

Emergency Readiness and Disaster Management Workshop Programme

DAY 1		
TIME	TOPIC	FACILITATOR
08:00-09:00	Registration	Administrator:
09:00-09:30	Welcome Safety & emergency briefing; House rules & logistics	Host:
09:30-10:00	ERDM - key concepts, background	Facilitator:
10:00-10:30 Tea break		
10:30-12:00	ERDM Phases - Prevention, Preparedness	Facilitators:
12:00-13:00 Lunch		
13:00-14:30	ERDM Phases- Response, Recovery	Facilitators:
14:30-14:40 Comfort break		
14:40-16:00	The Disaster Management Plan	Facilitator:
DAY 2		
TIME	TOPIC	FACILITATOR
09:00-09:30	Welcome, feedback, admin	Host & Administrator
09:30-10:00	DM Plan practical	Facilitator:
10:00-10:30 Tea break		
10:30-12:00	Demonstration: The Disaster Box	Facilitators:
12:00-13:00 Lunch		
13:00-15:00	Practical - How to handle books damaged by fire and water; How to dry wet books	Facilitators:
15:00-15:30	Assessment & closure	Host

