




# CP

**CONTINGENCY PLANNING  
TRAINING COURSE DESIGN**

# CONTINGENCY PLANNING TRAINING COURSE DESIGN

Prepared by:

  
**ALYSSA AIMEE S. BATLE**  
Training Specialist I

  
**JOE-MAR S. PEREZ**  
Training Specialist III


Reviewed by:

  
**MANUEL R. NIVERA, JR.**  
Chief, Curriculum Development Division

Noted by:

  
**DIR SUSANA G. JUANGCO, RN, MPH**  
Director, Capacity Building and Training Service

Approved by:

  
**USEC RICARDO B. JALAD**  
Administrator, OCD

# **CONTINGENCY PLANNING TRAINING COURSE DESIGN**

## **Background**

The Philippines, situated along the Pacific Ring of Fire and the Typhoon Belt, is prone to natural hazards such as typhoons, earthquakes, volcanic eruptions and tsunamis. Furthermore, human-induced hazards such as crimes, terrorism and bombing also threaten the lives of the communities.

Given our disaster risk profile, RA 10121, otherwise known as the Philippine DRRM Act, was enacted on 27 May 2010. Prior to the enactment of RA 10121, government actions relative to disaster management had been largely concentrated on the response phase where most of the resources are devoted to the needs of the affected population in the aftermath of a disaster. Now, the new law paved the way for the institutionalization of the proactive Disaster Risk Reduction and Management or “DRRM” approach, which is the “systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster.”

As provided for in RA 10121, one of the known DRRM mechanisms that we can use is Contingency Planning. It is used to establish preparedness measures and arrange response priorities ahead of time prior to a certain disaster. Contingency planning works well together with other DRRM tools to help ensure the achievement of safer, adaptive and disaster-resilient communities towards sustainable development.

In this regard, the course design for the conduct of Contingency Planning Training Course is hereby prepared.

## **General Objective**

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude that are essential in formulating a contingency plan (CP) that is responsive to the needs that will arise during a worst-case disaster situation.

## Specific Objectives

Upon completion of the course, the participants will be able to:

1. Explain the overview of CP, its background, development as well as its key principles;
2. Discuss the factors in DRRM and crisis management that affect the formulation of CPs;
3. Explain the processes involved in formulating CPs; and
4. Explain the importance of subjecting a CP to an exercise to detect gaps and areas for improvement.

## Module Descriptions

MODULES	DESCRIPTIONS
<b>Module 1: Introduction to CP</b>	This module provides an overview of CP, its background, legal bases, key features and principles.
<b>Module 2: CP Factors</b>	This module presents the different factors involved in DRRM and crisis management that play a role in the development of a CP.
<b>Module 3: CP Process</b>	This module presents the overall CP process by enumerating detailed procedures and templates used in formulating and completing the plan.
<b>Module 4: Testing the CP</b>	This module highlights the importance of conducting tabletop exercises and other forms of simulation to test the applicability of a CP.

## Teaching-Learning Methodologies

Interactive Lecture Discussion  
Workshops  
Structured Learning Exercise  
Tabletop Exercise

## Duration

Four (4) days

# Course Schedule

## DAY 1

TIME	PARTICULARS
0900H – 0930H	Arrival and Registration
0930H – 1030H	Opening Program
1030H – 1045H	AM Break
1045H – 1115H	Administrative Announcements Course Overview Pre-Test
1115H – 1200H	Review of Basic DRRM Concepts
1200H – 1300H	Lunch Break
1300H – 1500H	Module 1: Introduction to CP
1500H - 1515H	PM Break
1515H – 1715H	Module 2: CP Factors
1715H – 1730H	Daily Course Evaluation

## DAY 2

TIME	PARTICULARS
0830H – 0900H	Registration and Recapitulation
0900H – 1100H	Module 3: CP Process (Session 1) Workshop 1: Hazard Analysis (working AM Break)
1100H – 1200H	Workshop 2: Anatomy of the Hazard
1200H – 1300H	Lunch Break
1300H – 1500H	Workshop 3: Scenario
1500H – 1515H	PM Break
1515H – 1615H	Workshop 4: Goal and Objectives
1615H – 1630H	Daily Course Evaluation



### DAY 3

TIME	PARTICULARS
0830H – 0900H	Registration and Recapitulation
0900H – 1200H	Module 3: CP Process (Session 2) Workshop 5: Cluster Identification (working AM Break)
1200H – 1300H	Lunch Break
1300H – 1500H	Workshop 6: Cluster Implementation Plan
1500H – 1515H	PM Break
1515H – 1600H	Workshop 7: Emergency Operations Center and Incident Command System
1645H – 1700H	Daily Course Evaluation

### DAY 4

TIME	PARTICULARS
0830H – 0900H	Registration and Recapitulation
0900H – 1100H	Module 3: CP Process (Session 3) Workshop 8: Activation (working AM Break)
1100H – 1200H	Workshop 9: Working Group
1200H – 1300H	Lunch Break
1300H – 1500H	Module 4: Testing the CP
1500H – 1515H	PM Break
1515H – 1600H	Open Forum Ways Forward Post-Test Training Course Evaluation
1600H – 1630H	Closing Program
1630H	End of Training

## Participants

- Any representative from the government, non-government organizations and private organizations
- Must have extensive knowledge and experience in the field of DRRM especially on the provisions of RA 10121 and other relevant NDRRMC policies and guidelines
- Must be available to be tapped as facilitator for the formulation of contingency plans

## Training Requirements

Number of Course Monitor, Trainers/ Facilitators, and Secretariat	Number of Training Days	Number of Training Hours
1 Course Monitor 3 Trainers/ Facilitators 2 Secretariat	4	32

## Evaluation

### Level 1: Reaction Level

- Module Evaluation
- Trainers Evaluation
- Overall Training Evaluation

### Level 2: Learning Level

- Pre-Test
- Post-Test

## Administrative Arrangements

### Funding

All expenses for the conduct of training will be shouldered by \_\_\_\_\_

### Meals

Meals and refreshments will be provided during the course.

### Accommodation

Accommodation of the participants will be arranged at \_\_\_\_\_.

### Course Materials

All materials in print will be available during the training.

### Attire

Participants are required dress in smart casual attire during the training.

## Certification

The issuance of certificates shall adhere to the requirements pursuant to **OCD Office Order 182, s. 2017: Guidelines on the Implementation of OCD Disaster Risk Reduction and Management (DRRM) Training Courses**. Per item 8.8.3.1, *“Certificate of completion shall be awarded to trainees who attended all sessions and successfully satisfied the requirements of the training course.”* Per item 8.8.4 of the said OCD Office Order, *“Certificate of Participation shall be given if the trainee missed a maximum of 5% of the required training hours and/or was not able to satisfactorily perform based on the set objectives of the training course.”*

Further, pursuant to **OCD Office Order No. 196, s. 2019: Revised Guidelines on the Implementation of Levels 1 and 2 Evaluation for DRRM Training**, in item 9.2, it is specified that a participant shall be required to take the pre-test and post-test under the following conditions in order to receive Certificate of Completion:

- Pre-Test: must accomplish the pre-test but no passing grade required
- Post-Test: must earn a passing grade (60% of the total test items) or higher

## Gender Sensitivity and Responsiveness

The OCD upholds the principles of gender and development in the implementation of all its training programs. Hence, it is important for all attendees to maintain gender sensitivity and responsiveness throughout the course.

## Contact Details

For further inquiries, you may contact:

**Capacity Building and Training Service**

**Office of Civil Defense Central Office**

912 - 4832 / 421-1926

cbts@ocd.gov.ph



## **Contingency Planning Secretariat Guide**

### **Materials for Reproduction**

- NDRRMC-NSC JMC No.1 s 2016: 7 pages (1 per pax; 1 per facilitator)
- NDRRMC Memo No. 10 s 2020: 1 page (1 per pax; 1 per facilitator)
- CP Guidebook: 66 pages (1 per pax; 1 per facilitator)
- CP Quick Guide: 6 pages (1 per pax; 1 per facilitator)
- CP Template: 24 pages (1 per pax; 1 per facilitator)
- Activity Packet for Trainees: 10 pages (1 per pax)
- Activity Packet for Facilitators: 12 pages (1 per facilitator)
- Module 2 Handout: 5 pages (1 per pax; 1 per facilitator)
- Module 2 DRRM and CM Printouts: 6 slides (1 per group, to be cut into pieces)
- Module 2 Puzzle: 4 slides (to be cut into pieces)
- Pre-Test Questionnaire: 3 pages (1 per pax)
- Post-Test Questionnaire: 2 pages (1 per pax)
- Pre and Post-Test Sheet: 1 page (1 per pax)
- Level 1 Reaction Evaluation Form: 2 pages (1 per pax)
- Resource inventory: 2 pages (1 per pax; FOR TRAINING USE ONLY)

### **Office Supplies**

- A4 paper
- Notebooks
- Expanding envelopes
- Pencils
- Pens
- ID holders with lace
- Permanent markers
- Whiteboard markers
- Parchment papers
- Certificate holders
- Masking tapes (at least 2 rolls per group)
- Flip charts (at least 10 sheets per group)
- Meta cards (at least 10 per pax)

### **Computer Supplies**

- Laptop
- LCD projector
- Clicker
- Printer

### **Prescribed Training Kit Contents**

- CP Guidebook
- Sample Contingency Plan
- NDRRMC-NSC JMC No.1 s 2016
- Training Course Design and Activity Packet
- Level 1 Reaction Evaluation Form
- Notebook

- Pen / Pencil

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**FOR CP WORKSHOP ONLY: Requirements to be brought by participants**

- Maps of the locality (hazard, risk, administrative, etc.)
- Disaggregated data on socio- economic profile, population composition and characteristics
- Disaggregated data of resources/assets
- Relevant local, national and international policies/SOPs on Disaster Risk Reduction and Management, and Crisis Management
- Available other plans of the LGU or agency/office

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