SUPPORTED TOT ON DISASTER RISK REDUCTION (DRR) FOR STAFFS OF DISASTER CLINICS OF DIOCESAN SOCIAL SERVICE SOCIETY, KERALA**

### **Training Completion Report**

#### **Introduction to Navajeevan**

Navajeevan (Building Resilient Communities in Kerala) is a flagship programme of Caritas India and has been implementing in 13 out of 14 districts of Kerala. The programme has four key outcomes namely; 1) livelihood restoration and resilience; 2) disaster clinics; 3) Sudhaar – improve the living conditions of migrants in Kerala and 4) volunteer engagement and resource mobilization. Navajeevan programme is being implemented with focus on community managed disaster risk reduction and develop resilience as its core principle approach. Disaster clinics – one of the components of Navajeevan is in place in 31 local partner organizations of Caritas India across 13 districts of Kerala which aims at creating 310 disaster information and resource centres in 310 local bodies.

#### **Training Need Analysis (TNA)**

In order to understand the knowledge level of the ToT participants on DRR, a training need analysis (TNA) was done using a google form. 48 participants provided their rating on the sets of 25 quiz type questions. The TNA exercise helped the trainers to understand the knowledge level of the participants and it helped the trainers to make necessary changes in the inputs of the session of the ToT. The questions of the TNA were divided into 8 sub sections namely' 1) Basics of Disaster Management – 11 Quizzes; 2) Early Warning Dissemination & Systems- 2 Quizzes; 3) Camp Management – 2 Quizzes; 4) Basic Life Support – 8 Quizzes; 5) Rescue and Basic Fire Fighting - 2 Quizzes. Apart from the eight domains; educational background, years of experience of the trainees in DRR/DM sector and gender were assessed.

#### **About ToT-DRR**

The ToT on DRR was organized by Caritas India in association with development organization – Foundation for Development Action (FDA) and with technical assistance from Kerala State Disaster Management Authority (KSDMA) to strengthen the capacities of the human resources to take the role of the first responders in the 310 disaster clinics run by the partner organizations of Caritas India in 13 project locations. The ToT had technical sessions on the following four core areas namely; 1) understanding disasters and its basics; 2) early warning dissemination and systems and role of volunteers; 3) rescue and basic fire-fighting and 4) camp/shelter management. The ToT was organized at Alleppey Diocesan Charitable and Social Welfare Society (ADS), Alleppey in two batches for a total of 61 participants which includes project coordinators and volunteers of 13 diocesan social service societies in the month of October and November 2021. The participants of batch-I ToT were from districts namely; Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Idukki, Pathanamthitta and Ernakulam, whereas batch-II ToT were from Calicut, Wayanad, Thrissur, Kannur, Palakkad, Ernakulam, Pathanamthitta and Kasargode. The underline objective behind the ToT was to enable the trainees to imbibe DRR skills and knowledge and transfer the learned skills to the community they serve and reduce disaster risks.

#### **Inaugural Programme**

An inaugural ceremony of the ToT-DRR was organized on 26<sup>th</sup> of Oct, 2021 at Karmasadan, ADS. Ms Siby Paulose (program Associate, Caritas India) delivered the welcome speech. As introduction she emphasized the importance of DRR Trainings and the need of TOT for a proper Disaster Risk Management system. Mr. Armstrong Alexander shared the concept of the DRR – Navajeevan programme of Caritas India which included various



components, especially about disaster clinics, roles and responsibilities of task force volunteers and the importance of the training program the need of the hour during disasters.



Keynote address was delivered by Rev. Dr. James Rahel Anaparampil, the Bishop of Alappuzha Diocese. He stressed the importance of humanitarian aid and volunteerism during disasters. Mr. A M Arif, honorable Member of Parliament, Alappuzha constituency inaugurated the ToT-DRR. He appreciated the humanitarian aid programmes of Caritas India and the systematic approach followed by Caritas India at field and expressed his good will and best wishes for its future endeavors. The message of the day was done by Rev. Father Samson Anjiliparambil, Executive Director ADS Alappuzha. Mr. Rego Raju, Counsellor of Alappuzha Municipality and Mr. Ramesh Krishnan, Executive Director of facilitating NGO - Foundation for Development Action felicitated. Vote of thanks was delivered by Ms Monisha Mohan, DRR Coordinator of ADS, Alappuzha.

A total of 61 persons (project co-ordinators and volunteers) had attended the TOT of ToT on Disaster Risk Reduction in two batches of training programmes (*participant list attached as annexure*). The first batch of ToT DRR was organized from 26<sup>th</sup> October to 29<sup>th</sup> October 2021 for a total of 30 participants and the second batch was organized from 1<sup>st</sup> November to 4<sup>th</sup> November 2021, attended by 31 participants. Batch wise gender segregation is mentioned in the table mentioned below.

Batch	Period of ToT DRR	Total participants	Female	Male
I	26-10-2021 to 29-10-2021	30	06	24
II	01-11-2021 to 04-11-2021	31	10	21
<b>TOTAL</b>		<b>61</b>	<b>16</b>	<b>45</b>

The technical sessions of both the batches of TOT DRR comprises of theoretical, demonstration, practice and group exercise and are consolidated and is presented herein.

### Introduction to ToT-DRR schedule

Mr. Ramesh Krishnan, Executive Director of NGO - Foundation for Development Action, who is coordinating the entire TOT in his deliberation asked the participants to provide a brief self-introduction (person's name,

organization represented and experience of involving in disaster response activities). After the self-introductory round, Mr. Krishnan provided an overview of the entire sessions of the four-day ToT on DRR and set ground rules which all the participants shall follow while attending the sessions. As part of an extended approach and to analyze the knowledge level of the participants, a pre-test comprising 25 quiz type questions covering all the technical sessions was circulated among the trainees and collected back from the trainees. Analysis of the pre-test is mentioned towards the end of the training completion report. He then passed on the mike to Mr. Joe John George, State Project Officer of Kerala State Disaster Management (KSDMA) to take the session forward.

## **TECHNICAL SESSIONS**

### **DAY 1 (FORE NOON): BASICS OF DISASTER MANAGEMENT**

The first session of the ToT DRR was on basics of disaster management was facilitated by Mr. Joe John George, SPO KSDMA. The facilitator started his session by interacting with the trainees on sharing their experience of involving in disaster response activities. He showed a video document on disaster preparedness followed by pictorial depiction of major disasters 2019 which appeared in the World Disaster Report 2020 was discussed with the trainees. He also shared the details of major disasters occurred in the republic of India during the period 1980-2009.



In order to help the trainees to visualize the types of hazards have showed images of few disasters occurred in the state of Kerala in the recent past including reports that appeared in the newspapers. The meaning of word “Disaster” in Latin i.e. Dis (BAD) and Aster (STAR) and the theoretical definition of the concept “Disaster” was described to the participants followed by types of hazards categorized into a) Climate and weather related, b) Geophysical, c) Biological and d) Human induced. The disaster concepts like; Hazard, Vulnerability, Disaster, Risk and Resilience were presented in a lucid manner with simple examples which the trainees could easily understood. Other topics covered includes risk profile of the state of Kerala, milestones of disaster management in Kerala, list of notified hazards (both national and Kerala state), institutional mechanisms mentioned in the Disaster Management Act 2005 (NDMA, SDMA and DDMA) and of Kerala state, legislative framework, nodal ministries for management / mitigation of various types of disasters and salient features of the Kerala State Disaster Management Plan 2016 were discussed with the participants. With this the team dispersed for tea break.



After tea break, Mr Joe John George described the disaster management cycle. Points covered under the topic includes; preparedness phase, response phase, recovery phase & mitigation phase and activities that can be implemented under each of these phases of disaster management cycle. In order to understand the concept “RISK”, the facilitator portrayed an imaginary case study on 2018 Kerala floods occurred in a small village called ‘Kavalam’ in Alappuzha district and vulnerability conditions and values in numerals of two different children named Reena and Raju was narrated and the participants were asked to calculate disaster risks of both the children. The exercise helped the trainees to understand the concept of vulnerability and risk in a better manner. Other topics covered includes, disaster inclusive disaster risk reduction, special care to vulnerable sections of the community, role of local self-government department in disaster management and the disaster management plan prepared by each local bodies of Kerala Emergency Response Teams (Search & Rescue, Basic Life Support, Camp Management and Early Warning & Dissemination) formed under govt sponsored “Nammal Namukkayi”; Samoohika Sannadha Sena, civil defence force, Aapda Mitra programme of the Government of India was discussed in detail. Do’s and don’ts of hazards like; Flood, Drought, Lightning, Earthquake, Tsunami and Fire, care for animals during emergency and the images of various capacity building programmes, role of IAG, important contact numbers and Information-Education-Communication programmes, were shared with the trainees. Towards the concluding part of his presentation, Mr Joe John George asked few quizzes on the major portions covered under this presentation.

#### **DAY 1 (AFTER NOON): EARLY WARNING AND DISSEMINATION SYSTEMS**

Session on Early Warning and Dissemination Systems (EWDS) was facilitated by Mr. Pratheesh C Mammen, Programme Co-ordinator. KSDMA-UNICEF Projects. To begin with he started with the disaster management cycle covering focusing on two phases namely; pre-disaster risk reduction and post disaster – recovery including sub components coming under each phase like; mitigation/risk assessment & prevention; preparedness and individual disaster response coming under pre-disaster risk reduction scenario and response/relief; rehabilitation; reconstruction under post disaster – recovery. The concept of Prevention, Mitigation and Preparedness at individual and community level was explained with the help of images/infographics. The definition of EWDS, data of loss in terms of death and damage to property based on various hazards, Sendai framework, Sustainable Development Goals were presented highlighting EWDS. He also presented the list of hazards which the state of Kerala is prone to. He cited two case scenarios namely; the 1999 Odissa Super Cyclone which reported 10,000 death and to that of the Cyclone Phailin (2013) and the Cyclone Fani (2019) which hit the coastal area of Odissa wherein death was even less than 100 persons. Here the facilitator established the robust EWDS functioning in the



Indian sub-continent and advance early warning issued to evacuate people living in vulnerable areas that is prone to cyclone. The risk knowledge, monitoring and warning, dissemination & communication and the response capability of the government and community structure were narrated and discussed. The facilitator presented detail of the central agencies designated for issue of hazard specific alerts and warnings. He also covered in detail the specific roles, responsibilities and web addresses of central EWDS agencies like; India Meteorological Department (IMD); Meteorological Centre Thiruvananthapuram; IMD's mobile application; ESSO-INCOIS – Indian National Centre for Ocean Information; Central Water Commission (CWC); Geological Survey of India (GSI), National Centre for Seismology and ministry who issue alerts/warnings on drought and epidemics.

Apart for the central agencies, he also discussed the technical manpower available in State Emergency Operation Centre (SEOC) of Kerala State Disaster Management Authority for issuing various hazard specific alerts/warnings and including the roles of SEOC in hazard monitoring. The important features of Standard Operating Procedure (SOP) – ORANGE Handbook, the significance of colour code (G-Y-O-R), its parameters were explained to the trainees. The facilitator also made a detail presentation and discussed on dam updates; river water level with trends; heat wave warning and warnings to fishermen community which is available in the official website of KSDMA. The importance of multi-lingual Information-Education-Communication (IEC) materials on EWDS was also shared.



Toward the end a cyclone scenario planning exercise was conducted. The participants were divided into four groups and a cyclonic situation was provided to the participants and instructed them to discuss in their respective group and come up with advisories focusing on what an individual, community and state departments should do to effectively manage the cyclone. The exercise helped the trainees to learn how EWDS functions in real time and what are the things to be kept in mind while preparing advisories. The session ended with vote of thanks delivered by a trainee.

## **DAY 2: SEARCH & RESCUE AND BASIC FIRE FIGHTING**

Training on Rescue and Basic Fire Fighting was facilitated by Kerala Fire & Rescue Services, Alappuzha unit under the leadership of Mr Abhilash, District Fire Officer and his team of trainers Mr. P. K. Rejimon, Mr. Satheesan H and firemen Mr. Benjamin and Mr Saju. The purpose of the training programme was to create awareness, enhance knowledge and impart basic skills among the trainees to respond to an emergency situation by adopting various rescue and basic fire-fighting techniques. In the opening session, Mr. Abhilash introduced Kerala Fire and Rescue Services (KFRS) which functions under the Department of Home, Govt. of Kerala. He also mentioned the types of services the department is providing to the general public.

The second session was on 'fire'. The trainer provided an introduction on the phenomenon of fire and explained the physics and chemical aspects of fire. It is a chemical reaction between oxygen, fuel & sufficient amount of heat energy. The trainer then explained about types of fire which is classified under five categories namely; A,



B.C, D and E respectively. 'A' stands for solid fire; 'B' stands for liquid fire; 'C' stands for fire in gaseous substances; category 'D' represents fire in metal substances and 'E' for fire generated out of short circuit in



electrical equipments.

In the third session the trainers demonstrated various carrying methods for rescuing victims from disaster affected site to place of safety. Demonstration and practical session were held with the support of other firemen. Following are the types of carrying methods and its salient features discussed, demonstrated and practiced by the trainees.

- |                      |                        |
|----------------------|------------------------|
| 1. Two hand seated   | 2. Three hand seated   |
| 3. Four hand seated  | 4. Firemen lift method |
| 5. Rescue using rope |                        |





In the fourth session the trainers discussed “Water Rescue methods” which includes types of methods to be adopted to rescue a drowning person. Following topics were covered in the deliberation.

Reach	If the victim is located close to the shoreline, then the rescuer can retrieve him/her by using an oar, towel, fishing pole, branch of tree or hook etc. without having to enter the water. The victim must be conscious, alert and able to grab and hold on to the reaching device for this method to be considered.
Throw	If the victim is too far away from the shoreline to be reached with a rigid object. The rescuers can throw ropes, rope bags, flotation rings or discs tied to a rope, etc. to retrieve the victim without having to enter the water.
Row	If the victim is too far away from the shoreline to be reached or to have a flotation device thrown to them, then the rescuers must use a boat to access and retrieve the victim without having to enter the water. Once close enough to the victim, the rescuers can Reach, Throw, or lift them directly into the boat (whichever method is easiest and safest).
Go	Rescuers must physically enter the water and swim to the victim to retrieve him/her. This method may be used from the shoreline or from a boat depending on the circumstances. This method is typically used for unconscious victims but may also be used for conscious and alert victims that are in distress or unable to grab and hold on to a flotation device. Only those rescuers, who are strong swimmers, should enter the water to retrieve a victim.

The fifth session focused on fire hazard resulting from LPG cylinder which sometime can become lethal and can completely damage a building if exploded. The trainers detailed on the Do's and don'ts while using an LPG cylinder at home or at work place. The LPG cylinder consist of compressed gas in liquid form and is a combination of butane and propane kept in very high-density pressure inside the cylinder. When LPG gas is leaked from a cylinder, it will get accumulate in the ground level. Proper air ventilation shall be ensured and insisted the trainees not to use any kind of electrical or electronic equipments, mobile phone or any other equipments that generate spark or heat at place where LPG is leaked. A small friction may result in blast resulting in huge casualty and sometime loss of human life.

In the sixth and last session the trainer with the help of other firemen demonstrated step-by-step method to operate a fire extinguisher by taking all precautions. For practical session, the trainees were taken out to the open ground, where an artificial fire was created and the trainees practiced dozing the fire by using fire extinguisher under the supervision of trained master trainer.



### DAY 3: BASIC LIFE SUPPORT

Mr. Rajasekharan Nair, Senior Public Safety Instructor and his team from Indian Institute of Emergency Medical Services (IIEMS), Kottayam facilitated the session on Basic Life Support (BLS). The objective of the training programme was to impart perfect blend of theoretical and practical knowledge and skills among the trainees on administering first aid to victims of medical emergencies.

Mr. Rajasekharan Nair started the first session by giving an introduction to Emergency Response. He said the aim and objectives of Emergency Response is to preserve life, prevent harm, be safe and keep safe. The trainer explained life threatening emergencies such as choking, chest pain, stroke, serious blood loss, unconsciousness etc. and its symptoms. Causes of death and scientific reasons were discussed with the trainees including do's and don'ts.



In the second session, the trainer covered topic which includes; what is BLS, what is the purpose of BLS and on the basic anatomy. Most of the medical emergencies falls under the category namely; cardiac arrest, stroke and choking. If the victim is found unconscious, then check her/his voice; movement of eyes and breath. If none of these are responding, then the First Aid Provider shall conclude it to be a case of cardiac arrest. The first and foremost action a First Aid Provider shall take is to call an ambulance or a vehicle through which the victim can be comfortably taken to the nearest hospital for advance medical care. The procedure and process of providing First Aid to a victim are as follows.

- 1) **Ensure safety of victims:** Here the First Aid Provider shall ensure that all safety measures are taken care off. The First Aid Provider shall ensure her/his safety. The victim shall be moved to a shortest safer place for providing first aid.
- 2) **Check response:** The First Aid Provider shall gently tap her/his shoulder and ask “Are you ok” in loud and clear voice. If the victim responds, then CPR is not required. If the victim is not responding, then the following steps shall be undertaken.
- 3) **Call ambulance:** Immediately call an ambulance by dialling 108, 102 or other ambulance available near to the accident site. The caller shall give exact description of the location including some landmark.
- 4) **Check for pulse:** The First Aid Provider shall check for a pulse. Too much of time shall not be spend for checking Pulse Rate.

- 5) **Check for breath:** Make sure that the airway is not blocked. If the mouth is closed, press with your thumb and forefinger on both cheeks at the end of the teeth and then look inside. Remove any visible obstacle that is in your reach but never push your fingers inside too far. Put your ear close to the victim's nose and mouth, and listen for slight breathing.
- 6) **Administer CPR (Compression):** Before administering Cardio Pulmonary Resuscitation, ensure that the person is lying on a flat and firm surface. Place the heel of one hand on victim's breastbone and place the second hand on top of the first hand, palm down and interlock the fingers of the second hand between the first hand. Position your body directly over your hand so that your arms are straight and push down in the centre of the chest 2 inches for 30 times by both the hands directly over the breastbone in a faster mode.
- 7) **Clear airway:** In order to open the airway to allow respiration, you have to tilt the head and lift the chin. Put your palm on the victim's forehead and gently tilt the head back and then with the other hand, gently lift the chin forward to open the airway. Check for normal breathing, look for chest motion, listen for normal breath sounds, and feel for the person's breath on your cheek and ear.
- 8) **Breathing:** After ensuring open airway, you should close the nostrils of the victims with your fingers for mouth-to-mouth breathing and cover the person's mouth with yours, making a seal and breath out for about one second s this will make sure the air goes in the lungs and not the stomach and watch to see if the chest rises. If it does rise, give the second breath. After applying rescue breathing, if the chest doesn't rise, the repeat clear airway method and give two breaths and chest compression and followed by two rescue breaths.

The entire process of administering CPR by using "Mannequin" was demonstrated. The trainees were made into groups and practiced CPR and its entire process (Ensure safety of victims, check responsiveness; call ambulance; check for pulse; check for breath; administer CPR (Compression); clear airway and facilitate breathing).



In third session, the trainer explained how to administer CPR on an infant. He demonstrated the process and helped the trainees to practice the same. The first step is to check whether the baby is conscious or not and this can be checked by flicking your fingers against the feet of the baby. If the baby doesn't respond, then immediately call emergency medical helpline. If you find the baby in conscious state, but choking, then administer First Aid before attempting CPR. If the baby is coughing or gagging while in choking, let him/her continue to cough and gag on his/her own. If the baby is not coughing, you will need to be prepared to perform "Back Blow and chest thrust in



order to release the baby from whatever is blocking the airway. Check for breathing again and this can, be done by placing middle finger on the inside of baby's arm. If the baby has a pulse and is breathing, then put the baby in recovery position. If there are no pulse and breathing, then continue with the next step to perform CPR which is a combination of compressions and breaths. To open the airway of the baby, gently lift the baby's head back and chin up to open the child's airway and then pinch the nose shut, tilt the head back, push up the chin and give two rescue breaths each lasting about one second and exhale gently until the chest of the baby rises. After doing two rescue breaths, the First Aid Provider shall check for brachial pulse and if there are no pulse, then the first aid provider shall begin CPR on baby. For giving compression, the First Aid Provider shall take two or three fingers held together and shall place them in the middle of baby chest right below the nipples and gently compress the chest 30 times by pressing down 1/3 to 1/2 the depth of the baby's chest. The First Aid Provider shall continue the two rescue breaths and 30 chest compressions until sign of life is seen.

In the fourth session, Mr. Rajasekharan Nair helped the trainees to familiarize the techniques of addressing choking in adult, as well as in child and to develop skills in them through demonstration & practice. Following topics were also discussed in the session.

- |  |  |
|--|--|
| a) Relief of foreign body airway obstruction | b) Mild obstruction                    |
| c) Severe choking                            | d) Choking – Abdominal Thrust Managing |
| e) Choking in pregnant women                 | f) Choking if irresponsive             |
| g) Infant Choking symptoms                   | h) Infant Choking Management and,      |
| i) Infant Choking action & reactions         |  |

Towards the end of the training programme Mr. Rajasekharan Nair took a session on First Aid. He described the term First Aid, its techniques and different situations where First Aid can be applied & develop skills in the trainees through demonstration. Following topics were discussed with the trainees.

- |                             |                    |
|-----------------------------|--------------------|
| a) Bleeding                 | b) Poisoning       |
| c) Insect bite / snake bite | d) Bone injuries   |
| e) Burn                     | f) Electric shock  |
| g) Seizure                  | h) Drowsiness and, |

The session was a perfect blend of theoretical, practical knowledge and demonstration on effective BLS techniques.

#### **DAY 4 (FORE NOON): CAMP / SHELTER MANAGEMENT**

The last day's session was on Camp / Shelter Management and was handled by Mr. Vijeesh P, State Project Officer, Sphere India. The session educated the participants on the importance of camp management at the time of calamity and the arrangements which need to be made considering the Kerala Minimum Standard of Relief with focus on a) temporary shelter, b) vector control, c) food, d) water, e) health, f) sanitation and hygiene promotion and, g) waste management. He also made summary of comparative analysis of Kerala Minimum Standard of Relief and Humanitarian Aid of Sphere International tested over twenty years in humanitarian aid and response. A video documentary of camp management in Nepali language with English sub-title was screened for the better understanding of the trainees. The video highlights entire management aspect of the camp management from registration and intake of disaster affected persons/families to the camp and various services. The trainer thereafter made a detailed presentation on the following points:

- Details of camp management team.
- General instruction of a camp settings.
- Paying special attention to vulnerable groups.
- Adhering to covid-19 guidelines of GoI/GoK.
- Guidelines related to sanitation and waste management.
- Guidelines regarding diet adjustment.
- Guidelines related to animal camp.



The facilitator made a presentation on national flagship project called – National Cyclone Risk Mitigation Project (NCRMP) which is being implemented in the 9 coastal districts of Kerala. He focused his deliberation on component B of NCRMP read ‘construction of multi-purpose cyclone shelters’. The role of the local community and of the local body and constitution of cyclone shelter management and maintenance committee was discussed with special focus on the roles of volunteers/ERT members of the local body which was formed under government of Kerala’s programme – Nammal Namukkayi.



The last session was on simulation exercise on camp management. Mr. Vijeesh P screened two different video of camp stie of 2018 Kerala flood and asked the trainees to carefully observe the video and share their comments. The trainers then divided the trainees into four different groups and sector wise assessment of a) camp identification and site selection, b) demographic details, c) food, nutrition and health, and d) education, protection and security was allotted to them to complete the task in 20 minutes. As referral literature the trainer showed the core area to be concentrated while preparing the assessment report on sector allocated to them. Healthy discussion was held in the group and the group member came up with the points for assessment and was presented before other group members and the trainers.



#### **DAY 4 (AFTER NOON): QUALITIES OF TRAINER & MOCK PRESENTATION**

Mr. Ramesh Krishnan, Executive Director, Foundation for Development Action (FDA) handled a session on the qualities of a trainer. The purpose of the input session was to help the trainees to affectively organize the sensitization programmes which Caritas India and their partner organizations are planning at their respective districts in the coming week. The trainer selected a total of 8 trainees by lottery method. Two trainees were asked to present the do's and don'ts of two hazard namely; flood and landslide. The remaining six volunteers were asked to observe the presenter based on the evaluation criteria allotted to them. The criteria are as follows. 1) Eye contact, 2) Body language, 3) Subject knowledge, 4) Voice modulation, 5) Command over language and 6) Confidence level. The presenters were allotted a duration of 15 minutes to present the do's and don'ts of flood and landslide hazards. The facilitator displayed the do's and don'ts of the two hazards on the screen for the presenter to refer and make her/his presentation. The exercise helped the trainees to reinforce confidence to face the audience and handle the session effectively.

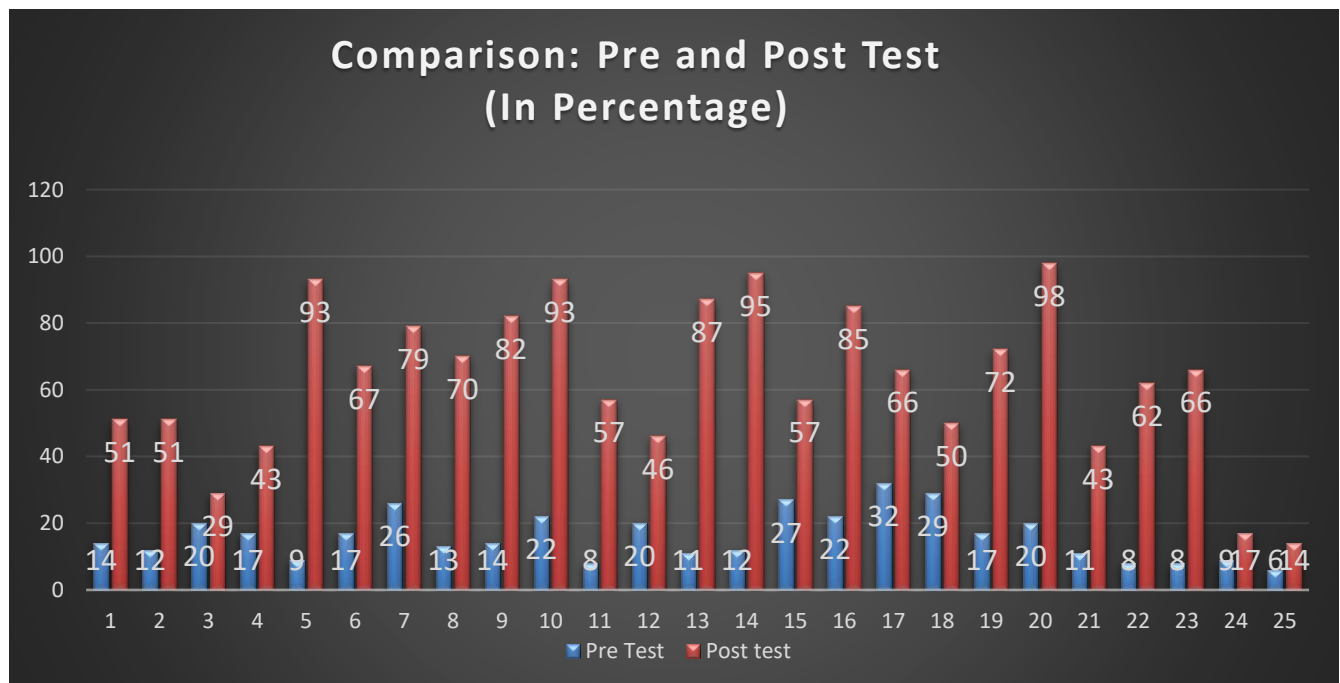
A valedictory session was held in the fourth day for both the batches wherein ToT certificate was distributed to all the trainees by the representatives of Caritas India and the Director, Alleppey Diocesan Charitable and Social Welfare Society (ADS). The trainees were asked to share their comments and feedback of the four-day ToT on DRR. The organizers of the ToT received overwhelming feedback from the trainees. They said, never in their recent history they have attended such a resourceful and participatory training programme. The sessions and the trainers were knowledgeable and made their respective sessions participatory. Few of them suggested that it would have been better, if the organizer could have managed the timing of the event. On day one of batch I, they had to



wait for long for the chief guest to arrive and complete the inaugural ceremony. The trainees further suggested to start the training on scheduled time and give a break for the inaugural ceremony to happen.



The consulting organization - Foundation for Development Action (FDA) had conducted a PRE and POST TEST of the ToT DRR to gauge in percentage (%) the existing level of knowledge of the trainees and then to gauge the increase in knowledge level. From the graphs shown below, it is evident that the level of knowledge of the trainees have drastically increased.



**Annexure 1 – ToT DRR - Participant List (Batch-I and II)**

<b>Participant List, ToT-DRR Batch - I (26<sup>th</sup> Oct to 29<sup>th</sup> Oct 2021)</b>					
<b>Sl. No.</b>	<b>Organization/Place</b>	<b>Name of the trainee</b>	<b>Designation</b>	<b>Gender</b>	<b>Contact No</b>
1	HDS Idukki	Bijo Mathew	Coordinator	M	9497881470
2	QSSS Kollam	Rineesh Antony	Coordinator	M	9496811855
3	Chethana Mavelikara	Reji Raju	Volunteer	M	9447017896
4	CHASS, Changanacherry	Jobin Varghese	Volunteer	M	8907303382
5	TSSS, TVM	Joshy Robert	Volunteer	M	7559055587
6	KSSS, KTYM	Alens Rose	Coordinator	M	8848621296
7	MSSS, TVM	Manu Mathew	Coordinator	M	9562864048
8	PSWS, Palai	Josemon Alex	Volunteer	M	7025259989
9	VSSS, Vijayapuram	Jojo John	Coordinator	M	9961421251
10	Kshema, Parasala	Arun T	Coordinator	M	8281828544
11	ADS, Alleppey	Monisha Mohan	Coordinator	F	9447116219
12	NIDS, TVM	Biju A S	Coordinator	M	9048881535
13	Anugraha, Pta	Suja Thomas	Volunteer	F	9544796243
14	PSSS, Punalur	Susamma M M	Coordinator	F	9496267468
15	ESSS, EKM	Vipin Joe M J	Coordinator	M	9895063885
16	HDS Idukki	Nithin Thomas	Volunteer	M	9633122884
17	QSSS Kollam	Ratheesh V	Volunteer	M	8547061426
18	Chethana Mavelikara	Roshin A Sam	Coordinator	M	9847113664 9936470088
19	CHASS, Changanacherry	Baby Joseph	Coordinator	M	9539701151
20	TSSS, TVM	Kevin Stellus	Coordinator	M	8129117734
21	KSSS, KTYM	Kunjumol Raju	Volunteer	F	7034119853
22	MSSS, TVM	Shijin S L	Volunteer	M	9400991377
23	PSWS, Palai	Tijo Mathew	Volunteer	M	9995558747
24	VSSS, Vijayapuram	Annamma Peter	Volunteer	F	9605873012
25	Kshema, Parasala	Akhil T	Volunteer	M	9809974215
26	ADS, Alleppey	Emmanuel M S	Volunteer	M	9947108004
27	NIDS, TVM	Rajesh S R	Volunteer	M	9562467227
28	Anugraha, Pta	Dino M John	Volunteer	M	9744610329
29	PSSS, Punalur	Yesudas G	Volunteer	M	9747772634
30	ESSS, EKM	Riju Joseph	Volunteer	F	9747169050

<b>Participant List, ToT-DRR Batch - II (1<sup>st</sup> Nov to 4<sup>th</sup> Nov 2021)</b>					
1	Jeevana, Calicut	Dominic P	Coordinator	M	9400376623
2	Jeevana, Calicut	Sr. Haritha DSS	Volunteer	F	9562533207
3	Shreyas Wayanad	Geochristin George	Coordinator	M	8606556939
4	Shreyas Wayanad	Sayooj Sashikumar	Volunteer	M	8943516072
5	Swanthanam, Thrissur	Nelson C T	Coordinator	M	9567830908
6	Swanthanam, Thrissur	Yadhu Krishna K M	Volunteer	M	9074548962
7	COD Thamarassery	Dona Mathew	Coordinator	F	6282781394
8	COD Thamarassery	Nirmal Benny	Volunteer	M	9072066433

9	People's Service Society, Palakkad	Jefin Philip	Coordinator	M	9656772609
10	People's Service Society, Palakkad	Manoj K. V	Volunteer	M	8086886299
11	Sultanpet Multipurpose Social Service Society	Roshan Lijo P	Coordinator	M	8075156060
12	Social Action Forum Irijalakuda	Baby Joy	Coordinator	M	9605353127
13	Kothamangalam Social Service Society	Gibin George	Coordinator	M	8606664997
14	Kothamangalam Social Service Society	Arun Paul Babu	Volunteer	M	7994595673
15	Welfare Services Ernakulam	Shimjo Devassia	Coordinator	M	8848875902
16	Welfare Services Ernakulam	Lucy Poullose	Volunteer	F	9895790212
17	Bodhana Thiruvalla	Manulal John	Coordinator	M	9946858377
18	Bodhana Thiruvalla	Siji Mathew	Volunteer	M	9349735472
19	WSSS Mananthvady	Jojo	Coordinator	M	9489425856
20	WSSS Mananthvady	Sheena Antony	Volunteer	F	9562464139
21	KAIROS Kannur	Mary Bincy T	Coordinator	F	8589800264
22	KAIROS Kannur	Pious K	Volunteer	M	8921323871
23	CSSS, Kochi	Laly Xavier	Coordinator	F	8590004523
24	CSSS, Kochi	Heenet Xavier	Volunteer	F	9895207413
25	Tellichery Social Service Society	Thomas John	Coordinator	M	9496564290
26	Tellichery Social Service Society	Tomy Mathew	Volunteer	M	9446943339
27	Samridhy Muvattupuzha	Libin Paul	Coordinator	M	8593958908
28	KIDS Kottapuram	Nakshatra N Nair	Coordinator	M	9207414356
29	KIDS Kottapuram	Amal Babu	Volunteer	F	7902788931
30	Samridhy Muvattupuzha	Richu Elizabeth	Volunteer	F	7356455941
31	Samridhy Muvattupuzha	Mariya John	Volunteer	F	8138843178



## Annexure 2 – ToT DRR Training Content / Module

Sl. No.	Topic	Content
1.	Training introduction and Basics of Disaster Management	<ol style="list-style-type: none"> <li>1. Overview of ToT on DRR</li> <li>2. Basic Terminologies - Hazard, Disaster, Risk, Vulnerability, etc</li> <li>3. Disaster Risk of India/Kerala</li> <li>4. Legislative Framework (Basics on DM Act 2005, DM policy, DM Plans, etc)</li> <li>5. Institutional Mechanism (NDMA, SDMA, DDMA, SEOC, DEOC etc)</li> <li>6. Functions of SDMA / DDMA</li> <li>7. Qualities of volunteers / trainers</li> <li>8. Case studies of Floods 2018</li> <li>9. NGO/IAG coordination</li> <li>10. Voluntary efforts in the state (Sannadha Sena, Civil Defence, Aapda Mitra - deployment, protocols etc</li> <li>11. LSG DM plans &amp; ERTs at LSG level</li> <li>12. DOs &amp; DONTs in each disaster</li> <li>13. Activity (If time permits)</li> </ol>
2.	Early Warning Dissemination & Systems	<ol style="list-style-type: none"> <li>1. What is EWS – Definition</li> <li>2. Why EWS – part of DM cycle, HVCA framework, context of Climate change</li> <li>3. EWS &amp; international commitments &amp; Targets – SDG, Sendai, UNFCCC – WMO, Paris Agreement.</li> <li>4. EWS – Framework – International – coordination &amp; collaboration.</li> <li>5. EWS – National level framework.</li> <li>6. Agencies and Disasters – specific roles.</li> <li>7. Kerala context – multi-hazard state – Increasing importance of warning.</li> <li>8. KSEOC – Orange book -Warning dissemination.</li> <li>9. Disaster specific warnings – Rainfall, flood, heatwave, ocean systems, Dam levels etc.</li> <li>10. Responses on alerts.</li> <li>11. personal access – warnings through apps &amp; portals</li> <li>12. Scenario Planning Exercise (SCE)</li> </ol>
3.	Rescue and Basic Fire Fighting	<ol style="list-style-type: none"> <li>1. Introducing Kerala Fire and Rescue Services</li> <li>2. Introduction and use of personal flotation devices</li> <li>3. Prevention of water related accidents / incidents</li> <li>4. Water rescue methods: # Reach, # Throw, # Row, # Go</li> <li>5. Carrying methods: # Two hand seated, # Three hand seated, # Four hand seated, # Firemen lift method, # Back board method, # Pack strap carry method</li> <li>6. Introduction to fire safety</li> <li>7. Fire Triangle</li> <li>8. Classification of fire</li> <li>9. Extinguishing mediums</li> <li>10. Fire Hydrants</li> <li>11. Fire detectors</li> <li>12. Electric Fire</li> <li>13. LPG Fire (Kitchen fire)</li> <li>14. Demonstration and practical session with the help of Fire extinguishers and other extinguishing mediums</li> </ol>

4.	Basic Life Support (BLS)	<p><b>1. <u>Basic Life Support (BLS)</u></b></p> <ul style="list-style-type: none"> <li>a) What is BLS</li> <li>b) Purpose of BLS</li> <li>c) Importance of BLS</li> <li>d) Basic Anatomy</li> <li>e) External Cardiac Compression</li> <li>f) Defibrillation</li> </ul> <p><b>2. <u>First Aid</u></b></p> <ul style="list-style-type: none"> <li>a) Cardiac arrest</li> <li>b) Choking</li> <li>c) Bleeding</li> <li>d) Poisoning</li> <li>e) Insect bite</li> <li>f) Snake bite</li> <li>g) Burn</li> <li>h) Electric shock</li> <li>i) Seizure</li> <li>j) Drowsiness and,</li> <li>k) Bone injuries</li> </ul> <p>3. Demonstration by mater trainer and practice by trainees in batches</p>
4.	Shelter Management	<ul style="list-style-type: none"> <li>1. Camp Management/ Temporary shelter Management</li> <li>2. Kerala State Minimum Standards of Relief</li> <li>3. Role of Civil society organizations/volunteers in Camp Management</li> <li>4. Addressing special population in camp management; Child, Women, elder, PWD</li> <li>5. Gram Panchayath level Emergency Response Team; Role and Responsibility</li> <li>6. Humanitarian minimum standards (Sphere Standards)</li> <li>7. Inter and Intra department Coordination and role of other stakeholders in camp management</li> <li>8. Camp Management: Discussion on good practices in Kerala</li> <li>9. NCRMP – Discussion on participatory management</li> </ul> <p><b>Topic for Group work</b></p> <ul style="list-style-type: none"> <li>10. Temporary shelter/Camp management in the context of 2018 &amp; 2019 flood in Kerala: Video screening followed by group discussion.</li> </ul>
5.	Training evaluation, feedback and valedictory	<ul style="list-style-type: none"> <li>1. Taking feedback from the trainees for performance betterment</li> <li>2. Sharing the outcome of pre and post-test with participants</li> <li>3. Closing ceremony</li> </ul>

### Annexure 3 – ToT DRR - Training Schedule

Topic	Speaker / training facilitator	Date and Time	
		Batch I	Batch II
Training introduction and Basics of Disaster Management	<b>Mr Joe John George,</b> SPO, KSDMA, (Mob No. 99477 56700)	<b>26-10-2021</b> <i>10.00 AM to 01.00 PM</i>	<b>01-11-2021</b> <i>10.00 AM to 01.00 PM</i>
Early Warning Dissemination & Systems	<b>Dr. Pratheesh C Mammen,</b> Programme Coordinator, KSDMA (UNICEF Programme) (Mob No. 8304036569, 9400251570)	<b>26-10-2021</b> <i>02.00 PM to 05.00 PM</i>	<b>01-11-2021</b> <i>02.00 PM to 05.00 PM</i>
Search & Rescue and Basic Fire Fighting, (Demonstration and practice by trainees)	<b>Mr Abhilash,</b> District Fire Officer, Alappuzha, (Mob No. 9497920114), <b>Mr Satheessan H,</b> Asst Station Officer, Kerala Fire and Rescue Services, Alappuzha (Mob 9447659075) <b>Mr PK Rejimon,</b> Fire and Rescue officer, Cherthala (Mob 70123 00269)	<b>27-10-2021</b> <i>10.00 AM to 05.00 PM</i>	<b>02-11-2021</b> <i>10.00 AM to 05.00 PM</i>
Basic Life Support, (Demonstration and practice by trainees)	<b>Mr Rajasekharan Nair,</b> Senior public safety Instructor and team, Indian Institute of Emergency Medical Services (IIEMS), Kottayam (Mob No.9446000489)	<b>28-10-2021</b> <i>10.00 AM to 05.00 PM</i>	<b>03-11-2021</b> <i>10.00 AM to 05.00 PM</i>
Shelter Management	<b>Mr Vijeesh P,</b> State Project Officer, SPHERE India, Kerala (Mob No. 9746649929)	<b>29-10-2021</b> <i>10.00 AM to 01.00 PM</i>	<b>04-11-2021</b> <i>10.00 AM to 01.00 PM</i>
Training evaluation, feedback and valedictory	Caritas India and Team FDA	<b>29-10-2021</b> <i>02.00 PM to 05.00 PM</i>	<b>04-11-2021</b> <i>02.00 PM to 05.00 PM</i>



## Annexure 4 – ToT DRR Pre-Post Test Questions

**KSDMA - Caritas India Supported DRR training to staffs of Diocesan Social Service Society, Kerala**  
**Consultancy organization: Foundation for Development Action (FDA), Thiruvananthapuram**  
**Training Evaluation Tool**

PRE / POST - TEST

Date:

*Note: Trainee may choose one of the appropriate options given under each question. Attempt all the questions.*

### **A. BASIC DISASTER MANAGEMENT / DISASTER RISK REDUCTION**

1. **RISK can be defined as**
  - a)  $\frac{\text{Vulnerability} \times \text{Hazard}}{\text{Capacity}}$
  - b)  $\frac{\text{Capacity} \times \text{Vulnerability}}{\text{Capacity}}$
  - c)  $\frac{\text{Hazard} \times \text{Vulnerability}}{\text{Capacity}}$
  - d) None of the above
2. **Which among the following one hazard falls under the category of Geophysical?**
  - a) Flood
  - b) Wind/Dust storm
  - c) Earthquake
  - d) Cyclone
3. **Disaster Management Act came into being on**
  - a) 23<sup>rd</sup> Nov, 2006
  - b) 23<sup>rd</sup> Dec, 2005
  - c) 25<sup>th</sup> Dec, 2005
  - d) None of the above
4. **Which among the following are not in the central list of hazards?**
  - a) Coastal erosion/hazard
  - b) Urban Floods
  - c) Lightning
  - d) None of the above
5. **Which among the following is the contact number of District Disaster Control Room?**
  - a) 1077
  - b) 1090
  - c) 1070
  - d) None of the above

### **B. EARLY WARNING DISSEMINATION AND SYSTEMS**

6. **The central agency designated for natural hazards-specific early warning for landslide**
  - a) Indian National Centre for Ocean Information Services (INCOIS)
  - b) Ministry of Health and Family Welfare (MHFW)
  - c) India Meteorological Department (IMD)
  - d) Geological Survey of India (GSI)

## 7. South west monsoons Season in Kerala?

- a) March- May                      b) October- December
- c) June- September                d) January- February

**8. What does orange in EWDS denotes?**

- a) Take action                      b) Watch and stay updated
- c) No action needed                d) Be prepared

## 9. Mobile App developed by IMD for lightning alert

- a) Mausam                                      b) Windy  
c) Damini                                      d) Weather channel

### C. RESCUE AND BASIC FIRE FIGHTING

**10. If you get into trouble in the water, how do you attract attention?**

- a) Stay calm                                      b) Float  
c) Wave    d) Call for help

**11. What is the only good excuse for not wearing a life jacket when you are on a boat?**

- a) You know how to swim                      b) There is an adult nearby
- c) The boat is not moving                    d) There is no good excuse

**12. If someone falls into the water and is in trouble, I should:**

- a) Throw him a life ring or life jacket
- b) Call out for help
- c) Use a stick, paddle or other object to reach out to him
- d) All of the above

**13. The acronym for proper use of a fire extinguisher is:**

- a) PAST                                      b) PASS
- c) PALS                                     d) None of the above

**14. You discover a fire, what is the first thing you must do?**

- a) Raise the alarm                      b) Call the fire brigade
- c) Get out of the building            d) Try to extinguish the fire

**15. Which one is a Class A fire?**

- a) Electrical                      b) Cloth
- c) Metal                          d) Flammable liquid

#### **D. BASIC LIFE SUPPORT / FIRST AID**

**16. Adult CPR compression and breathing ratio is**

- a) 15:02
- b) 05:01
- c) 30:02
- d) 10:01

**17. Cervical spine injured patient airway open method is**

- a) Head tilt and chin lift
- b) Jaw thrust
- c) Back thrust
- d) Spine position

**18. Infant CPR compression and breathing ratio (Two Rescue) is**

- a) 15:02
- b) 30:02
- c) 05:01
- d) 20:02

**19. First aid procedure for dislodging an obstruction from a person's windpipe (Choking)**

- a) Chest thrust
- b) Abdominal thrust
- c) Back thrust
- d) Hip thrust

**20. Full form of CPR is**

- a) Critical patient responds
- b) Care position right way
- c) Cardio pulmonary resuscitation
- d) Continuous

#### **E. CAMP MANAGEMENT**

**21. In which year Kerala State Minimum Standards of Relief – Edition 1 released**

- a) 2018
- b) 2020
- c) 2021
- d) 2007

**22. As per Kerala State Minimum Standards of Relief, how much drinking water does an adult person need per day?**

- a) Minimum supply of 2 litres per person/per day
- b) Minimum supply of 1.5 litres per person/per day
- c) Minimum supply of 4.5 litres per person/per day
- d) Minimum supply of 2.5 litres per person/per day

**23. In which year Government of India launched National Cyclone Risk Mitigation Project (NCRMP) Phase I**

- a) January 2009
- b) January 2011
- c) January 2015
- d) January 2018



**24. Samoochika Sannadhasena belongs to which government department of Kerala?**

- a) Department of Revenue and Disaster Management      b) Kerala Police  
c) General Administration Department      d) Department of Youth welfare

**25. Number of ERT's in GP Level Disaster Management Programme of the GoK**

- a) Five      b) Four  
c) Six      d) Two

**Pre – Post Test Answer Key:**

Question No.	Answer No.	Question No.	Answer No.
<b>Basics of DM/DRR</b>		<b>BLS</b>	
1	C	16	C
2	C	17	B
3	B	18	A
4	C	19	B
5	A	20	C
<b>EWDS</b>		<b>CAMP MANAGEMENT</b>	
6	D	21	B
7	C	22	A
8	D	23	B
9	C	24	C
<b>Rescue / Basic Fire Fighting</b>		25	B
10	D		
11	D		
12	D		
13	B		
14	A		
15	B		



*ToT DRR, Batch – II*

**Consultant:**

Foundation for Development Action (FDA),  
Building No. MP V 121 A, Pirappancode PO,  
Thiruvananthapuram District, Kerala, Pin Code: 695 607  
Phone: 0472-2581014, 7558849777

**Social Handles:**

<https://www.fdaction.org>  
<https://fb.com/fdaction>  
<https://instagram.com/fdaction>  
<https://twitter.com/FdAction>

