



World Bank Regional Emergency Operations Centre Workshop Agenda

Day 1: July 22, 2019

| Time | Session/Activity | Speaker | Location | Description |
|------------------|---|---|---|---|
| Opens at 6:00 am | Breakfast | N/A | Café Mozu Restaurant located on M floor | — |
| 8:15 am | Participant Sign-In/Registration | N/A | Aravinda foyer | — |
| 9:00 am | Security Briefing | Hotel Security Staff | Aravinda | — |
| 9:15 am | Welcome and Opening Remarks | Mr. Derek Rowan and Mr. Ignacio Urrutia | Aravinda | — |
| 9:45 am | Learning from Experience Session 1—The Japan Case | Dr. Kimiro Meguro | Aravinda | Discuss Japan's EOCs and response to large-scale incidents. |
| 10:45 am | Break/Refreshments | N/A | Aravinda foyer | — |
| 11:00 am | Learning from Experience Session 2—The Japan Case | Dr. Muneyoshi Numada/ Mr. Tetsuro Ito | Aravinda | Discuss Japan's EOCs and response to large-scale incidents. |
| 12:00 pm | Lunch | N/A | Café Mozu Restaurant located on M floor | Buffet lunch on site. |
| 1:15 pm | Group photo | N/A | Hotel pool | — |
| 1:45 pm | Welcome Remarks | Mr. Francis Ghesquiere | Aravinda | — |
| 2:00 pm | Technical Session 1—Policy and Doctrine that Shapes Preparedness | Mr. Derek Rowan | Aravinda | Overview of the importance on a common, nationally accepted doctrine and framework for building preparedness and disaster resiliency. This session will also address legal frameworks for disaster preparedness and the varied roles of public and private agencies during disaster and emergency response. |
| 2:45 pm | Break/Refreshments | N/A | Aravinda foyer | — |
| 3:00 pm | Technical Session 2—Introduction to EOC Principles | Ms. Teri Smith | Aravinda | Concept, significance, and primary roles/responsibilities of EOCs. Interaction with field incident management will also be addressed. |
| 4:00 pm | Break | N/A | — | — |
| 4:15 pm | Learning from Experience Session 3—International Coordination Challenges and Multi-Agency Coordination | Mr. Tim McSherry | Aravinda | U.S. Agency for International Development, Office of Foreign Disaster Assistance experience in establishing emergency management programs, multi-agency coordination systems, and emergency operations centers throughout the world to include case studies in Southeast Asia. |
| 5:15 pm | Day 1 recap/Admin instructions for Day 2 | Mr. Derek Rowan and World Bank | Aravinda | — |
| 5:30 pm | Dismissal | Mr. Derek Rowan | — | — |
| 6:00 pm-8:00 pm | Reception | N/A | Pushkara Ballroom located on M floor | Evening social reception on site. |



World Bank Regional Emergency Operations Centre Workshop Agenda

Day 2: July 23, 2019

| Time | Session/Activity | Speaker | Location | Description |
|------------------|---|--|--|--|
| Opens at 6:00 am | Breakfast | N/A | Café Mozu Restaurant located on M floor | — |
| 7:30 am | Assembly for Field Tour | N/A | TBD | — |
| 8:00 am | EOC Field Tour | Department of Disaster Prevention and Mitigation EOC Management Team | Department of Disaster Prevention and Mitigation | The purpose is to expose the participants to a functional EOC to enable them to broadly understand structure and functions of EOCs. |
| 12:00 pm | Lunch | N/A | Café Mozu Restaurant located on M floor | Buffet lunch on site |
| 1:15 pm | Daily Opening Remarks | Mr. Derek Rowan | Aravinda | Debrief from EOC site visit, overview of remaining agenda. |
| 1:30 pm | Technical Session 3—EOC Structure Development | Ms. Teri Smith | Aravinda | Introduce how EOCs can be organized and leadership and management roles in the EOC. Personnel coordination, training, and human resource needs in the EOC environment will also be addressed. |
| 2:30 pm | Break | N/A | — | — |
| 2:45 pm | Activity Session 1—EOC Structure Development | Facilitation Team | Padmini Padmana Padmavati | Participants will determine which EOC model is most appropriate for their program, then develop a plan for how the various positions will be filled. |
| 3:30 pm | Break/Refreshments | N/A | Aravinda foyer | — |
| 3:45 pm | Technical Session 4—Establishing and Maintaining Situational Awareness | Mr. Derek Rowan | Aravinda | Explain the meaning and importance of situational awareness, and what are essential elements of information. Describe the EOC's role in gathering, analyzing, and sharing/disseminating information with the incident site, elected and appointed officials, and community stakeholders. Management of public information will also be addressed as well as technology-based information management systems that can be utilized in the EOC. |
| 4:45 pm | Day 2 recap/Admin instructions for Day 3 | Mr. Derek Rowan and World Bank | Aravinda | — |
| 5:00 pm | Dismissal | Mr. Derek Rowan | — | There will be no organized activity for the evening of Day 2 so that participants can socialize and explore the city as they wish. |



World Bank Regional Emergency Operations Centre Workshop Agenda

Day 3: July 24, 2019

| Time | Session/Activity | Speaker | Location | Description |
|------------------|---|---------------------|---|---|
| Opens at 6:00 am | Breakfast | N/A | Café Mozu Restaurant located on M floor | — |
| 9:00 am | Daily Opening Remarks | Mr. Derek Rowan | Aravinda | Overview of daily agenda |
| 9:15 am | Activity Session 2 —Situational Awareness Drill | Facilitation Team | Padmini Padmana Padmavati | Participants will be provided a simulated scenario and will then determine what information they have for developing a situation report and what information they need to obtain; facilitators will serve as information sources and provide participants additional scenario information as requested. |
| 10:15 am | Break/Refreshments | N/A | Aravinda foyer | — |
| 10:45 am | Technical Session 5 —Introduction to EOC Resource Management | Mr. John Newcomer | Aravinda | Explain the role of EOCs in supporting the resource requests of incident sites to include location, acquisition, tracking, and deployment. The use of technology-based resource management systems that can be utilized in the EOC will also be reviewed. |
| 12:00 pm | Lunch | N/A | Café Mozu Restaurant located on M floor | Buffet lunch on site. |
| 1:15 pm | Activity Session 3 —Resource Management Drill | Facilitation Team | Padmini Padmana Padmavati | Participants will simulate receiving, filling, and tracking resource requests from a simulated scenario. |
| 2:15 pm | Break/Refreshments | N/A | Aravinda foyer | — |
| 2:45 pm | Technical Session 6 —Incident Action Planning | Mr. Derek Rowan | Aravinda | Introduce participants to the EOC's role in planning support during an incident; discuss the operational planning concept. |
| 3:45 pm | Break | N/A | — | — |
| 4:00 pm | Activity Session 4 —Participant Lessons Learned | Mr. Derek Rowan | Aravinda | Facilitators will assist participants in identifying current strengths and areas for improvement related to their ongoing development of EOCs and an emergency preparedness culture in their countries. |
| 5:00 pm | Dismissal and Closing Remarks | Mr. Christoph Pusch | Aravinda | — |
| 7:00 pm-9:00 pm | Closing Dinner | N/A | Pushkara Ballroom located on M floor | Group dinner on site. |